AAI Outreach Program Application

Please fill in the answer to each question. All fields are required. Please also attach a copy of the preliminary meeting program. Please send the completed application to awards@aai.org.

Name of meeting for which support is being requested

_____

Names of meeting organizers (include AAI member ID where applicable). Please indicate organizing committee chair(s) with an asterisk.

Meeting dates _____

Is this meeting in-person, all-virtual, or hybrid (combination of in-person and virtual)? If in-person, what is the meeting location (city and venue)?

_____

Is this meeting held annually or is it a one-time event?

_____

Expected number of attendees _____

Do you expect mostly local attendees or do you anticipate that most will travel to the meeting site?

What are the expected travel costs to attendees (e.g., lodging, airfare)? Please provide an itemized estimate of these costs.

What are the registration fees (regular, trainee, etc.)?

Number of institutions represented by attendees (*Please include a short list of anticipated institutions*)

Number of institutions represented by speakers (*Please include a short list of anticipated institutions)*

What is the process for selecting invited speakers?

We encourage consideration of diversity in speakers. Please break down speakers by career level, gender, ethnicity (including categories of URM scientists), and other diversity as known.

Is there a keynote address? If so, who is the keynote speaker?
_____

Are abstracts being accepted for presentation? If so, will presentations be oral, poster, or both oral and poster? How many are accepted for presentation? What is the evaluation process? Will the program include student and postdoctoral fellow oral presentations?

Are other awards being offered in conjunction with the meeting? If so, please describe the awards, including selection criteria, and the amount.

How is the meeting supported (e.g., by an academic institution, by outside sponsorships)?

Does the meeting receive corporate support? If so, please list the sponsors and their sponsorships.

Does the meeting have exhibitors?

What sponsorship opportunities are offered in conjunction with the meeting?

What is the meeting organization's tax status (i.e., is this a 501c(3) organization)? If not, with what institution is this organization affiliated? *Please note that funding is not made payable to individuals.*

For which activities are you seeking support (e.g., travel awards, speaker costs, or special sessions):

☐   We are most interested in support for (list in priority)_____.

☐   We are open to any support.

We recommend application submission at least 3 months in advance of the meeting start date.

The funding of programs is at the discretion of AAI.