



GUIDELINES FOR SPECIAL FUNCTIONS AT EB 2012

DEADLINE FOR SUBMISSION: NOVEMBER 18, 2011

All special functions will be scheduled at the San Diego Convention Center, San Diego Marriott Marquis and Marina Hotel or San Diego Hilton Bayfront (headquarter hotels) based upon availability. Organizers will be informed of their room assignment in January 2012. The following guidelines must be followed by all organizers wishing to hold a meeting:

1. Organizers must ensure that the primary objective of the Meeting (the exchange of scientific information) is preserved;
2. Organizers must encourage the free flow of ideas and information on any subject of possible interest to our membership consistent with above;
3. This does not apply to social events such as University receptions.

Procedures: The Experimental Biology Management Office will assign space for special functions taking place at the San Diego Convention Center, the San Diego Marriott Marquis and Marina or San Diego Hilton Bayfront. **Requests for space will be assigned on a first-come, first-served basis. All requests except social receptions must be submitted to a sponsoring society (see below for contact information).** If you are not affiliated with a sponsoring society please contact Yvette Clark at yclark@faseb.org (301-634-7016).

Sponsoring Societies:

AAA: cshultz@anatomy.org

APS: meetings@the-aps.org

ASBMB: meetings@asbmb.org

ASIP: meetings@asip.org

ASN: meetings@nutrition.org

ASPET: araptakis@aspet.org

Title: The title of the event will be listed in the program exactly as submitted. The use of the words "session", "symposium", and "workshop" are not permitted.

Deadline: In order to be listed in the program, the deadline for special function submissions must be received **by November 18, 2011.**

Signs and Notices: Special function events may be advertised in approved areas. Advertisements may be posted on official bulletin boards located at the Convention Center once approved by Yvette Clark (yclark@faseb.org). Postings are to be **no larger than 8 1/2" x 11"**. **Other sign displays must be approved by the Sponsoring Society or by the Meeting Management Office. Sign easels will not be provided.** The session chairperson will be requested not to announce ancillary functions unless the announcement has been approved by the Management Committee or by the Society responsible for the session.

Distribution of Materials: The distribution of handbills, fliers, or other literature is **prohibited.**

Advertising of a Guest Society Meeting: Guest societies are not permitted to advertise their meeting without referencing the Experimental Biology Meeting. Guest societies must include in all of their printed materials and on their website (or any other website) that they are meeting in conjunction with Experimental Biology.