



## **2022 Investigators Workshops Proposal FAQs**

The submission site is open for the 2022 Investigators Workshops (IW) Proposals which will be presented during the 2022 AES Annual Meeting in Nashville, TN.

Below are FAQs regarding proposal submissions.

### **When is the deadline for the 2021 Investigators Workshops proposals (IW)?**

The deadline for IW proposal is Tuesday, January 11, 2022.

### **Do I need to be a member to submit an IW Proposal?**

Yes. The applicant who submits the proposal must be a member and should be the moderator for the IW workshop.

### **What does the moderator do?**

Each IW must have a moderator who is an AES member. The moderator serves as the main point-of-contact with the faculty and the AES staff liaison. If your workshop is accepted then the moderator is responsible for workshop introductions, facilitating any panel discussions, and leading an interactive Q &A for this workshop during the AES Annual Meeting.

### **May I have more than one moderator for my IW?**

Your workshop may have a co-moderator if needed, but only one person will be the point-of-contact with AES. It is recommended to have one moderator, but we recognize some workshops may benefit from a different format with a co-moderator.

### **How many faculty can participate in the IW Workshop?**

**The maximum number of faculty is five people.** This includes up to two moderators and three speakers, or one moderator and four speakers. One of your speakers must be a Young Investigator Speaker.

**May I submit more than one IW Proposal?**

Yes. A moderator may propose more than one IW, but separate proposals must be submitted for each proposed workshop.

**What role does the Young Investigator Speaker play?**

Each IW Workshop is allowed three speakers. AES strongly encourages the participation of junior investigators in these workshops. One of these speakers in the workshop **must be** a Young Investigator Speaker. Young Investigators are defined as five years post-training.

**I am going to be the moderator for my workshop, but I also want to give a presentation in the workshop. What role would I select during the submission process?**

You would select both roles of “Moderator” and “Speaker” in the submission system.

**I will have a co-moderator for my workshop, but they will also give a presentation in the workshop. What role would I select during the submission process?**

You select both roles of “Co-Moderator “ and “Speaker” in the submission system.

**How do I submit my IW proposal?**

You must log-in to the online submission system to submit your proposal. Proposals will not be considered unless they are entered into the submission system.

**When will I know if my IW has been accepted?**

Notifications will be sent out in March 2022.

**Do IW Faculty need to register and pay for their Annual Meeting registration?**

Yes, all accepted faculty are required to register for the meeting and pay for their own registration. However, each IW faculty member receives a \$500 stipend provided they comply with all faculty guidelines. Please view the AES Faculty Travel Policy for more information.

**I want to include speaker who is not an AES member on my proposal, is there any travel support available?**

Yes, a moderator may request travel support for their non-member speaker. Please view the AES Faculty Travel Policy for more information.

**Who should I contact if I have questions regarding my proposal?**

Please send an email to [education@aesnet.org](mailto:education@aesnet.org) or contact by phone at (312) 883-3800.