Annual Meetings Special Sessions Guidelines

Do you have a great idea for a session at the Annual Meetings that would be of interest to more than your division or community? Special sessions address cross-cutting issues that appeal to a multi-organizational audience.

Funds for such sessions are allocated by the ACS732 Annual Meetings Planning Committee based on merit and how well the proposal meets the larger needs of the Societies and the sciences. The committee may recommend combining or revising proposals received. Proposals may not be fully funded due to limited funds available. Proposed sessions which are more appropriate to the division/community process will be referred there.

These funds are for symposium programming and are not intended to support food, reception, awards, or other similar social functions.

As you consider submitting a proposal for funding, keep in mind that one of the online questions will ask you for a budget in addition to listing your outside funding. While you are strongly encouraged to seek outside funding, it is a requirement of this program that you coordinate all outside funding requests first through the ASA, CSSA, and SSSA Marketing & Business Relations Manager, Eric Welsh. He can be reached at (608) 273-8081 or ewelsh@sciencesocieties.org.

Fund Guidelines

1. A Special Session is a session/symposium presented at the Annual Meetings that does not fit into a division/community program. It is, typically, broader scope, and the interest and subject matter may cross multiple divisions, communities, or societies.

2. The opportunity to present a special session is open to members and nonmembers.

3. To propose a special session, please go to [https://www.acsmeetings.org/submit-special-sessions](https://www.acsmeetings.org/submit-special-sessions) and complete the online application. Please have the following information ready when you start the online submission:
   a. Name of session.
   b. Purpose of session.
   c. Length of session.
   d. Outline of session including topics, etc.
   e. Description and size of intended audience.
   f. Preferred date and time.
   g. The Society(ies) or division(s) that have agreed to cosponsor the proposed session.
   h. Contact person (name, address, phone, fax, and email).
   i. Detailed budget for session (including travel, lodging, per diem, audio/visual, etc.).
   j. All sources of confirmed and proposed outside funding, detailing the total amount of support for the proposed session. Note: The committee closely reviews your efforts and ability to secure outside funding.
4. All proposals will be reviewed by the committee shortly after the deadline. Allocations will be determined at this time. You will receive notification as to whether or not your proposal has been accepted and the level of funding allocated.

5. All special sessions shall be treated similarly to community/division programming. Organizers will have time to prepare an announcement of their accepted session for publicizing in CSA News. Deadlines will be strictly enforced.

6. Accepted proposals will receive a special link from the staff in the Department of Meetings and Conventions allowing authors to submit their abstracts to the newly formed special session.

7. Abstracts will be required for all speakers and must be submitted by the final abstract submission deadline. Abstract fees will be waived for both member and nonmember invited speakers by entering them through a special link. Registration fees will only be waived for nonmember invited speakers and any additional funding received may not be used for member registrations.