



## Organizing an AAEA Symposium Proposal Template

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

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

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

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

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

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

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

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

**Budget** – Please provide a detailed proposed budget.

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

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