



## REQUESTS FOR PROPOSALS FOR THE 2017 ASMB WORKSHOP

Proposals are invited from ASMB members for organization of the first biennial *ASMB Workshop* in 2017. This workshop, to be organized in the specified format, is intended to be a low-cost, focused meeting that will occur additional to 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. The ASMB workshop topic selected for 2017 will not be repeated in following years (e.g., 2019) and it is anticipated that a fresh call for workshops on new topics will be made in 2018.

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 2017, minimizing overlap with major public holidays or events. 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 available to organizers such as a local campus 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). It should include no more than 3 invited talks. Most of the oral presentations should be free research papers and preferably made by 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 X 1-2 nights (since attendees may double up). Alternatively, the conference could ask attendees to arrange accommodation on their own, but the local recommendations need to be provided by organizers.
6. The registration fee (~\$250 for members, \$350 for non-members, with a early registration deadline 3 months prior to the conference, an additional \$50 thereafter) includes access to sessions, two breakfasts and 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 2016.
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 ASMB Executive Director.

**Desired specifics in workshop proposals:** The proposal will have a two-page limit for discussion of the perceived need for and significance of the workshop topic, novelty, projected attendance, and organizational details such as the proposed venue, dates and facilities. It should outline the major sub-topics which will be covered in conference sessions. 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. The co-organizers should provide their NIH biosketches (4 page limit) which include a personal statement about their connections to and contributions to the field of the proposed workshop and emphasize prior experience with conference organization. Proposals are to be submitted by March 15, 2016. The selection will be made by an ASMB committee and the organizers notified by April 15, 2016. 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 teleconference.