

THE  
GEOLOGICAL  
SOCIETY  
OF AMERICA



SCIENCE ■ STEWARDSHIP ■ SERVICE

### **PENROSE CONFERENCE PROPOSAL FORMAT AND FORMS**

The key to an efficient and prompt review of any proposal is that the proposal contain all of the information needed by the Committee on Penrose Conferences and 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, preferably as email attachments in either MSWord document format or in Adobe Portable Document Format (PDF), but proposals also may be submitted as paper hard copy via conventional mail. A proposal should be accompanied by a simple cover letter signed by all conveners. Conveners will receive notification of the status of their proposal within 5-7 weeks after it is received at GSA Headquarters.

Proposals need not be elaborate, but must contain enough information to be understandable to members of the Committee on Penrose Conference and Thompson Field Forums. 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 conference all about? What is the objective of the conference? 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 conference. 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 how a conference on this subject will meet the purpose and objectives that have been set forth for the Penrose Conferences in the general guidelines.*** What new ideas, unresolved controversy, or potential future significant advances pertaining to the subject justify the need for a conference?



4. ***List of several key speakers and their field of interest, with an indication of their willingness and ability to participate.*** This indication normally would be in the form of letters to the convener from the key speakers. Documented phone calls are less satisfactory. This is a particularly critical item in the review of the proposal and **must** be included because the success of a conference is largely a function of who participates. It may be useful to distinguish between *keynote speakers* and *key participants*. A keynote speaker is invited to lead off a meeting session with a presentation that reviews the state of knowledge and defines the scope and agenda of the session. A handful of excellent keynote presentations can greatly enhance the success of a meeting. Key participants form a broader category that includes not only keynote speakers but other participants whose presence the conveners believe is sure to enhance the meeting. The total number of invited participants should not exceed 30% of the total attendance, thus leaving at least 70% of the space available for open application.

In preparing a conference proposal, prospective conveners may contact colleagues to build support by soliciting expressions of interest in the conference. In so doing, prospective conveners should recognize that a person thus contacted is likely to construe the solicitation as an invitation to participate in the conference. The number of such solicitations therefore should be limited accordingly.

5. ***A preliminary general outline of sessions.*** Even though preliminary, an outline of the schedule is important because it forces careful thought about relevance, organization, and treatment of subject matter. The schedule might include tentative titles and speakers for key presentations, as well as some indication of the gross structure of the program or how the time will be used. Meeting structure should allow sufficient time for input and discussion for all participants, not just key speakers. Such information permits evaluation of the reasonableness of the conference content in terms of the time available. Time must be scheduled for formal and informal discussions, and for poster sessions if these are planned. If a field trip is included, explain how it fits into the topic of the Conference. For conferences with field trips, an itinerary must be included.
6. ***A suggested geographic location or locations.*** The geographic location, and even the precise site of a conference, commonly will be dictated by a field trip plan, and little choice will be available. For conferences without associated field trips, a wider range of possibilities obviously will be possible, and alternate sites should be identified. Regardless, conveners are strongly advised against making formal contacts with the site management. Experience has been that a professional meeting coordinator can negotiate much better when such contact has not been made.
7. ***A choice of preferred and alternate dates (or at least a preference for the time of the year).*** In selecting the dates, refer to the appropriate discussion in the Penrose



Conference General Rules and Guidelines. Be sure to allow enough time, normally no less than 15 months, for processing the proposal and advertising the conference. Check the monthly calendar of events that appear in *GSA Today* and *Geotimes* for possible conflicts. A schedule of future approved and recommended Penrose Conferences will be provided prospective conveners with these guidelines.

8. ***Anticipated number of participants.*** If the anticipated number is above 80 or below 50, an explanation and justification should be included.
9. ***A description of the nature and logistics of any field trip that is a suggested part of the conference.*** How and when will the trip fit into the program? Generally, what is its length and destination? What forms of transportation will be needed? Will there be any difficulty in arranging this transportation?
10. ***A statement on any international participants who might be considered and the source and amount of anticipated financial support for their participation.*** For most conferences, international participation is essential for success, but 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 conveners to abide by the Penrose Conference General Rules and Guidelines and specifically an indication of the understanding that Penrose Conferences 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 conference.*** If the co-sponsor has guidelines, and if they are available, a copy should be submitted with the proposal. It is the responsibility of the conveners to check those guidelines for compatibility with the GSA rules and guidelines.
13. ***List those research-oriented conferences or similar meetings that the proposer has been associated with organizing or convening. Curriculum vitae for each of the conveners, including telephone numbers, email and a list of publications and projects that qualify each for leading the proposed conference proposals are essential to speedy approval.***



THE  
GEOLOGICAL  
SOCIETY  
OF AMERICA



SCIENCE ■ STEWARDSHIP ■ SERVICE

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 *Penrose Conference General Rules and Guidelines*.)
  
15. ***Preliminary Draft of Budget.*** A draft of the meeting 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), 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](mailto:bsundeen@geosociety.org)).

\*\*\*\*\*

30 January 2015



THE  
GEOLOGICAL  
SOCIETY  
OF AMERICA



SCIENCE ■ STEWARDSHIP ■ SERVICE

## **Penrose Conference Proposal: Cover Sheet**

This cover sheet should be returned with your Penrose Conference proposal.

**CO-CONVENERS** (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** \_\_\_\_\_

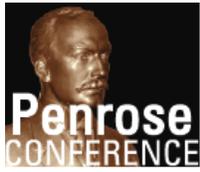
**IDENTIFICATION of CO-SPONSORS (if any)**



## Penrose Conference Proposal: Table of Contents

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

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



THE  
GEOLOGICAL  
SOCIETY  
OF AMERICA



SCIENCE ▪ STEWARDSHIP ▪ SERVICE

### *Penrose Conference Convener Letter of Agreement*

I agree that as a convener of a GSA Penrose Conference that I will not enter into any agreements with editors or publishers regarding publication of abstracts, articles or monographs related to the topic of the Penrose Conference 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 Penrose Conference is accepted.