

GUIDELINES FOR SDB ANNUAL MEETING SATELLITE SYMPOSIUM PROPOSALS

The Society for Developmental Biology (SDB) will consider proposals from members to organize satellite symposia at the Society's annual meetings. Such symposia aim to complement and to add to the breadth of the annual meeting's program. Up to two satellite symposia may be held each year, on the first day of the meeting, and they are open to all annual meeting participants at no additional fee. Pre-registration to the symposia is recommended to facilitate planning.

SDB will provide meeting space and audiovisual needs at no charge to the symposia, but the organizers are responsible for expenses incurred for invited speakers' travel and lodging, food and beverages for symposium participants, as well as travel assistance to students and postdocs. Use of annual meeting poster boards may be arranged without additional charge schedule permitting. Approved symposia will be included in the official meeting program and will be linked to SDB website. In addition, a \$4,000 non-SDB meeting grant will be provided to the organizers to help defray symposium expenses upon approval of the symposium budget. The organizers will acknowledge this support (SDB and proceeds from *Developmental Biology*) in all symposium publications (printed and electronic), websites, and at suitable occasions and sites during the symposium.

Guidelines for application:

1. The topic of the symposium should be current and should expand the scope covered by the annual meeting. Past symposia themes include *segmentation and somitogenesis*, *molecular biology of plant development*, *physiology of developmental polarity*, *neural crest and placodes*, *transcription*, *neural development*, *germ cells*.
2. At least one of the organizer(s) must be an SDB member in good standing.
3. The symposium should include invited speakers of both genders and minorities, whenever possible, without detriment to the program. There should also be plenty opportunity for junior investigators to present their work, including as invited speakers.
4. The symposium may include platform and poster sessions, and the entire program should be no longer than eight-nine (8-9) hours, ending by 5 PM, so as not to interfere with the opening session of the annual meeting.
5. The organizers are responsible for securing additional funding for the symposium, besides the amounts provided by SDB, as described above.

Proposal:

The proposal should be submitted by the organizer(s) to SDB by **October 30** of the year preceding the meeting. The proposal **MUST** include the following information:

1. Name, affiliation and contact information of the organizer(s). SDB members should be identified.
2. Title, date and time of the symposium. In 2011, it will be July 21 and SDB meeting will start at 5:30 PM.
3. A short statement of the purpose and justification for the symposium. The programs will be rated on the novelty and impact of the topic, approach to the topic, and relevance to the annual meeting. If the preliminary program of the annual meeting is not available on the SDB website, the organizers are encouraged to contact SDB office to obtain a copy.
4. Preliminary program including the names and affiliations of all invited speakers (note those speakers who have confirmed participation), session titles and information about poster sessions, if applicable. Organizers are encouraged to include junior investigators in the program and clearly identify them. Invited speakers' talk titles or areas of expertise should also be included in the preliminary program, as well as their seniority.
5. Explanation of the policy used to select the speakers.
6. Symposium budget with explanation of expenses to be covered by the \$4,000 SDB grant and list of other funding resources (confirmed and pending).

All proposals must be in PDF and sent as an email attachment to: ichow@sdbonline.org, with "Satellite Symposium" as subject title. Decisions will be announced early December.

INCOMPLETE AND LATE PROPOSALS WILL BE RETURNED WITHOUT REVIEW

August 2010