



Organizing an AAEA Symposium Proposal Template

For more information about organizing an AAEA Symposium, please see the Protocol for New AAEA Symposia on the AAEA website (<http://www.aaea.org/meetings/protocol-for-new-aaea-symposia>).

Title – Please provide the title of the symposium as it should appear in promotional materials.

Date & Location – Please provide a tentative date and location for the proposed symposium. This can be modified as the planning process continues.

Topic/ Overview – Please describe the specific theme or topic that will be the focus for the symposium and explain why this topic is well-suited for the symposium format.

Symposium Organizing Committee (at least 2) – Please provide the full name, affiliation, and email address for each individual.

Participating Organizations & Proposed Responsibilities/ Role – Please indicate any other organizations that will be working with the Organizing Committee on the Symposium and what their roles and responsibilities will be.

Program Outline – Please provide a brief outline of how the program will be structured, including sessions, breaks, and other activities such as networking.

Targeted Audience – Please indicate who would be interested in this symposium.

Budget – Please provide a detailed proposed budget.

Potential Funding – Please indicate any additional sources of funding that the symposium may be soliciting.

Registration Rates – Please indicate the proposed registrations rates for the symposium. Depending on the final budget for the symposium, these may change.