



NON-PROFIT SUPPORTED SYMPOSIUM PROPOSAL APPLICATION

This application must be submitted to the ASGCT Executive Office on or before **February 1, 2012** for inclusion in the 15th Annual Meeting Preliminary Program. Applications will be accepted after this date, but cannot be guaranteed placement in the Preliminary Program.

New in 2012, ASGCT is offering a variety of options for Foundation Supported Symposia. The options are flexible and meant to suit the needs and budgets of ASGCT partners. Symposia slots are available:

Thursday, May 17th • 12:00 pm – 1:15 pm • \$6,250 (package description below)

Thursday, May 17th • 6:45 pm – 8:45 pm • \$10,000 (package description below)

Friday, May 19th • 1:00 pm – 2:15 pm • \$6,250 (package description below)

Friday, May 19th • 6:30 pm – 8:30 pm • \$10,000 (package description below)

ASGCT provides a limited number of foundation and non-profit partners the opportunity to host an evening symposium during the Annual Meeting, based on approval of individual program proposals. The proposals are reviewed by the Program Committee and President, and accepted based on merit, date, and space availability.

Note: In order to avoid duplication of presentations, the Society strongly discourages speakers confirmed for the official ASGCT scientific symposia to present a similar talk at a foundation symposium.

FOUNDATION SYMPOSIUM PACKAGE

THE FOLLOWING SERVICES PROVIDED BY ASGCT ARE INCLUDED IN THE SYMPOSIUM COSTS:

- One complimentary promotional insert in the conference registration bags to market the symposium.
- One complimentary registration for the individual coordinating the symposium at the meeting.
- Publication of the symposium program in the official Preliminary Program and Final Program Book.
- Promotion of your symposium on the ASGCT Website.
- One-time use of the ASGCT pre-registration list.
- Reservation of meeting room space provided by ASGCT (fees include rental costs).
- Professional signage promoting the symposium.
- Discount on audio/visual equipment.
- Logistical support at the meeting.

GUIDELINES

SUCCESSFUL PROPOSAL APPLICANTS MUST PROVIDE THE FOLLOWING SERVICES FOR THE APPROVED SYMPOSIUM:

- Design, print, and distribute separate invitations for the symposium.
- Provide on-site management of the symposium and coordinate space needs with the ASGCT Meetings Manager.
- Arrange for appropriate catering and audio/visual equipment (ASGCT will supply planning packets to assist with this process).
- Manage payment of honoraria and/or expense reimbursement to speakers, moderators, or others.
- Accept financial responsibility for all aspects of the symposium (minus room rental fees), including audio/visual rental, catering, etc.
- Use of the ASGCT name and logo is not permitted without the expressed written consent of ASGCT. Contact the ASGCT Executive Director who will obtain proper authority from ASGCT leadership.
- Return a copy of the below application to ASGCT Executive Director, Mary Dean, at the ASGCT Executive Office. (mdean@asgct.org)

NON-PROFIT SUPPORTED SYMPOSIUM PROPOSAL APPLICATION

Supporting Organization: _____

Contact Person: _____

Symposium Director: _____

Proposed Symposium Title: _____

Proposed Date: _____ Proposed Time: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

Please state below (or attach) a detailed overview of the proposed session including the suggested moderator, individual presentation titles and speakers, and other relevant information.

Please list the overall learning objectives for this proposed session.

1. _____

2. _____

3. _____

I understand that:

1. This application is used only to submit proposals for Non-Profit Symposia.
2. All proposals will be evaluated by the ASGCT Program Committee and/or President for their applicability to ASGCT educational goals and objectives.
3. A decision regarding applicability of the proposal will be received from the ASGCT Executive Office within two weeks of submission.
4. In accepting a proposal, the ASGCT Program Committee reserves the right to make any changes it deems necessary to the session content or speakers.

Signature: _____ Date: _____

Print Name: _____ Title: _____