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THOMPSON FIELD FORUM PROPOSAL FORMAT AND FORMS

The key to an efficient and prompt review of any proposal is that the proposal contains all of the information needed by the Committee on Thompson Field Forums to make a decision. Each proposal submitted to the Society must contain the following information, outlined in the format set forth below. Proposals should be sent to the Executive Director of the Society with a simple cover letter signed by all leaders.

Proposals need not be elaborate, but must contain enough information to be understandable to members of the Thompson Field Forum Committee. ***Proposals should be no more than 5 pages in length, excluding the two page Curriculum Vitae for each leader and letters indicating willingness to participate.*** Of the five Committee members, only one or two, if that, are apt to be close to your field. Please beware of unnecessary jargon. Define (as with short parenthetical expression) any unusual terms.

Proposers are reminded that complete and adequate proposals are essential. Experience has shown that a minimum of 15 months is generally needed between submission date and conference date; thus, inadequate proposals may result in the loss of the hoped-for date.

Proposal Outline

- 1. A short expression of the subject, by title.*** Normally, this title would be the same one that is used on announcements, publicity, and in any correspondence regarding the conference, even before it is approved.
- 2. A description of the subject.*** What is the field forum all about? What is the objective of the field forum? It is important to remember that the proposal will be evaluated by members of the Committee on Penrose Conferences and Thompson Field Forums who may not be intimately familiar with the subject of the proposed field trip. It is critical that the proposal describe the significance and scientific rationale clearly, concisely, and with a minimum of discipline jargon.
- 3. A statement explaining the significance of the topic and how a field forum will help stimulate and enhance research and advance science.*** What new ideas, unresolved controversy, or potential future significant advances pertaining to the subject justify the need for a field forum?
- 4. List of several key participants needed for a successful trip, their field of interest, and the reason for their involvement (e.g. needed for discussion of critical outcrops, because they hold opposing views, noted authority on subject, have worked extensively in area, etc.), with an indication of their willingness and ability to participate.*** This indication normally would be in the form of letters to the leader from the key speakers. Documented phone calls are less satisfactory. This



item is particularly critical in the review of the proposal and **must** be included because the success of a field forum is largely a function of who participates.

5. ***A preliminary outline of the itinerary.*** For each day, provide a preliminary plan outlining where the trip will go, what the overall objectives are for the stops, how many stops are planned and the amount of travel time at beginning and end of day plus between stops (i.e. travel time versus time on outcrop).
6. ***Logistics.*** List the type of transportation (van, bus, horseback, etc.) and accommodations (hotel, camping, etc.). State what level of physical fitness is required; include amount of hiking, elevation, type of terrain, etc. Mention any special logistics or need for access permits.
7. ***A choice of preferred and alternate dates (or at least a preference for the time of the year) and reason for timing.*** In selecting the dates, consider the weather or other constraints such as hunting seasons, tides, vegetation, etc. Be sure to allow enough time, normally no less than 15 months, for processing the proposal and advertising the Thompson Field Forum. Indicate options for poor weather. Check the monthly calendar of events that appear in *GSA Today* and *Geotimes* for possible conflicts. A schedule of future approved and recommended Thompson Field Forums will be provided prospective leaders with these guidelines.
8. ***Anticipated number of participants.*** If the anticipated number is above 40 or below 20, an explanation and justification should be included.
9. ***A description of the nature and logistics of any in house conferencing that is a suggested part of the field forum.*** How and when will the in house conferencing fit into the Thompson Field Forum? Generally, how long will it be, and where and when will it occur? What is the purpose of the in house conferencing and how does it further the objectives of the Thompson Field Forum? What form of space will be needed? Do you know if such space is available?
10. ***A statement on any international participants who might be considered and the source and amount of anticipated financial support for their participation.*** Although international participation is strongly encouraged, in many cases the expense of overseas travel is prohibitive. Potential outside sources of funding for partially defraying the expenses of selected foreign participants should be identified, but no official contact with the source should be made until after the proposal has been approved.
11. ***A statement indicating the willingness of the leaders to abide by the Thompson Field Forum General Rules and Guidelines and specifically an indication of the understanding that Thompson Field Forums are to be self-supporting.*** Consequently, the budget (which is developed by the meetings coordinator in conjunction with the conveners) will typically include meals, lodging, field trip transportation, audio-visual equipment, and administrative costs,



including those of the meetings coordinator. If applicable, International conferences **MUST** list the names of any local coordinators or institutions and any anticipated service fees.

12. **Identification of co-sponsors, if any, and their roles in the field forum.** If the co-sponsor has guidelines, and if they are available, a copy should be submitted with the proposal (not part of page limit). It is the responsibility of the leaders to check those guidelines for compatibility with the GSA rules and guidelines.
13. **List those field trips or meetings that the proposer has been associated with organizing or convening. Curriculum vitae for each of the leaders (2 page maximum), including telephone numbers, a list of relevant publications, and experience that qualify each for leading the proposed Thompson Field Forum.**
14. **Participants with special needs.** GSA is committed to making Conferences accessible to all people interested in attending. Conveners should be aware and prepared for the possible use of auxiliary aids or services that may be needed by some participants because of a disability. (This Americans with Disabilities Act (ADA) information will also appear under the *Field Trips* section in the *Thompson Field Forum General Rules and Guidelines*.)
15. **Preliminary Draft of Budget.** A draft of the field trip budget should be included with your proposal. Items for the budget include: lodging (based on double occupancy), meals (breakfast, lunch and dinner for each day), if applicable, facility/meeting room rental, audio-visual equipment, poster boards (if needed), transportation and fuel costs, park or other entrance fees, guide books, shipping and miscellaneous supplies. Other costs that may be specific to your conference and should be included in your budget are: GSA staff on-site expenses, additional insurance needs based on types of transportation needed, internet, and other meeting related expenses. GSA will add in administrative fees once conference is approved and will determine final registration fees for conference. If you need additional information on budgeting please contact Becky Sundeen (bsundeen@geosociety.org).
16. Indicate any plans for publishing the guidebook. A guidebook is required for each trip and is the sole responsibility of the leaders. Although no formal publication is expected, the leaders have the option of publishing the guidebook, with the first right of refusal of this publication to be given to GSA. Once a Thompson Field Forum is approved, leaders may submit a proposal to include the guidebook in GSA's field guide series.

Proposers are reminded that complete and adequate proposals are essential to speedy approval. Please allow 12-15 months between submission date and Thompson Field Forum date; thus, inadequate proposals may result in the loss of the hoped-for date. **Electronic submission is preferred.**



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Thompson Field Forum Proposal: Cover Sheet

This cover sheet should be returned with your field forum proposal.

CO-LEADERS (Please designate GSA Members. Attach additional page if needed.)

1. Name
Address

Telephone
Fax
E-mail

2. Name
Address

Telephone
Fax
E-mail

3. Name
Address

Telephone
Fax
E-mail

TITLE and SUBJECT of PROPOSAL

ANTICIPATED NUMBER of PARTICIPANTS _____

IDENTIFICATION of CO-SPONSORS (if any)



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Thompson Field Forum Proposal: Table of Contents

This table of contents should be returned with your Thompson Field Forum proposal. Please number your proposal pages and enter the appropriate page number for each category.

Description of Subject and Objectives	Page _____
Proposed Date, Location and Size of Field Forum (Include justification if necessary)	Page _____
Preliminary List of Key Participants	Page _____
Preliminary Outline of Itinerary	Page _____
Description of the Logistics of Field Trip	Page _____
Anticipated International Participants and Source of Financial Support	Page _____
Declaration of Willingness of Leaders to Abide by the Thompson Field Forum General Rules and Guidelines	Page _____
For Conferences Outside of the U.S.A. Only: Will GSA's Professional Meetings Coordinator Manage Conference Alone or Collaborate with a Local Coordinator?	Page _____
Draft of Budget	Page _____
Curriculum Vitae for each Leader (Please attach)	Page _____



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Thompson Field Forum Convener Letter of Agreement

I agree that as a convener of a GSA Thompson Field Forum that I will not enter into any agreements with editors or publishers regarding publication of field guide, abstracts, articles or monographs related to the topic of the Thompson Field Forum I have convened until GSA has had first right of refusal for such publication(s).

Name

Date

To be signed by each convener and returned to the GSA Executive Director if the Thompson Field Forum is accepted.