

# ARO 2020 SYMPOSIUM PROPOSAL

## ORGANIZERS' CONTACT INFORMATION:

NAME AND EMAIL 1:

NAME AND EMAIL 2:

## TITLE OF SYMPOSIUM:

## OVERALL SYMPOSIUM ABSTRACT (max 300 words):

### CHOOSE ONE OF THE FOLLOWING TEMPLATES TO STRUCTURE THE SYMPOSIUM

#### ***TEMPLATE SY1 (Intended for one keynote and a combination of early-stage and mid-career investigators):***

TALK 1 = 30 MINUTES

TALK 2 = 15 MINUTES

TALK 3 = 15 MINUTES

TALK 4 = 15 MINUTES

TALK 5 = 15 MINUTES

TALK 6 = 15 MINUTES

TALK 7 = 15 MINUTES

#### ***TEMPLATE SY2 (Intended for a combination of early-stage, mid-career and senior investigators):***

TALK 1 = 30 MINUTES

TALK 2 = 30 MINUTES

TALK 3 = 15 MINUTES

TALK 4 = 15 MINUTES

TALK 5 = 15 MINUTES

TALK 6 = 15 MINUTES

#### ***TEMPLATE SY3 (Intended to include 4x30 minutes for senior investigators)***

TALK 1 = 30 MINUTES

TALK 2 = 30 MINUTES

TALK 3 = 30 MINUTES

TALK 4 = 30 MINUTES

#### ***TEMPLATE SY4 (Intended to include 3x30 minutes for senior investigators and 2x15 minutes for young investigators):***

TALK 1 = 30 MINUTES

TALK 2 = 30 MINUTES

TALK 3 = 30 MINUTES

TALK 4 = 15 MINUTES

TALK 5 = 15 MINUTES

**INSTRUCTIONS: SELECT A TEMPLATE (DELETE IRRELEVANT ONES). FILL IN THE FOLLOWING INFORMATION FOR EACH CONFIRMED SPEAKER:**

Speaker name  
Speaker email  
Title of presentation  
Presentation duration (15 or 30 mins)  
100-word abstract

**Budget: please read the ARO travel reimbursement policy (see brief version below and full version on the ARO website). Provide a detailed budget, if relevant, that adheres to the policy.**

**Each non-member invited speaker will be contacted by ARO or Talley prior to review of the symposium proposal to confirm that the invited speaker (a) has agreed to participate if the symposium is accepted, and (b) understands the reimbursement policy.**

**Budget requests should include the following information:**

**Speaker name and whether they have been an ARO member in the past 3 years.**

**Detailed proposal for travel including anticipated cost of air travel, 2 nights stay in hotel.**

**All non-member invited speakers will have their conference registration fees waived.**

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**ARO TRAVEL REIMBURSEMENT POLICY:**

*Anyone with prior membership or conference registration activity in ARO, within 3 years of the anticipated date of the speaking engagement, is ineligible for reimbursement.*

Each symposium or workshop will be granted a maximum budget of \$3,000 for non-member speakers. This total amount should be used for multiple speakers if appropriate; there is a maximum \$1,500 per speaker.

- Necessary air or rail fares at economy cost. Tickets must be purchased by the speaker (ARO cannot purchase tickets), at least 14 days prior to departure. Purchasing 21 days prior to departure or longer is strongly encouraged to reduce the cost.
- Personal automobile travel is permitted, with reimbursement at a rate established by the IRS (currently \$.56 per mile) not to exceed air or rail fare when this is available.
- ARO will not cover car rental expenses.
- Hotel: 2 Room Nights – Room and Tax. ARO will make hotel reservations in the speaker's name. The speaker will pay for the cost of room and request reimbursement.
- All incidental charges (meals, phone calls, etc) are not reimbursed by ARO.
- Traveling with Family Members: Expenses incurred by a spouse or other family member(s) are not reimbursable.

**Finally, provide a memorandum of understanding, indicating that each speaker has been contacted and agreed to participate and that the budget proposal is understood by all organizer and non-member invited speakers.**

**Email form to: [AROProgramCommittee@gmail.com](mailto:AROProgramCommittee@gmail.com)**