



## GUIDELINES FOR SDB 73<sup>rd</sup> ANNUAL MEETING SATELLITE SYMPOSIUM PROPOSALS

The Society for Developmental Biology (SDB) will consider proposals from members in good standing (2013 and 2014 dues paid) to organize satellite symposia at the upcoming Society's 73<sup>rd</sup> Annual Meeting to be held at the University of Washington, Seattle, WA, July 17-21, 2014. The symposia are scheduled for the meeting opening day, July 17, between 8 am and 5 pm. A maximum of two symposia may be approved and they aim to complement and add to the breadth of the annual meeting program. Pre-registration to the symposia will be required to facilitate planning and a nominal fee will be charged to help offset on-site expenses. All meeting registrants may register for the symposia.

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 symposia participants, as well as travel assistance to students and postdocs. Approved symposia will be included in the official meeting program and will be linked to the 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. Selection is based on scientific and programmatic excellence.
2. The topics of the symposia must be current and should expand the scope covered by the 73<sup>rd</sup> SDB Annual Meeting. The potential topics for this meeting are: Gene regulatory mechanisms; Genomes of evolution/evo-devo; Tissue formation and engineering; Induction and signaling; Cell polarity/asymmetry; Pattern formation; Regulation of cell lineage; Plasticity and apoptosis; Neural development; Development and human diseases
3. At least one of the organizer(s) must be an SDB member in good standing (2013 and 2014 dues paid).
4. The symposium should include invited speakers of both genders and minorities, whenever possible, without detriment to the program. There should also be plenty of opportunities for junior investigators to present their work, including as invited speakers.
5. The symposium should include mechanisms to facilitate exchange among junior and senior investigators, and for students/postdoc to present their work. Suggested formats are: thematic small group presentations, one/two slide teaser of posters to be presented at the Congress. There will not be facilities for poster sessions at the symposia.
6. The organizers are responsible for securing additional funding for the symposium, besides the amounts provided by SDB, as described above.

### Proposal:

The 2014 proposals must be received by **December 15, 2013**. The proposal **MUST** include the following information:

1. Name, affiliation and contact information of the organizer(s), and the SDB members identified.
2. Title, date and time of the symposium: July 17, 2014, at the University of Washington, Seattle, WA.
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 Congress.
4. Preliminary program including session titles, names and affiliations of all invited speakers (note those who have confirmed participation and who are SDB members). 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](mailto:ichow@sdbonline.org), with "Satellite Symposium" as subject title. Decisions will be announced early January, 2014.**

**INCOMPLETE AND LATE PROPOSALS WILL BE RETURNED WITHOUT REVIEW**

October 2013