CALL FOR PLENARY LECTURES,
KEYNOTE SPEAKERS AND SYMPOSIA

FROM:
The Scientific Programming Committee (SPC) of the 1st PanAmerican Congress of Physiological Sciences, Iguassu Falls, Brazil, August 2-6, 2014.

6th June 2012.

Dear Physiologist:

It is our pleasure to announce the 1st PanAmerican Congress of Physiological Sciences (PanAm-2014). This will be the first historical meeting of the physiologists from the three Americas and it will be held in the city of Foz do Iguaçu, Brazil [Iguassu Falls-Rafain Hotel & Convention Center (http://www.rafainpalace.com.br/v2/home_ing/)]. The Societies of Physiology of Argentina, Brazil, Canada, Chile, Cuba, Mexico, United States of America and the Latin-American Association of Physiological Sciences are in charge of the organization of this PanAmerican Congress. The Congress will start on the evening of August 2 (Saturday) and the closing session will be at noon August 6 (Wednesday), 2014. The theme for this 1st PanAmerican Congress is “Physiology without borders”.
The Scientific Programming Committee (SPC) of PanAm-2014 wishes to invite you to submit proposals for Plenary Lectures, Keynote Speakers and Symposia. All submissions will be considered by the SPC, which has representation of all participants’ societies (see the names at the end of this message). All submissions must follow the guidelines presented below and be sent by e-mail to the chairs of the SPC [Benedito H. Machado (bhmachad@fmrp.usp.br) and Jane Reckelhoff (jreckelhoff@umc.edu)] no later than November 30, 2012. The first full version of the Scientific Program will be organized in a meeting of the SPC during the Experimental Biology Meeting, April 2013, in Boston, USA, and announced in the hotosite of the Congress no later than May, 2013.

A) Guidelines for Plenary Lectures and Keynote Speakers proposals

Please submit a letter explaining the scientific reasons that support your indication of this name for a plenary conference or a keynote speaker and a short CV of your proposed speaker. The confirmation that the speaker would attend the Congress, if invited, is also recommended (a copy of an e-mail message is enough). Please make sure that the topic of the speaker falls within the theme of a Congress of Physiological Sciences.

For your submission of a plenary lecture or keynote speaker proposal you must follow all the steps presented below with the requested information:

(i) Tentative title of the talk

(ii) Names and addresses (including e-mail) of proposer and speaker

(iii) Five full citations of recent publications by the proposed speaker

(iv) Confirmation that that the speaker has agreed to participate

(v) Overall objectives of your proposal (limit 1500 characters) and why the proposal is timely (limit 500 characters)

(vi) Short summary of the scientific contribution by the proposed speaker (limit 500 characters) to be used for publicity and fundraising purposes.

(vii) Possibility that the speaker might be sponsored or speaker travel costs might be shared, defrayed from other sources.

(viii) Any other information which you consider makes the proposal attractive
(ix) Proposals that do not follow these instructions will not be considered by the SPC.

**B) Guidelines for Symposium Submission**

B1) Each symposium will be 2 hours long and may include 5 invited speakers with 3 established investigators and 2 young investigators (early career researchers). To each established investigator will be allocated 25 min (20 + 5) and to each young investigator will be allocated 15 min (10 +5). It may have a Chair and in case that he/she gives more than brief introductory remarks, the proposal must list the Chair as a speaker.

B2) the SPC’s main consideration is of course to generate the best quality scientific program. Where possible it is important that proposals have equal contributions from gender, nationalities and seniority.

B3) Please note that the Local Organizing Committee (LOC) will face problems and limitations in the fund raising for the congress organization and **it will be really important to let all the participants know that the LOC will not be able to provide any financial support for invited speakers related to air fare and hotel accommodation.** However, registration fees for invited speakers will be waived with the condition that all speakers register by the required date. For these reasons we suggest to those proposing a Symposium to try raising funds for air fare and hotel accommodation for the speakers of their respective symposium, with their national agencies for supporting research, their national societies of physiology and companies/corporations acting on our field that may sponsor some of our scientific activities during the 1st PanAmerican Congress of Physiological Sciences.

B4) Prior to proposal submission, please ensure that all speakers have confirmed directly with you that, should your Symposium be selected by the SPC, they will definitely attend the meeting, noting the conditions of the very limited financial support by the LOC as described in point B3.

B5) The person proposing the symposium is responsible for all communication with the speakers, including being a primary contact for speakers during the submission and review process, informing the speakers if the symposium bid was successful or not, ensuring that speakers submit abstracts of their talks when required by the SPC and complete registration requirements.

B6) Diversity of speakers (seniority, geographical representation, gender) and timely topics will be important aspects of the selection process of proposed symposia by the SCP. The most successful topics will summarize advances or present conflicting views in rapidly developing areas in physiology and will provide the audience with an overall view.
For submission of your symposium proposal you must follow all the steps presented below with the requested information:

(i) Title of symposium
(ii) Names and addresses (including e-mail) of proposer, Chair and speakers
(iii) Tentative titles of individual presentations
(iv) At least one full citation of a recent publication for each speaker
(v) Confirmation that all speakers and Chair have agreed to participate
(vi) Overall objectives of the symposium (limit 1500 characters) and why the proposal is timely (limit 500 characters)
(vii) Short summary of the symposium (limit 500 characters) to be used for publicity and fundraising purposes.
(viii) Possibility that the symposium might be sponsored or speaker costs might be shared, defrayed from other sources.
(ix) Any other information which you consider makes the proposal attractive
(x) Proposals that do not follow these instructions will not be considered by the SPC.

In case of any doubt or question related to the preparation of your proposal, please do not hesitate in contacting Jane Reckelhoff (jreckelhoff@umc.edu) or Benedito H. Machado (bhmachad@fmrp.usp.br), chairs of the Scientific Programming Committee of the 1st PanAmerican Congress of Physiological Sciences. In few weeks more information will be available in the website of the PanAm-2014 (www.sbfis.org.br).

Jane Reckelhoff and Benedito H. Machado
On behalf of The Scientific Programming Committee of PanAm-2014
Members of the Scientific Programming Committee (SCP) for the 1st PanAmerican Congress of Physiological Sciences – 2014

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