



## **James W. Freston Single Topic Conference Proposal Form**

To Be Developed Through the AGA Research Foundation's Takeda Endowment Fund

The purpose of this conference is to focus on scientific dialogue, present opportunities for scientific collaboration, and explore new ideas that may lead to enhanced patient therapies or potential opportunities for cures of digestive diseases. The program is funded by an endowment, which currently prohibits funding outside grants; staff will be responsible for budgetary restraints and will therefore determine logistics (date, location).

Please complete the form below to submit your program proposal. Be sure to complete all applicable sections to assure a fair and efficient analysis. If there are questions about completing this information, please contact [agacouncil@gastro.org](mailto:agacouncil@gastro.org). **Proposals are due Jan. 8, 2016.**

### **General Requirements**

All proposals must meet the requirements that follow:

- Proposals must be for original programs, primarily developed by the AGA Institute Council and cannot be used to support other meetings.
- The proposal should fill approximately one to 1.5 days (Saturday-Sunday). The general downturn of rates of return may necessitate that registration fees cover a larger portion of meeting expenses relative to the endowment; thus, AGA is less likely to approve a proposal where the financial resources required for a meeting longer than 1.5 days.
- Topics previously presented may not be repeated until a period of four years has elapsed, e.g., a conference presented in 2010 could be presented again in 2014 or later (2013: Barrett's; 2014: microbiome and FMT; 2015: IBS; 2016: intestinal metaplasia).

### **Proposal Requirements**

A completed proposal must contain the information specified below:

- Title of meeting.
- Needs assessment: description of educational need that will be addressed by the program.
- Preliminary speaker program:
  - Course directors and planning committee members.
  - Speakers' names, institutional affiliations and tentative presentation titles.
- Expected attendance.
- Learning objectives.
- Results/outcomes expected to be achieved by the program.
- Proposers must select an AGA Institute Council section related to the topic. The council section chair or vice chair will present the proposal to the rest of the council during the January council meeting.
- Specific contacts for research institutions who focus on the proposed topic.
- Specific organizations/associations to whom AGA Institute can market to maximize attendance.
- Letter of intent to submit an R13 NIH conference grant where applicable.
- Any additional information you feel would be valuable regarding the request.

**Title of the Conference:**

**Program Type** (Basic, Clinical, Translational):

**AGA Institute Council Section for Support/Sponsorship:**

**Needs Assessment/Rationale for Meeting** (Please specifically state how this program will meet the needs of AGA members and others in the field):

**Expected Attendance:**

**Target Audience:**

**Target Associations:**

**Target Research Institutions:**

**Learning Objectives** (at least three):

**Person Submitting Proposal:**

**Program Planning Committee (limit five):**

Full Name	Email Address	Institution

**Designated Course Directors (limit two):**

Full Name	Email Address	Institution

**Number of Faculty (limit 25, including max three international):**

**Preliminary Speaker Program:**

A framework for up to 1.5 days is listed below. Proposal should include a breakdown of each session with moderators, speakers with presentation titles and duration.

*Faculty for this meeting are afforded expenses, guidelines for which are set by AGA Institute standards; only faculty who are presenting will receive reimbursement — **moderators are excluded from this.** Staff encourages the planning committee to utilize speakers as moderators for this reason.*

**DAY 1 SAMPLE**

7-8 a.m.: Breakfast  
 8-8:10 a.m.: Welcome from Course Directors  
 Session  
 AM Coffee Break  
 Session  
 Lunch  
 Session  
 Session  
 PM Coffee Break

Session  
 6:00 – 7:00 p.m.: Reception and Poster Session

**DAY 2 SAMPLE**

7-8 a.m.: Breakfast  
 Session  
 AM Coffee Break  
 Session  
 Adjourn and Lunch

**SAMPLE SESSION FORMAT**

**Session 1:** Title

**Moderators:** X and Y

Time	Presentation Title	Speaker
8-8:10 a.m.	Welcome and Introduction	John Smith, MD, PhD
8:10-8:40 a.m.	Presentation 1	Mark Jones, MD, AGAF
8:40-9:10 a.m.	Presentation 2	Jane Williams, PhD
9:10-9:40 a.m.	Presentation 3	John Anderson, MD
9:40-10:10 a.m.	Presentation 4	William Park, MD
10:10-10:30 a.m.	Discussion	

*\*Note that discussion can be part of individual presentations or at the conclusion of the session.*





**Other:**

Please include any additional requests (keynote or breakout lunch, abstract presentations, etc.) that you would like to include within your program. *Note that the AGA Institute Council reserves the right to approve or decline all or some of the components of the proposed meeting.*