

IMMUNOLOGY2025™ Guest Symposium Proposal Instructions

Based on feedback provided by AAI members and meeting attendees, updates to the meeting schedule and content for IMMUNOLOGY2024™ will continue for IMMUNOLOGY2025™. Please review the following details regarding these updates and other general information for planning a guest symposium proposal.

Proposal Submission

Guest Symposia proposals must be submitted on behalf of a professional society, NIH institute, etc. Sessions proposed by individuals will not be accepted.

The following information will be requested for submission:

- Name and location of the submitting organization
- Topic (see below for details)
- Session title
- Session description
- Main contact for the session
- Proposed chairs and speakers
- Preferred time for the session (see below for details)

Returning for IMMUNOLOGY2025™! Suggested Topics

Topics of great interest for Guest Symposia to address will again be suggested to encourage the breadth of the scientific program. These topics have been selected by the Program Committee, with input from AAI members and meeting attendees. ***While you may choose to submit a proposal that does not address one of these topics, please note that sessions that address these topics, and topics not currently in the scientific program, will be prioritized for acceptance and scheduling.*** Details and the most current information regarding IMMUNOLOGY2025™ can be found on the [website](#). Please note that these topics are to be viewed as general jump-off points and sessions should be tailored to be reflective of your organizations' specific interests.

The suggested topics are:

1. Sex Differences in Immune Responses (includes immune interactions at the maternal:fetal interface)



2. Peripheral Tolerance and Immune Regulation (excludes tumor microenvironment; includes responses outside organized lymphoid tissue)
3. Microenvironmental Triggers of Inflammation (includes consequences of microbial diversity, metabolites, fibroblasts, and stromal cells)
4. Innate Immunology and Host:Pathogen Interactions (includes neutrophils, macrophages, and innate memory)
5. New Techniques and Approaches in Immunological Research
6. Immunology Across the Ages (includes early life/pediatric immunology, aging, and senescence)
7. Immune Mechanisms of Fibrosis
8. Therapeutic Discovery and Development (includes clinical research in humans, translational, pre-clinical, and clinical studies for vaccine responses, infectious disease, autoimmunity, allergy, transplant, T1D, etc.)
9. Other (Note: Sessions focused on the topics listed above, and topics that are not currently in the scientific program, will be prioritized.)

Please indicate the topic that your session addresses as you submit your proposal. The Program Committee will review all proposals, and Guest Symposia will be scheduled as space allows.

Indicating Preferred Days for Session Scheduling

Please indicate your preference during proposal submission and select your preferred day from the listed choices. All sessions will be scheduled for 1.5-hours. Please contact the AAI Meetings group (meetings@aai.org) if you would like to request a 2-hour long session. ***Please note that, while AAI will make every effort to accommodate requests, we cannot guarantee that your session will be scheduled for the day/duration you select.***

Proposal Submission Timelines

1. Proposal submission site open (website location to be shared): **October 1 – November 19, 2024**
2. Proposals reviewed: **December 2024 – January 2025**
3. Notification of proposal decision and scheduling: **week of February 3, 2025**
4. Final session information (chairs, speakers, and talk titles) due: **March 24, 2025**



5. Required forms (links to be shared before April 1, 2025): **due after your session and speakers have been approved**
6. Last chance for adding session information*: **April 7, 2025**
7. Last chance for minor edits to talk titles: **April 25, 2025**

**Please note that sessions that do not have both chairs and all speakers confirmed by April 7, 2025, will be removed from the program.*

Other Requirements and Suggestions for Guest Session Proposals

All speakers and chairs must be physically present at IMMUNOLOGY2025™ in Honolulu, HI (the meeting will take place from May 3 – 7, 2025), to participate. There is no option for Guest Symposia participants to hold their session virtually (i.e., via prerecorded talks, Zoom, etc.). Please account for any additional travel time required when considering your scheduling preferences.

AAI does not reimburse Guest Symposia participants for registration fees or other expenses incurred by participating in this session. Individual societies and organizations may reimburse participants at their discretion.

AAI will review proposed sessions, speakers, and chairs to avoid subject and participant overlap with other planned sessions and foster diversity within each symposium. ***Please do not invite chairs or speakers until the session has been reviewed and approved by AAI.***

Chairs and speakers should differ from those who participated in [IMMUNOLOGY2024™](#).

AAI supports gender and ethnic diversity and strongly urges an equitable representation of men and women as chairs and speakers.

We encourage our international colleagues to feature scientists, including women, who work in the same country in which the Guest Symposium host is based.

Each speaker must have a different affiliation (e.g., the same university cannot be represented by two speakers). Both session chairs must have different affiliations. A chair and speaker may have the same affiliation if the chair is not also a speaker. Individual institutes within large national organizations (e.g., NHLBI, NIH and NIA, NIH) are considered different affiliations. Exceptions may be made for organizations that by definition have a more limited membership; please contact the AAI Meetings group (meetings@aai.org) for guidance.

Speakers must not be scheduled to speak elsewhere in the [IMMUNOLOGY2025™](#) scientific program. Please give scientists who have not recently presented at one of our recent IMMUNOLOGY meetings the opportunity to highlight their research.



At least one chair per session should have some experience with chairing sessions, and at least one chair per session should be at the assistant professor (or equivalent) career stage or more senior.

Current AAI Council members and Program Committee members are not permitted to submit Guest Symposia proposals or chair Guest Symposia.

Information for Participants

Information for participants, including remote uploading instructions for talks, details regarding the Speaker Ready Room, room setup, and presentation guidelines, will be emailed to the main contact for each Guest Symposium before April 1, 2025. Please share this information with your chairs and speakers.

