

## Administrative Procedures

### Divisional Best Student Presentation Awards at the Annual Meeting (updated 12-27-15)

These procedures outline the responsibilities of the Divisional Chair, the divisional representatives, the SICB business office, and the SICB Secretary in administering the Best Student Presentation Awards.

1. **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. **Judging.** Appointment of judges is the responsibility of the Divisional Chair or the Chair's delegate. Information on the individuals who wish to be considered for judging is collected as a part of the annual meeting registration process. Additional names may be obtained by divisions. Divisions should emphasize in the fall newsletter the importance of having judges. Instructions on how to volunteer for judging should be provided.
  - a. **List of individuals volunteering to judge.** Names collected through registration will be given to each Chair in the form of a link provided by the SICB webmaster ([Link 1](#)). Through this link a separate spreadsheet can be downloaded for each division. The spreadsheet gives the name of the volunteer judge, the email address, SICB membership status (remember only Postdoctoral and Full Members are allowed to judge), and division(s) for which the individual is willing to serve as a judge.
  - b. **Contact the Judges.** Judges should then be contacted by email and asked to sign up for presentations they are willing to judge. The webmaster will provide the appropriate link for sign-up ([Link 2](#)). On this page judges can view their assignments. Some divisions have rules governing the number of judges required for each paper or poster, so additional work might be required by the division to obtain the desired coverage.
  - c. **List of Presentations and Assigned Judges.** A listing of the presentations and the assigned judges for each division can be obtained through a link provided by the webmaster: [Link 3](#).
  - d. **Collecting Scores.** Scoring can be submitted to the division by paper/email/other means, or by asking the judges to enter their score into an online form: [Link 4](#). **This electronic form can be used regardless of whether the judges have signed up on-line in the step above. The two databases are independent. A division could invite a judge ad hoc at the meeting and have her/him enter the scores on the on-line scoring form.**
  - e. **Viewing the Results.** A list of presentations and their scores by division can be found at the following link: [Link 5](#).
3. **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	<i>Ethology</i>
Division of Comparative Biomechanics	<i>J. of Zoology</i>
Division of Comparative Endocrinology	<i>J. Exp. Zoology A</i>
Division of Comparative Physiol. & Biochem.	<i>J. Exp. Zoology A</i>
Division of Evolutionary Developmental Biol.	<i>J. Exp. Zoology B</i>
Division of Ecoimmunology & Disease Ecology	<i>Functional Ecology</i>
Division of Ecology & Evolution	<i>Ecology Letters</i>
Division of Invertebrate Zoology	<i>Invertebrate Biology</i>
Division of Neurobiology	<i>Developmental Neurobiology</i>
Division of Phylogenetics & Comparative Biology	<i>Evolution</i>
Division of Vertebrate Morphology	<i>J. Morphology</i>

4. **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.
5. **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.*
6. **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. A list of student participants and their email addresses can be found at the following link: [Link 6](#).
7. **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.