



REQUESTS FOR PROPOSALS FOR THE 2019 ASMB WORKSHOP

Proposals are invited from ASMB members for organization of the biennial *ASMB Workshop* in 2019. This workshop, to be organized in the specified format, is intended to be a low-cost, focused meeting that will occur independent of the established biennial *ASMB Conference*. The ASMB workshop can be on any topic that is of relevance to extracellular matrix and cell-matrix interactions and fulfills a perceived need within the matrix community. It is important that there not be an existing conference on the workshop topic, or one that has significant overlap with it. The ASMB's goal through this initiative is to jump-start recurring low-cost meetings on neglected or emerging topics in extracellular matrix. It is anticipated that ASMB Workshops will feature fresh topics in subsequent years, although repeat support for highly successful ASMB Workshops will be considered on a competitive basis.

It is requested that the following guidelines should be closely followed in planning the proposed workshop:

1. The workshop will have two co-organizers who should each be ASMB members. The suggested time frame for the workshop is between March and October 2019, minimizing overlap with major public holidays or events or with potentially competing meetings. Weekends and university breaks are potential opportunities to obtain a meeting room at minimal or no cost
2. The ideal venue for the workshop will be a lecture room or meeting facility for example on a local campus, available to organizers at minimal or no cost. It will provide quality space for 75-100 attendees, 50-75 posters and reliable audiovisual equipment. A plan for local volunteer engagement and donation of institutional infrastructure is strongly recommended. Neither ASMB funds nor conference revenue are to be used for local staff employment.
3. The workshop program is 2 full days (total ~16h) in a flexible format (i.e. 2 whole days or 1 full + two half days). Invited talks should be kept to the minimum to build a cohesive program as most of the oral presentations should be from submitted abstracts, preferably from scientists in training or new faculty appointees.
4. All sessions will be plenary with no breakouts or concurrent. There will be two poster presentations of two hours each and posters will be displayed for the duration of the meeting.
5. Accommodations should be available at a local hotel or campus facility at a pre-negotiated rate. Organizers will need to identify housing options for at least 50 rooms for 1-2 nights (since attendees may double up). Alternatively, the conference could ask attendees to arrange accommodation on their own, but local recommendations need to be provided by organizers.
6. The registration fee (~\$250 for members, \$350 for non-members, with the early registration deadline 3 months prior to the conference, an additional \$50 thereafter) includes access to sessions, two breakfasts, all coffee breaks, and two lunches. No program handout or publication will be produced. Wi-fi can be provided if it is available at no charge, but is not required. A single conference dinner or mixer may be held, but is not mandatory and depends on the availability of surplus funds.

7. Conference attendees are responsible for their travel, hotel reservations and for bringing their own electronic devices for presentation (or other cost-saving format).
8. With the support of ASMB, the organizers will raise funds for the workshop, with a projected range of \$10,000- \$15,000. A combination of NIH, private foundation and industry funding is strongly recommended and should commence in the calendar year prior to the workshop, i.e. in 2018.
9. ASMB will provide conference management services including promotion, registration, insurance, abstract handling, and on-site support. ASMB pays for these services and it is important that conference fund-raising is robust to ensure that ASMB does not experience a deficit arising from the workshop. Workshop finances will be managed by the ASMB, which bears all net gains or losses.
10. At least one organizer should be based in the US and the workshop must be held in the US to provide the maximal benefit to our membership. It is preferred that the workshop be held at a campus or facility at which one or both organizers have affiliations. Organizers will be largely responsible for logistical planning with some support from the ASMB Executive Director.

Desired specifics in workshop proposals: The proposal will have a two-page limit. The proposal should include: 1) discussion of the perceived need for and significance of the workshop topic and novelty; 2) projected attendance and projected make-up (established scientists vs trainees, domestic vs international attendees); 3) organizational details such as the proposed venue, dates and facilities; 4) outline the major sub-topics which will be covered in conference sessions; and 5) a specific plan for trainee scientist and volunteer engagement is essential. A preliminary budget outline should be provided that includes the projected cost, anticipated fundraising (with targeted entities) and local catering costs (budgetary information does not count against the two-page limit). Co-organizers should provide his/her NIH biosketch, which includes a personal statement about connections to and contributions to the field of the proposed workshop with emphasis on on prior experience with conference organization.

Proposals are to be submitted by March 15, 2018. The selection will be made by an ASMB committee and the organizers notified by April 15, 2018. The workshop will be formally announced shortly thereafter and publicized at regular intervals thereafter by ASMB. The co-organizers are expected to discuss their progress regularly with the ASMB council via emails and quarterly teleconferences.