

Administrative Procedures

Divisional Best Student Presentation Awards at the Annual Meeting (updated 27 Jan 2012)

This procedure describes a process that outlines the responsibilities of divisional representatives, the SICB business office, and the SICB Secretary in publishing the names of the student award winners and in presenting the students with their awards.

1. Divisional procedures and awards committee appointment. Divisions should review their procedures and the Chair should appoint an awards committee no later than the summer prior to the annual meeting. This is a part of the SICB calendar.
2. Awards associated with prizes with budgetary implications. The review of the procedures must include provisions in the divisional budgets for cash awards, memberships, or other prizes that the division will award to student award winners. Wiley-Blackwell has generously underwritten the Best Student Presentations such that each division is allocated \$300 for the student awards (\$150 for best oral presentation and \$150 for best poster presentation). Wiley-Blackwell also provides student winners with a free one year subscription to an appropriate one of their journals. The following journals are associated with the divisions.

Division of Animal Behavior	Ethology
Division of Comparative Biomechanics	J. of Zoology
Division of Comparative Endocrinology	J. Exp. Zoology A
Division of Comparative Physiol. & Biochem.	J. Exp. Zoology A
Division of Evolutionary Developmental Biol.	J. Exp. Zoology B
Division of Ecology & Evolution	Ecology Letters
Division of Invertebrate Zoology	Invertebrate Zoology
Division of Neurobiology	Developmental Neurobiology
Division of Systematic & Evolutionary Biol.	Evolution
Division of Vertebrate Morphology	J. Morphology
3. Certificates. SICB headquarters will make available certificates for each division to present to the student award winners. A sample of the certificates will be provided to the Chairs of each division before or during the annual meeting. At this time, Chairs should order special wording. Certificates will be printed by the business office once student award winners are known.
4. Reporting winners to SICB. Divisions handle the mechanisms of judging in different ways. However, the winners of the competitions should be announced on the SICB web site as soon as possible after the annual meeting. **To this end, it is the responsibility of the divisional Secretary to report the names of the winners (with the presentation number) to the SICB Secretary within two weeks after the annual meeting.**
5. Notifying students of their award. It is the responsibility of the divisional Chair to notify the students of the status of their awards. The Chair should announce the winners to all students in the division who entered the contest. This can be done simply by an email congratulating the student winners. In this communication, each Chair can indicate that the winners will receive a certificate, a check and a subscription to one of the Wiley journals.
6. Certificates (and checks) will be sent to award winners by the SICB business office. Once the student winners are known, the certificates will be completed for each division by SICB headquarters and mailed along with the check to the award winner.