In order to encourage APS members with primary affiliation to the Cell and Molecular Physiology Section (CAMPS), to submit high-quality proposals for sessions at EB, the Steering Committee of the section has authored these guidelines to assist members when planning symposia and featured topics. All proposals are reviewed and voted on by the CAMPS Steering Committee; the top three in each category are then selected to be supported by the section at EB and are presented at the Joint Programming Committee of the society at their meeting in July as the CAMPS sessions for the EB meeting of the following year. Due to the increased pressures on meeting space it is essential that the section supports sessions that are likely to be of wide appeal to the CAMPS constituency. It is suggested that the guidelines below are followed to increase the likelihood of your proposal being selected for inclusion in the EB meeting.

1. Anyone, (including trainees) may submit a proposal for a featured topic, a CAMPS-sponsored symposium, or a cross-sectional symposium. All proposals (Symposia and FT) must be submitted on the appropriate form, which can be downloaded from the APS website at the following addresses:
   
   Symposia: [http://www.the-aps.org/meetings/SymposiumForm.pdf](http://www.the-aps.org/meetings/SymposiumForm.pdf)
   
   Featured Topics: [http://www.the-aps.org/meetings/FeaturedTopic.pdf](http://www.the-aps.org/meetings/FeaturedTopic.pdf)
   

   These forms need to be filed out as completely as possible prior to submission. It should be noted that a symposium usually consists of two chairs and 4-5 speakers; a featured topic also has two chairs, but is limited to a maximum of two invited speakers; ideally a single speaker is sufficient. This is because the goal of featured topics is to give trainees, i.e., graduate students and post-doctoral fellows, an opportunity to present their work. Clearly, the greater the number of featured speakers, the fewer the number of trainees who will be able to present. Featured topics are not designed to be substitutes for symposia, and should strive to include the greatest number of high quality presentations from trainees as possible. In general, any invited speakers at a FT should be limited to no more than a 30 minute presentation, to allow for 4-6 x 15 minute presentations by trainees. Chairs should also avoid over-populating an FT or symposium session with speakers from their own laboratories!!

2. Whereas all the speakers in a symposium are selected ahead of time, in featured topics the chairs of the session will select and schedule speakers from abstracts submitted to that session. Preference should be given to abstracts where the presenter/first author is a trainee, rather than a P.I.

3. When selecting abstracts for FT sessions, the chairs should note whether the individual has selected a poster, a talk or is indifferent to the method of presentation, and should try to follow the presenters’ preference. If insufficient individuals have selected “oral” or “indifferent” for presentation method, then the chairs may program an abstract where the author has selected a poster presentation – however, the author must be contacted by the chairs and agree to give a talk prior to final programming.

4. All abstracts presented in an oral FT session will also be presented as posters; poster sessions will be programmed by the CAMPS programming representatives.
5. In the case where insufficient abstracts are submitted to any featured topic to sustain a viable session, the programming representatives reserve the right to cancel that session and substitute it with a purely abstract driven session on a new topic. In this instance the JPC reps will select appropriate chairs for the session.

6. When selecting speakers and chairs for either symposia or FT sessions, it is important to pay attention to the gender and career stage of the participants. Ideally symposia will be chaired by one male and one female scientist; speakers in symposia should also be selected with a mind to gender balance. Symposia can be chaired by either junior or senior scientists, although it is anticipated that these sessions will be mostly chaired by established individuals. In FTs, the chairs should similarly be chosen with a view to gender balance and in addition with a view to career stage; chairs should be either a junior (senior post-doc, junior faculty) paired with a more senior scientist, or should be both junior scientists. Given the abstract driven nature of FTs, gender balance is likely to be more difficult to obtain. However, in both symposia and FTs, primary consideration should be given to the quality of the science.

7. **Financial Responsibilities of Chairs:**
   a) Symposia:
      The APS provides complementary registration for chairs and invited speakers of symposia. In addition, up to $4000 is available to re-imburse participants (including the chairs themselves) for travel/per diem expenses per symposium; APS does not support honoraria. The allocation of funds for re-imbursement is at the discretion of the session chairs; the chairs may also raise additional funds to support their symposium, but should contact the CAMPS programming representatives and Linda Allen at the APS if they intend to do so. However, it is imperative that symposium chairs inform their invited speakers ahead of time exactly how much money is available for reimbursement of individual travel expenses. It is perfectly acceptable to allocate the bulk of the funds available to a single individual to reimburse for travel from Europe for example, but in that case less funds are available to re-imburse the remaining speakers. The allocation of resources needs to be communicated by the session chairs to Linda Allen at APS AND to the CAMPS programming representatives as soon as possible after the session is selected for programming; participants in symposia/FTs will complete an expenses form and send that directly to APS after the meeting. Chairs are also required to forward a short report detailing the final allocation of funds to the CaMPS programming representatives following the EB meeting.

   b) Featured Topics:
      In general, the same rules apply to featured topics as to symposia. However, fewer funds are available (CAMPS provides up to $2000 only), and only up to two complementary registrations are available per FT. However, it is also acceptable to distribute some funds to the trainee presenters to assist with travel expenses.

8. Membership in APS is not required for any invited speaker or abstract presenter.

9. Pre-invited speakers at symposia and FTs are not required to submit abstracts.

10. Cross-Sectional Symposia:

    Cross-sectional symposia are designed to appeal to the constituents of multiple APS sections (hence the name!!). Anyone can propose a cross-sectional symposium and in general the same guidelines as have been laid out above for regular symposia apply to cross-sectional symposia, e.g., $4000 is available to fund such a symposium. However, the way in which these symposia are handled is slightly different.

    a). These symposia are submitted on a separate form, that can be found here: [http://www.the-aps.org/meetings/CrossSectPropForm.pdf](http://www.the-aps.org/meetings/CrossSectPropForm.pdf)

    b). These symposia are then reviewed by the CAMPS steering committee and the most promising applications, i.e., those likely to have the greatest cross-sectional interest, are presented to the Joint Programming Committee at their meeting at Experimental Biology. The JPC then votes on which cross-sectional symposia to support from amongst all those presented from all the sections and groups. At EB2010, APS is supporting three cross-sectional symposia, of which one was originated by
a CAMPS member. Thus, cross-sectional symposia have a slightly higher hurdle to climb than do regular section symposia.

If you do want to suggest a session for EB, than the earlier you can submit the appropriate form to either of the CAMPS JPC reps, the better; this is especially true in the case of cross-sectional symposia, which are selected prior to the general JPC programming meeting in the summer. In general, cross-sectional symposia are decided upon at EB (i.e. usually April of the year prior to the relevant meeting), and regular symposia by June of that year. Because featured topics are dependent on abstract submission, these sessions are not usually finalized until early December of the year prior to the meeting; individuals asked to speak at an FT need to be aware that their session maybe cancelled if insufficient abstracts are received to populate the session. **Deadlines for submission of all proposals, i.e., FTs, CAMPS-sponsored symposia and cross-sectional symposia will be March/early April in the year prior to the relevant EB meeting (e.g., March/April 2011 for EB 2012).** Exact dates will be posted on the CaMPS website. In some cases, a symposium proposed for a cross-sectional session may be better suited to a regular symposium or vice-versa; the JPC reps will help to make that decision in consultation with the session organizer. In all cases, when considering whether or not to submit a FT, a Symposium or a Cross-Sectional Symposium, please feel free to contact **US**, your JPC reps/CAMPS Steering Committee if you need help in developing the session to meet these guidelines.

Current CaMPS JPC Reps:

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- Neil Bradbury (from 2011)  neil.bradbury@rosalindfranklin.edu