

Guidelines for Requesting Funds in Support of Meetings and Symposia, and for their Organization.

In addition to the triennial ISSS Conference on Seed Biology the Society encourages meetings of our membership in the intervening years. It is expected that other Society Workshops or Meetings will be not held in the same calendar year as the Conference. A series of guidelines is presented below with respect to several categories of meetings:

1. Society Workshops and Meetings on Specialized Topics in Seed Biology

a. These are arranged exclusively by a member or members of the Society, and are regarded as Society events. They may be held as stand-alone Meetings/Workshops, or held immediately before or after another (non-Society) meeting, as arranged with the meeting organizers. Their length will be at least two days and they will be entitled the ISSS Meeting or Workshop on a particular topic. They may take the format of a:

Workshop: Limited number of invited speakers only, with extensive discussion sessions incorporated into the format.

Meeting: Invited speakers, oral and poster sessions, with opportunities for Workshops during the meeting.

b. The Society Workshops on Molecular Aspects of Seed Dormancy and Germination, and Seed Ecology fall into this category, as does DesWork by precedent.

c. All advertising will reflect the fact that the Meeting/Workshop is a Society event, and the logo will also appear on the published programme.

d. The proceedings of the meeting may or may not be published, depending on the organizer's discretion. Any publication will reflect that it resulted from an ISSS-sponsored event. The publication may be as: i) a special supplement to Seed Science Research, in which case arrangements must be made with the Editor of the journal; ii) a book. In the latter case, arrangements and agreements for publication, and approval of the editors must be made through the Executive of the Society.

e. Decisions on where subsequent/forthcoming Workshops are to be held will be made at the previous Workshops whenever possible (e.g. for a Workshop in 2010, the venue will be decided in 2007). The decision will be made by one or more members of the Executive who are present at the Workshop. It is anticipated that at least one senior member of the Executive (President, President-elect, Secretary or Treasurer) will be present at a Workshop, to make a presentation on behalf of the Society at the opening (and closing) ceremonies. If not, then a deputized member of the Executive who is registered for the Workshop will make the presentation.

f. A sum of £1750 will be made available by the Society to the organizers in support of the Workshops, upon request to the Treasurer. The monies may be for support of speakers (particularly from countries where there are financial constraints on research and travel), to support participation by students, or for researchers from countries where research monies and opportunities for travel are limited. Recipients must make an oral or poster presentation. The support of students, and of researchers from less privileged countries, is strongly encouraged. If, however, applications for funding exceed the funds available, then either all qualifying applicants will receive a lesser amount, or a merit system will be implemented by the organizers.

g. In the event that the Meeting/Workshop is held immediately before or after a non-Society meeting, if appropriate, negotiations should be made in advance between the Society organizer(s), the meeting organizers and the Executive for the sharing of profits resulting from increased registration, economies accrued from joint registration, etc.

h. It is expected that additional sponsorship of the workshop/meeting will be sought.

i. The registration fee will take into account the confirmed financial situation, and be set to recover all expenses. ***The registration fee must include a reduction for Society members, in excess of annual membership costs, to encourage membership.***

j. There must be a full accounting of the Society monies spent, which will be submitted to the Treasurer following the Meeting /Workshop. Profits from the meeting will be sent to the Treasurer. The Society will not be held responsible for debts incurred by the meeting organizers.

k. A brief report on the Meeting/Workshop will be sent by the organizer to the President-elect for distribution to the Executive, and for publication in the Society Newsletter.

2. Symposium on a Topic in Seed Biology, as Part of a Larger Meeting

a. This will take the format of a half- or one-day Symposium on a topic(s) in seed biology, which is incorporated into the programme of a larger meeting (regional, national or international), organized and financed by societies or groups other than the ISSS.

b. All advertising will reflect the fact that the Symposium is a Society event, and the logo will also appear on the published programme.

c. Up to £1,000 may be made available to the Symposium organizers by the Society for sponsorship. The organizers must apply to the Executive of the Society (via the President-elect) for financial assistance (for details of what is required in the application, see **Appendix I**). The monies will be for support of keynote speakers and/or for support of students, or researchers from countries where research monies and opportunities to travel are limited. Recipients must make an oral or poster presentation related to the Symposium. The support of students, and of researchers from less privileged countries, is strongly encouraged. Society monies must not be used as general revenues to support the larger meeting. (See: Section 1f).

d. There must be a full accounting of the Society monies spent, which will be submitted to the Treasurer following the meeting. If appropriate, negotiations should be made between the Society organizer(s), the meeting organizers and the Executive for the sharing of profits resulting from increased registration due to the Society Symposium. The Society will not be held responsible for debts incurred by the meeting organizers.

e. A brief report on the Symposium will be sent by the organizer to the President-elect for distribution to the Executive, and for publication in the Society Newsletter.

3. Regional Meeting on Seed Biology

a. This type of meeting will be organized by one or more members of the Society for those residing within a fairly restricted region, although this may cover more than one country. Other societies or groups may be involved, but in a lesser role. The meeting must be at least one day in length.

b. The Regional Representative will be informed that such a meeting is to take place, although s/he may not be involved in its organization.

c. All advertising will reflect the fact that the meeting is a Society event, and the logo will also appear on the published programme.

d. Up to £600 may be made available to the meeting organizers by the Society for sponsorship. The organizers must apply to the Executive of the Society (via the President-elect) for financial assistance (for details of what is required in the application, see **Appendix I**). The monies may be used in support of keynote speakers, although at least half of the awarded amount must be used to support participation by students who make oral or poster presentations.

e. It is expected that additional sponsorship of the meeting will be obtained from other sources.

f. The registration fee will take into account the confirmed financial situation, and be set to recover all additional expenses. *The registration fee must include a reduction for Society members, in excess of annual membership costs, to encourage membership.*

g. There must be a full accounting of the Society monies spent, which will be submitted to the Treasurer following the meeting. The Society will not be held responsible for debts incurred by the meeting organizers.

h. A brief report on the Meeting will be sent by the organizer to the President-elect for distribution to the Executive, and for publication in the Society Newsletter.

Appendix I

A letter of intent to hold a Symposium or Regional Meeting will be sent to the President-elect, preferably at least six months before it is to occur. This will be forwarded to the Executive Committee for consideration and for a decision on the amount of finances to be offered (**Appendix II**). The letter must contain the following information:

- a) Nature and topic of the Symposium or Regional Meeting
- b) Date and location of Symposium or Regional Meeting
- c) Organizing member(s) or committee
- d) Other meeting with which the Symposium or Regional Meeting will be associated (if relevant)
- d) Intended programme, including keynote speakers and topics, and contacts made with potential speakers
- e) Amount and intended use of funding requested from the Society
- f) Other sources of funding that are, or are likely to be, available for the Symposium or Regional Meeting, and (for # 1 and 3) the anticipated registration fee for Society members and non-members.

Appendix II

Applications sent to the President-elect will be circulated to all members of the Executive for discussion, and a decision will be made on: i) whether or not funding will be allocated, and ii) the amount of funding that will be made available. This will be influenced, for example, by the number of meetings for which funds are requested with respect to the Society budget, the quality of the Symposium or Regional Meeting and its

appeal and relevance to Society members. Financial support will require approval of the application by the majority of the Executive; the decision will be communicated to the applicant by the President-elect. For applications that are successful, a letter of invitation to hold, and/or of financial support for the Symposium or Regional Meeting will be sent by the President on behalf of the ISSS.

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