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FASEB

Federation of American Societies
for Experimental Biology

SRC: Science Research Conferences

www.faseb.org/src

ORGANIZER BOOK 2



FASEB
Federation of American Societies
for Experimental Biology

SRC: Science Research Conferences

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Things to Remember

- All speakers are required to register and pay the full conference fee.
- Invited speakers and session chairs must pay in advance for their full registration and travel expenses.
- Invited speakers and session chairs are recommended to register before the Early Bird Registration deadline. There can be no initial allocations or registration fee waivers prior to the conference.
- Speakers and sessions chairs may register after the deadline date of your conference; however, the registration fee will be **\$150 higher** and **onsite hotel accommodations will not be guaranteed**. Onsite registration is not permitted.
- The FASEB Science Research Conferences Advisory Committee has established the following policy:
 - **An application process is no longer required at the time of registration. Organizers will review abstracts and attendee affiliations and topics/focus. If an organizer believes the attendee's area of topic is not relevant or of value to the conference, they have the right to contact a FASEB SRC staff to request a cancellation and refund to attendee for the conference. Attendees are selected by the organizers on the basis of their probable contributions to science.**
 - **All invited speakers and session chairs are required to remain at the conference at least three (3) full days and three (3) full nights in order to be reimbursed for any conference related expenses.**
 - **All invited speakers and session chairs must check in with the on-site FASEB Staff outside the meeting room by 12:00 NOON on Tuesday of the conference so verification of attendance can be documented.**
- Invited speakers are required to submit an abstract of their presentation as part of the online registration process. It should be included in the materials that are prepared and distributed at the conference.
- Notify your conference manager of your volunteer projectionists name and contact information by **May 15, 2014**. This allows your conference manager to register the projectionist and provide them with information required for their audio visual commitment/service in lieu of registration (this does NOT apply to Saxtons River, VT)
- All funds that have been raised to support the conference need to be allocated no later than **Wednesday, October 15, 2014**. Requests to use remaining funds after this date will not be granted.
- FASEB will provide an LCD projector (PC and MAC compatible) for PowerPoint presentations.
- FASEB does not provide laptops in the session room. **Speakers should bring their own laptop for their presentation. Presentors must provide their own adapters for their MAC laptops.**
- **ADDITIONAL FEES:** Change/Modification fee: \$50.00 USD, Late Registration fee: \$150.00 USD,

Continuing Medical Education (CME) Conferences

As of July 2012, FASEB SRC's are no longer accredited for CME Credits. If you need receipts from previous conferences, please contact SRC@FASEB.org.

Disclosure Policy

The Federation requires that audiences be informed of a presenter's (speaker, faculty, author, or contributor) academic and professional affiliations and the existence of any significant financial interest or other relationship a presenter has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation. This policy allows the listener/attendee to be fully knowledgeable in evaluating the information being presented.

The program will note those speakers who have disclosed relationships, including the nature of the relationship and the associated commercial entity.

All authors of submitted abstracts must complete the disclosure statement in the electronic submission form.

Disclosure should include any relationship that may bias one's presentation or which, if known, could give the perception of bias. These situations may include, but are not limited to: 1) stock options or bond holdings in a for-profit corporation or self-directed pension plan; 2) research grants; 3) employment (full or part-time); 4) ownership or partnership; 5) consulting fees or other remuneration; 6) non-remunerative positions of influence such as officer, board member, trustee, or public spokesperson; 7) receipt of royalties; 8) speaker's bureau. For full-time employees of industry or government, the affiliation listed in the Program will constitute full disclosure.

Program Materials For ALL Conferences:

Three weeks prior to your conference, Organizers will send an electronic version of the following materials (in Microsoft Word format) to your FASEB conference manager:

- A) Final Program
- B) Speaker Abstracts in Presentation Order
- C) Poster Listings (Numbered)
- D) Submitted Poster Abstracts numbered to correspond with the Post Listing for the Abstract Compendium

The FASEB Conference Manager will provide:

- A) A Cover that includes the supports of the conference
- B) Participant List
- C) FAQ information for conference location

FASEB will reproduce the materials and ship them to the venue in time for the conference start date.

Please refer to Section 7 for Due Dates and Samples.

FASEB SCIENCE RESEARCH CONFERENCES
2014 DEADLINES

- 1/15/14** Program agenda, conference summary and an **Excel** file of names, addresses and emails of all speakers and session chairs/leaders due to FASEB office
- 1/18/14** FASEB Speaker Invitations and Registration materials ready for mailing
- 2/4/2014** **2014 Conference Registration Opens**

Ongoing fundraising by organizers
- 2/4/2014** Email Blast of the “Registration Open” Announcements flyer for the Science Research Conferences
- 9/30/2014** All final reports from the Organizers are due
- 09/30/14** Proposals for conferences to be scheduled in 2016 are due in FASEB office
- 10/15/14** Travel expense vouchers must be returned to FASEB for payment
- 10/15/14** All funds raised to support the conference must be received and allocated by FASEB.

The 2nd week of each month, the conference manager will submit a Conference Statement of Account for review to the primary conference organizer.

Three weeks prior to the start of your conference send an electronic version of the following materials (in Microsoft Word format) to your FASEB Conference Manager. Please refer to Section 7 for Due Dates and Samples

- A) Final Program
- B) Speaker Abstracts in presentation order
- C) Poster Listing (Numbered)
- D) Submitted Poster Abstracts numbered to correspond with Poster Listing for abstract compendium

STATEMENT OF ACCOUNT AND REIMBURSEMENT POLICIES

An account for each FASEB Science Research Conference has been established. Support money the Organizers receive for their conference will be held in this account. All funds deposited will be set aside to be used for reimbursements after the conclusion of the conference. Funds obtained may be used for advertising purposes. A Statement of Account will be sent for review to the primary conference organizer once a month. FASEB will contribute \$10,000 to each conference. The funds may be used to provide partial support for speakers' expenses, junior investigator awards and administrative costs, if needed. Please note FASEB cannot underwrite commitments beyond this amount. **If you obtain sufficient outside funding, any remaining portion of the \$10,000 must be returned to FASEB. FASEB does not permit "transfers" of remaining funds from one conference to another or "hold" funds for the next time the conference will be held.**

Please read the guidelines below. If you have any questions or need clarification, contact the FASEB SRC office immediately.

- Support cannot be acknowledged or funds be dispersed that have not been received and accounted for in the FASEB SRC Office.
- Money received from private, government and non-profit organizations can be accepted until **Wednesday, October, 15, 2014** for funding requiring a Letter of Agreement or not requiring a Letter of Agreement.
- Money from commercial entities, private, government and non-profit organizations may be accepted after the conference has started.
- The authority to designate money from the Statement of Account is limited to the Organizer of the conference only. If there are two or more Co-organizers, the allotment of money can be discussed together. To avoid confusion, only one person should give the final decision on how the funds will be distributed. Co-organizers, discussion leaders, and any others assisting the Organizer **DO NOT** have authority to allocate money from this account. Financial commitments to speakers, session chairs and other participants must be made in writing to the FASEB Conference Office to avoid possible misunderstandings by **Wednesday, October 15, 2014**. Any support committed by anyone other than the Organizer will not be honored.
- The funds are to be used exclusively for conference related expenses (registration and travel) for the Organizer, Co-organizer(s), Session Chairs, Speakers, Graduate Students, or Post-Docs. Funds may not be used to provide financial assistance to spouses, guests, consultants or volunteers.
- Funds may not be used to reimburse attendees who cancel their registration and do not attend the conference.
- Reimbursement of travel related expenses from the Statement of Account are restricted to coach or economy fare to and from the conference location. Business and/or first class travel is not an allowable expense and cannot be reimbursed. At no time shall the funds be used to pay an honorarium to a speaker, session chair or conferee.
- All funds that have been raised to support the conference need to be allocated **no later than Wednesday, October 15, 2014**. Requests to use remaining funds after **Wednesday, October 15, 2014** will not be granted.

- The amount of reimbursement to any one participant may not exceed the total of expenses incurred by that participant.
- By the third day of the conference, the Organizer should give the on-site FASEB conference manager a list of the participants who will receive financial support. This list cannot exceed the amount available in the Statement of Account nor include funds not received at the FASEB SRC Office.

SPEAKERS & SESSION CHAIR REIMBURSEMENT POLICY:

Organizers of a FASEB Science Research Conference are responsible for inviting prominent scientists to present current, cutting edge research. Participants expect the opportunity to network and exchange ideas with other leading investigators in their field. Therefore, the FASEB Science Research Conference Advisory Committee has established the following policy:

- All invited speakers and session chairs are required to remain at the conference at least three (3) full days and three (3) full nights in order to be reimbursed for any conference related expenses. FASEB SRC is not able to make exceptions to this policy.
- All invited speakers and session chairs must check in with the on-site FASEB Staff at registration by 12:00 NOON on Tuesday of the conference so the speaker's attendance may be documented accordingly.
- Organizers are asked to not promise or commit funds to any speaker or session chair prior to the meeting.
- FASEB requires all speakers and session chairs pay their registration and travel expenses prior to the start of the conference. Reimbursements from the conference account will occur AFTER the conference has ended. There will be no initial allocations or registration fee waivers prior to the conference. Reimbursements will only be made by check in U.S. dollars.
- The amount of the reimbursement set aside for each speaker will determine whether or not a travel expense voucher will be issued. If registration is being reimbursed, there is no need for a travel voucher to be issued. The FASEB Office will prepare the appropriate paperwork for a check to be processed and mailed. If travel related expenses are to be reimbursed, an expense voucher will be issued either on-site at the conclusion of the conference or mailed after the conference.
- FASEB will pay for an informal welcome reception and for one coffee break a day. If you would like to have refreshments (coffee, tea, soft drinks, bottled water, or snacks) during any other breaks and/or at the poster sessions, the costs will be deducted from the conference account prior to the allocation of the reimbursements.

GUIDELINES FOR NON-ACCREDITED CONFERENCES

Although the Federation of American Societies for Experimental Biology (FASEB) is not accredited. FASEB still takes responsibility for the content, quality, and scientific integrity of the education activities sponsored.

In order to maintain the high level of our programs, FASEB has adopted many of the same policies and guidelines for non-accredited conferences that accredited conferences adhere to. The major differences are:

- Money from any source commercial, government or non-profit organizations can be accepted during or after the conference has started or concluded. A signed Letter of Agreement (LOA) is not required.
- If an LOA is requested by the organization supporting the conference, the LOA must be signed by a FASEB Official. Organizers do not have the authority to commit FASEB to any agreements that are binding.
- Support can only be acknowledged in the program materials if the funds are received in the FASEB SRC Office at least three (3) weeks before the start of the conference. Funds not received will not be acknowledged in the program but on an addendum or verbally by the on-site coordinator.

Conflicts of interest do not have to be resolved or made known to the attendee.

FASEB is committed to presenting educational activities that promote improvements or quality in healthcare and are independent of the control of commercial interests. In order to comply with these standards, organizers must act in accordance with the following regulations:

- **Independence** - the education activity was planned and decisions were made free of the control of a commercial, government or non-profit interests.
- **Appropriate Use of Support** - support funds will be used for reimbursement of out-of-pocket expenses for program committee members, invited speakers, session chairs and abstract authors. No honorarium will be paid. Support funds may also be used for poster session expenses. Support funds may not be used to cover expenses for guests of program committee members, invited speakers, session chairs and/or abstract authors.
- **Appropriate Management of Associated Promotion** - documentation that live or enduring promotional activities have been kept separate from the educational activity.
- **Content and Format without Bias** - the content of the education activity and related materials promote improvements or quality healthcare and not a specific business interest.

~ ~ REMEMBER ~ ~

Organizers are not authorized to sign Letters of Agreement.

INVITED SPEAKER INFORMATION

Organizers are responsible for the scientific portion of their conference. Please contact the speakers or session chairs as soon as possible to invite them to participate. Be sure to advise each speaker and session chair of the following policies:

- Speakers and session chairs must remain at the conference at least 3 full days and 3 full nights in order to be reimbursed from the Organizer's account for any conference related expenses.
- All speakers and session chairs are required to register and pay the full conference fee in advance. It is strongly encouraged they register in advance of the early bird registration deadline and before the cancellation deadline. Speakers registering after the EARLY BIRD REGISTRATION deadline will not be guaranteed onsite accommodations.
- Be sure to inform invited speakers that at this time, the amount of reimbursement is unknown. Expenses will be reimbursed after the conference by check in U.S. dollars.
- Speakers are required to submit an abstract of their talk at the time of registration.

On-site, each speaker and session chair will be asked to give the on-site FASEB Staff an estimate of their travel related expenses. This will assist organizers in determining a fair distribution of the available funds in the conference account.

On-site at the conference and no later than 12:00 PM on Wednesday, organizers should provide the on-site FASEB Staff a list of the participants who will receive financial support. This list should include invited speakers, session chairs, poster/travel awardees along with the amount authorized for reimbursement.

FASEB staff will prepare the appropriate paperwork required for those who will be receiving any form of reimbursement.

Receipts and expense vouchers will not be accepted onsite. If an expense voucher is issued, it must be mailed to the FASEB Science Conferences Office with original receipts attached. FASEB cannot process expense vouchers without the appropriate documentation to support the expense.

Personal or university issued expense vouchers will not be accepted. FASEB cannot be held responsible for receipts that are submitted without the FASEB issued expense voucher.

A check will be mailed to the ***address used to register*** approximately one month after the voucher has been received and processed.



FASEB

Federation of American Societies
for Experimental Biology

301.634.7000
www.faseb.org

9650 Rockville Pike
Bethesda, MD 20814

Now representing over 100,000
researchers and scientists

The American Physiological Society
(APS)

American Society for Biochemistry
and Molecular Biology (ASBMB)

American Society for Pharmacology
and Experimental Therapeutics
(ASPET)

American Society for Investigative
Pathology (ASIP)

American Society for Nutrition
(ASN)

The American Association of
Immunologists (AAI)

American Association of Anatomists
(AAA)

The Protein Society

Society for Developmental Biology
(SDB)

American Peptide Society (APEPS)

Association of Biomolecular
Resource Facilities (ABRF)

The American Society for Bone and
Mineral Research (ASBMR)

American Society for Clinical
Investigation (ASCI)

Society for the Study of
Reproduction (SSR)

Teratology Society

The Endocrine Society

The American Society of Human
Genetics (ASHG)

Environmental Mutagen Society
(EMS)

International Society for
Computational Biology (ISCB)

American College of Sports Medicine
(ACSM)

Biomedical Engineering Society
(BMES)

Genetics Society of America (GSA)

American Federation for Medical
Research (AFMR)

The Histochemical Society (HCS)

SAMPLE MEMORANDUM

To: FASEB Science Research Conferences Invited Speakers

From: FASEB Conference Manager

Re: Estimated Expenses Worksheet

Date: Month Date, 2014

*****RETURN THIS FORM TO THE FASEB REGISTRATION
BY WEDNESDAY, 12 P.M.*****

To assist the Conference Organizers in planning the final budget for the financial support that can be provided, please provide your conference related expenses below.

DO NOT ATTACH RECEIPTS

THIS IS NOT AN EXPENSE VOUCHER

This form is for PLANNING PURPOSES ONLY

If reimbursement is possible, you will be given a travel expense voucher at the end of the week to you use in claiming reimbursement. The completed expense voucher with appropriate documentation and receipts should be mailed to our office in Bethesda. Receipts will not be accepted at the conference.

Registration Fee: \$ _____

Air Fare: \$ _____

Ground Transportation: \$ _____

Total: \$ _____

Name (please print): _____

FEDERATION OF AMERICAN SOCIETIES FOR EXPERIMENTAL BIOLOGY
 TRAVEL EXPENSE VOUCHER
 2014 SCIENCE RESEARCH CONFERENCES

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM

Date: _____

Name of Claimant: _____

Address: _____

Propose of Travel: (Be specific, include name and date of conference attended)

Please see instructions on the reverse side of this form

Transportation: (please furnish all information requested. Incomplete vouchers will be returned.)

RECEIPTS FOR ALL TRAVEL RELATED EXPENSES MUST BE ATTACHED

| <u>Date</u> | <u>From: City/State</u> | <u>To: City/State</u> | <u>Plane</u> | <u>Train</u> | <u>Car</u> | <u>Other</u> | <u>Amount</u> |
|-------------|-----------------------------|---------------------------|--------------|--------------|------------|--------------|---------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Other Expenses:

Registration Fee: _____ \$ _____

Ground Transportation (receipts must be attached): _____ \$ _____

Total Expenses: \$ _____

Total to be paid: \$ _____

I certify the above charges incurred by me are correct and accurate.

Signed by claimant (original signature required): _____

Mail to: FASEB Science Research Conferences by Wednesday, October 15, 2014

9650 Rockville Pike

Bethesda, MD 20814-3998

Ph: 301-634-7010

No vouchers will be honored after the deadline.

DO NOT WRITE BELOW THIS LINE

This section to be completed by the FASEB SRC Office.

I certify that the above travel was duly authorized and I approve the claim for payment

Form prepared by: _____

Reviewed & Approved by: _____

Title: _____

Account to be charged: 11500-Conf#

Amount Authorized by Organizer \$ _____

INSTRUCTIONS FOR PREPARATION OF EXPENSE VOUCHER

- The organizer has authorized the disbursement of up to the amount listed at the bottom of the reverse side of this form as a subsidy for your expenses for attendance at this conference.
- Please enclose the required documentation of expenses (airline ticket receipt, ground transportation receipts, tolls, etc.).
- Although your expenses may be higher than the amount authorized, *you will be reimbursed ONLY up to the amount authorized* by the organizers. Please note - the amount of reimbursement authorized is at the sole discretion of the conference organizers, not the FASEB SRC.
- Each person who expects reimbursement must file this FASEB authorized travel expense voucher complete with the appropriate documentation. Any other expense forms will not be accepted or processed.
- You will receive your reimbursement check approximately one month after the voucher has been received in the Bethesda office.
- Reimbursement for the use of the traveler's personal automobile will be determined by the IRS Standard Mileage Rates for 2014, to be published in October, 2013. This amount will cover all operating costs including gasoline, oil, etc. but shall not include bridge and road tolls or parking.
- Actual amounts paid for tolls and parking may be claimed in addition to the mileage allowance with appropriate documentation. Reimbursement for the use of the travelers' personal automobile cannot exceed the cost of the same travel by air.
- Personal expenses such as laundry, valet, telephone calls, internet access fees, insurance, babysitting fees, etc. are not allowable charges.
- This form should be returned by mail to:

FASEB Science Research Conferences
9650 Rockville Pike
Bethesda, MD 20814-3998

All conference accounts are closed on October 15, 2014;
therefore *no voucher* will be honored if submitted after
Monday, October 15, 2014.



Now representing over 100,000
researchers and scientists

The American Physiological Society
(APS)

American Society for Biochemistry
and Molecular Biology (ASBMB)

American Society for Pharmacology
and Experimental Therapeutics
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American Society for Investigative
Pathology (ASIP)

American Society for Nutrition
(ASN)

The American Association of
Immunologists (AAI)

American Association of Anatomists
(AAA)

The Protein Society

Society for Developmental Biology
(SDB)

American Peptide Society (APEPS)

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Resource Facilities (ABRF)

The American Society for Bone and
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American Society for Clinical
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(EMS)

International Society for
Computational Biology (ISCB)

American College of Sports Medicine
(ACSM)

Biomedical Engineering Society
(BMES)

Genetics Society of America (GSA)

American Federation for Medical
Research (AFMR)

The Histochemical Society (HCS)

Sample of Speaker Invitation Letter

MEMORANDUM

To: Session Chairs and Invited Speakers
«Title»

From: Robin Crawford, CMP
Conference Manager
FASEB Science Research Conferences

Subject: Conference Information

Date: January 10, 2014

We are pleased you will be participating in the 2014 FASEB Science Research Conference entitled:

«Title»
**Base Village Conference Center
Snowmass Village, Colorado**

Organized by:
Organizer 1 and Organizer 2

Start Date: «Start_Date»

End Date: «End_Date»

Please read this letter in its entirety. It includes important information related to your participation.

Reimbursement Policy & Procedures:

The organizers of the FASEB Science Research Conferences invite prominent scientists such as you, to present current, cutting edge research. Participants look forward to the opportunity to meet, network and exchange ideas with other leading investigators in their field. Therefore, the FASEB Science Research Conference Advisory Committee has established the following policy:

Invited speakers and session chairs are required to remain at the conference a minimum of three full days and three full nights in order to be eligible for reimbursement of any conference related expenses.

We remind you to check in and register with the FASEB Staff person located in the **Base Village Conference Center** by 12:00p.m. on «Checkin» so we may document your attendance accordingly.

At this time, the amount of your reimbursement is unknown. The organizers are hard at work trying to raise funds to reimburse you at the highest level possible. The amount of reimbursement is based upon the funds the organizers have been able to raise from public and private organizations. **The amount of your reimbursement is at the sole discretion of the conference organizers and not the FASEB SRC.**

If a reimbursement is possible, it will be made **after** the conference by check only in U.S. dollars. The amount of reimbursement will determine whether or not a travel voucher is required. If any travel related expenses are to be reimbursed, an expense voucher will be issued either on-site at the conclusion of the conference or mailed after the conference. The voucher will indicate the maximum dollar amount allowed to be claimed.

Original receipts are to be attached to the signed expense voucher and mailed to the FASEB Science Research Conference Office. A reimbursement check will be issued approximately one month after the expense voucher and receipts have been received and processed.

Receipts cannot be accepted on-site at the conference. Please do not mail receipts to the FASEB Office without the FASEB issued expense voucher. We cannot accept personal or university issued expense vouchers. FASEB cannot be held responsible for receipts that are submitted without the FASEB issued expense voucher.

The deadline to submit expense vouchers for reimbursement is **Wednesday, October 15, 2014**. Vouchers received after this date will not be honored.

The organizers have the authority to determine what is considered “reasonable” travel expenses. Should funds be available you will be reimbursed only for the lowest economy airfare from your home city to the conference (APEX fares for international flights). Business and first class tickets are not an allowable or reimbursable expense.

Registration & Payment Policy:

Invited speakers and session chairs are expected to cover all of their own expenses (registration and travel) prior to the start of conference. You are also asked to register for the conference and pay the full conference fee. If you do not register by the early deadline date of «EarlyDeadline» a late fee of \$150 will be applied.

The registration form may be found at:

<https://secure.faseb.org/FASEB/meetings/summrconf/selecttopic.aspx?byviewer=speaker>.

In order to access the speaker registration form, you will be requested to enter a password. The password is **OSMC2014**. Please do not share this information with your colleagues. If a colleague is interested in attending the conference, please refer them to our website (www.faseb.org/src) to submit an application.

As part of the registration process, you will be asked to enter an abstract of your talk. Unfortunately, there is no way to bypass this section of the process and go back to it at a later time. Your abstract will be included in the materials distributed at the conference. You are not expected to present your abstract at a poster session.

We accept Visa, MasterCard, and American Express. Checks and wire transfers are not accepted. Your registration form will not be accepted without a valid credit card number. FASEB requires the registration fee to be paid in full at the time of registration using only one credit card. We are unable to provide separate charges for food, housing or conference fee costs.

All payments are final upon submission of your registration form. Due to increasing fees from credit card processing companies, a requested change or modification to the credit card already on file will result in a **\$50 processing/change fee.**

Your credit card will be charged immediately upon submission of your registration form. A receipt will be sent to the email address on record. Successful credit card payments will appear on your credit statement as some form of abbreviation for The Federation of American Societies for Experimental Biology.

Abstract Preparation:

Before you begin the registration process you should have your abstract completed and ready to be entered into the registration form. You will be asked to type and/or copy and paste the abstract into the fields provided within the registration form.

Please do not include the title, author(s) and affiliation(s) in the body of your abstract. You will be asked to enter this directly into the abstract form. Only the body of the abstract should be entered in the main text box. In this text box, images and charts may also be included. The abstract program will automatically default your text to 11 pt., Arial font, single spaced.

The registration form allows for only one abstract to be submitted. If you would like to present an abstract at a poster session, email an electronic file of the abstract directly to the organizer so that it can be included and programmed into the poster sessions.

Once an abstract has been submitted, it cannot be edited or replaced with a different version. Please be sure the information submitted is correct and accurate. If you have questions about the abstract preparation and submission, you may contact the FASEB SRC Office via email SRC@FASEB.ORG, or by phone, 301-634-7010.

Presentations and Audio-Visual Equipment:

FASEB does not provide computers in the meeting rooms. **Bring your own laptop for your talk.** You may also make arrangements with a colleague to borrow or load your talk on to their computer.

An LCD projector will be available for your use. If you will be using a MAC, please remember to bring the appropriate adapters you may require. Microphones and laser pointers will be available.

We ask that you plan to arrive at the meeting room at least 30 minutes before your session to allow time to set up your computer and test it with the data projector. The organizers of the conference will inform you as to the amount of time that has been set aside for your talk. As a courtesy to the other presenters and audience members, please adhere to the time allotted for your talk and adjust your presentation accordingly.

Lodging for the Conference:

FASEB will make your lodging arrangements if you requested a single or double occupancy room. If you selected the "off-site" option, you are responsible for making your own lodging arrangements.

The single and double registration fees cover 5 nights of lodging (Sunday through Thursday night, check out Friday morning). A credit card will be required upon check-in for incidental expenses (i.e. Internet charges, room service, etc.).

Please Note: FASEB is contractually required to pay for 5 nights of lodging (Sunday through Thursday night) at each hotel regardless as to the number of nights you choose to stay at the conference. Fees cannot be prorated, discounted or transferred for nights of lodging outside the official conference dates.

Hotel information will be emailed to you approximately 2-4 weeks prior to the conference start date. Lodging arrangements cannot be made if you do not register.

All guest rooms have private baths, phone with voicemail, cable TV, internet access, coffee makers amongst many other amenities.

You will be housed at one of the following lodges:

*These accommodations are only used select weeks.

If you plan to arrive early or stay beyond the official conference dates, you must make your own lodging arrangements for the extra nights you may need. After you have received your lodging confirmation from us, you should contact the hotel directly to make the necessary arrangements. You are responsible for payment upon check-out.

Should you register less than three (3) weeks before the start of the conference, we cannot guarantee lodging will be available.

Travel and Ground Transportation:

Snowmass Village is just eight miles from the Aspen/Snowmass (Pitkin) Airport (ASE). Aspen is 220 miles west of Denver's International Airport (DEN).

The hotels in Snowmass Village provide free shuttle transportation from the Aspen Airport. When you arrive in Aspen, you should call your hotel to make arrangements for the shuttle to 'pick you up.

Colorado Mountain Express (CME) (www.ridecme.com) is the official shuttle service to/from Denver International Airport to Snowmass Village and Aspen. Please check their website for the summer schedule. CME offers discounted prices for FASEB participants.

You may also rent a car and drive the scenic 3 ½ hours through the majestic Rocky Mountains to Snowmass Village. Driving directions can be found on our website (www.faseb.org/src) under the "Locations, Lodging & Travel" link.

Cancellation Policy:

If you need to cancel your conference registration, we ask that you contact the FASEB SRC Office immediately (not the conference venue), complete a Cancellation Notification Form and email it to the FASEB SRC Office at least 17 (seventeen) days prior to the start of the conference. The

Page 5

Cancellation Notification Form can be found at our website (www.faseb.org/src) under the “Forms” link.

The cancellation deadline for this conference is «Cancellation».

A \$200.00 cancellation processing fee will be deducted from the pre-paid registration fee.

If your registration is cancelled before the cancellation date (see cancellation dates at www.faseb.org/src) , no refund will be available.

Registration for Guests and Children:

Lodging

FASEB supports a safe and comfortable environment for conference attendees, guests and family members. On-site lodging options for conference attendees vary between the different sites. Most of our locations have lodging options in hotel rooms or condos with one or two beds; one location has lodging in school dormitories.

When considering the option to bring a family member, especially children under the age of 12, please consider the location and the facilities available.

We encouraged those bringing children to register using the “Off-Site” option. This option includes registration and meals for the attending conference participant; lodging expenses are not included and are the responsibility of the attendee.

Information on other lodging options, please visit the “Locations & Lodging” link on our website.

Meals

Guest and/or children of conference participants staying in facility lodging (other than Vermont) may register as a Guest with a participant and pay **Guest Fee** to receive lodging and meals.

Participants choosing the “Off-Site” option are responsible for making and paying for their own lodging at a hotel of their choice in the area. Guests and children of conference participants staying **off-site** may have meals at the conference upon payment of a **Meals Only** fee.

Program

To maintain the scientific integrity of the conference, we encourage attendees to not bring their Guest and/ children to lectures, discussion groups or poster sessions.

If any part of our Guest/Child policy severely impacts your conference participation, please contact our office.

Visa Information for International Participants and U.S. Homeland Security Procedures:

We advise scientists traveling to the United States to apply for a visa as early as possible. Please check with your local U.S. consulate or embassy to find out the earliest that you may apply for a visa by checking the following URL address: <http://www.usembassy.gov/>. As part of security procedures, many applications for visas are sent to the State Department for a security review. For further information you may visit the State Department's website, <http://travel.state.gov/visa>.

For additional information on how to obtain a visa, you can also visit the International Visitors Office website, <http://sites.nationalacademies.org/PGA/biso/visas/index.htm>. Should you need a letter of invitation, please check the box during registration and upon payment, you will receive a letter of invitation along with your confirmation email.

Activities In and Around Snowmass Village:

Raft trips, hiking, biking, hot air ballooning, fly fishing, golf, tennis and horseback riding are just a few of the activities for participants to enjoy. The resort town of Aspen is just ten miles away, complete with restaurants and shops for you to explore.

The average summer temperature in Colorado is 70-80 degrees Fahrenheit (21-27 degrees Centigrade) although the temperatures can drop into the 50's in the evening. Casual clothing for this temperature range is suggested. We suggest bringing a sweater or jacket for sessions as the room tends to be on the cool side.

Pets are not permitted.

Please feel free to contact your Conference Manager at 301-634-7010 should you have any questions related to the information included in this letter.

We look forward to your participation!

Travel and Ground Transportation

Vermont Academy

Saxtons River, Vermont

www.vermontacademy.org

- Housing is in dormitories
- Venue is two hours from Logan International Airport (BOS) in Boston or Bradley International Airport (BDL) near Hartford, Connecticut
- FASEB provides a shuttle service from Logan airport and tickets are sold online

Sheraton Nassau

Nassau, Bahamas

www.starwoodhotels.com/sheraton/property/features/index.html?propertyID=3067

- U.S. Passport or Bahamas Visa required
- Full service resort

Huntley Lodge

Big Sky, Montana

<http://www.bigskyresort.com/plan-a-trip/lodging/huntley-lodge>

- Venue is located 45 minutes from Bozeman Yellowstone International Airport (BZN)
- Full service lodge
- High altitude area

Eaglewood Resort

Itasca, Illinois

www.eaglewoodresort.com

- Full service conference center
- Has times pre-set for meal service (discuss with your conference manager)
- Venue is conveniently located 30 minutes from O'Hare International Airport (ORD)

Renaissance Tuscany

Barga, Lucca Italy

www.renaissancetuscany.com/en

- Venue is located approximately 90 minutes from Pisa International Airport (PSA)
- FASEB provides a shuttle service from Pisa airport and tickets are sold online
- Full service resort

Keystone Resort

Keystone, Colorado

www.keystoneressort.com

- Housing is located in multiple buildings
- Venue is two hours from Denver International Airport
- There is a complimentary shuttle service that runs between the onsite lodging facilities in Keystone and the conference center

**Sheraton at the Falls
Niagara Falls, New York**

www.sheratonatthefalls.com

- Located approximately 30 minutes from the Buffalo International (BUF) Airport (US side of the border); two hours from the Toronto Pearson International (YYZ) Airport (Canadian side)
- Full service hotel

**Base Village Conference Center
Snowmass Village, Colorado**

<http://www.destinationsnowmass.com/accommodations/base-village/>

- Full service conference center
- High altitude area
- Venue is located 30 minutes from the Aspen Airport (ASE) or four hours from Denver International (DEN)

**The Steamboat Grand
Steamboat Springs, Colorado**

www.steamboatgrand.com

- Full service resort
- High altitude area
- Venue is located 30 minutes from Hayden Airport (HDN) or three hours from Denver International (DEN)
- Shuttle service runs two trips per day from Hayden airport and three trips per day from Denver airport

REGISTRATION REVIEW PROCEDURES

The maximum number of attendees for FASEB SRC conferences is approximately 200 attendees, including speakers and session chairs. The FASEB office will assign single room accommodations on a first-come, first-served basis with priority given to organizers, co-organizers, invited speakers and session chairs, if registered before the early bird deadline.

The Primary Organizer and one Projectionist per conference (not including Vermont Academy) will receive a complimentary registration. The organizer assigned projectionist should register using the Projectionist registration form which must be completed prior to the early bird deadline so appropriate housing arrangements can be made. Projectionists will receive a double occupancy registration. Should a spouse or guest accompany an Organizer, the guest must pay the guest fee for their meals.

All other conference Organizers must register online and pay the entire registration fee.

All speakers and session chairs are required to register and pay the registration fee, and make their travel arrangements to attend the conference.

Organizers will review abstracts and attendee affiliations and topics/focus. Organizers will review abstracts and attendee registrations so that the invited speaker and attendee's area of topic is relevant and of value to the conference. Organizers have the ultimate right to reject a person's registration if their abstract or CV do not meet the qualifications of the conference. Organizers will contact a FASEB SRC staff to request a cancellation and refund to attendee for the conference. Attendees will continue to be reviewed by the organizers on the basis of their probable contributions to science.

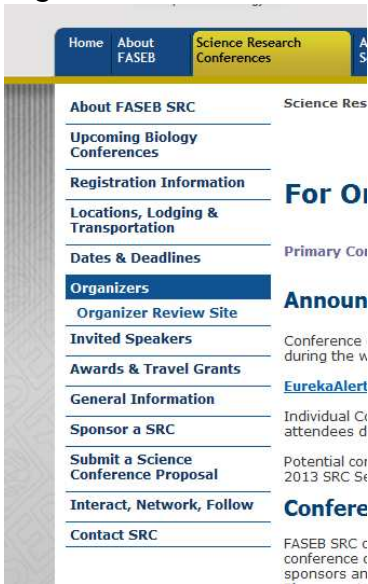
Only the appointed primary Organizer will be informed of the Username, Password, and Topic Number to access the registration information. He/she can share the information if they choose with their Co-organizers.

Organizers should review registrations periodically beginning **Tuesday, February 4, 2014**. The online review should take place at least once a week if not more often. You will find step-by-step instructions on how to review each registrant's CV, abstract and registration information in **this section**. If you find that a registrant does not meet the qualifications of the conference, please notify your conference manager immediately.

Speaker and Attendee abstracts are required to be submitted at the same time as the registration. Should a registrant contact you directly to submit an abstract after they have registered, it cannot be accepted. If you would like further explanation and clarification on this policy, please contact the FASEB SRC office.

ORGANIZER REVIEW SITE INSTRUCTIONS FOR ORGANIZERS

From the FASEB SRC homepage (www.faseb.org/src) you will find a link (below the SRC side menu “For Organizers”).



From this link, you will be able to:

- Access the Organizer Planning Manuals.
- View speaker and attendee registration forms
- View, merge, print and save submitted abstracts
- Make notes, if necessary, for each applicant or speaker

In order to access the documents and programs from the Organizer Information link, you will need your username and passwords. Please contact your conference manager if you need this information again.

STEPS FOR USING THE ORGANIZER REVIEW WEBSITE:


Click on the “Organizer Review Site” link from the menu under “Organizers”. You will see the following:

By selecting the “Organizer Review Site” link, the following screen will appear:



©2006 Federation of American Societies for Experimental Biology
9650 Rockville Pike, Bethesda, Maryland 20814, 301-634-7000
[For technical issues](#) [For other questions or comments](#)

Enter your username and password. Please note, the username and password were given only to the organizer that indicated to us that they will be our “primary contact”. Select your conference number from the drop down box and then select the “Login” button.


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SRC: Science Research Conferences www.faseb.org/src

Organizer Review Site

Filter Results

Reg. Type: (All) | Status: (All) | Topics: (All Topics) |
 Notes Only: | Abstract Only: |
 Finished Forms: | Paid:
Logout

Select All | Print Flagged Abstracts | Manage rooms | Manage sale items | Topics | Refresh | Checks

Email Flagged Payment Form to Customer(s) | Email Flagged Payment Form(s) to SRC@faseb.org | Email Templates | Reports | Print Badges by Topic

Search: Search **(Filtered Results)**
Total Apps: 3843 | Total Paid: 3740 | Page Size: 25

From Filtered Results Above

| Select | Detail | Conference ID | Name | CV | Abstract | Notes | Form Completed | Status | Paid | Last Updated |
|--------------------------|--------|---------------|------------------|----------------------|----------------------|--|----------------|--------|------|---|
| <input type="checkbox"/> | | 11514-034 | Abdulla Anwar | View | View | Cancelled -815 VQFE8F711BA3 COMMENT: Price was modified on... Click on pencil for more.. | Yes | Paid | Yes | 6/5/2013 11:23:52 PM Cancelled *Warning* |
| <input type="checkbox"/> | | 11632-188 | Cupples Will | View | View | | Yes | Paid | Yes | 5/29/2013 3:22:07 PM |
| <input type="checkbox"/> | | 11515-004 | Al-Azayzih Ahmad | View | View | | Yes | Paid | Yes | 6/28/2013 3:45:33 AM |
| <input type="checkbox"/> | | 11632-189 | Di Bona Gerald | View | View | | Yes | Paid | Yes | 2/5/2013 2:56:35 AM |
| <input type="checkbox"/> | | 11611-004 | Sistiaga Poveda | View | View | | Yes | Paid | Yes | 3/26/2013 12:37:30 PM |
| <input type="checkbox"/> | | 11637-001 | Weinstock David | View | View | | Yes | Paid | Yes | 6/6/2013 3:17:47 PM |
| <input type="checkbox"/> | | 11611-005 | Abrusan Gyorgy | View | View | | Yes | Paid | Yes | 8/1/2013 11:20:59 AM |
| <input type="checkbox"/> | | 11510-013 | Zhang Xuewu | View | View | Cancelled COMMENT: Price was modified on:5/13/2013. Additio.. Click on pencil for more.. | Yes | Paid | Yes | 5/28/2013 1:50:10 PM Cancelled |
| <input type="checkbox"/> | | 11534-004 | Gonen Tamir | View | View | | Yes | Paid | Yes | 3/27/2013 8:26:12 AM |

Explanation of the Fields in the View:

| | |
|---------------------------|--|
| 1. Reg Type: | From this drop down box you will be able to filter the type of registrant you would like to view - All, Speakers, Applicants. |
| 2. Status: | From this drop down box you will be able to filter the status of registrant's records - All, Pending, Paid. |
| 3. Notes Only: | By checking this box you will be able to filter those registration forms that you have made notes on. Explanation of the notes field will be found further into this document. |
| 4. Abstract Only: | By checking this box you will be able to filter those registration forms of those persons that have submitted an abstract. |
| 5. Finished Forms: | Click on this box to see the forms completed, unclick to see unfinished registrations |
| 6. Paid: | |
| 7. Tot. Apps: | Total of registration forms received (paid and unpaid) |
| 8. Tot. Approved: | Total of registration forms that have paid |
| 9. Close | By clicking on the "Close" button, you will be logged out of the program and taken back to login page. You'll have to enter your login information again to continue reviewing the submitted registrations and registration forms. |
| 10. Select All: | By selecting this button, all the records that can be viewed on the page will be checked. |
| 11. Print Flagged: | By selecting this button, a pop-up window will appear on your screen with a word document of all the abstracts that have been selected and merged into one document. You may save the merged document to your personal computer for additional formatting. |
| 12. Refresh: | By selecting this button, you are able to refresh the page. |

| | |
|---------------------------|---|
| 11. Page Size: | From the drop down box you will be able to select the number of records you prefer to view at a time: 15, 25, 50, 100 or All . |
| 12. Flag: | Select this box if you would like to print the submitted abstract. |
| 13. Detail: | By clicking on the pencil icon, you will be able to review the submitted registrations. You will be able to view personal data of the applicant/speaker (name and contact information), and lastly, you will be able to enter notes on the applicant/speaker. |
| 14. Conference ID: | This number indicates the conference code (11510) and the sequential order the person submitted their application (-001). Those numbers which have an “S” indicates that this person is an invited speaker or session chair. By double clicking on the column header “Web ID” you will be able to organize the list in numeric order. |
| 15. Name: | Name of the applicant. (Last Name, First Name). By double clicking on the column header “Name” you will be able to alphabetize the list. |
| 16. CV: | By clicking on “View” you will be able to view the registrant’s CV. Speakers and session chairs are not required to submit a CV. |
| 17. Abstract: | By clicking on “View” you will be able to view the submitted abstract. Speakers are required to submit an abstract; it is not required of general applicants. |
| 18. Notes: | If you entered notes in the “Edit” view, it will be indicated here. You will be asked to click on the pencil in the edit column in order to view the notes you made. |
| 19. Status: | Status of the submitted registrations. Registrations are either “pending” or “paid” |
| 20. Page Numbers: | Indicates the number of pages with registration forms. By clicking on a number it will take you to the page. |

PLEASE READ CAREFULLY:

We ask that the registrations be reviewed in a timely manner so that FASEB can inform the registrant of the organizers request to decline their registration due to lack of topic experience or potential to contribute to the conference.

You can enter “**notes**” in the comments box. Comments can be anything from selecting the applicant for a short talk, thoughts from an email or a conversation you had with the person, or anything you wish to remember that is not indicated in the registration form, or CV.

Once you have entered your comments (if applicable), select the



(save icon).

If you would like to close the record you are viewing without saving select the



(cancel).

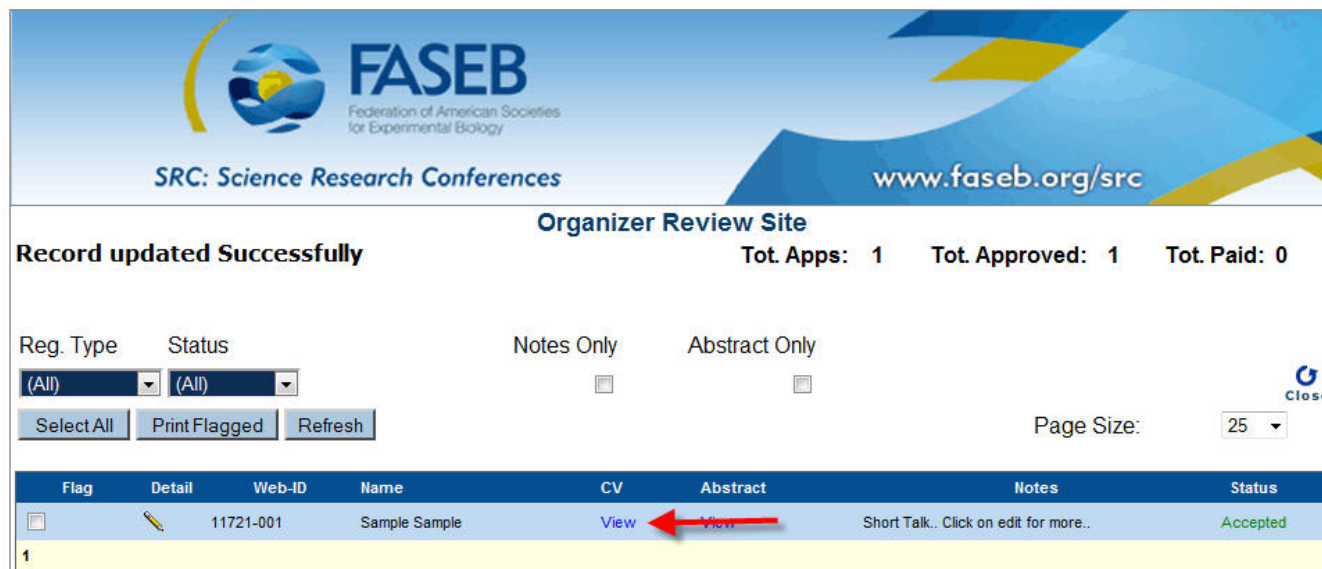
Continue to review all the submitted registrations until you have viewed all that have been submitted and you have made a decision on each.

After the applicant finalizes payment, an automatic email message and receipt will be sent to the applicant confirming their acceptance and payment. Included in the message will be the amount their credit card has been charged, and a document with information about the conference, the venue, and procedures.

Should you "decline" or "waitlist" an applicant, we will send an e-mail with an appropriate explanation of your decision.

View Registrant CVs:

To view an registrant's CV, click on the word "view" next to the person's name in the CV column.



The screenshot shows the FASEB SRC Organizer Review Site. At the top, there is a banner with the FASEB logo and the text "Federation of American Societies for Experimental Biology". Below the banner, the text "SRC: Science Research Conferences" and "www.faseb.org/src" are visible. The main content area is titled "Organizer Review Site" and displays "Record updated Successfully". To the right, it shows "Tot. Apps: 1", "Tot. Approved: 1", and "Tot. Paid: 0". Below this, there are filters for "Reg. Type" and "Status", both set to "(All)", and buttons for "Select All", "Print Flagged", and "Refresh". There are also checkboxes for "Notes Only" and "Abstract Only", and a "Page Size" dropdown set to "25". A "Close" button is in the top right. The main table has columns: Flag, Detail, Web-ID, Name, CV, Abstract, Notes, and Status. The first row shows a registrant with Web-ID "11721-001", Name "Sample Sample", and Status "Accepted". A red arrow points to the "View" link in the CV column of this row.

| Flag | Detail | Web-ID | Name | CV | Abstract | Notes | Status |
|--------------------------|--------|-----------|---------------|----------------------|----------------------|---------------------------------------|----------|
| <input type="checkbox"/> | | 11721-001 | Sample Sample | View | View | Short Talk.. Click on edit for more.. | Accepted |

The CV document will open in Microsoft Word format in a separate window.

If you are having trouble viewing the document, it could be due to a pop-up blocker on your computer. To avoid this problem, hold down the Ctrl button on your keyboard, click on the "View" link, and release Ctrl once the document appears.

View, Merge, Save & Print Abstracts:

To view a submitted abstract, click on the word "view" next to the person's name in the abstract column.

If you are having trouble viewing the document, it could be due to a pop-up blocker on your computer. To avoid this problem, hold down the Ctrl button on your keyboard, click on the "View" link, and release Ctrl once the document appears.

Record updated Successfully Tot. Apps: 1 Tot. Approved: 1 Tot. Paid: 0
Organizer Review Site
 SRC: Science Research Conferences www.faseb.org/src

Reg. Type: (All) Status: (All) Notes Only: Abstract Only:
 Select All Print Flagged Refresh Page Size: 25 Close

| Flag | Detail | Web-ID | Name | CV | Abstract | Notes | Status |
|--------------------------|--------|-----------|---------------|----------------------|----------------------|---------------------------------------|----------|
| <input type="checkbox"/> | | 11721-001 | Sample Sample | View | View | Short Talk.. Click on edit for more.. | Accepted |

The abstract will open in a separate Microsoft Word window and will be formatted as seen below.

Title of the Abstract

Authors of the Abstract

Affiliations of Authors

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At this time you can save the document to your personal computer if you choose. You can also print the abstract by selecting the “print” icon on your own browser.

After you have reviewed the abstract, click the “X” in the upper right hand corner to close the window.

Steps to Format Abstracts for the Final Program:

Select the “Abstract Only” box. This will sort the registrations and registration forms that include abstracts.

Next, click on the “Web-ID” column header. This will sort the list of submitted abstracts by general applicants (example, 11510-001) and by speakers (S11510-001) in the order they were submitted.

To merge multiple abstracts into one document in the order they appear on your screen, click the “Select All” button. To select individual abstracts to be merged together, select each individual box as seen below.

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SRC: Science Research Conferences www.faseb.org/src

Organizer Review Site
Tot. Apps: 2 Tot. Approved: 2 Tot. Paid: 0

Reg. Type: (All) Status: (All) Notes Only: Abstract Only:

Select All Print Flagged Refresh Page Size: 25

| Flag | Detail | Web-ID | Name | CV | Abstract | Notes | Status |
|-------------------------------------|--------|------------|-----------------|----------------------|----------------------|---------------------------------------|----------|
| <input checked="" type="checkbox"/> | | 11721-001 | Sample Sample | View | View | Short Talk.. Click on edit for more.. | Accepted |
| <input checked="" type="checkbox"/> | | S11721-001 | Sample2 Sample2 | | View | | Accepted |

Next, hit the “**Print Flagged**” button. A Microsoft Word window will open with all the selected abstracts merged together as one document in the order they appear on your screen. You may save the merged document at this time to your personal computer for additional formatting needed.

Please see Section 7 for examples of how to format the abstracts for reproduction and distribution.

PLEASE REMEMBER

Review the submitted registrations at least once a week. Notify FASEB SRC staff immediately of any registrants that not meet your requirements for attending your conference.

Three weeks prior to your conference, please send an electronic version of the following materials (in Microsoft Word format) to your FASEB Conference Manager:

- Final Program
- Speaker Abstracts in presentation order
- Poster Listing and Schedule, numbered in presentation order (1 through 50 per day, maximum)

THE FOLLOWING STATEMENT MUST ACCOMPANY THE COLLECTION OF ABSTRACTS: “No part of the conference proceedings, including this collection of abstracts, may be referenced. Please contact authors directly for permission to cite their work”

Please Note:

FASEB will prepare a Program Cover, Sponsorship page, Participant List and Travel/General Information FAQ page to be included in the program materials which will be printed and shipped to the venue.

If you have any questions, do not hesitate to contact your Conference Manager.

| Conference Date | Conference Code | Early Bird Registration Deadline | Program Materials Due to FASEB | Registration Cancellation Deadline | Bus Registration Deadline (Vermont & Italy) |
|--------------------------------|----------------------------------|---|---------------------------------------|---|--|
| Sunday, June 02, 2013 | 11510 11531 | Friday, May 03, 2013 11:59PM EST | Monday, May 06, 2013 | Sunday, May 12, 11:59PM EST | Sunday, May 12, 2013 |
| Sunday, June 09, 2013 | 11511 11532 11611 | Friday, May 03, 2013 11:59PM EST | Monday, May 13, 2013 | Sunday, May 19, 11:59PM EST | Sunday, May 19, 2013 |
| Sunday, June 16, 2013 | 11533 11612 11630 11807 | Friday, May 03, 2013 11:59PM EST | Monday, May 20, 2013 | Sunday, May 26, 11:59PM EST | Sunday, May 26, 2013 |
| Sunday, June 23, 2013 | 11534 11551 11613 11631 | Friday, May 03, 2013 11:59PM EST | Monday, May 27, 2013 | Sunday, June 2, 11:59PM EST | Sunday, June 02, 2013 |
| Sunday, June 30, 2013 | 11632 | Monday, June 03, 2013 11:59PM EST | Monday, June 03, 2013 | Sunday, June 9, 11:59PM EST | Sunday, June 09, 2013 |
| Sunday, July 07, 2013 | 11512 11552 11633 | Monday, June 03, 2013 11:59PM EST | Monday, June 10, 2013 | Sunday, June 16, 11:59PM EST | Sunday, June 16, 2013 |
| Sunday, July 14, 2013 | 11513 11571 11634 11808 11809 | Monday, June 03, 2013 11:59PM EST | Monday, June 17, 2013 | Sunday, June 23, 11:59PM EST | Sunday, June 23, 2013 |
| Sunday, July 21, 2013 | 11514 11553 11572 11635 | Monday, June 03, 2013 11:59PM EST | Monday, June 24, 2013 | Sunday, June 30, 11:59PM EST | Sunday, June 30, 2013 |
| Sunday, July 28, 2013 | 11515 11573 11636 | Wednesday, July 03, 2013 11:59PM EST | Monday, July 01, 2013 | Sunday, July 7, 11:59PM EST | Sunday, July 07, 2013 |
| Sunday, August 04, 2013 | 11637 11810 | Wednesday, July 03, 2013 11:59PM EST | Monday, July 08, 2013 | Sunday, July 14, 11:59PM EST | Sunday, July 14, 2013 |
| Sunday, August 11, 2013 | 11516 11638 | Wednesday, July 03, 2013 11:59PM EST | Monday, July 15, 2013 | Sunday, July 21, 11:59PM EST | Sunday, July 21, 2013 |
| Sunday, August 18, 2013 | 11813 | Wednesday, July 03, 2013 11:59PM EST | Monday, July 22, 2013 | Sunday, July 28, 11:59PM EST | Sunday, July 28, 2013 |

PROGRAM MATERIALS

The FASEB Science Research Conferences Advisory Committee requires that copies of the submitted abstracts (speaker and general applicants) and a poster listing be distributed along with the conference program. The following sample documents are examples of recommended formatting.

It is the organizer's responsibility to download the abstracts from the Organizer Review Site and assemble them in the order preferred. All submitted abstracts are available online.

Three weeks prior to your conference (see deadlines), organizers will send an electronic version of the following materials (Microsoft Word format) to the FASEB conference manager. International programs require four weeks for preparation.

- A) Final Program
- B) Speaker Abstracts in presentation order
- C) Poster Listing (Numbered)
- D) Submitted Poster Abstracts numbered to correspond with Poster Listing for abstract compendium

The following statement must accompany the collection of abstracts:

"No part of the conference proceedings, including this collection of abstracts, may be referenced. Please contact authors directly for permission to cite their work"

Please Note:

FASEB will prepare a cover that includes the supporters of the conference, the participant list, and will have the materials reproduced and shipped to the venue.

DUE DATES FOR CONFERENCE MATERIALS

| <u>Conference #</u> | <u>Conference Title</u> | <u>Early Bird Registration Deadline (midnight)</u> | <u>Registration Cancellation</u> | <u>Organizer provides Program Materials to FASEB</u> |
|----------------------------|---|---|---|---|
| *11690 | AMPK | Thursday, August 14, 2014 | Friday, August 29, 2014 | Sunday, September 07, 2014 |
| 11538 | Biological Methylation: Regulation of Chromatin, Epigenetics, and Disease | Thursday, May 22, 2014 | Friday, June 06, 2014 | Sunday, June 15, 2014 |
| 11579 | Biology and Pathobiology of Kruppel-Like Factors | Thursday, June 19, 2014 | Friday, July 04, 2014 | Sunday, July 13, 2014 |
| 11575 | Biology of the Immune System | Thursday, May 15, 2014 | Friday, May 30, 2014 | Sunday, June 08, 2014 |
| 11535 | Calcium and Cell Function | Thursday, April 17, 2014 | Friday, May 02, 2014 | Sunday, May 11, 2014 |
| 11659 | Dynamic DNA Structures in Biology | Thursday, June 05, 2014 | Friday, June 20, 2014 | Sunday, June 29, 2014 |
| 11746 | Folic Acid, Vitamin B12, and One Carbon Metabolism | Thursday, June 19, 2014 | Friday, July 04, 2014 | Sunday, July 13, 2014 |
| 11741 | G Protein-coupled Receptor Kinases: From Molecules to Diseases | Thursday, April 24, 2014 | Friday, May 09, 2014 | Sunday, May 18, 2014 |
| 11537 | Genome Engineering: Cutting-Edge Research and Application | Thursday, May 08, 2014 | Friday, May 23, 2014 | Sunday, June 01, 2014 |
| 11742 | Immunoreceptors | Thursday, May 01, 2014 | Friday, May 16, 2014 | Sunday, May 25, 2014 |
| 11745 | Lipid and Lipid Regulated Kinases in Cancer | Thursday, June 12, 2014 | Friday, June 27, 2014 | Sunday, July 06, 2014 |
| 11616 | Lipid Droplets: Metabolic Consequences of the Neutral Lipids Storage | Thursday, May 29, 2014 | Friday, June 13, 2014 | Sunday, June 22, 2014 |
| 11536 | Liver Biology: Fundamental Mechanisms and Translational Applications | Thursday, May 01, 2014 | Friday, May 16, 2014 | Sunday, May 25, 2014 |
| 11618 | Lung in Health & Disease | Thursday, June 12, 2014 | Friday, June 27, 2014 | Sunday, July 06, 2014 |
| 11574 | Machines on Genes: Nucleic Acid Enzymes | Thursday, May 08, 2014 | Friday, May 23, 2014 | Sunday, June 01, 2014 |
| 11658 | Microbial Glycobiology | Thursday, April 24, 2014 | Friday, May 09, 2014 | Sunday, May 18, 2014 |
| 11606 | Molecular Biophysics of Membranes | Thursday, June 12, 2014 | Friday, June 27, 2014 | Sunday, July 06, 2014 |
| 11576 | Molecular Mechanisms of Intestinal Lipid Transport & Metabolism | Thursday, May 22, 2014 | Friday, June 06, 2014 | Sunday, June 15, 2014 |
| 11609 | Nutrient Sensing and Metabolic Signaling | Thursday, June 26, 2014 | Friday, July 11, 2014 | Sunday, July 20, 2014 |
| 11759 | Phospholipid Cell Signaling and Metabolism in Inflammation and Cancer | Thursday, April 17, 2014 | Friday, May 02, 2014 | Sunday, May 11, 2014 |
| 11689 | Polycystic Kidney Disease: From Molecular Mechanism to Therapy | Thursday, June 19, 2014 | Friday, July 04, 2014 | Sunday, July 13, 2014 |
| 11607 | Post-Transcriptional Control of Gene Expression: Mechanism of mRNA Decay | Thursday, May 22, 2014 | Friday, June 06, 2014 | Sunday, June 15, 2014 |
| 11617 | Protein Folding in the Cell | Thursday, June 05, 2014 | Friday, June 20, 2014 | Sunday, June 29, 2014 |
| 11578 | Protein Interactions, Structures Technologies and Networks | Thursday, June 12, 2014 | Friday, June 27, 2014 | Sunday, July 06, 2014 |
| 11577 | Protein Kinases, Cellular Plasticity and Signal Rewiring | Thursday, June 05, 2014 | Friday, June 20, 2014 | Sunday, June 29, 2014 |
| 11539 | Protein Phosphatases | Thursday, June 05, 2014 | Friday, June 20, 2014 | Sunday, June 29, 2014 |
| 11614 | Retinal Neurobiology and Visual Processing | Thursday, May 08, 2014 | Friday, May 23, 2014 | Sunday, June 01, 2014 |
| 11657 | Retinoid | Thursday, April 17, 2014 | Friday, May 02, 2014 | Sunday, May 11, 2014 |
| 11744 | Skeletal Muscle Satellite and Stem Cells | Thursday, June 05, 2014 | Friday, June 20, 2014 | Sunday, June 29, 2014 |
| *11760 | The Consortium on Orthodontic Advances in Science and Technology | Thursday, August 07, 2014 | Friday, August 22, 2014 | Sunday, August 31, 2014 |
| 11740 | Trace Elements in Biology and Medicine | Thursday, April 17, 2014 | Friday, May 02, 2014 | Sunday, May 11, 2014 |
| 11608 | Translational Neuroimmunology: From Mechanisms to Therapeutics | Thursday, May 29, 2014 | Friday, June 13, 2014 | Sunday, June 22, 2014 |
| 11688 | Transport ATPase: Mechanism, Physiology, Disease and Cure | Thursday, April 24, 2014 | Friday, May 09, 2014 | Sunday, May 18, 2014 |
| 11619 | Ubiquitin and Cellular Regulation | Thursday, June 19, 2014 | Friday, July 04, 2014 | Sunday, July 13, 2014 |
| 11615 | Virus Structure and Assembly | Thursday, May 15, 2014 | Friday, May 30, 2014 | Sunday, June 08, 2014 |
| 11743 | Yeast Chromosome Structure, Replication, and Segregation | Thursday, May 29, 2014 | Friday, June 13, 2014 | Sunday, June 22, 2014 |

Additional Due Dates

NIH Grant Deadlines: August 12, December 12, 2013

Program Agenda and Conference Summary: December 16, 2013

Funding Prospects List: December 16, 2013

Speaker Invitation List (excel format): January 7, 2014

*Final Report and 2017 Proposals Due: September 30, 2014

Speaker Reimbursements Received: October 15, 2014 (no reimbursements after this date)

*Final Reports for Conference #s 11760, and 11690 are due October 15, 2014

DUE DATES FOR CONFERENCE MATERIALS

| <u>Conference #</u> | <u>Conference Title</u> | <u>Bus Registration Deadline</u> | <u>Conference Registration Closes</u> | <u>Conference Start Date</u> |
|----------------------------|---|---|--|-------------------------------------|
| *11690 | AMPK | Sunday, September 14, 2014 | Monday, September 08, 2014 | Sunday, September 28, 2014 |
| 11538 | Biological Methylation: Regulation of Chromatin, Epigenetics, and Disease | n/a | Monday, June 16, 2014 | Sunday, July 06, 2014 |
| 11579 | Biology and Pathobiology of Kruppel-Like Factors | Sunday, July 20, 2014 | Monday, July 14, 2014 | Sunday, August 03, 2014 |
| 11575 | Biology of the Immune System | Sunday, June 15, 2014 | Monday, June 09, 2014 | Sunday, June 29, 2014 |
| 11535 | Calcium and Cell Function | n/a | Monday, May 12, 2014 | Sunday, June 01, 2014 |
| 11659 | Dynamic DNA Structures in Biology | n/a | Monday, June 30, 2014 | Sunday, July 20, 2014 |
| 11746 | Folic Acid, Vitamin B12, and One Carbon Metabolism | n/a | Monday, July 14, 2014 | Sunday, August 03, 2014 |
| 11741 | G Protein-coupled Receptor Kinases: From Molecules to Diseases | n/a | Monday, May 19, 2014 | Sunday, June 08, 2014 |
| 11537 | Genome Engineering: Cutting-Edge Research and Application | n/a | Monday, June 02, 2014 | Sunday, June 22, 2014 |
| 11742 | Immunoreceptors | n/a | Monday, May 26, 2014 | Sunday, June 15, 2014 |
| 11745 | Lipid and Lipid Regulated Kinases in Cancer | n/a | Monday, July 07, 2014 | Sunday, July 27, 2014 |
| 11616 | Lipid Droplets: Metabolic Consequences of the Neutral Lipids Storage | Sunday, June 29, 2014 | Monday, June 23, 2014 | Sunday, July 13, 2014 |
| 11536 | Liver Biology: Fundamental Mechanisms and Translational Applications | n/a | Monday, May 26, 2014 | Sunday, June 15, 2014 |
| 11618 | Lung in Health & Disease | Sunday, July 13, 2014 | Monday, July 07, 2014 | Sunday, July 27, 2014 |
| 11574 | Machines on Genes: Nucleic Acid Enzymes | Sunday, June 08, 2014 | Monday, June 02, 2014 | Sunday, June 22, 2014 |
| 11658 | Microbial Glycobiology | n/a | Monday, May 19, 2014 | Sunday, June 08, 2014 |
| 11606 | Molecular Biophysics of Membranes | n/a | Monday, July 07, 2014 | Sunday, July 27, 2014 |
| 11576 | Molecular Mechanisms of Intestinal Lipid Transport & Metabolism | Sunday, June 22, 2014 | Monday, June 16, 2014 | Sunday, July 06, 2014 |
| 11609 | Nutrient Sensing and Metabolic Signaling | n/a | Monday, July 21, 2014 | Sunday, August 10, 2014 |
| 11759 | Phospholipid Cell Signaling and Metabolism in Inflammation and Cancer | n/a | Monday, May 12, 2014 | Sunday, June 01, 2014 |
| 11689 | Polycystic Kidney Disease: From Molecular Mechanism to Therapy | Sunday, July 20, 2014 | Monday, July 14, 2014 | Sunday, August 03, 2014 |
| 11607 | Post-Transcriptional Control of Gene Expression: Mechanism of mRNA Decay | n/a | Monday, June 16, 2014 | Sunday, July 06, 2014 |
| 11617 | Protein Folding in the Cell | Sunday, July 06, 2014 | Monday, June 30, 2014 | Sunday, July 20, 2014 |
| 11578 | Protein Interactions, Structures Technologies and Networks | Sunday, July 13, 2014 | Monday, July 07, 2014 | Sunday, July 27, 2014 |
| 11577 | Protein Kinases, Cellular Plasticity and Signal Rewiring | Sunday, July 06, 2014 | Monday, June 30, 2014 | Sunday, July 20, 2014 |
| 11539 | Protein Phosphatases | n/a | Monday, June 30, 2014 | Sunday, July 20, 2014 |
| 11614 | Retinal Neurobiology and Visual Processing | Sunday, June 08, 2014 | Monday, June 02, 2014 | Sunday, June 22, 2014 |
| 11657 | Retinoid | n/a | Monday, May 12, 2014 | Sunday, June 01, 2014 |
| 11744 | Skeletal Muscle Satellite and Stem Cells | n/a | Monday, June 30, 2014 | Sunday, July 20, 2014 |
| *11760 | The Consortium on Orthodontic Advances in Science and Technology | n/a | Monday, September 01, 2014 | Sunday, September 21, 2014 |
| 11740 | Trace Elements in Biology and Medicine | n/a | Monday, May 12, 2014 | Sunday, June 01, 2014 |
| 11608 | Translational Neuroimmunology: From Mechanisms to Therapeutics | n/a | Monday, June 23, 2014 | Sunday, July 13, 2014 |
| 11688 | Transport ATPase: Mechanism, Physiology, Disease and Cure | Sunday, May 25, 2014 | Monday, May 19, 2014 | Sunday, June 08, 2014 |
| 11619 | Ubiquitin and Cellular Regulation | Sunday, July 20, 2014 | Monday, July 14, 2014 | Sunday, August 03, 2014 |
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| 11743 | Yeast Chromosome Structure, Replication, and Segregation | n/a | Monday, June 23, 2014 | Sunday, July 13, 2014 |

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SAMPLE OF FINAL PROGRAM

INSTRUCTIONS: Organizers are responsible for completing and submitting the program agenda, along with a conference overview of goals and objectives to the faseb staff by Monday, December 16, 2013.

TITLE

Conference Date

City, State

Organizers:

Name, title
Affiliation
City, State

Name, title
Affiliation
City, State

Sunday, Month, Day, Year

Example Sunday, July 20, 2014

| <u>Time</u> | <u>Title/Topic Event</u> | <u>Speaker, affiliation (or location, if event)</u> |
|-----------------------|--------------------------|---|
| 4:00 p.m. - 9:00 p.m. | Conference Registration | |
| 6:00 p.m. - 7:00 p.m. | Welcome Reception | |
| 7:00 p.m. - 8:00 p.m. | DINNER | |
| | General session | |

Monday, Month, Day, Year

Example: Sunday, July 21, 2014

| <u>Time</u> | <u>Title/Topic Event</u> | <u>Speaker, affiliation (or location, if event)</u> |
|------------------------|--------------------------|---|
| 7:00 a.m. - 8:00 a.m. | BREAKFAST | |
| 7:30 a.m. - 12:00 p.m. | Conference Registration | |
| | General session | |

| | | |
|-------------------------|--------------------------------|--|
| 10:00 a.m. - 10:15 a.m. | <i>Morning Coffee Break</i> | |
| 12:00 p.m. - 1:00 p.m. | LUNCH and Meet the Speakers | |
| 1:00 p.m. - 4:00 p.m. | Free time | |
| 4:00 p.m. - 6:00 p.m. | Poster Session (optional) | |
| 6:00 p.m. - 7:00 p.m. | Conference Registration | |
| 6:00 p.m. - 7:00 p.m. | DINNER | |
| 7:00 p.m. - 9:00 p.m. | <i>General session</i> | |
| 8:00 p.m. - 8:15 p.m. | Evening Break | |

Tuesday, Month, Day, Year

| <u>Time</u> | <u>Title/Topic Event</u> | <u>Speaker, affiliation (or location, if event)</u> |
|-------------------------|---|---|
| 7:00 a.m. - 8:00 a.m. | BREAKFAST | |
| 7:30 a.m. - 12:00 p.m. | Conference Registration | |
| | <i>General session</i> | |
| 10:00 a.m. - 10:30 a.m. | <i>Morning Coffee Break and Group Photo</i> | |
| 12:00 p.m. - 1:00 p.m. | LUNCH and Meet the Speakers | |
| 1:00 p.m. - 4:00 p.m. | Free time | |
| 4:00 p.m. - 6:00 p.m. | Poster Session (optional) | |
| 6:00 p.m. - 7:00 p.m. | Conference Registration | |
| 6:00 p.m. - 7:00 p.m. | DINNER | |
| 7:00 p.m. - 9:00 p.m. | <i>General session</i> | |
| 8:00 p.m. - 8:15 p.m. | <i>Evening Break</i> | |

Wednesday, Month, Day, Year

| <u>Time a.m. - Time p.m.</u> | <u>Title/Topic Event</u> | <u>Speaker, affiliation (or location, if event)</u> |
|------------------------------|--------------------------------|---|
| 7:00 a.m. - 8:00 a.m. | BREAKFAST | |
| 7:30 a.m. - 12:00 p.m. | Conference Registration | |
| | <i>General session</i> | |
| 10:00 a.m. - 10:15 a.m. | <i>Morning Coffee Break</i> | |
| 12:00 p.m. - 1:00 p.m. | LUNCH and Meet the Speakers | |
| 1:00 p.m. - 4:00 p.m. | Free time | |
| 4:00 p.m. - 6:00 p.m. | Poster Session (optional) | |
| 6:00 p.m. - 7:00 p.m. | Conference Registration | |
| 6:00 p.m. - 7:00 p.m. | DINNER | |
| 7:00 p.m. - 9:00 p.m. | <i>General session</i> | |
| 8:00 p.m. - 8:15 p.m. | <i>Evening Break</i> | |

Thursday, Month, Day, Year

| <u>Time a.m. - Time p.m.</u> | <u>Title/Topic Event</u> | <u>Speaker, affiliation (or location, if event)</u> |
|------------------------------|-------------------------------|---|
| 7:00 a.m. - 8:00 a.m. | BREAKFAST | |
| 7:30 a.m. - 12:00 p.m. | Conference Registration | |
| | <i>General session</i> | |
| 10:00 a.m. - 10:15 a.m. | <i>Morning Coffee Break</i> | |

| | | |
|------------------------|-----------------------------------|--|
| 12:00 p.m. - 1:00 p.m. | LUNCH and Meet the Speakers | |
| 1:00 p.m. - 4:00 p.m. | Free time | |
| 4:00 p.m. - 6:00 p.m. | Poster Session (optional) | |
| 6:00 p.m. - 7:00 p.m. | Conference Registration | |
| 6:00 p.m. - 7:00 p.m. | Special Event: DINNER | |
| 7:00 p.m. - 9:00 p.m. | General session (optional) | |
| 8:00 p.m. - 8:15 p.m. | <i>Evening Break</i> | |

Friday, Month, Day, Year

Option 1

| <u>Time a.m. - Time p.m.</u> | <u>Title/Topic Event</u> | <u>Speaker, affiliation (or location, if event)</u> |
|------------------------------|--------------------------------------|---|
| 7:00 a.m. - 8:00 a.m. | BREAKFAST | |
| 7:30 a.m. - 12:00 p.m. | Conference Registration | |
| 9:00 a.m. | Boxed Snacks to Go And DEPARTURES | |

Option 2

| <u>Time a.m. - Time p.m.</u> | <u>Title/Topic Event</u> | <u>Speaker, affiliation (or location, if event)</u> |
|------------------------------|-------------------------------|---|
| 7:00 a.m. - 8:00 a.m. | BREAKFAST | |
| 7:30 a.m. - 12:00 p.m. | Conference Registration | |
| 8:00 a.m. - 11:30 a.m. | General session | |
| 10:00 a.m. - 10:15 a.m. | <i>Morning Coffee Break</i> | |
| 12:00 p.m. | LUNCH to Go And DEPARTURES | |

END OF CONFERENCE

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Sunday PM – KEYNOTE LECTURE

Transcriptional Regulatory Circuitry of Vertebrate Stem Cells

Richard Young

Whitehead Institute and MIT

The capacity of embryonic stem cells to self-renew and to give rise to virtually all somatic lineages holds much promise for human regenerative medicine. We are mapping the regulatory circuitry of embryonic stem (ES) cells and induced pluripotent stem (iPS) cells by investigating how transcription factors, chromatin regulators, small RNAs and signaling pathways control the gene expression programs responsible for self-renewal and pluripotency. Advances in our knowledge of stem cell regulatory circuitry have provided insights into the mechanisms by which somatic cells can be reprogrammed into induced pluripotent cells and revealed how reprogramming can be enhanced with small molecule drugs. Our studies of human regulatory circuitry in ES and other cells have also revealed new insights into global regulatory mechanisms that play key roles in vertebrate development.

Monday AM

Structure and Regulation of the RNA Polymerase II Preinitiation Complex

Steven Hahn

Fred Hutchinson Cancer Research Center

Photocrosslinkers have been incorporated onto the surface of general transcription factors, RNA polymerase, and transcription activators to probe the architecture and mechanism of transcription complexes. To identify factors that interact with TBP, the non-natural photoreactive amino acid *p*-benzoyl-phenylalanine (BPA) was substituted onto the surface of *S. cerevisiae* TBP *in vivo*. Crosslinking of these TBP derivatives in isolated transcription Preinitiation Complexes or in living cells reveals physical interactions of TBP with transcriptional co-regulator subunits and other general transcription factors. Importantly, the results show a direct interaction between TBP and the SAGA coactivator subunits Spt3 and Spt8. Mutations on the Spt3-interacting surface of TBP significantly reduce the interaction of TBP with SAGA and show a corresponding decrease in transcription activation, demonstrating that the direct interaction of these factors is important for activated transcription. These results prove a key prediction of the model for stimulation of transcription at SAGA-dependent genes.

Monday AM

Global Chromatin Modifications at Transcriptional Enhancers Correlate with Cell Type-Specific Gene Expression in the Human Genome

Nathaniel D. Heintzman^{1,2*}, Gary C. Hon^{1,3*}, R. David Hawkins^{1*}, Pouya Kheradpour⁴, Alexander Stark^{4,5}, Rhona K. Stuart¹, Lindsey F. Harp¹, Zhen Ye¹, Keith A. Ching¹, Christina W. Ching¹, Jessica E. Antosiewicz⁶, Hui Liu⁷, Xinmin Zhang⁷, Roland D. Green⁷, Ron Stewart⁸, James A. Thomson^{7,8}, Gregory E. Crawford⁹, Manolis Kellis^{4,5}, and Bing Ren^{1,10}

¹ Ludwig Institute for Cancer Research,

² Biomedical Sciences Graduate Program,

³ Program in Bioinformatics

¹⁰ Department of Cellular and Molecular Medicine, UCSD School of Medicine, 9500 Gilman Drive, La Jolla, CA 92093-0653 USA

⁴ MIT Computer Science and Artificial Intelligence Laboratory, 32 Vassar Street, Cambridge, MA 02139 USA

⁵ Broad Institute of MIT and Harvard, 7 Cambridge Center, Cambridge, MA 02142 USA

⁶ The Genome Center of Wisconsin and ⁸WiCell Research Institute, The Genetics and Biotechnology Building, 425 Henry Mall Madison, WI 53706

⁷ NimbleGen Systems, Inc., 1 Science Court, Madison, WI 53711 USA

⁹ Institute for Genome Sciences & Policy, and Department of Pediatrics, Duke University, 101 Science Drive, Durham, NC 27708

* These authors contributed equally to this work.

The human body is composed of diverse cell types with distinct gene expression programs that are controlled in part by the interaction of myriad transcription factors and chromatin modifiers with DNA sequences and histones at *cis*-regulatory elements including promoters, enhancers, and insulators. In this study, we investigated the global roles of these transcriptional regulatory elements in cell type-specific gene expression, using ChIP-chip to map chromatin modifications, the insulator-binding protein CTCF, and the coactivator p300. Along 1% of the human genome (the ENCODE regions) in five diverse cell types, we observed that chromatin state at promoters and CTCF-binding at insulators are largely invariant across cell types, while chromatin modification profiles at most enhancers are unique to a single cell type. Accordingly, we mapped enhancers throughout the human genome in two cell types and observed that chromatin modification patterns at predicted enhancers strongly correlate to cell type-specific gene expression patterns on a global scale. We detected significant enrichment of diverse transcription factor binding motifs in enhancers and also identified 22 novel enhancer-specific DNA sequence motifs. In addition, we found that many enhancers are marked by characteristic chromatin signatures even prior to binding of sequence-specific activators that regulate nearby gene expression. Our results significantly expand the current catalog of human enhancers and provide new insights into the global properties of enhancers and their role in cell type-specific gene expression.

Monday PM

Regulation of transcription and chromatin modification by the yeast Paf1 complex
Elia Crisucci(1), Marcie H. Warner(1), Kara Juneau(2), Corey Nislow(3), and Karen M. Arndt(1)

(1)Dept. of Biological Sciences, University of Pittsburgh, Pittsburgh PA 15260; (2) Stanford Genome Technology Center, Stanford University, Palo Alto CA 94304; (3) Dept of Medical Genetics, University of Toronto, Toronto, Ontario, Canada M5S3E1

The Paf1 complex is a highly conserved protein complex that associates with RNA pol II during transcription elongation and directs modification of the nucleosomal template. In multi-cellular eukaryotes, the Paf1 complex is important for normal development and controlled cell growth. In the yeast *Saccharomyces cerevisiae*, the Paf1 complex, which is comprised of Paf1, Ctr9, Cdc73, Rtf1, and Leo1, is required for the proper expression of a large number of genes. To elucidate the mechanisms by which the Paf1 complex couples chromatin changes to transcription elongation, we are using a combination of genetic, biochemical, and genomic approaches to study the yeast Paf1 complex. The Rtf1 subunit of the complex plays an essential role in establishing several histone modifications that mark active genes, specifically histone H2B K123 ubiquitylation and histone H3 K4 and K79 methylation. By analyzing an extensive collection of *rtf1* mutations, we identified a 90-amino acid region of Rtf1, termed the histone modification domain or HMD. Deletion of the HMD eliminates histone H2B ubiquitylation and H3 K4 and K79 methylation and disrupts the physical association between RNA pol II and Rad6, the H2B ubiquitin-conjugating enzyme. Interestingly, specific amino acid substitutions within the HMD cause differential effects on histone modification and suggest that the functions of Rtf1 in H2B ubiquitylation and H3 K4 and K79 methylation can be genetically separated. To understand the role of the Paf1 complex in regulating gene expression, we have initiated high-resolution tiling array studies of transcript levels in a *paf1* mutant strain. Our results revealed broad effects of Paf1 on transcription patterns genome-wide. While studies of the Paf1 complex have largely focused on its role as a positive regulator of transcription, our array studies have revealed a number of genes where the Paf1 complex functions as a repressor. To investigate the Paf1 complex as a negative regulator of gene expression, we are focusing on the model gene *ARG1*. Transcription of *ARG1* is activated by Gcn4 in minimal media and repressed by the ArgR/Mcm1 complex in rich media. Northern analysis of *ARG1* mRNA levels in strains lacking individual members of the Paf1 complex demonstrated that Paf1 and Ctr9, and to a lesser extent Rtf1, are important for *ARG1* repression. By analyzing *ARG1* expression in single and double mutant strains, we have arrived at a model for *ARG1* repression in which the Paf1 complex directs repression through histone modifications in a pathway that functions in parallel to the ArgR/Mcm1 complex. The Paf1 complex localizes to *ARG1* in both repressing and activating conditions, suggesting that it functions as a direct regulator of *ARG1* transcription. Replacement of the *ARG1* coding sequence with that of a heterologous gene revealed that the repressive effect of the Paf1 complex localizes to the promoter or early transcribed region of *ARG1*. Collectively, our results suggest that the Paf1 complex is important for establishing a repressive chromatin structure at *ARG1*. Future studies on genes identified through our array experiments will reveal whether similar mechanisms operate at other Paf1-repressed genes.

Monday PM

**Global Analysis of Histone Crosstalk Identifies a Patch within Nucleosomes
Regulating Histone Methylation by COMPASS**

Ali Shilatifard

Stowers Institute for Medical Research

The four core histones, H2A, H2B, H3 and H4, are among the highest conserved proteins in eukaryotes. Many DNA-templated processes, including replication, repair, recombination, and transcription, are regulated through interactions with histones. Numerous residues within histones are posttranslationally modified, particularly on the amino-terminal tails. One such modification, the methylation of Lysine 4 of histone H3 (H3K4) by the histone methyltransferase complex, COMPASS, is notable for its requirement for prior monoubiquitination of Lysine 123 of histone H2B; a process termed histone crosstalk. To define whether other residues within the histones are also required for proper H3K4 methylation, we systematically generated a complete library of the alanine substitutions of all of the residues of the four core histones in yeast *S. cerevisiae*. Surprisingly, from this study, we discovered that only less than 5% of the total histone residues (18 residues) are essential for viability on complete growth media. Employing our Global Proteomic Screen (GPS) and the complete library of histone mutants, we have identified several *cis*-regulatory residues on the histone H3 amino-terminal tail, which are required for normal levels of H3K4 trimethylation. Furthermore, our studies have identified several novel *trans*-regulatory residues on histones H2A and H2B that form a patch on the nucleosomes and are required for proper histone methylation. A few of the residues on H2A and H2B regulate H2B monoubiquitination, however, several other residues regulate H3K4 methylation by COMPASS independently of H2B monoubiquitination. In addition to the above study, this library will be a valuable tool to the chromatin community for defining the role of histone residues in many processes requiring chromatin.

Sample of Formatted Poster Listings

FASEB SCIENCE RESEARCH CONFERENCE POSTER SCHEDULE

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1. Daniel Abankwa, Alemayehu A. Gorfe, Kerry Inder, and John F. Hancock
A membrane orientation and nanodomain localization based code for Ras isoform diversity
2. Ian M. Ahearn, Pamela J. Sung, Aloma B. Rodrigues, Andrew J. Kleinberger, Steven E. Quatela, Erika A. Bach, and Mark R. Philips
Membrane Targeting of Ras is not Required for Drosophila melanogaster Eye Development
3. Nagaraj Balasubramanian, Jerney Meier, David Scott, Michael White, Martin Schwartz
The RalA - exocyst complex regulates integrin-dependent plasma membrane raft localization to confer anchorage dependence.
4. W.F.D. Bennett and D. Peter Tieleman
A molecular description of ceramide interactions with lipid rafts
5. Tracy J. Berg, Adam Gastonguay, Ellen L. Lorimer, Rongshan Li, Carol L. Williams
Interaction of SmgGDS Splice Variants with Prenylated and Non-Prenylated Small GTPases in Lung Cancer Cells
6. Alexandra F H Berry, William P Heal, Abul K Tarafder, Miguel C Seabra and Edward W Tate
Rab Prenylation in Choroideremia: A Chemical Proteomics Approach
7. Nicolas Taulet, Franck Comunale, Cyril Favard, Sophie Charrasse, Stéphane Bodin and Cécile Gauthier-Rouvière
N-Cadherin/PI20 catenin association at cell-cell contacts occurs in cholesterol-rich membrane domains and is required for RhoA activation and myogenesis
8. Christopher Wood, Jingxuan Liu, Karl Schmitz, Kathryn Ferguson, and Christopher Burd
Sphingolipid biosynthesis is required for efficient retention of mannosyltransferases of the Golgi apparatus
9. Jennifer Greaves, Gerald R. Prescott and Luke H. Chamberlain
Palmitoylation of SNAP25: Role in Membrane Targeting and Exocytotic Function
10. Charles A. Day, Kimberly R. Drake, Minchul Kang, and Anne K. Kenworthy
Mechanisms regulating the diffusion of the lipid raft marker cholera toxin B subunit

11. Morihisa Fujita, Yusuke Maeda, Moonjin Ra, Yoshiki Yamaguchi, Ryo Taguchi, and Taroh Kinoshita
GPI-glycan remodeling by PGAP5 regulates transport of GPI-anchored proteins from the endoplasmic reticulum
12. Richard Gibbs, Jiao Song, Andrew Placzek, Amanda Krzysiak
Development of Proteomic and Metabolomic Tools for the Cellular Characterization of Protein Prenylation
13. Tina MC Hobday, Richard D Byrne, Dominic L Poccia, Banafshé Larijani
Nuclear envelope re-assembly – bridging the gap between sea urchin and mammalian systems
14. Amy Griggs, Kalub Hahne, Amanda Morrison, Darryl Boyd, Kevin Cram, James L. Donelson, Jaimeen Majmudar, Richard A. Gibbs and Christine A. Hrycyna
Molecular Dissection of the Yeast Isoprenylcysteine Carboxyl Methyltransferase, Ste14p
15. Mohamed Ibrahim, Meng Liu, Frida J. Olofsson, Shao H. Yang, Stephen G. Young and Martin O. Bergo
Farnesyltransferase Deficiency in Mice: Impact on Nuclear Shape Abnormalities and Bone Fractures in Zmpste24-deficient Mice
16. Benjamin C Jennings and Maurine E Linder
Enzymology of DHHC-mediated Protein Palmitoylation
17. Haitong Hou, Arun T. John Peter, Christoph Meiringer, Kanagaraj Subramanian and Christian Ungermann
Analysis of DHHC Acyltransferases Implies Overlapping Substrate Specificity and a Two-Step Reaction Mechanism
18. Martin Kang, Roshni Singaraja, Shaun Sanders, Kuljeet Vaid, Gonzalo Vilas, Pamela Arstikaitis, Jonathan Coutinho, Alaa El Din El-Husseini, Luc Berthiaume, and Michael Hayden
The functional role of ABCA1 palmitoylation and its effect on HDL metabolism.
19. Omar Khan, Ing-Marie Jonsson, Anna-Karin Sjögren, Mohamed Ibrahim, Frida Olofsson, Maria Bokarewa, and Martin O. Bergo
GGTase-I deficiency in macrophages induces rheumatoid arthritis in mice (POSTER VERSION)
20. Yusuke Maeda, Toru Ide, Masato Koike, Yasuo Uchiyama, Morihisa Fujita and Taroh Kinoshita
Acidification of the Golgi apparatus is regulated by GPHR that was identified by newly established transport assay
21. Marie Lis Kirsten, Miguel Seabra, Tony Magee, Oscar Ces
Evidence for palmitoylation of a Rab GTPase

22. Oded Rechavi, Yaniv Erlich, Hila Amram, Fedor V. Karginov, Itamar Goldstein, Gregory J. Hannon, Yoel Kloog
Intercellular Transfer of Ras and microRNAs: new mechanisms of non-autonomous protein functions and post-transcriptional control
23. Mickey Kosloff, Barry Honig and Vadim Y. Arshavsky
Characterizing the Interactions of Peripheral Membrane Proteins with Membranes – a Computational Approach
24. Lynne A. Lapierre, Nicole Ducharme, Ann L. Hubbard, Gudrun Ihrke and Anne K. Kenworthy
Caveolin-1 Intersects with the Apical Recycling System of Polarized Epithelial Cells
25. Diane S. Lidke, Nicholas L. Andrews, Janet M. Oliver, and Bridget S. Wilson
Correlating FcεRI signaling with receptor dynamics and actin microdomains using single quantum dot imaging
26. Saleemulla Mahammad, Jelena Dinic, Jeremy Adler and Ingela Parmryd
Limited cholesterol depletion induces T cell activation by increasing the plasma membrane fraction of higher order leading to clustering of signaling molecules
27. David A. Mitchell, Jaron Swift, Yiping Ling, Linda Chan, Cheryl Budde, Gayatri Mitchell, Fuyu Tamanoi and Robert J. Deschenes
*A Family of Bioactive Lipids Inhibits the *Saccharomyces cerevisiae* Erf2/4 Palmitoyl Acyl Transferase (PAT)*
28. Niaudet C., Bonnaud S., Gaugler M.H., Corre I. and Paris F
Radiation induces p38-mediated endothelial cell death through ceramide generation and membrane remodeling
29. Nicholas Ariotti, Yufei Xu, Kerry Inder, John F. Hancock and Sarah J. Plowman
EGF promotes the formation of autonomous signaling domains
30. Kun Huang, Shaun Sanders, Roshni Singaraja, Paul Orban, Tony Cijssouw, Pamela Arstikaitis, Anat Yanai, Alaa El-Husseini, and Michael R. Hayden
Neuronal palmitoyl acyl transferases exhibit distinct substrate specificity
31. Surya P. Manandhar, Emily R. Hildebrandt, William H. Jacobsen, George M. Santangelo, and Walter K. Schmidt
Chemical inhibition of CaaX protease activity disrupts yeast Ras localization
32. Chandan Sharma, Xiuwei H. Yang, Martin E. Hemler
Laminin Binding Integrins Palmitoylation and DHHC proteins
33. Xin Zhang
Structural and Functional Characterization of Tetraspanin-enriched microdomains

Sample of Formatted Attendee Abstracts

No part of the conference proceedings, including this collection of abstracts, may be referenced. Please contact the authors directly for permission to cite their work.

Poster #1

A membrane orientation and nanodomain localization based code for Ras isoform diversity

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The structural elements encoding functional diversity among Ras GTPases are poorly defined. The orientation of the G-domain of H-ras with respect to the plane of the plasma membrane is recognized by the Ras binding domain of C-Raf, coupling orientation to MAPK activation. We now show that two other proteins, phosphoinositide-3-kinase- α (PI3K α) and the structurally unrelated galectin-1 also recognize G-domain orientation. These results rationalize the role of galectin-1 in generating active GTP-H-ras signaling nanoclusters. Molecular dynamics simulations of K-ras membrane insertion and FLIM-FRET imaging of the effector interactions of N-Ras, K-Ras and M-ras however suggest that there are two hyperactive, signaling competent orientations of the Ras G-domain. Mutational and functional analyses establish a clear relationship between effector binding, and the amphipathicities of helix alpha 4 and the HVR, thus confirming that these structural elements critically tune the orientation of the Ras G-domain. Finally we show that G-domain orientation and nanoclustering synergize to generate Ras isoform specificity with respect to effector interactions.

Poster #2

Membrane Targeting of Ras is not Required for *Drosophila melanogaster* Eye Development

Ian M. Ahearn, Pamela J. Sung, Aloma B. Rodrigues, Andrew J. Kleinberger, Steven E. Quatela, Erika A. Bach, and Mark R. Philips

Department of Pharmacology, NYU School of Medicine

Drosophila Ras1 (D-Ras1) is highly homologous to mammalian Ras and regulates a MAPK pathway that is analogous to that of vertebrates. Its function has been most extensively studied in the signaling pathway that determines the fate of the R7 photoreceptor in the *Drosophila* eye. The membrane-targeting region of D-Ras1 contains a CAAX motif flanked by a polybasic region. The *Drosophila* CAAX sequence differs from that of mammalian Ras proteins in that it is predicted to be a substrate for geranylgeranyl transferase I rather than farnesyltransferase and because it has a charged residue (lysine) in the A1 position. Surprisingly, YFP-tagged D-Ras1 expressed in mammalian and insect cells showed much lower affinity for membranes than did human Ras proteins with a large portion of D-Ras1 expressed in the cytosol. Substitution of the lysine in the A1 position for valine significantly improved membrane association suggesting that endogenous D-Ras1 is inefficiently prenylated. We generated lines of transgenic flies expressing various alleles of D-Ras including ones chimeric with highly membrane associated human K-Ras and one that lacked entirely a prenylation signal. We used the MARCM system of mitotic recombination to study clones of cells in the developing eye such that we could score for rescue of a D-Ras1 null phenotype (small clones that lack neuronal differentiation). Native D-Ras1 expressed as a transgene efficiently rescued the D-Ras1 null phenotype. Surprisingly, whereas the strongly membrane associated form of chimeric D-Ras1 failed to rescue, the non-membrane targeted allele rescued as well as native D-Ras1. These data suggest that endogenous D-Ras1 is inefficiently targeted to membranes and that the biological activity of Ras in *Drosophila* eye development does not depend on membrane association.

Poster #3

The RalA - exocyst complex regulates integrin-dependent plasma membrane raft localization to confer anchorage dependence.

Nagaraj Balasubramanian*, Jermei Meier*, David Scott*, Michael White §, Martin Schwartz*.

*Cardiovascular Research Center, University of Virginia, Charlottesville, VA-22903. § Department of Cell Biology, University of Texas Southwestern Medical Center, Dallas, TX 75390.

Adhesion dependent growth signaling is regulated by the plasma membrane targeting of membrane rafts. This pathway was identified by studies on the anchorage dependent activation of Rac that controls integrin dependent cell spreading and migration. Membrane rafts are accordingly enriched at the ruffling edge of a spreading and leading edge of migrating cells. On loss of adhesion they are rapidly endocytosed through caveolae and cleared from the cell membrane to turn off adhesion-dependent signaling. Endocytosed rafts are targeted to and held in the recycling endosome in suspended cells. Re-adhesion triggers their exocytosis back to the plasma membrane to restore anchorage dependent signaling (2,3).

Regulators of membrane raft endocytosis or exocytosis can thus regulate anchorage dependence in cells and are also targeted in cancers. Caveolin-1 and tyrosine-14 phosphorylated caveolin-1 required for raft endocytosis (2) are downregulated in several cancers. Arf6 activated by adhesion to regulate raft exocytosis from the recycling endosome (3) is also upregulated in some cancers. Active Arf6 though necessary was not sufficient to complete return of rafts back to the plasma membrane. My studies now show that this requires the adhesion dependent activation of the RalA-exocyst complex.

The exocyst is an eight subunit complex that is involved in tethering transport vesicles to their final destination prior to vesicle fusion. Active RalA binds the exocyst components sec5 and Exo84 (better than RalB) to regulate vesicular trafficking. Activated downstream of Ras by Ral GEFs, RalA is also known to control anchorage dependence while RalB regulates cancer cell survival. RalB does so by the sec5-dependent exocyst-independent regulation of TBK1. This study shows RalA by regulating exocyst-dependent membrane raft targeting controls anchorage dependent growth signaling. siRNA mediated specific knockdown of RalA and Sec5, but not RalB, disrupts adhesion dependent membrane raft targeting to delay cell spreading. Caveolin-1^{-/-} MEFs lacking this pathway are unaffected by this knockdown. RalA also colocalizes with membrane rafts in exocytic vesicles and plasma membrane ruffles. Further, adhesion is seen to specifically activate RalA, not RalB, to drive this pathway. Accordingly active RalA promotes plasma membrane raft targeting to support anchorage independent signaling. This RalA dependent regulation of raft trafficking to promote anchorage dependence was confirmed in active Ras (D12) expressing normal pancreatic cells (HPNE) and pancreatic cancers cells (MiaPaCa2) lacking RalA. It thus identifies adhesion-dependent membrane targeting of rafts as a novel mechanism by which RalA confers anchorage dependence in cells.

1. del Pozo, M.A. et al. Science 303, 839-842 (2004).

2. del Pozo, M.A. **Balasubramanian N.** et al. Nat Cell Biol 7, 901-908 (2005).

3. **Balasubramanian, N.**, Scott, D.W., Castle, J.D., Casanova, J.E. & Schwartz, M.A. Nat Cell Biol 9, 1381-1391 (2007).

Poster Information

There will be up to 25 poster boards (50 poster spaces) available at each conference venue. FASEB is not able to obtain any additional boards. The boards measure 3' 8" high by 5' 6" wide. Poster sessions will take place near or in the General Session room, depending on specific venue space. Check with your conference manager on the location.

Please schedule poster presentations during the afternoon breaks (4 p.m. - 6 p.m.) The posters will be available for viewing during general and poster session hours.

The following are suggested schedules for the poster sessions:

If you have less than 50 abstracts they can be displayed for the entire conference with specific viewing times designated.

or

If you have more than 50 abstracts you can divide them in half and schedule each group to be displayed for two days each.

or

If you have more than 50 abstracts you can divide them alphabetically and schedule each group to be displayed for two days each.

or

If you have more than 50 abstracts you can divide them according to subject matter and schedule specific groups to be displayed for two days each.

Poster presentation schedules and assignments will be required for inclusion in the program materials.

MEETING ROOM SET-UP AND AUDIOVISUAL EQUIPMENT

Most conference venues will accommodate up to 175 attendees for the general session. Room setup is theatre or classroom style, depending on number of conference attendees and space at the facility.

A message board, and table for water will be provided during the general session.

A standing lighted lectern with wired lapel and podium microphone will be provided. The following projection equipment will be also available:

- One (1) lectern
- One (1) wireless lavolier
- One (1) wired lectern microphone
- One (1) LCD projector
- One (1) skirted screen
- One (1) laser pointer
- One (1) wireless aisle microphone

If a speaker requires additional equipment they must obtain approval from the Organizer. Any additional equipment fees will be paid from the Organizer's Account. The Organizer must notify the FASEB Conference Office **no later than Thursday, May 15, 2014** if additional equipment will be needed.

Reception, Meals, Poster Session Options

On the first day of the conference, FASEB will sponsor a welcome reception beginning at 6:00 PM and ending at 7:00 PM. Adult and non-alcoholic beverages will be provided. Organizers are encouraged to invite attendees to this event and to interact with invited speakers, students and attendees. FASEB will provide one (1) drink ticket for each attendee and paid guest.

The Organizer and Co-organizers should plan to arrive early enough to attend the reception so they can greet the attendees.

MEALS AND BAR

Meals will be served in the same location for each venue. A cash bar will be available Sunday through Thursday from 10:00PM until midnight.

if the venue allows for the event, the location of the cash bar varies by each location. Please check with your conference manager for the specific location at your venue.

FASEB will provide a morning coffee break. If organizers would like to provide an evening coffee break, additional food or beverage, the costs will be deducted from the Statement of Account.

POSTER SESSION OPTIONS

The organizer may choose to provide beverages and/or refreshments during this time. The Conference Manager will provide organizers with fees associated for each of the options below 30 days prior to the start of the conference. These costs will be deducted from the statement of account prior to the allocation of reimbursement amounts. Please provide your conference manager with the schedule, poster assignments and bar type (see below) no later than two weeks prior to your conference.

Organizers may choose from the options below:

- **Cash bar:** Bartender fees will be deducted from the Statement Of Account.
- **Host bar:** Bartender, set up fee and all beverages will be deducted from the Statement of Account.
- **Drink Ticket(s) & Cash Bar:** Bartender, set up fee and the total cost of used drink tickets will be deducted from the Statement Of Account. The organizer can choose the number of drink tickets given to each attendee. After the drink tickets are collected by the bartenders, attendees can then purchase beverages.
- **One hour host bar; one hour cash bar:** Bartender, set up fees and the first hour of drinks will be deducted from the Statement Of Account. For the final hour, the attendees will pay for their own beverages.
- **No served beverages, cash bar or hosted bar.**

BUSINESS MEETING INFORMATION

Organizers are instructed to include a business meeting on the program agenda. It is recommended that it be held before lunch or at the beginning of the evening session on the last full day of the conference (Thursday).

During this meeting the following should be discussed:

- Does the topic warrant another meeting? If so, which year and which conference sites are preferred? **(Future conference dates and sites are not guaranteed.)**
- SRC conferences are now managed year-round. Consider dates outside the summer months. (Winter, Spring, Summer, Fall, Winter breaks, Spring breaks, etc.)
- Was the format of the current conference satisfactory? If not, what changes should be initiated?
- What sub-topic changes should be incorporated into future conferences?
- **Selection of the next Conference Organizers**
It is encouraged by the FASEB Science Research Conference Committee that there is a succession plan in place for the organizers. Typically, the co-organizer moves up to Organizer and nominations are accepted from the floor for the co-organizer(s). A vote is taken to determine the outcome.

A succession plan allows the newly appointed co-organizer(s) to gain knowledge of the organizer's past experience organizing a FASEB Science Research Conference.

In some cases, a new Organizer and/or co-organizer(s) will be named by a vote from the attendees.

In the final conference report, the Organizer will briefly summarize the information from the business meeting.

PROPOSAL SUBMISSION FOR FUTURE CONFERENCES

If your group elects to meet again, in **2016:**

The new Organizers are required to submit a proposal to the FASEB SRC Office
by **September 30, 2014**

If your group elects to meet again, in **2017:**

The new Organizers are required to submit a proposal to the FASEB SRC Office
by **September 30, 2015**.

Sample Business Meeting Report Form

Instructions: Organizers to c completed on-site during business meeting and give to Conference Manager



Conference Name: _____

Dates: _____

Conference Code: _____

Biomedical Category: _____ (see attached list)

Organizer for Next Conference:

Name: _____

Address: _____

Tel. #: _____ Fax #: _____

Email Address: _____

Co-Organizer(s) for Next Conference:

Name: _____

Address: _____

Tel. #: _____ Fax #: _____

Email Address: _____

Preferred Year

2016: _____

2017: _____

Preferred Month:

| | | | | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

Preferred Week (Please refer to calendar weeks, with pattern of Sunday through Friday)

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Location Preference: (Please circle three separate sites, in order 1, 2 3, 1 being most preferred)

Domestic

Chicago, IL

Keystone, CO

Palm Beach, FL

Reno/Las Vegas, NV

Saxtons River, VT

Scottsdale/Phoenix, AZ

Snowmass, CO

Steamboat Springs, CO

International

Nassau, Bahamas

England

Portugal

Other: _____

PLEASE REMEMBER DATES AND LOCATIONS ARE NOT GUARANTEED.

ORGANIZER'S FINAL CONFERENCE REPORT

All Organizers are required to submit a "Final Conference Report" by September 30, 2014.

It is imperative that FASEB receive this report. FASEB is required to include it with financial information to Government Agencies and other organizations which supported the conferences. Failure to submit the report could jeopardize future funding opportunities.

The report will also be included in the Final Summary Report that is prepared for the SRC Advisory Committee. The information is useful in helping their decisions on whether or not a conference should be scheduled again.

The report should include the following:

- Highlight the sessions and topics discussed
- An overview of the funding outcome
- An overview of the attendees
- A summary of the business meeting
- An indication of the proposed future of the topic as a FASEB conference

(See sample on the next page)

Please Note:

An Organizer receiving an award from the
National Science Foundation (NSF)
must submit their own final report

directly to the NSF using the online FastLane system.

Failure to submit the final report to the NSF will jeopardize your future funding requests.

Sample Final Report

FASEB SCIENCE RESEARCH CONFERENCE, CAREFREE, ARIZONA
Molecular Mechanisms of Lymphocyte Differentiation: From Stem Cells to Effector Cells
July 12-17, 2009

Organizers:

Cynthia Guidos

Ranjan Sen

Ellen Rothenberg

The 2009 meeting “***Molecular Mechanisms of Lymphocyte Differentiation: From Stem Cells to Effector Cells***” was held at Carefree Resort, Carefree, Arizona, from July 12-17th, 2009. The study of the immune system is of considerable intrinsic interest because of its importance to human and animal health. This meeting was unique in its emphasis on integrating knowledge derived from molecular mechanistic approaches together with recent breakthroughs from mouse models, putting together a higher order view of immune development, differentiation, and function *in vivo*. Internationally renowned scientists from North America and abroad chaired the sessions and spoke at the conference, that was attended by trainees as well as junior and senior scientists. In total, there were 33 invited speakers (including the organizers and Keynote speaker) and 68 other attendees at this meeting.

Our meeting began on Sunday evening with a 1-hour keynote address by Kathryn Calame from Columbia University. During the next 4 days we heard full-length (25') talks from 33 invited speakers in 9 formal sessions arranged by topic. Eleven of the invited speakers were women, and four of the nine session chairs were women. Eighty-four percent of the invited speakers had not presented at the previous two meetings. Two additional full-length talks were selected from abstracts submitted by Howard Petrie and Iannis Aifantis, both well-known established scientists in the field. In our planning of the sessions we deliberately left time for up to 2 short talks in each session to cover late-breaking research, especially from junior investigators. Therefore, 14 additional abstracts were selected for 15-minute presentations in the nine formal sessions. In this group, 4 speakers were women and 4 were young investigators (within the first 3-5 years of establishing their labs). Overall, 33% of the final program was selected from submitted abstracts.

The nine major sessions and keynote address covered the breadth of immunobiology and explored new approaches to current research areas of intense scientific development. The formal sessions were entitled: 1) Early lymphocyte progenitors and lineage commitment; 2) Lymphocyte developmental checkpoints; 3) Targeting and regulation of V(d)J recombination; 4) Epigenetic control of immune function; 5) Regulatory networks controlling lymphocyte development; 6) Peripheral lymphocyte differentiation; 7) The germinal center response; 8) Lymphocyte activation; 9) Genome-wide approaches to understanding immune function and dysfunction. Most of the sessions were held in the morning and evening with the afternoons free for workshop presentations, informal discussions and viewing of poster sessions.

Three 2-hour poster sessions were also held in which 58 posters were displayed and presented. The abstracts were grouped into 3 major topics: Early Progenitors & Lineage Decisions, Transcriptional Regulation & Recombination, and Molecular Regulation of Lymphocyte Activation & Differentiation. Twenty-four of the posters were selected for three oral workshop sessions. The workshops and poster sessions were highly attended and allowed for increased discussions and information transfer among attendees. A bound volume containing the abstracts of the invited speaker presentations and poster presentations arranged by sequence facilitated the viewing and further enhanced interactions. Ten of the main session speakers were at the Assistant Professor level, 28% of the speakers/session chairs were at or below the Assistant Professor level, as were

2/6 Workshop Chairs. Fifty percent (12/24) of the Workshop speakers were post-doctoral fellows or graduate students, and 9 were junior faculty, further emphasizing our commitment to providing speaking opportunities for younger scientists.

The intimate and informal setting of the meeting allowed for high quality interactions as indicated by vigorous discussions during the question periods after talks in the main sessions and workshops, and continuing through the meals and free times. Many of the grad student and post-doc attendees commented on how important this conference was for allowing them to interact closely with established scientists in this area. Moreover, there was an impressive amount of unpublished data presented providing great opportunity for “cross-pollination” of ideas and fostering of collaborative relationships. The poster sessions were in the late afternoons before dinner and we provided a cash bar for each session. They were very well attended and provided a great setting for discussions based on data presented at the workshop sessions.

On the Wednesday morning we offered optional excursions into the Sonora desert at extra cost. About 15 people explored the desert terrain on a guided jeep tour, while another 15 or so rafted down the Salt River northeast of Phoenix. The latter trip provided also involved body surfing down gentle rapids as well as jumping off rocks into the refreshingly cool water. A final (more adventurous) group of 15 or so people went on a self-guided bicycle ride around the Sonora highlands. All 3 excursions provided wonderful viewings of desert animals (including wild mustangs!) in their natural habitat as well as more opportunities for relaxed discussions. In total almost half of the attendees took advantage of the free morning to explore environs outside the Carefree resort.

Funding to support this meeting was obtained from a number of sources including the FASEB Science Research Conferences, Cell Signaling Technology, New England Biolabs, Roche, StemCell Technologies, The Talecris Biotherapeutics Center for Science and Education, Genetech and NIH/National Institute of Allergy and Infectious Diseases. Funds were used to defray the travel expenses of the speakers and international attendees and refreshments during the poster sessions.

We held the business meeting after Session 7 right before lunch. The group elected Dr. Steve Hedrick, a well-known and highly respected senior immunologist from USCD to replace Cynthia Guidos as a co-organizer of this conference. Dr. Hedrick has extensive experience having organized several Immunology Gordon conferences and Keystone meetings in the past. He is also noted for his wonderful collegiality and sense of humor, and has a terrific knack for stimulating discussion. There was almost unanimous support to hold this meeting again in 2011 as the field continues to grow and evolve rapidly. Ranjan Sen will be the Lead Organizer for the 2011 meeting, followed by Ellen Rothenberg and then Steve Hedrick if the meeting continues that far into the future. The pros and cons of the different FASEB sites were discussed and in the end the group voted to move the meeting to Snowmass if a July 2011 date can be accommodated. Though the Carefree site is lovely many found the heat of July in Arizona to be stifling and there was a lot of enthusiasm for a mountain venue. If Snowmass in July is not possible, the group voted to stay at Carefree over moving to Vermont or Ital in August. There was concern that the Italian site might not attract as many North American attendees, particularly if NIH funding remains tight.

In summary, the co-organizers felt this meeting was a tremendous success (based on feedback from numerous attendees) and with the addition of Dr. Hedrick, we are poised to organize another exciting meeting on this theme in 2011.

Cynthia Guidos, Ph.D.

Lead Organizer, 2009 Molecular Mechanisms of Lymphocyte Differentiation: From Stem Cells to Effector Cells