

ARVO CONFERENCES CALL FOR BRIEF PROPOSALS OUTLINE

The online proposal form needs to be completed in one sitting. The questions included in the form are listed below. **Online submission is required** and can be accessed at:

http://www.arvo.org/Conferences_and_Courses/Conference_proposal_form/

1. Propose a title for the conference.
2. Indicate what type of conference you are proposing (Symposia-style or Technical training)
3. Provide contact information for the primary organizer: Name/degree/institution/email.
4. List proposed additional organizers or planning committee members in the following format. Full name, degrees/institution/email address. (if applicable)
5. List any proposed organizations or institutions that may assist with the planning and/or delivery of the conference content and briefly describe their proposed role. Enter "none" if no organizations or institutions will be assisting.
6. Indicate the target audience.
7. Provide a summary description of the conference and the content to be covered.
8. Describe the conference objectives.
9. Enter a draft/proposed agenda, with major topics, formats, and general timeframes. (e.g.: Day 1, morning: Oral presentations on the topic of XXX. Day 1, afternoon...)
10. Describe the unique value this conference will provide that is not met by conference(s) hosted by other organizations and institutions or the ARVO Annual Meeting.
11. Explain how partnering with ARVO benefits your prospective attendees and ARVO.
12. Provide an estimated number of participants.
13. Provide at least two options for the date of the conference and explain why those dates are preferred. Note: Indicate the date as month, year. Reminder: The date must be a minimum of 18 months past the full proposal submission deadline.
14. Provide any preferences or suggestions for the conference location, relative to both city and country and to venue (institution, conference center, hotel, etc.) Explain your answer(s).
15. List any sources of funding you anticipate securing to support the conference. (Note these conferences require significant fundraising by the organizers in collaboration with staff).