

Developing and submitting a Symposium Proposal for an MRS Meeting

www.mrs.org/fall2023

We appreciate your interest in submitting a symposium proposal for the 2023 MRS Fall Meeting in Boston. The guidelines below will help you develop a strong proposal. We suggest that you begin looking at past symposia at MRS Meetings (via the MRS website) to get a sense of the MRS history of the topical area in which you plan to develop the proposal. Please contact the Meeting Chairs if you would like to discuss your proposal and topic with them prior to submission.

The MRS symposium proposal submission website will walk you through the steps needed to complete your proposal. You will need to provide the names of the four organizers and their contact information, scope/description, topical areas to be covered, a list of invited speakers, suggested cluster title, and additional comments.

1. **Symposium Title** – The title should reflect the symposium description and should capture the attention of the intended audience.
2. **Symposium Organizers** – Each proposal should have four symposium organizers including a lead organizer. If a similar symposium has been offered previously, at least two of the four organizers should be new. Two symposium organizers cannot be from the same institution. We ideally want a diverse set of symposium organizers, including country/region, gender, career-level, and academia/national lab/industry.
3. **Scope/Description** – The description should clearly delineate the scope of the symposium, and describe a core or emerging area of materials research. The topical area should be of sufficiently broad interest to attract an audience. For core topics or those with a history with MRS, describe the evolution and growth of the topic over time. The description should clearly state what the symposium will cover, and, if necessary, what it will not.
4. **Topical Areas** – The bullet point list of topics should reflect the symposium description and can be used to highlight important topics in which you would like to attract submission. These should be sufficiently specific and comprehensive. These will help researchers decide whether to submit an abstract to your symposium.
5. **Invited Speakers** – Include a list of invited speakers who you intend to invite to your symposium. The right selection of invited speakers can catalyze abstracts submissions. We look for good diversity of speakers including gender, institution, and country/region. There should be no more than two invited speakers from one institution. Also, Symposium Organizers cannot be invited speakers in their own symposium. MRS recommends 4-6 invited speakers per symposium day.
6. **Suggested Cluster Title** – List up to three suggested cluster titles to help Meeting Chairs place your symposium with similar symposia.
7. **Optional Comments** – These additional comments can help your proposal get approved. Please include the prior history of related symposia at MRS, if applicable. Describe the goals of the symposium, the value to your community, and justify why this emerging area should be represented in the MRS meeting. We welcome very brief biographies of the organizers in this section. Finally, if you plan to offer a tutorial tied to the symposium, please indicate this in this section.

Once completed, the proposal undergoes a thorough review process. We will communicate the final approval decision within 3-4 months. You may hear from us earlier if there are questions about the proposal or if we require revisions.