

Vaccinology: Horizons Across Disease, Demography and Technology

June 04–07, 2025 | Marriott Marquis Washington, DC, Washington, DC, United States

ORGANIZER TIMELINE

Congratulations! Your program is now complete and live on our website!

<https://www.keystonesymposia.org/conferences/conference-listing/meeting?eventid=7086>

We strongly encourage you to begin spreading the word to your community and networks to save the date (please note that registration will not open until 6-months prior to the event start date). At the bottom of the event webpage, we've provided some tools to help you and our attendees raise awareness for the meeting:

Tweet This

Email This

Digital Toolkit

KEY TASKS & TIMELINES

We encourage you to mark these timelines on your calendar to anticipate when we will be sending materials for review. It is critical we receive recommendations from the organizing team in a timely manner during these periods to provide selected presenters and awardees with ample time to book travel.

12 months prior to your meeting – June 4th, 2024

- **Provide materials to support federal grant applications.**

We may be submitting grant applications to federal agencies to support your conference; these funds support travel scholarships for trainees to attend your meeting. The Keystone Symposia team will submit and administer all federal grants, but we need your help in creating compelling grant text that conveys your vision for the conference: scientific background, aims, innovation and unique features. Because of the lead time required for federal grants, we request materials in support of these grant applications approximately 1 year before the meeting. You may have already heard from our grants team, or we will be in touch soon if we choose to submit a grant for your meeting.

10 months prior to your meeting – August 4th, 2024

- **Identify sponsorship and marketing leads.**

Our team will be reaching out to potential industry partners and foundations for fundraising. Your knowledge and connections are critical to enable our team to secure support for scientific programming, scholarships and diversity efforts. You will be asked to identify relevant marketing outlets and contacts, such as journals, society newsletters etc., for our marketing department to pursue in raising awareness to the right communities for your meeting.

You can submit information [here](#), at anytime.

6 months prior to your meeting – December 4th, 2024

- **Registration opens for your meeting.**
- **Raise awareness for scholarship and abstract deadlines among your networks!**

Organizer engagement is critical to promote your meeting and make it a success. While we do our best to market your meeting, we have upwards of 50 meetings to market annually, and limited time and resources. Your connections with the community are key to drive interest and attendance. Personal outreach via email, Twitter/X, word of mouth, graduate program list-serves, etc. are essential to recruit robust participation. Below is a marketing toolkit to make promoting your meeting as easy as possible. Please direct any questions to: Barry Rubenstein, barryr@keystonesymposia.org.

Your Digital Toolkit: <https://www.keystonesymposia.org/digital-toolkit/G12025>

Important Deadlines:

- Early Registration Deadline: April 16th, 2025
- Short Talk Abstract Deadline: March 5th, 2025
- Poster Abstract Deadline: May 14th, 2025
- Scholarship Deadline: March 5th, 2025

5 months prior to your meeting – January 4th, 2025

- **Select conference assistant.**

The conference assistant is often a trainee from one of the organizer's labs, selected to help on-site with various tasks and write a brief conference report after the meeting. Please direct any questions to: Jeff Lehman, scholarships@keystonesymposia.org.

3 months prior to your meeting – March 4th, 2025

- **Select short talks from abstract submissions.**

Short talks (10 min + 5 min Q&A) provide opportunities for trainees to be featured on the meeting program alongside field leaders. These experiences are invaluable for their career development at this critical stage.

- Morning and evening plenary sessions typically feature 2-3 short talks
- Workshops feature 6-8 short talks during afternoon breaks
- A typical 3-day conference will include at least two afternoon Workshops, and will feature 20-30 Short Talks in addition to the invited speaker program.

Organizers are given 2 weeks to review all abstracts (typically 75-100 abstracts) and return select short talk selections. *Short Talk selections are due 10 weeks before meeting dates.* Please direct your short talk questions to: Liz Crandall, lizc@keystonesymposia.org.

- **Select scholarship winners from applicant pool.**

Scholarships provide travel subsidies for students and post-docs to attend our conferences—providing equal opportunities for those who might not otherwise be able to participate. Organizers are given 2 weeks to review all scholarship applicants (typically 20-40) and return rankings, also due 10 weeks before meeting dates. Please direct any scholarship questions to: Jeff Lehman, scholarships@keystonesymposia.org.

1 months prior to your meeting – May 4th, 2025

- **Select your session chairs.**

Select your session chairs from the registered attendee/speaker list, striving for gender balance and diverse representation across race/ethnicity, career-stage, sector etc. Please direct any chair questions to: Liz Crandall, lizc@keystonesymposia.org.

OTHER IMPORTANT NOTES

- Invited speakers who drop out less than 30 days prior to the conference are typically replaced with registered attendee(s), either for one full talk or two short talks. Last minute speaker invitations (i.e., to invite replacement speakers from outside of the registered attendees) are not allowed per Symposia policy.
- Remote presentations will not be allowed, in the spirit of Keystone Symposia's emphasis on in-person networking opportunities between speakers and attendees.
- Abstracts submitted after the deadline are eligible for poster presentations only.

KEY CONTACTS AT KEYSTONE SYMPOSIA

Please make sure to set allowances for the below email addresses in your email server, so that important messages from us don't get lost in your spam filter.

- **Program Development** (finalizing your program prior to July): Jenny Hindorff, jennyh@keystonesymposia.org
- **Program Implementation** (short talk selection, session chair selection, any speaker replacements or program changes after July): Liz Crandall, lizc@keystonesymposia.org
- **Scholarships, Travel Awards & Conference Assistants**: Jeff Lehman, scholarships@keystonesymposia.org
- **Marketing/On-Demand Access**: Barry Rubenstein, barryr@keystonesymposia.org
- **Corporate Sponsorship & Foundation Support**: Minda Mason, mindam@keystonesymposia.org
- **Grants**: Paula Samuelson, grants@keystonesymposia.org
- **Diversity Programming**: Heather Gerhart, DLSP@keystonesymposia.org

Yellow Highlight = Key Marketing Actions

Red Text = Key Programing Actions

Mos. Prior to Start Date	Events & Deadlines	Organizer Action Items	Email Contact
12 Months	Meeting Published on Website	Spread the word to your networks to SAVE THE DATE	
12 Months		Provide materials to support NIH Grant Application	grants@keystonesymposia.org
10 Months		Provide leads for corporate sponsorship, foundation funding, and marketing	
6 Months	Registration Opens		
4-6 Months		Raise awareness for upcoming scholarship and abstract deadlines and promote your meeting to your network!	barryr@keystonesymposia.org
5 Months		Select Conference Assistant	scholarships@keystonesymposia.org
3 Months	Scholarship & Abstract Deadlines	Select scholarship winners and short talks from abstracts – please mark your calendars to set aside time to review applications	Scholarships: scholarships@keystonesymposia.org Short Talks: lizc@keystonesymposia.org
2 Months	Early Registration Deadline		
1 Month		Select Session Chairs	lizc@keystonesymposia.org

Meeting Starts!