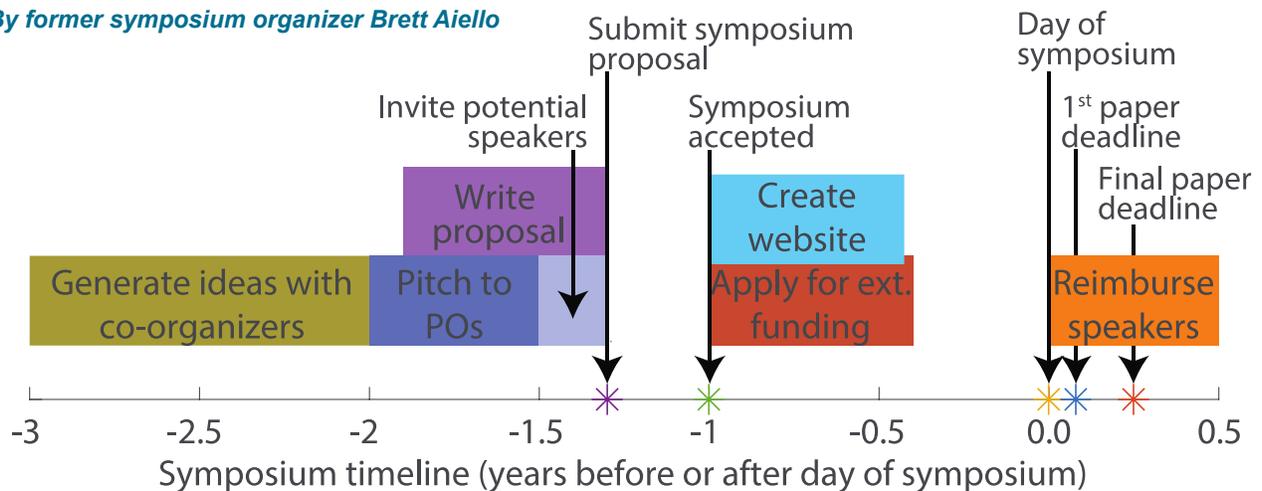


How to plan a symposium

By former symposium organizer Brett Aiello



Generate symposium ideas with co-organizers: Ideas should be *Forward-looking*. The program committee will be interested in symposia that highlight cutting-edge science that will be of broad interest at SICB. This is also important for NSF or NIH funding.

Pitch symposium idea to divisional program officers and the society program officer (PO):

Discuss symposium ideas and inquire about divisional sponsorship with your primary divisional and other potentially interested divisional program officers. Most successful symposia are co-sponsored by multiple divisions.

Prepare proposal: Once your divisional Program Officer gives you approval, review the symposium proposal application page (<http://sicb.org/meetings>) and symposium policies and guidelines. Your proposal should address the *Broader Impacts* criteria at the National Science Foundation (NSF). One way to include broader impacts is to incorporate an educational component by

encouraging speakers to include discussion of innovative educational or training components of their research. It is also key to ensure the lineup of speakers is gender balanced and diverse at all levels: racial, ethnic, experience, and regional. The lineup of speakers should represent the diverse membership of SICB as outlined in the "Guidelines for Broadening Participation in SICB's Leadership, Program, and Awards." Another way to improve the diversity of a symposium is to include a complementary contributed paper or poster session for trainees.

Invite speakers: The symposium application will ask that you invite prospective speakers to join your symposium. This can be an exhilarating experience as you share your ideas with others in your field.

Notes: Do *not* promise potential speakers funding. If a speaker cannot commit without financial reimbursement, inquire about how much funding they would need to attend. Ensure the potential speaker knows they will be expected to produce a manuscript for publication in the SICB

journal, *Integrative and Comparative Biology (ICB)*, by January 31, after the meeting.

Submit symposium proposal:

Symposium proposals are usually due in late August. This deadline is published on the SICB calendar and in newsletters. Your application will be forwarded to the SICB Program Committee. The most highly-rated proposals usually contain all the requested information, including tentative titles for the speakers, whether the speakers can attend without funding, contact information, and verification that each speaker knows that they must submit a manuscript to *ICB* by January 31st after the meeting.

Symposium acceptance: You will be notified in the same calendar year you submitted your proposal whether your symposium was selected for inclusion in the program at the annual meeting, and how much financial support you will receive from divisional sponsorships. Total divisional support usually ranges from \$1,000 to \$5,000 per symposium. In addition, the presenter of each symposium talk will receive full reimbursement of their registration fee. Presenters that are new SICB members will also be reimburse their membership fees. **All SICB financial support, including registration fee reimbursement, is contingent on the speakers and the organizer(s) submitting their manuscript and completing other responsibilities described in the symposium guidelines.**

Apply for external funding: Submit a proposal for external (i.e., outside of SICB) funding of your symposium **by March 1.**

NSF and NIH are two possible sources of funding. Submission to other agencies, foundations, or companies (e.g., equipment suppliers) are also options.

Notes: Symposium organizers have historically had a better than 30% success rate on NSF symposium grants. Discuss the process, when to apply, and how much to request with the SICB Program Officer and appropriate Divisional Program Officers.

Submission of a proposal for external funding is a requirement to receive SICB support for the symposium.

Develop a symposium website: With the assistance of SICB webmaster, you will develop a webpage hosted on SICB.org touting your symposium. These pages will be uploaded in spring and early summer to highlight the 2018 meeting events.

Day of symposium: The symposium will include eleven total speakers each delivering a 30-minute presentation. The symposium will begin at 8am and include a coffee break beginning at 9:30am or 10am. Lunch is 12pm to 1:30pm. The symposium will conclude no later than 3:30pm. Deviations from any of these rules require approval of the SICB Program Officer.

Manuscript deadlines:

SICB covers the cost for the first twelve pages of all manuscripts published in *ICB*.

Manuscripts received by **January 31st** after the symposium will receive one free colored figure.

February 28 is the hard, final deadline for manuscript submission. No manuscripts submitted after this deadline will be accepted.