The 2024 Annual Meeting will be held in person October 23-27, 2024 at the New Orleans Ernest N. Morial Convention Center in New Orleans, Louisiana, USA.

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OVERVIEW

- The traditional symposium format, including multiple speakers around a common topic, should be organized as a broad but synthesized approach to a given topic, with time for discussion.
- Submission deadline is February 14, 2024.
- All symposium proposal submitters pay a nonrefundable processing fee of $80 US, due by February 14, 2024.
- Each symposium requires a Symposium Organizer to serve as the Chair.
  - While not required, the Symposium Organizer may appoint a Co-Chair.
  - As an ACCME-accredited provider of continuing medical education (CME), any accepted symposium proposal that features a Symposium Organizer, Co-Chair or speaker who is an employee of or has ownership interest in an ACCME-defined ineligible company (commercial interest) will not carry CME credit.
- Either the Symposium Organizer or the Co-Chair must be an ASTMH member at the time of submission. Not a member? Click here to join. Please note that the ASTMH membership year is July 1 through June 30.
- Priority will be given to proposals with a speaker panel that reflects the Society’s diverse membership. Organizers should consider speaker diversity with respect to gender and institution, and both country of residence and origin, where applicable, when developing a slate of speakers.
- All symposia must include at least one female speaker and one male speaker unless specific exception is granted by the Scientific Program Chair. Proposals that do not meet this criterion will not be considered for presentation.
- The Society highly encourages inclusion of speakers from low and low-middle income countries (LMICs) and endemic countries. Proposals that do not include speakers representing countries endemic for the disease(s) being discussed should expect to either modify their speakers based on Scientific Program Committee review or to have lower odds of acceptance.
- Registration for symposium participants:
  - Symposium Organizers, Co-Chairs and speakers who are ASTMH members will be offered a discounted registration rate for the Annual Meeting, in order to participate in the symposium.
  - To encourage wider participation in the Society, each symposium will receive one complimentary Annual Meeting registration to be used for a symposium speaker who is not an ASTMH member. The Symposium Organizer will determine which symposium speaker, if any, will receive the registration.
  - All other non-member symposium participants (Symposium Organizer, Co-Chair and speakers) pay the full registration fee.

IMPORTANT DATES

Week of January 15, 2024:
Online submission site opens

February 14, 2024:
Submission deadline
$80 US nonrefundable fee due

Late May 2024:
Acceptance notifications sent

Mid-June 2024:
Finalized information for accepted symposia due

Late August 2024:
Symposium schedule sent to Symposium Organizers

QUESTIONS?
Contact Shaima Abdul-Aziz, Project Manager, at sabdul-aziz@astmh.org.
ROLES AND RESPONSIBILITIES

- Click here to access the Symposium Organizer roles and responsibilities.
- By submitting a symposium proposal, the organizer agrees to these policies on behalf of the symposium participants: Symposium Organizer, Co-Chair and speakers.

FORMAT

- Symposium Session and Scientific Session (oral abstract session) presenters who are unable to attend in person will have the option to submit a pre-recorded presentation. Please note: The 2024 Annual Meeting will not include an option for ePoster presentations.
- Each symposium is 105 minutes.
- A variety of different formats have been accepted, with the traditional format featuring a brief overview from the chair, followed by presentations by 4-5 speakers, either with questions to follow or questions held for a panel discussion at the end of the session.
- ASTMH encourages creativity and flexibility in symposium proposals, as well as proposals that feature alternative formats, such as a moderated debate or an educational discussion about a controversial topic. If your proposal features a format other than a series of talks, explain the structure and rationale using the Alternative Format field in the submission site.
- Regardless of format, ample time for questions and discussion must be included. Attendee evaluations of symposia consistently reflect this request.

SPEAKERS

- Individuals can participate in up to two symposia as Symposium Organizer, Co-Chair and/or speaker.
- Symposium Organizers and Co-Chairs may serve as speakers.
- The Scientific Program Committee evaluates symposium proposals based on the quality of the symposium content and the proposed speakers. Proposals without specific speaker information are less likely to be accepted.

SUBMISSION CATEGORIES

When submitting, please select the most relevant microbial and approach-based areas.

Clinically Focused
- Clinical Tropical Medicine, including HIV and Tropical Co-infections
- Diarrhea and Bacterial Illness
- Pneumonia, Respiratory Infections and Tuberculosis

Globally Focused
- Global Health, Planetary Health
- One Health: The Interconnection between People, Animals, Plants and Their Shared Environment

Intervention Focused
- Measures for Control and Elimination of NTDs
- Water, Sanitation, Hygiene and Environmental Health

Microbe Focused
- Parasitology
  - Filaria
  - Cestodes and Trematodes
  - Helminths including Schistosomes
  - Malaria/Plasmodia
  - Kinetoplastida and other Protozoa
- Virology
  - Alphaviruses (Includes Chikungunya)
  - Flaviviridae – Dengue
  - Flaviviridae - West Nile
  - Flaviviridae – Other
  - Viruses - Other
- Bacteriology

Vector Focused
- Entomology
- Ectoparasite-Borne Diseases

Other
CALL FOR SYMPOSIA

SUBMISSION CATEGORIES (CONT.)

We encourage you to select the approach that best complements the session content:

**Approach**

- Cell biology
- Diagnostics
- Elimination
- Field and ecological studies
- Genetics/genomics/evolution
- Immunology
- Mathematical and statistical modeling
- Molecular biology
- Other epidemiology
- Pathogenesis and host responses
- Prevention
- Therapeutics and resistance
- Vaccinology
- Other

**New This Year: Symposium Proposals with a Focus on Educational Content**

Educational content is increasingly relevant to all disciplines within ASTMH, as well as to those at all career stages. Symposium sessions presented in an instructive/didactic format on specialized topics by field experts are highly valued, e.g., Hot Topics in the Literature, reviews of novel therapeutics and diseases and public policy content. If the topic of your symposium proposal is focused on educational content rather than scientific research, please check the box in the symposium submission site for Educational Content.

**Suggested Topics**

Click here to view a list of suggested topics for 2024. These topics are intended to promote diversity in the program and highlight new areas of interest for the Annual Meeting.

**SELECTION CRITERIA**

**Quality of Proposal**

- Proposals should have a cohesive theme, clear objectives and a detailed description of content.
- Proposals should include original data and concepts that promote broad debate and synthesis.
- Priority will be given to proposals in which presentations and speakers are identified and described in sufficient detail.

**Speaker and Content Diversity**

- Priority will be given to proposals with a speaker panel that reflects the Society’s diverse membership. Organizers should consider speaker diversity with respect to gender and institution, and country of residence and origin, where applicable, when developing the slate of speakers.
  - All symposia must include at least one female speaker and one male speaker unless specific exception is granted by the Scientific Program Chair. Proposals that do not meet this criterion will not be considered for presentation.
  - The Society highly encourages inclusion of speakers from LMICs and endemic engagement. Proposals that do not include speakers from these countries must provide a rationale.
- Symposia focusing on a single program or institution are discouraged, as are routine updates from groups of investigators who commonly present, regardless of expertise.

**Timeliness of Topic**

Priority will be given to proposals that focus on emerging concepts and timely topics. If a topic was presented at a recent Annual Meeting, organizers should focus on novel aspects to avoid redundancy and indicate why the proposal provides important follow-up.
CALL FOR SYMPOSIA

SCHEDULING
- The date and time of accepted symposia will be available in late August 2024.
- ASTMH cannot guarantee scheduling of a symposium on a specific date or time. Symposium speakers should maintain schedule availability throughout the time frame of October 23-27, 2024.

SUBMISSION DETAILS AND LOOKING AHEAD
Submission

When is the submission deadline?
February 14, 2024

Where do I submit?
The submission site opens the week of January 15. Click here to access the submission site.

How do I access an existing submission?
Log in to the submission site, click the Session Proposals tab and click the symposium title.

Can I edit my submission?
Once you click the Finalize button, you cannot edit your symposium proposal.

Do I have to pay to submit a proposal?
All symposium proposal submitters pay an $80 US nonrefundable processing fee, due by February 14, 2024. After the symposium proposal is submitted, an invoice will be sent to the Symposium Organizer’s email address for the fee of $80 US. Please check your spam/junk folder if the invoice does not appear in your email inbox within 24 hours after submission. The Symposium Organizer can also access the invoice via the Symposium Payment tab located at the top of the submission site.

Can I submit content in the Call for Abstracts?
Speakers should not submit abstracts duplicating the content to be presented in the symposium. Symposium speakers may submit abstracts in response to the Call for Abstracts for any topic not duplicated in the proposed symposium. If a symposium proposal is declined, speakers will be given an opportunity to submit abstracts for the proposed presentations.
Acceptance

When will I be notified?

Acceptance notices will be sent to the Designated Point of Contact in late May 2024.

If accepted, what do I do next?

Final acceptance of symposia for presentation at the Annual Meeting is contingent upon completion of speaker disclosures and finalization of session information by mid-June. Symposium Organizers should not plan to add speakers or substantially alter the symposium content during the finalization process.

Can I edit my symposium information closer to the Annual Meeting?

Symposia text cannot be edited after proposals are finalized in mid-June. The Program Book and Pocket Guide will feature the symposium data as it appears in the submission site as of mid-June. Speaker substitutions made after mid-June will be updated in the meeting app approximately two weeks before the Annual Meeting.

If accepted, how will my symposium appear in published Annual Meeting materials?

Published material will pull data exactly as it is entered in the submission site. Please note: ASTMH reserves the right to make editorial changes for the purpose of clarification and brevity, as well as for adhering to CME guidelines.

Financial Disclosure Information

Why does ASTMH collect financial disclosure information?

To comply with the Accreditation Council for Continuing Medical Education (ACCME) guidelines, ASTMH requires all Annual Meeting participants to provide financial disclosures (if any exist) so that meeting attendees are aware of such relationships. Financial disclosure information will be distributed to Annual Meeting attendees.

Do I need to disclose financial relationships now?

Symposium Organizers and Co-Chairs (if applicable) will need to provide financial disclosures at the time of submission. Speaker disclosure information for accepted symposia must be entered into the online submission site by mid-June.

Where can I learn more?

Please visit our website for more information.
SUBMISSION SITE HELPFUL HINTS

- **Internet Browsers.** The following browsers and their latest release are recommended for use: Google Chrome, Microsoft Edge, Safari and Mozilla Firefox.

- **Username and Password.** The username and password for the submission site are NOT the same as your login for the ASTMH website. Use the links in the login box of the submission site to create a new account or retrieve your password.

- **Email Accuracy.** It is imperative that you provide the correct, preferred email address for all symposium participants. ASTMH staff are unable to follow up with individual symposium participants if emails are returned as undeliverable.

- **Co-Chair Screen.** The submission site features a Co-Chair page that requires you to identify a session Co-Chair. If your symposium does not feature a Co-Chair, click on People Lookup and under Last Name, search for NotApplicable. Note: Do not insert a space between words. Simply type NotApplicable.

- **Presentation Length.** Precise times for all presentations must be specified since attendees depend on reliable start times for each speaker, as noted in the Program Book.

- **Summary Page.** The submission site captures your data as it is entered. Use the Summary page to view your data.

- **Finalize Button.** You must click the Finalize button to officially submit your symposium proposal.

Submit your symposium proposal here
ASTMH Membership

Join the largest international scientific organization of experts dedicated to reducing the worldwide burden of tropical infectious diseases and improving global health.

Not a member?

We have special membership rates for students, medical residents and fellows, those who are in the early stages of their career and those from LMICs.

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