

# 2020 ANNUAL MEETING

NOVEMBER 15–19 | METRO TORONTO CONVENTION CENTRE  
TORONTO ONTARIO CANADA



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## TRAVEL AWARD GUIDELINES



GLOBAL  
STRATEGY  
INNOVATION  
HEALTH  
VISION

Submission deadline  
extended to April 22.

# 2020 ANNUAL MEETING



2019 ASTMH/BMGF Travel Award Recipients (not all recipients present)

The American Society of Tropical Medicine and Hygiene (ASTMH) offers Travel Awards to qualified students, early career investigators and scientists actively working in the tropical medicine field to attend the Society's Annual Meeting. These awards facilitate participation for those who might not otherwise be able to attend. Selected recipients will enhance the overall scientific quality and learning potential of the meeting through their oral and poster presentations.

ASTMH thanks the Bill & Melinda Gates Foundation for their continued generous support of the ASTMH Travel Awards.

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## Overview

### Who is Eligible?

- All ASTMH members and non-members. Previous ASTMH travel awardees are not eligible.
- Non-U.S. citizens from Africa, Asia and Latin America are strongly encouraged to apply.

### Selection Criteria

Awardees will be selected by the Travel Award Committee based on abstract quality, research results and the relevance of applicant's work to the field of tropical medicine. Award recipients participate in the meeting through oral or poster presentations. Notifications will be sent in mid-August, 2020.

### Final Report

Awardees are required to submit a maximum two-page report within 30 days of the Annual Meeting outlining their meeting experience with respect to learning opportunities and professional development. Reports should be submitted to Rhonda Schultz, Coordinator, Awards and Fellowships, [rschultz@astmh.org](mailto:rschultz@astmh.org).

### Application Process and Deadlines

This application process consists of two parts:

**Part 1:** Travel Award application (available [here](#) February 26, 2020)

**Part 2:** Abstract submission (available [here](#) February 26, 2020)

**Application Deadline April 22, 2020**

### Award Notification

Applicants will be notified of Travel Award decisions in mid-August. Once notifications are issued, recipients are responsible for contacting the ASTMH travel agent to make their own arrangements. Award recipients participate in the meeting through oral or poster presentations.

**Non-U.S. citizens** receiving a Travel Award will be responsible for:

- Securing a passport that will remain valid for at least six months after the planned return travel date. For most award recipients, this date will be June 2021
- Contacting the Canadian Embassy or Canadian government office in their country of residence to arrange for all necessary travel documents (e.g., travel visas)



## ASTMH Inclusion/Respect Statement

The ASTMH is an international society committed to equity and global impact through the treatment and prevention of tropical infectious diseases. Our diverse membership comes from more than 115 countries and engages with an enormous array of infectious diseases, cultures, ethnicities, and countries. We come from academia, research institutes, implementation programs, industry, multilateral organizations, foundations, and governments, gathering annually to exchange data, share learning, and honor contributions from the field and the lab.

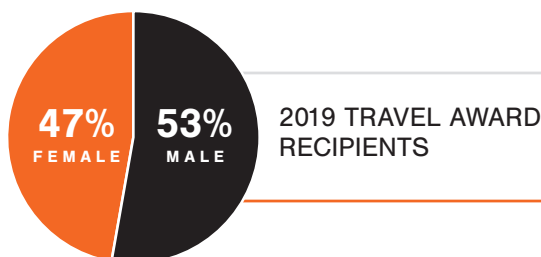
As a Society, we are committed to the open exchange of ideas, freedom of thought and expression, and productive scientific debate that are central to our mission. These require an open and diverse environment that is built on dignity and mutual respect for all members, participants, and staff, free of discrimination based on personal attributes including but not limited to ethnicity, color, national origin, age, religion, socioeconomic status, disability, sexual orientation, gender, and gender identity or expression. We affirm the key principles of inclusion, diversity, and respect for all people. In a world of rich diversity, the advancement of science depends on the intellectual breadth and depth of a diverse ASTMH, one that informs and enriches the shape and content of scientific discourse. These principles guide the actions of ASTMH's leaders, members, and staff in advancing the goals of the Society.

## INFORMATION NEEDED TO COMPLETE THE APPLICATION:

1. Information from applicant's curriculum vitae or resume
2. Statement explaining why applicant wants to attend the ASTMH meeting (limit 2,000 characters)
3. Abstract describing applicant's research
4. Travel information, including
  - a. estimated round-trip travel costs to and from the meeting site
  - b. city and airport where travel will originate
  - c. mode of travel (air, car, bus, etc.)

## Appication Checklist

- ☒ Submit TRAVEL AWARD application [here](#) and mark your application COMPLETE by April 22
- ☒ Submit ABSTRACT to the abstract submission site [here](#) by April 22
- ☒ Submit abstract fee of \$50 US by credit card via the abstract submission site (or make payment by check or bank transfer to be received by ASTMH by April 17)



## ASTMH Values and Promotes Diversity

The Society takes great pride in its diverse membership. Through its elected and appointed leaders, committee structure, awardees, Annual Meeting presenters, etc. ASTMH strongly encourages diversity with regard to gender, race/ethnicity, country, and organization (including academia, governmental and non-governmental institutions, and for-profit companies).

## Important Dates

**FEBRUARY 26**  
Travel Award application site opens

**FEBRUARY 26**  
Abstract submission site opens

**APRIL 22**  
Travel Award application deadline  
(including abstract submission and payment)

**MID-AUGUST**  
Travel Award acceptance notices sent





## Application Instructions and Requirements

Gather all application materials prior to online submission. Although it is possible to edit the Travel Award application prior to the April 22 deadline, the submission process will be more efficient if the complete application is posted in one session.

### There are two parts to the award application:

#### Part 1: TRAVEL AWARD application

**Part 2: ABSTRACT submission** — which requires a description of research and complete author information.

Both parts of the process involve setup of a username and password. The username and password for the TRAVEL AWARD application site *will be different* than the username and password for the ABSTRACT submission site. Applicants are encouraged to take note of usernames and passwords when accessing each site so the information can be referenced later if necessary.

**Part 1: TRAVEL AWARD application** available [here](#) on February 26.

The first step is to submit the TRAVEL AWARD application. All TRAVEL AWARD applications must be completed by April 22 in order to be considered.

- After entering all the information online, go to the REVIEW SUBMISSION page and scroll to the bottom. If all information has been entered correctly, a drop-down menu will appear at the bottom of the page. Select COMPLETE in the drop-down menu and click SAVE. The application will then be complete and ready for review.
- For applicants who plan to submit more than one abstract for consideration for presentation at the Annual Meeting, select *only one* abstract to include in the Travel Award application.

**Part 2: ABSTRACT submission** available [here](#) February 26.

Abstracts must be submitted through the ABSTRACT submission site by April 22. The ABSTRACT submission site will assign an abstract number using the general format 20-A-NUMBER-ASTMH (example: 20-A-1234-ASTMH) — take note of this abstract number. Applicants will need this abstract number for the TRAVEL AWARD application site.

Please note a \$50 US submission fee is required. To apply for a Travel Award, the abstract and fee must be submitted by April 22. **If the abstract fee is not paid by April 22, the application will not be considered for review.**

Only abstracts submitted to the ABSTRACT submission site will be considered. If multiple applicants submit the same abstract as part of their application, *the applications will not be considered for funding.*

With a very grateful heart, I say a big thank you to the travel award committee for providing this great platform to showcase my abilities and meet the right people.

Olugbenga Akinola, National Center for Genetic Engineering and Biotechnology, Thailand  
2019 Travel Award Recipient



It is very nice to feel part of a big family that dedicates its funds to support researchers around the world.

Mireille Amba, University of Kinshasa, Democratic Republic of Congo  
2019 Travel Award Recipient





## IMPORTANT!

- Travel Award funds provided by ASTMH must be used to support travel, lodging and other expenses directly associated with participating in the Annual Meeting.
- The Travel Award requires attending the entire Annual Meeting from Sunday, November 15 through Thursday, November 19, 2020.
- All paid abstracts submitted to the abstract submission site as part of a Travel Award application will be automatically reviewed by the Scientific Program Committee.
- Abstracts accepted for presentation will be printed in the Program Book, Abstract Book and Online Program Planner.
- If an applicant does not receive a Travel Award, the submitted abstract may still be accepted for presentation via the Scientific Program Committee review process. If accepted, the abstract will be printed in the Program Book, Abstract Book and Online Program Planner.
- Abstract withdrawals cannot be removed from the Program Book, Abstract Book and Online Program Planner. Abstract withdrawals will be announced in the Program Update, which is issued on site.

## Helpful Hints

### Internet Browser

The preferred browsers for this application system are **Internet Explorer** and **Firefox**. Do not use the Google Chrome browser to complete this application; it is not compatible with the application system.

### Copying and Pasting Text from Microsoft Word

When completing the curriculum vitae, abstract and questions sections of the travel award application, follow these instructions when copying and pasting text from Microsoft Word:

- Before pasting text into a field, first click the clipboard icon with the "W" that appears in the middle of the tool bar above the text field. Once this icon is clicked, a pop-up window will appear where text can be pasted. Click the cursor in the box to enable pasting.
- If the character limit for a field has been exceeded, click the clipboard icon with the "T" that appears in the middle of the tool bar above the text field. Once this icon is clicked, a pop-up window will appear where text can be pasted. Click the cursor in the box to enable pasting.
- There may be hidden formatting code counting against the character limit for a particular field when copying and pasting. To view the hidden code, click the HTML button in the tool bar above the field. Delete any formatting code that appears in the field. This action might cause formatting (e.g., boldface, underline, etc.) to be lost, but reviewers are more interested in the content of the response than in the format of the response.
- If problems persist when pasting text into a field, save the text in a text file or in a notepad FILE. These files will eliminate all formatting commands (e.g., boldface, underline, etc.). Return to the application submission site and paste the text to the field. Use the tool bar to format.

## QUESTIONS?

### Contact:

**Rhonda Schultz**, *Coordinator,  
Awards and Fellowships*  
[rschultz@astmh.org](mailto:rschultz@astmh.org)  
Direct: +1-703-650-5831  
Fax +1-571-351-5422

I was extremely pleased to share our work from southern Mozambique with a huge audience from different disciplines during the conference.

Mercy Opiyo, ISGlobal, Mozambique  
2019 Travel Award Recipient



See you at the Metro  
Toronto Convention Centre on  
**November 15-19, 2020!!**