

APS EXPERIMENTAL BIOLOGY SCIENTIFIC SESSIONS SUBMISSION
Frequently Asked Questions

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What is the submission deadline?

You must check with the relevant section, interest group or committee to determine submission deadlines for proposals. Programming Entities (sections, groups and committees) each have their own internal deadlines for session proposal submission. Contact the appropriate [JPC representative](#) for the specific deadline and submission instructions.

What are the guidelines?

Programming Entities (sections, groups and committees) each have their own internal guidelines for session proposal submission. Contact the appropriate [JPC representative](#) for their specific submission instructions.

Rules that apply to ALL symposium and featured topic sessions:

- Individuals may not present an invited oral presentation on their research in a symposium or featured topic at two consecutive EB meetings.
- Individuals may not present multiple invited presentations on their research in a symposium or featured topic at any single EB meeting.
- It is acceptable to chair/co-chair *and* speak in the same session
- It is **not** acceptable to chair/co-chair more than one symposium or featured topic session.
- It is not acceptable to chair/co-chair one session and speak in another session.
- Multiple chairs/cochairs and/or speakers from the same laboratory should NOT be in the same session.
- Featured topics should only include one (1) invited presenter maximum.

Best Practices:

- Diversity is encouraged both in chairs and speakers; diversity including career stage, type of institution, gender, and race/ethnicity.
- If a chair/cochair is also speaking in the session we encourage the organizer to identify someone else from their laboratory to present the work.
- Chairs of the session should review all of the abstracts and prepare questions.
- Senior investigators should mentor an early stage investigator serving as co-chair.

What is the session approval process?

All sessions programmed by APS at Experimental Biology are sponsored through one of our sections, interest groups or committees (programming entities). Each programming entity has a committee that receives, reviews, and approves sessions they will sponsor.

There is at least one representative from each programming entity that serves on the APS Joint Program Committee (JPC). The JPC Representative will provide their approved slate of sessions to APS by May 15 each year. A list of JPC Representatives by programming entity can be found [here](#).

How will I know if my session is approved?

The sponsoring programming entity will notify organizers of their session status. The individual programming entities have authority to approve sessions. Joint Program Committee (JPC) ensures that rules and guidelines for session submission have been followed and may request session revisions if necessary.

My session was approved. When will it be scheduled?

The Joint Program Committee meets in June to schedule sessions by date, time and room. Your JPC Representative will notify you of the outcome. The APS Headquarters will provide more detailed instructions in the fall.

My Featured Topic was approved, what do I need to do?

As organizer of a FT it is your responsibility to recruit abstracts for your session. Your session will be included in the topic category list used by authors when submitting abstracts. You are encouraged to send notices via your programming entity's online community Hub to generate awareness of the featured topic. In November/December, you will receive a list of abstracts submitted to your topic. You will select the speakers for your session and send the information to [Linda Allen](#), usually within two weeks (you will be informed of due date). It is your responsibility to inform the speakers that they will be giving an oral presentation. Abstract authors will receive a confirmation email in about 6 weeks from the meeting informing them of the session name, location, date and time for presentation.

For Symposia and Featured Topics when do I need to provide names of speakers?

Final names and contact information for speakers should be provided to Linda Allen by May 15th of the year preceding EB.

What funding is available for my approved session?

Symposium Sessions:

Symposia are funded at \$3,000 maximum to be used to defray travel-related expenses of participants on the session. In *addition* APS provides complimentary registration to each presenter and chair(s). The symposium session chair allocates the \$3,000 among speakers/chair(s).

Featured Topic Sessions:

Featured topics are funded at \$2,000 maximum to be used to defray travel-related expenses and/or registration for speakers/chair(s). In addition, APS provides a maximum of eight (8) complimentary registrations typically allocated as: 2 chairs, 1 invited presenter, and 4 abstract presenters or 6 abstract presenters if there is no invited presenter. The featured topic chair allocates the \$2,000. Featured topic session chairs are strongly encouraged to collaborate with the sponsoring section or interest group when determining reimbursement allocation. It is acceptable to allocate funds to both invited volunteered abstracts selected for oral presentation in the session.

The session Chairs will send an email describing the allocation and justification of the distribution of the funds to the appropriate Section Chair. All speakers must submit travel expenses to be reimbursed.

I need more funding than what APS provides, what do I do?

Session chairs may solicit funds from outside sources. All solicitation letters must be copied to the APS Meetings Department (meetings@the-aps.org). Funds *must* be used as solicited. Funds *must* be provided directly to APS and will be credited toward the appropriate session. The session chair will distribute the funds as solicited among the presenters. APS is a 501(c)3 not-for-profit organization, tax identification number 53-0204660. A W9 can be provided upon request. Corporations providing sponsorships or contributions of \$1,000 or more must complete an APS Sponsorship Agreement.

Can session agendas be revised after the submission deadline?

Changes to session agendas can be accommodated until early January. After this date changes are allowed based on the print production schedule which is fluid after January 15. Changes after this date are not guaranteed to be reflected in meeting materials including the official program.

May I request a specific date and/or time for my session to be scheduled?

The scheduling of sessions by date and time is at the sole discretion of the APS Joint Program Committee. The JPC considers the entire slate of sessions and works to create a schedule with a logical scientific flow, often across *tracks* or unified themes covering cross-cutting areas of research.

What is the general schedule of APS Sessions during EB?

Saturday

Reserved for the APS Techniques Workshops, the Refresher Course and several other committee-sponsored symposia. General symposia and featured topics are not held on Saturday.

Sunday-Tuesday:

Oral sessions are scheduled into three time slots:

7:00 a.m. – 8:00 a.m.: reserved for professional development sessions

8:30 a.m. – 10:00 a.m.

1:30 p.m. – 3:00 p.m.

3:30 p.m. – 5:00 p.m.

Poster presentations are from 10:15 a.m. – 12:15 p.m.

Free time to eat lunch and visit exhibits is 12:00 p.m. – 1:30 p.m.

Major lectures are held at the following dates/times:

Saturday	6:00 p.m.	Tang Prize Lecture
Sunday	5:30 p.m.	Cannon Award Lecture
Monday	5:30 p.m.	Bowditch Award Lecture
Tuesday	3:30 p.m.	Nobel Prize Lecture