

Scientific Assembly 2013
Saturday, Feb. 9 – Wednesday, Feb. 13, 2013
Proposal Guidelines

What	Requesting Committee/Chapter	Topic	Justification	Goals/ Objectives	Presenter/ Speakers	Suggested Dates	Budget
Preconference Courses Feb. 9-10, 2013 (Sat.-Sun.)	Name of committee/ chapter and chair making the request. Include chair contact information.	Provide the titles with an outline or as much information as you can, including faculty, intended audience and equipment needs.	Provide justification why this presentation should be given priority over other submissions	List the primary goal of this presentation and at least 4 focused educational objectives that this presentation will accomplish	Provide the number and names of faculty recommended.	Provide preferred date of course, length of course, suggested start time.	Provide a simple preliminary budget including faculty and materials expenses, and potential revenue from attendees.
Presentations During SA Feb. 10- 13, 2013 (Sun.- Wed.)	Name of committee/ chapter and chair making the request. Include chair contact information.	Provide the topics you would like to be considered and/or specific titles with speaker names, if available.	Provide justification why this presentation should be given priority over other submissions	List the primary goal of this presentation and at least 4 focused educational objectives that this presentation will accomplish	Provide names of recommended speakers with presentation topics.	Provide preferred date (Generally, speaker schedule is at the discretion of the SA Planning Committee.)	Not Applicable
Outside Activities	Name of committee/ chapter and chair making the request. Include chair contact information.	Provide purpose (educational, fundraising, recreation, etc.), where the event will be held, and intended audience/projected numbers involved.	Provide justification why this activity will enhance the Scientific Assembly	If educational, list the primary goal of this presentation and at least 4 focused educational objectives that this presentation will accomplish	Provide names of event organizers, potential speakers at event.	Provide suggested date and time of outside event.	Provide a simple preliminary budget.

Committee and State Chapter Chairs: Please use this grid when preparing a proposal for Scientific Assembly. Contact Marcia Blackman with questions. 800-884-2236 or mblackman@aaem.org.