AAAS ANNUAL MEETING

FAQS ABOUT PROPOSAL SUBMISSION

1. Must I be a AAAS member to submit a proposal?

No, membership is not required to submit a proposal. If you would like information about AAAS membership, please visit http://www.aaas.org/membership.

2. Do I need to start and complete my proposal in one sitting?

No, you will be able to work on your proposal, save your progress, and return to it at a later date. We recommend that you keep the web address and user login close at hand, so that you may easily return to your draft. You can log-in at any time before the deadline to edit and complete your proposal.

3. What if I don't finish my proposal before the deadline?

Incomplete proposals do not enter review and are removed from the database after the proposal deadline.

4. How long will the proposal process take?

Once your information is prepared and ready (including a brief description of the overall topic and the focus of each presentation), we anticipate that proposal submission will take no more than 30 minutes to complete.

5. When will I receive the decision about my proposal?

You can expect to receive a decision about your proposal by email in early July.

6. What types of sessions I can choose from? What happened to the 180-minute format?

The AAAS Scientific Program Committee decided to remove the 180-minute format from the call for proposals, starting with the 2017 Annual Meeting. Proposal organizers can choose from the standard 90-minute symposia, a 90-minute discussion format which focuses slightly more on audience participation, and a 10-minute flash talk format, which is an opportunity for an individual to briefly discuss a particular topic or area of research. See the "2019 Scientific Session Formats" document for more information.

7. **Can I submit a proposal and also apply to be a reviewer?**

Yes. You can submit a proposal and apply to be a reviewer, but you may not review the proposals you submitted or those for which you have a potential conflict of interest. Email meetings@aaas.org for information on how to sign-up to be a reviewer.

8. **Can I submit more than one proposal?**

Yes, but it is strongly recommended that you do not include the same participants for multiple proposals.

9. **What are some of the criteria that AAAS looks for in a successful proposal?**

The AAAS Scientific Program Committee underscores that a successful proposal is characterized by interesting and timely topics that are thoughtfully developed and include capable and articulate speakers representing the diversity of science and society, including disciplinary field, gender, ethnicity, geographic location, and institution.

10. **Do all speakers need to be confirmed when submitting my proposal?**

It is recommended, though not required, to confirm speakers before the proposal deadline. A session with confirmed speakers appears more complete and competitive to proposal reviewers and the Program Committee.

11. **What guidance is provided to reviewers for proposal review?**

Proposal Review Considerations: <u>90-Minute Sessions (including both the standard Symposium Format and the Discussion-Focused Format)</u>

The following are considerations provided to reviewers. Organizers should carefully follow the instructions for submitting their proposals, which will be evaluated for completeness and clarity. Incomplete proposals (including missing descriptions for the presentations) will not be reviewed.

1. <u>Evaluate the proposal in general</u>: Is information adequate for evaluation? Does the proposal clearly describe the session? Is it well organized and coherent?

2. <u>Evaluate the topic</u>: Is the topic timely? Is the topic too narrow or technical for a multidisciplinary audience? The AAAS Annual Meeting Scientific Program Committee is particularly interested in proposals that highlight the theme. However, proposals that are not directly related to the theme will be considered if they involve ground-breaking areas of

research, new and exciting developments, or interesting perspectives about an issue of broad disciplinary or interdisciplinary interest. Proposals that cover policy are expected to primarily focus on the cutting-edge aspects of the scientific research driving policy in that particular subject, rather than focusing wholly on the issues beyond the science.

3. Evaluate the content: Consider overall merit and the importance of including the proposed session in the program. Does it offer a unique opportunity to AAAS attendees that would not be available in another venue? Speakers should present topics from which dynamic discussions can develop, rather than simply "teaching" the audience about basic science or about a particular project. **Proposals focused on specific projects or programs are discouraged, unless they significantly emphasize broader applicability**. **Strong proposals include demonstration of research results and evidence of conclusions**, rather than descriptions of projects or programs in earlier stages of development.

4. Evaluate the participants: Are they of a caliber to speak authoritatively on their topic? Is the panel composed of diverse organizations and institutions? Are the presentations integrated and coherent as a group? Does the panel present a balanced perspective? Are they all "invited" or "confirmed"?

5. Finally, make an overall judgment about the relative merit of each proposal, expressed as a rank ordering of all the proposals you review, with 1 as the best, 2 the second best, and so on. This rank should be based on the previous four criteria, but it need not be from a mechanical arithmetic average of your communicated scores. Different criteria may figure more or less strongly in your judgment of each proposal, based on the particular nature of that proposal, and this can be reflected in your overall rankings.

Proposal Review Considerations: 10-Minute Flash Talks

The following are considerations provided to reviewers. Submitters should carefully follow the instructions for submitting their proposals, which will be evaluated for completeness and clarity. Incomplete proposals will not be reviewed.

Note to Reviewers: Flash talks are different from 90-minute sessions and thus are evaluated separately. Individual speakers give a concise, 10-minute talk on their "big idea" -- a novel, inspiring topic with broad relevance to the interdisciplinary AAAS audience -- and showcase excellent public communication skills, including the use of high-quality visuals, a focused message, and plain language.

1. <u>Evaluate the proposal in general</u>: Is information adequate for evaluation (including a video adequate to evaluate their speaking abilities)?

2. <u>Evaluate the topic:</u> Is the topic timely? Is the topic too narrow for a multidisciplinary audience? Does it involve a novel idea, new and exciting developments in research, or interesting perspectives about an issue of broad disciplinary or interdisciplinary interest? Can the topic can be addressed adequately within the restricted timeframe (10 minutes)?

3. <u>Evaluate the content</u>: Are the submitter's intended goals and messages clear? Do they describe a visual they plan to use? Do you think they are likely to successfully engage the audience with the content?

4. <u>Evaluate the speaker</u>: Are they of a caliber to speak authoritatively on their topic, based on their research and speaking experience (early career scientists are encouraged to submit, but consider whether they are an expert in the topic proposed)? Are they an effective communicator, based on the video provided?