



REQUESTS FOR PROPOSALS FOR AN ASMB WORKSHOP

Proposals are invited from ASMB members for organization of a biennial *ASMB Workshop* on a rolling basis. Workshops are intended to be a low-cost, focused meeting held in years between the established *ASMB Biennial Meeting* in the format specified below. 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 the proposed ASMB workshop topic not duplicate an existing conference 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 biology. Previous ASMB Workshops were focused on Basement Membranes and Fibroblasts. Although some ASMB workshops might be offered in multiple years depending on demand, ASMB strongly welcomes fresh topics.

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, 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 should be 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 in order to keep expenditures for travel reimbursement low. Most of the oral presentations should be chosen from submitted abstracts and preferably given by students, postdocs, or junior faculty.
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 throughout 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 the local recommendations need to be provided by organizers.

6. The registration fee (~\$250 for members, \$350 for non-members, with an 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 this is not mandatory and depends on the availability of funds.
7. Conference attendees will be responsible for their own travel and hotel reservations.
8. With the support of ASMB, the organizers will raise funds for the workshop, with a projected goal of \$10,000- \$15,000. A combination of NIH, private foundation, and industry funding are strongly recommended. Fundraising should commence in the calendar year prior to the workshop.
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 fundraising 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 losses or gains.
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's 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 (5-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 can be submitted on a rolling basis.** The selection will be made by an ASMB committee and the organizers notified within a few weeks of submission. 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.