



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 if applicable). Please indicate organizing committee chair(s) with an asterisk.

Meeting dates _____

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*)

How are the invited speakers determined?

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

Are abstracts being accepted for presentation (oral or poster)? Will some abstracts be selected for oral presentation? How many? 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?

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.