

June 10, 2019

Fall Meeting Organizing Committee:

Responsibilities of Fall Meeting Program Committee/Duties of the Chair of the Abstract and Travel Award Selection (ATAS) Committee

1. The ATAS Committee will become active on the first day of the month on which the date for abstract submissions first closes (even if abstract submission is extended to a later date).
2. The Chair of the ATAS Committee will be the Financial Advisor Member of the Organizing Committee who will rotate to the Incoming Chair of the Organizing Committee upon the completion of the Conference.
3. The Chair of the ATAS will select four additional active Members to serve on the ATAS and is encouraged to include at least one Member who served on the previous year's ATAS.
4. Upon the closing date, the ATAS Chair will receive all Abstracts (pre-numbered) submitted prior to the closing date in a timely manner from the Society Management Team. The ATAS Chair will also receive a detailed list of the applicants seeking a Travel Award that describes their current position, laboratory association and qualifications so that these can be considered in making a suggested Awardee list. The ATAS Chair will distribute these materials to the ATAS Committee with a Score Sheet and will collect the Sheets of individual members in a timely manner to assemble a hierarchical score sheet prioritizing the scientific content of each abstract based upon statistical analysis of all submitted scores. Only abstracts that are applying for a travel award will be scored. All others should be reviewed for acceptability for the meeting. Usually all abstracts are accepted. The Score Sheets will allow for a possible rating of "Unacceptable" should an abstract be deemed to have no valid scientific basis for presentation. The hierarchical Scores will be sorted to assemble a ranking of all applicants based upon Scientific Priority assigned to the Abstract. This list will be scrutinized by the full ATAS Committee to produce a list of final recommendations for Travel Awards and to identify any Abstracts that receive a majority of Unacceptable recommendations so they can be refused. The Travel Award recommendation process will address the Guidelines established by the EC to ensure that awards are evenly spread over a broad distribution of PI laboratories represented on the list; to ensure that under-represented minorities can be included in the Conference proceedings if possible, and, finally, to address concerns of the EC that priority be given to applicants at the Student and Post-Doctoral levels over Junior Faculty applicants. These Guidelines can be obtained from the Society Management Team.
5. The Ranked List will then be provided to the full EC for approval by vote. The EC shall consider the funding available for these awards in generation of an approved final list of Travel Award Winners. This list will be passed back to the Chair of the ATAS who will transmit it to the Chair and the Society Management Team. The Society Management Team will notify all applicants of the status of their Award application. If unexpected circumstances prevent an Award Winner from attending the conference to present the poster and accept the award, the next ranked Award Applicant on the list will be given the honor.
6. When the list has received final approval of the EC, the Chair of the ATAS will be requested to identify individuals on the recipient list that match specific Plenary Session topics with consideration of Abstract Score Ranking so that these individuals can be invited to give a brief podium presentation during the relevant Plenary Session (one per Plenary Session). The Chair of the ATAS is invited to consider the Abstract Content for topic relevance, scientific priority and individual speaking qualities (if known) in making this decision. This list will then be submitted to the Chair who can accept the recommendations and place the Speakers in the appropriate Plenary Sessions or consult further with the ATAS Chair to modify the selection if additional information

is known. The Chair of the Organizing Committee will notify the Society Management Team of final placements so that the selected Award Winners can be notified of selection for Podium Presentation.

The Chair of the Organizing Committee may, at her/his discretion, adjust Podium Speaker placement in consultation with the assigned ATAS Chair should an assigned Travel Award Winner be unable to speak in the assigned time slot.