

## SICB SYMPOSIA POLICIES AND GUIDELINES

This statement of policies and guidelines for SICB Symposia is divided into five sections.

- I. Guidelines for preparing an application for a symposium.
- II. Proposal evaluation and funding.
- III. Requirements for publishing in the SICB journal, *Integrative and Comparative Biology*
- IV. *ICB* Manuscript deadlines, page charges, and charges for color figures.
- V. Calendar of activities and responsibilities of symposium organizers

### **I. Guidelines for preparing an application for a symposium.**

- a. **Work with the Divisional Program Officers and the Society Program Officer.** Discuss your symposium ideas with your primary divisional as well as other divisional program officers who you think might be interested. Contact information for SICB program officers is available at <http://www.sicb.org/divisions/officers.php3>. Inquire about whether these divisions might be interested in sponsoring your symposium. Most successful symposia are co-sponsored by multiple divisions. Organizations that often co-sponsor the SICB annual meeting (e.g., The Crustacean Society (<http://www.thecrustaceansociety.org>), The American Microscopical Society (<http://amicros.org>) may also be willing to co-sponsor your symposium. You may wish to develop a society-wide symposium. These are symposia that are deemed of interest to most of the divisions. Discuss this with the divisional program officers and the SICB Program Officer. Consider contacting the chair of the SICB Educational Council ([chair.edcouncil@sicb.org](mailto:chair.edcouncil@sicb.org)) for ideas on how to include an educational component in your symposium or associated session.

- b. **Preliminary preparations.** If your Divisional Program Officer gives you a go-ahead, look at the symposium proposal application page on the SICB website (<http://sicb.org/meetings>). Among other items, the application form will ask that you contact prospective speakers and invite them to join your symposium. This can be an exhilarating experience as you share your ideas with others in your field. It would be good to get their commitment to attend regardless of funding, or at least find out how much funding they would need to attend. Do not promise them funding. Please be sure that they also realize that 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. Note that symposium proposals are normally due in late summer, about a year and a half before the symposium will occur. This deadline is published on the SICB calendar and in newsletters.
- c. **Timing requirements and other details.** One day symposia are strongly encouraged, although half-day or two half-day symposia may be approved. Other details:
- i. Standard symposium talks are 30 minutes long, including discussion
  - ii. A total of eleven speakers typically receive standard, 30 minute symposium time slots. Morning sessions may have up to seven speakers, and afternoon sessions may have up to four speakers. In some cases, 30 minute slots may be used in a different way (e.g. for a panel or roundtable discussion)
  - iii. Symposia begin at 8 a.m., but may start earlier (e.g. 7:45, 7:50, or 7:55 a.m.) if an introduction to the Symposium is desired.
  - iv. A 30 minute coffee break is required, beginning at 9:30 or 10 a.m.
  - v. A lunch break is required, from noon to 1:30 p.m.
  - vi. Symposia must conclude by 3:30 p.m.

**d. Qualities of a successful symposium application.**

- i. *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.
- ii. *Broader Impacts.* The program committee will be pleased by proposals that address the Broader Impacts Criteria at NSF. This can be achieved in multiple ways. SICB is particularly interested in ensuring that there is diversity in the speakers at all levels: racial, ethnic, experience, regional. Proposals should also seek to balance gender in its line-up of speakers that represent the diverse membership of SICB as outline in the "[Guidelines for Broadening Participation in SICB's Leadership, Program, and Awards](#)." One way to improve the diversity of a symposium is to include a complementary contributed paper or poster session for trainees. Another 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.
- iii. *Complete.* The most highly-rated proposals usually contain all the requested information, including tentative titles for the speakers, whether the speakers can come without funding, contact information, and verification that each speaker knows that they must submit a manuscript to *ICB* by January 31<sup>st</sup> after the meeting.

**II. Proposal evaluation and funding.**

Your application will be forwarded to the SICB Program Committee. The SICB Program Committee consists of the SICB Program Officer, the Program Officer-Elect or the Past Program Officer, the divisional Program Officers, selected representatives

from co-sponsoring organizations, the ICB editor, and the meeting director of the SICB management company (<http://sicb.org/resources/program.php3>). This committee will review and select the proposals at a meeting soon after the deadline for symposium proposals. Each division currently receives \$2,000 to distribute among the symposia it decides to support; such support from the SICB divisions usually ranges from \$1,000 to \$5,000 per symposium. You will be notified within a few weeks after the decisions have been made as to whether your symposium was selected for inclusion in the program at the annual meeting, and how much financial support you will receive. In addition, the presenter of each symposium talk will receive reimbursement of their registration fee. In addition, the presenter of each symposium talk will receive full reimbursement of their registration fee. For new members only, membership fees will be reimbursed. For continuing members or renewals of lapsed memberships, the cost of registration will be reimbursed at the appropriate member rate. Additional funding may come from external grants submitted by the symposium organizer, as well as from Divisional discretionary funds. **All SICB financial support, including registration fee reimbursement, is contingent on the speakers and the organizer completing their responsibilities as described below. Furthermore, submission of a proposal for external funding is a requirement to receive SICB support for the symposium.**

### III. Requirements for publishing in the SICB journal, *Integrative and Comparative Biology*.

- a. **Obligations of authors.** Authors of papers resulting from SICB symposia receive financial support for their participation. **There are obligations associated with such support. These responsibilities involve two aspects of the symposium:**

**1) Authors are required to deliver an oral presentation of the paper at the symposium at the annual meeting of SICB and engage in discussion with other participants, and**

**2) Authors must prepare the contents of that presentation as a**

written paper for submission to *Integrative and Comparative Biology (ICB)* by January 31<sup>st</sup> after the meeting.

**Meeting the January 31<sup>st</sup> deadline will ensure that the author receives one free colored figure.**

**The hard deadline for paper submission is March 31<sup>st</sup>; after this date, no papers can be submitted.**

- b. **First-Right-of-Refusal.** Authors' acceptance of financial support implies discharging both of these responsibilities to SICB. The policy regarding the written paper is embodied in the "first-right-of-refusal." This states that papers presented orally at SICB-sponsored symposia must be submitted to *ICB* for consideration for publication. Only if a paper is rejected by *ICB* is the author free to submit it elsewhere (but see below for approved exemptions). The SICB business office (Brett Burk, [ExecDir@sicb.org](mailto:ExecDir@sicb.org)) issues the check for financial support from SICB to the author only upon the editor's verification that a paper has been submitted.
- c. **Potential Exemptions from the Policy of First-Right-of-Refusal.** It is recognized that, under some special circumstances, valuable contributions can be made by oral presentations that are not immediately publishable. SICB is flexible in this regard and authors may request permission not to publish their papers at all if:
  - i. The paper is based on preliminary data that are not yet publishable in themselves, but which may have heuristic value in suggesting possible avenues of research;
  - ii. The results are part of a wider study that will be published in its entirety at a later date, and earlier publication of only part of it will fragment that study; or
  - iii. The author had submitted the material for publication and it had been obligated to another journal BEFORE the author was invited to participate in the symposium. Merely because an author would like to publish elsewhere (e.g., in a journal from another discipline) does not justify waiving the requirement.

**d. Process for granting an exemption.**

- i. The author submits the exemption request to the symposium organizer as part of the symposium application.
- ii. If the symposium is approved, the symposium organizer sends this request along with a recommendation to the editor of *ICB* by May 1<sup>st</sup> of the year before the symposium.
- iii. The editor sends the request, along with a recommendation, to the *ICB* Editorial Board.
- iv. The *ICB* Editorial Board then either approves or rejects the exemption.

**IV. *ICB* manuscript deadlines, page charges, and charges for color figures.**

Manuscripts are due on a date agreed upon with the Editor of *ICB*. SICB covers the first twelve pages of page charges for all of the papers that are published in *ICB*. Note that authors will be assessed page charges if their manuscript exceeds 12 printed pages. At \$180/page, this represents \$142,560 assumed by SICB (\$1,620 to each presenting author) for each symposium. Each author will be allowed one color figure gratis (= \$600), as long as the following three criteria are met.

- a. Manuscripts need to be submitted on or before January 31<sup>st</sup> after the meeting for the free colored figure. (March 31<sup>st</sup> hard, final deadline)**
- b. Neither the author nor the symposium has funds earmarked for publication costs.**
- c. Color is essential for effective portrayal of the results, as**

**deemed by the Editor in consultation with the member of the ICB Editorial Board representing the division supporting the symposium.**

## **V. Calendar of activities and responsibilities of symposium organizers.**

**August/September.** Symposium proposals are due. See exact date on SICB website.

**September-October.** The SICB Program Committee meets to determine which symposium proposals are accepted.

### **\*\*FOR ACCEPTED PROPOSALS\*\***

**By March 1.** Submit a proposal for external (i.e., outside of SICB) funding of your symposium. Earlier is better. NSF-IOS is one possible source of funding, but submission to other agencies, foundations, or companies (e.g., equipment suppliers) is an option, and specific submission to NSF is not required. However, symposium organizers have historically had a better than 30% success rate on these grants with the NSF, so it is well worth the effort. 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.**

**By May 1st.** Fill out the forms the ICB editorial office will have sent to you and communicate with the Editor of *Integrative and Comparative Biology (ICB)* ([editor@sicb.org](mailto:editor@sicb.org)) about your publication plans. Inform the Editor of any changes in these plans up to the time of paper submission. If a speaker needs to request a submission exemption, May 1<sup>st</sup> is also the deadline.

**June 1.** Develop information on the symposium that will be used to inform the membership of SICB and others. This information will be placed on the SICB home page and can be used for press releases

leading up to the annual meeting. Organizers should provide the following to the SICB Program Officer ([ProgramOfficer@sicb.org](mailto:ProgramOfficer@sicb.org)), the SICB Secretary ([Secretary@sicb.org](mailto:Secretary@sicb.org)), and the SICB webmaster ([Webmaster@sicb.org](mailto:Webmaster@sicb.org)):

- a. Title of the symposium**
- b. Overview of the symposium – a brief paragraph describing the symposium and its goals.**
- c. An iconic image/photograph that captures the essence of the symposium.**
- d. Symposium sponsors, including a list of the SICB divisional sponsors.**
- e. Names and institutional affiliations of the organizers**
- f. Symposium speakers and the titles of their presentations.**

**August 1.** Provide the SICB Program Officer with the following information:

- a. A final symposium description that follows these rules:** Eleven total speakers. 30 minute presentations. Set a time for each speaker starting at 8 a.m. Set a 30 minute coffee break beginning at 9:30 or 10 a.m. Lunch is noon to 1:30 p.m. The symposium concludes no later than 3:30 p.m. before the poster session. Deviations from any of these rules require approval of the SICB Program Officer.
- b. An estimate of attendance** (e.g., 75, 125, or 225), such that an appropriate room size can be assigned. If the room looks empty, it can detract from the actual success of the symposium.
- c. A description of any extras** you wish to schedule to accompany your symposium. This might include socials, a roundtable discussion, etc. **Note that if you want food or drinks, you must budget for that.**



- d. A list (or copy of submission) of where you applied for external funding** and, if you were successful, the amount of funding you received.
- e. Information on a complementary session, if desired.** If you are aware of colleagues/trainees who would like to submit presentations for a complementary oral or poster session for your symposium, this can be made into an option on the abstract submittal form. Complementary poster sessions will occur on the same day as the symposium, while complementary oral sessions will occur the day before or after.

**August/September. Abstract Deadline.** Note that symposium speakers must submit abstracts online by the abstract submission deadline. The symposium organizer is responsible for making sure that all speakers do so. The SICB Webmaster ([Webmaster@sicb.org](mailto:Webmaster@sicb.org)) can help you get access to see if your speakers have submitted an abstract. Please have any speaker who is submitting an oral contributed talk in addition to the symposium talk contact the SICB management company, Burk & Associates, Inc. ([LStrong@BurkInc.com](mailto:LStrong@BurkInc.com)) or the Program Officer ([ProgramOfficer@sicb.org](mailto:ProgramOfficer@sicb.org)).

**Early to mid-November. Meeting Registration Deadline.** This is a deadline for all persons presenting papers and posters at the annual meeting. Symposium participants must observe this deadline. Please make sure that all speakers register and pay for the meeting. They will be reimbursed **after** the conference and **after** they submit a manuscript to *ICB*.

**Manuscript Deadline After the Symposium. January 31<sup>st</sup> after the meeting is the one free colored figure deadline for manuscript submission. March 31<sup>st</sup> is the hard, final deadline.**

Speakers should arrive at the SICB meeting with a draft of their manuscript. SICB covers the first twelve pages of page charges for all of the papers that are published in *ICB*. Note that authors will be assessed page charges if their manuscript exceeds 12 printed pages. At \$180/page, this represents \$142,560 assumed by SICB (\$1620 to each

presenting author) for each symposium. Each author will be allowed one color figure gratis (= \$600), as long as the following three criteria are met.

- a. The paper will be submitted on, or before, January 31<sup>st</sup> after the meeting.**
- b. Neither the author nor the symposium has funds earmarked for publication costs.**
- c. Color is essential for effective portrayal of the results, as deemed by the Editor in consultation with the member of the *ICB* Editorial Board representing the division supporting the symposium.**

*Revised April 19, 2019*