

**30th Annual Scientific Meeting of the
Research Society on Alcoholism**

JULY 7-12, 2007 ~~~ Chicago, Illinois

2007 RSA Scientific Meeting --- PROGRAM PROPOSAL FORM

☛ **TITLE OF PROGRAM:** _____

☛ **PROGRAM CATEGORY:** (Make selection from Abstract Category list) _____

PLEASE NOTE: Organizers and/or Chairs will be required to bring their own computer with all of the powerpoint presentations already loaded onto it to their session. LCD projectors are provided.

PLEASE NOTE: Because of CME requirements, all speakers of accepted symposia will be required to complete a Conflict of Interest Disclosure form and a Bio-Form – forms will be sent after proposal acceptance.

INDUSTRY SPONSORSHIP: For-profit Corporations (or foundations of for-profit corporations) will not be permitted to sponsor any RSA symposia, workshops or roundtables. Corporate-sponsored satellites will be permitted – see the Corporate Satellite form.

For-profit corporations wishing to distribute informational materials may rent exhibit space from RSA at the annual meeting or purchase advertising space in *Alcoholism: Clinical & Experimental Research*. They are also encouraged to make unrestricted educational grants or donations to the society. Information regarding donations may be obtained from Debra Sharp, RSA Administrative Director.

Is this proposal sponsored by a not-for-profit foundation/organization? If yes, please name: _____

☛ **SELECT PROGRAM FORMAT:**

____ **SYMPOSIA** are intended to highlight progress and new exciting developments in a field. They should comprise a 10-minute introduction followed by 4 presentations consisting of 15-minute talks and 10-minute discussions. (Total time: 2 hours)

____ **WORKSHOPS** are intended to focus on new, developing or established research or clinical questions or problems that may be helped by open discussion. They should comprise an introduction in which the topic is outlined and questions or goals are presented followed by 3 presentations consisting of 15-minute talks each followed by a 10-minute discussion. After the last talk, there should be a 30-minute open discussion. (Total time: 2 hours)

____ **ROUNDTABLE DISCUSSIONS** are intended to present controversial points of view in a format that encourages a lively exchange of views. They should comprise a brief introduction followed by presentations/discussions of different viewpoints by 6-8 panel members. At the conclusion of the session, there should be a 30-minute open discussion. (Total time: 2 hours)

____ **OTHER:** _____

☞ **Please mark those that apply:** **ORGANIZER** **CHAIR**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Telephone:(_____) _____ Fax:(_____) _____

E-mail: _____

(If different from organizer)

☞ **Please circle those that apply:** **CHAIR** **CO-ORGANIZER** **CO-CHAIR**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Telephone:(_____) _____ Fax:(_____) _____

E-mail: _____

☞ **ON SEPARATE PAGES AND USING THE FORMAT BELOW, PLEASE E-MAIL THE FOLLOWING:**

1. A LISTING OF EACH SPEAKER, INCLUDING:

- | | |
|--------------------------------------|---|
| a) First, last name, degree | d) Phone number, FAX number, e-mail address |
| b) Title/affiliation | e) Title of presentation |
| c) Mailing address, city, state, zip | |

2. An 800 (or less) word abstract describing the rationale and content of the program as a whole, and descriptions of each individual speaker's contribution. **(PLEASE FOLLOW THE ABSTRACT FORMAT BELOW -THESE ABSTRACTS WILL BE PRINTED IN THE FINAL PROGRAM.)**

3. Individual speaker abstracts using the online SPEAKER ABSTRACT form. If this proposal is not accepted and the speaker agrees (by checking the space on the abstract form) the individual abstracts

will be accepted for poster presentation. Do not send the \$33 publication fee with your submission - if applicable, speakers will be invoiced. Individual abstracts that are part of a program proposal are due by December 8, 2006.

4. A letter of assurance stating that each speaker has agreed to participate and that they understand they will be responsible for registering for the meeting. A single letter from the organizer is acceptable.

☛ **SUBMIT THIS FORM (collated in the following order: this cover sheet, overall (800-word) abstract, individual abstracts, listing of speakers and letter of assurance) TO:**

debbyrsa@sbcglobal.net

(BE SURE TO INCLUDE ALL INFORMATION REQUESTED ON THIS FORM)

PROPOSALS MUST BE RECEIVED BY DECEMBER 8, 2006 TO BE CONSIDERED.

Note: Oral presentations are limited to one per person. Therefore, when inviting your speakers please confirm that they **have not already been invited to speak** in another symposium, workshop or roundtable. No one person should be listed on more than one PROPOSED symposium/workshop/roundtable. Presenting an introduction or being a discussant does not count as an oral presentation. The introduction and discussion should be an overview of the presentations – not a separate presentation.

NOTE: RSA does not provide funds for participants in symposia, workshops or roundtables. Therefore, Organizers/Chairs are responsible for informing invited speakers that they will be required to register for the meeting and that RSA will not reimburse their registration, travel or hotel accommodation expenses. Invited (non-plenary) speakers will have two options - 1) register for the entire meeting at the member's rate OR 2) register for the day of their talk (at the daily rate - \$100). Contact Debra Sharp (512-454-0022 or debbyrsa@sbcglobal.net) for more information.

ORAL PRESENTATIONS - ABSTRACT FORMAT

Abstracts (as submitted by the organizers) of the symposia/workshops/roundtables presented at the RSA meeting, will be printed in the final meeting program. Please use the basic format below for your 800 (or less) word abstract describing the rationale and content of your symposia/workshop/roundtable as a whole and descriptions of each individual speaker's contribution. As indicated below, UPPER CASE should be used for HEADINGS, NAMES, TITLES and lower case should be used for text (descriptions). This format is to be used for proposed symposia/workshops/roundtables only.

PLEASE DO NOT USE ANY SPECIAL FORMATTING (i.e., different fonts, double spacing, indents). Italics, bold and special characters are fine to use.

You can e-mail your abstract, including all pertinent information from the proposal form, to: debbyrsa@sbcglobal.net.

Don't forget that individual abstracts are required from each speaker listed on program proposals (introduction/discussant not included). They should submit their **complete** (must include data) abstract online using the SPEAKER ABSTRACT form. When submitting individual abstracts, be sure that the

speakers know to indicate the organizer of the program proposal. The speakers should be informed that the abstracts will be printed in the journal – they should be stand-alone abstracts. SPEAKER ABSTRACTS are due by December 8, 2006.

SAMPLE 800-WORD ABSTRACT FORMAT

"TITLE"

ORGANIZER(s): XXXXXXXXXXXXXXXX

CHAIR(s): XXXXXXXXXXXXXXXX

RATIONALE AND CONTENT: (text in lower case)

INTRODUCTION/SPEAKER (if applicable):

PRESENTATION 1 - TITLE AND SPEAKER'S NAME: description

PRESENTATION 2 - TITLE AND SPEAKER'S NAME: description

PRESENTATION 3 - TITLE AND SPEAKER'S NAME: description

PRESENTATION 4 - TITLE AND SPEAKER'S NAME: description

DISCUSSANT / SPEAKER (if applicable):