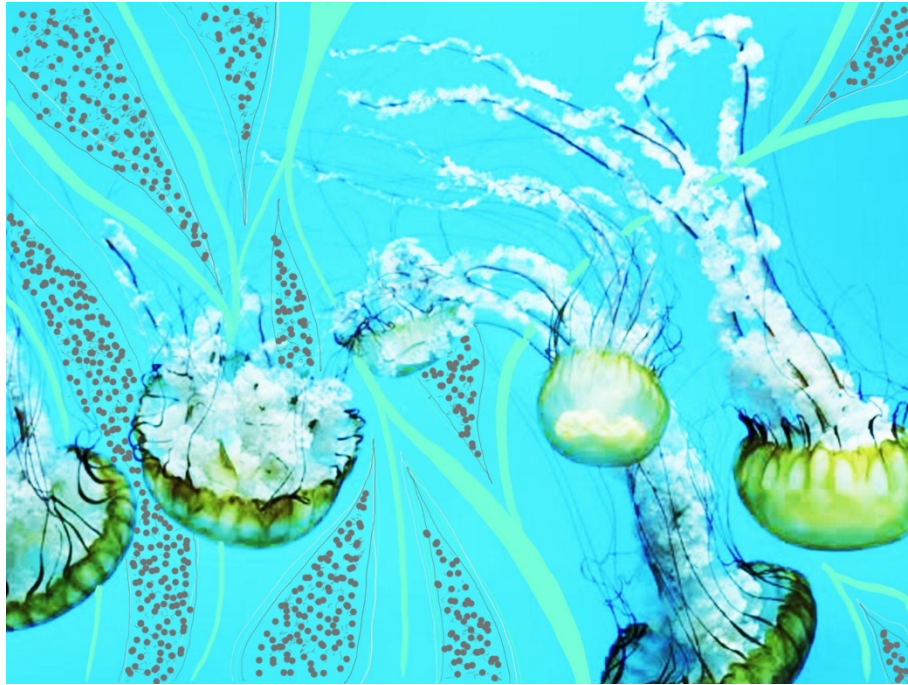


# Symposium organizer playbook

by Ulrike Müller and Thom Sanger, version 2022 05



This brief playbook is intended to help prospective and approved symposium organizers develop a symposium proposal, plan their symposium, provide templates for communications with speakers, and resources for gaining external funding, and organizing additional events (such as workshops).

**Part I** of this playbook is dedicated towards those that are preparing a symposium application.

**Part II** of this is dedicated to those that have had their symposium applications accepted.

## Why organize a symposium? What previous organizers say

**Sharlene E. Santana** (*SICB 2016 A Bigger Picture: Organismal Function at the Nexus of Development, Ecology, and Evolution*)

“Organizing a SICB symposium gave me the opportunity to connect with colleagues and synthesize key challenges and opportunities to move forward in our field of study. The synergies we created led to new papers, grant proposals and research initiatives. The symposium also gave opportunities to junior researchers to share their work and ideas, thereby showcasing them as future leaders in the field.”

**Andrea Liebl** (*SICB 2013 Ecological Epigenetics*)

“It was really great to get a bunch of people together working towards the same goals. It’s still a new field (and even more so then!) so just having the time, space, and bandwidth for everyone to sit in the same room together and chat about things was HUGELY helpful.”

**Janneke Schwaner** (*SICB 2021 An evolutionary tail: Evo-Devo, structure, and function of post-anal appendages*)

“Organizing a symposium offered me the opportunity to work closely with two organizers I picked (one I didn't really know before I started, but I am on the verge of submitting another symposium proposal with that person right now ;) ) as well as that I liked the interaction with the speakers and the program officers at SICB. Being an organizer gives a lot of opportunities. We got involved in a outreach project including two high schools and we organized a corresponding workshop which resulted in a forward-looking review article on the topic of our symposium. And besides that it was the start of two collaborations directly involving me, I also know of at least 2 combinations of speakers that started collaborations after the symposium. Knowing that I created a platform for researchers to synergistically interact was huge. In the end, the many many manuscripts in the special issue in ICB were the cherry on the cake.”

**Dan Speiser** (*2018 International Congress of Neuroethology*)

“I think organizing an event can be really helpful if you're trying to draw attention to a new sub-field. The symposium I co-organized was on distributed visual systems, a research area that had been growing for a while (within visual ecology and neuroethology) but didn't even have an agreed-upon name. I suspect the symposium helped pitch our research area to the program officers in attendance. It certainly helped build and maintain collegiality between colleagues, which is important when everyone around you can choose to either be a collaborator or competitor.”

## Tips from previous symposium organizers

**Sharlene E. Santana** (*SICB 2016 A Bigger Picture: Organismal Function at the Nexus of Development, Ecology, and Evolution*)

“When selecting speakers, aim to maximize diversity of career stages, types of institutions, organisms, backgrounds, etc. This makes not only for a more inclusive symposium, but creates richer synergies among participants.

I am so glad...we applied and got an NSF grant to support our symposium. Putting the proposal together helped us fine-tune our goals, and develop outreach activities aimed at increasing diversity in SICB. These additionally gave our symposium speakers the opportunity to engage in mentorship activities that were highly effective.

I am also glad all of our speakers decided to publish their papers in ICB. Altogether, the collection of papers in that issue fit together to showcase the vision we had for our symposium.”

**Andrea Liebl** (*SICB 2013 Ecological Epigenetics*)

“I co-organized one in 2013 (!!!) on eco-epigenetics. For this symposium in particular, I wish we had gone a little outside the field and brought some people in who student epigenetics in model organisms but who would be interested in ecology stuff to talk about the techniques they use in the medical/model organism field so we could do some thinking on how to push the field forward.”

**Dan Speiser** (*2018 International Congress of Neuroethology*)

“The biggest lesson to me for symposia is to invite people who will actually want to be there. Like maybe you can get a big name to give a talk, but will they show up to the other talks and generally be in engaged? Are they reasonably likely to submit a paper associated with the symposium to *ICB*? Beyond that, I think it's good to plan some sort of social event that brings people together for conversation. My impression is that cultural norms are shifting so that it's better if these events aren't "let's go to the bar.”

## Part I: Preparing a symposium proposal

Applications for symposia are often due in **August**, approximately 16 months before the symposium is going to be held. In fall of that year, the programming committee will evaluate the applications and allocate divisional funds to the selected symposia.

Announcements for selected symposia typically come in early **December**.

### Symposia have the following format:

Symposium occur during the SICB annual meeting, held typically January 3-7

8:00am – 3:30pm with time for breaks and lunch

There are 11, 30-minute talks

There is room for round tables or workshops

### Spring (> 20 months before symposium)

#### 1. Brainstorm symposium ideas with colleagues

- Check your ideas for
  - timeliness: were similar SICB symposia and other relevant events held recently?
  - scope: is the topic interesting to a wide range of SICB members and divisions?
  - importance and innovation: is this a vibrant, forward-looking topic?
  - integration: does the symposium bring people or ideas together in new ways?

#### 2. Get input and support from SICB early

- Reach out to the SICB program officer, SICB divisional program officers and division chairs to pitch your idea and get feedback on scope, and input on possible speakers, and possible divisional sponsorships
  - the proposal asks you to identify (divisional) sponsors
  - recruiting divisions as sponsors increases your chances of obtaining divisional funds to support your symposium; symposia typically receive \$1000 to \$5000 in SICB divisional funds to support speakers and symposium-related activities, allocated by divisional representatives during the SICB Program Committee meeting in fall.
- Reach out to other potential co-sponsors (such as The Crustacean Society, The American Microscopic Society)
- Discuss with SICB program officer if your symposium could be a 'SICB-wide' symposium
- Suggested meeting agenda:
  - share tentative topics and potential speakers
  - share motivation (see above: timeliness, scope, importance, integration)
  - identify potential sponsors and co-sponsors
  - discuss recruitment of speakers to ensure diversity and inclusion

### Spring/Summer (> 18 months before symposium)

#### 3. Invite potential speakers

- Invite in several waves to get 8 to 10 confirmed speakers out of 10 to 15 potential speakers by the time you submit your proposal
  - build in backup because cancellations can and will happen at any time; SICB offers the option of complementary sessions to the symposium for contributed talks and posters; offer some speakers to present in a contributed session, then upgrade the offer if a symposium slot opens due to a cancellation (presenters in contributed sessions are not required to submit a manuscript, but are encouraged to do so)
  - offer mid-and late-career speakers with their own research team to pass the invitation along to a team member; or after they accept, offer them to invite additional presenters from their team for contributed sessions (incl. the offer to submit a manuscript)
- Inform potential speakers about:
  - ‘We are in the proposal phase’: tell speakers that you are still in the planning phase, but no need to downplay the chances of your proposal. SICB works hard before (and after) proposal submissions to help organizers put together winning symposia; know that you are encouraged to ask for input early and all at critical steps; declined proposals are often invited to change format (workshop) or postpone to next year
  - Publication requirement: speakers are required to publish a manuscript with ICB on a topic related to their talk
    - articles can be a range of formats (research article, review, perspective, policy paper)
    - manuscripts need to be submitted by the end of January following the meeting
    - articles longer than 12 pages may incur page charges
    - one color figure is free in the print version if the manuscript is submitted by the early-bird deadline (contact ICB for publication timelines)
    - Reach out to ICB to develop a publication plan if you anticipate inviting speakers who are unlikely to want to be lead authors of a journal publication, such as speakers from organizations that may have different publication requirements
  - Funding for speakers:
    - speakers who submit a manuscript to ICB will have their registration fee waived or reimbursed, depending on time of submission
    - symposia receive funding from SICB divisions (\$1000 to \$5000 depending on the number and commitment of divisional sponsorships) to support speakers
    - membership fees will be reimbursed for new members only; existing, renewing or lapsed members will be reimbursed at the registration rate for members.
- Plan more than a symposium:

- consider offering a workshop, panel discussion, round table, or outreach event that would compliment and increase the impact of your symposium and make use of the unique opportunity of bringing people together for your symposium

#### 4. Develop a strong symposium proposal

Successful proposals are:

- **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 potential NSF or NIH funding that could support the symposium
- **have broad impacts:** The program committee will be pleased by proposals that address the Broader Impacts Criteria at NSF. This can be achieved by 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.
- **ensure diversity and inclusion among speakers**

### Summer (16 months before symposium)

#### 5. Submit your proposal

- Submission is on the SICB website
  - use the template and example proposal to help you prepare
  - look out for SICB communications (email, SICB website, contact the program officer) to get to the submission webpage
  - you can edit the submitted proposal on the webpage up to the submission deadline
  - reach out to the program officer if you have problems, have an incomplete proposal, or missed the deadline
    - discuss recruitment of speakers to ensure diversity and inclusion

### Summer (14 months before symposium)

#### 6. Revise your proposal (if requested to do so)

- The SICB program committee will evaluate your proposal. The committee comprises the SICB Program Officer, the Program Officer-Elect, the divisional Program Officers, selected representatives from co-sponsoring organizations, the ICB editor, and the meeting director of the SICB management company.
- The program officer will communicate with you about the committee’s decision, typically in early December. You may be required to revise your proposal before final acceptance.
- The program officer will inform you about sponsors and the funds they committed to your symposium.

## Part II Organizing a symposium

### November/December (> 13 months before symposium)

#### 7. Notification to speakers

- Notify your invited speakers that the symposium proposal is accepted.
- Ask speaker to reconfirm commitment, talk topic, publication commitment (*see letter template and info-collection table in the Resources below*).
- Encourage speakers to recruit presenters for complementary session to your symposium (posters, talks); e.g. encourage all speakers to invite collaborators, encourage senior speakers to invite early-career lab members (such as student researchers).

#### 8. Planning meeting 1 with your organizers

- Agenda:
  - review tentative speaker list and schedule: who confirmed, who needs to be replaced?
  - check budget: how much funding did SICB commit? seek external funding (such as NSF, Company of Biologists, HHMI)
  - if desirable: develop plans for cross-speaker collaborations and symposium cohesion
    - if desirable: develop survey to share with speakers to inventory ideas [*see Resources below for a template letter to speakers and a survey template*]
  - if desirable: create an online repository for information exchange, such as meeting minutes and draft manuscripts to be shared with confirmed speakers (such as Google drive, Box, Microsoft Teams)

### January before the event (12 months to symposium)

#### 9. Attend events at the annual SICB meeting the year before your symposium

- SICB organizes a work meeting for symposium organizers (often as a breakfast meeting)
- contact SICB program officer for details

#### 10. Planning meeting 2 with organizers

- Agenda:
  - develop plan to facilitate symposium cohesion and possible cross-speaker collaborations
  - develop ideas events associated with your symposium at the annual SICB meeting (such as workshop, lunch brown bag, panel discussion, ask-an-expert booth, outreach event, social)
  - develop publicity and social media strategy for your symposium
  - assign tasks (such as writing proposals for funding, developing and sharing a survey, organizing virtual meetings with authors, organizing additional events at SICB)

#### 11. Notification to speakers

- If desirable: contact speakers to identify suitable times for monthly or bi-monthly meetings to create collaborative manuscripts and / or a cohesive symposium (use apps such as Doodle poll, When2meet)

## February/March before the event (10-11 months to symposium)

### 12. Planning meeting 3 with organizers

- Agenda:
  - develop plan to facilitate symposium cohesion and possible cross-speaker collaborations
  - develop ideas events associated with your symposium at the annual SICB meeting (such as workshop, lunch brown bag, panel discussion, ask-an-expert booth, outreach event, social)
  - develop publicity and social media strategy for your symposium
  - assign tasks (such as writing proposals for funding, developing and sharing a survey, organizing virtual meetings with authors, organizing additional events at SICB)

### 13. Planning meeting 1 with speakers

- Agenda:
  - icebreaker
  - share results of survey to inventory important talking points
  - facilitate discussion to develop collaborative manuscripts around important talking points (consider allowing speakers to sign up to multiple topics)
  - share plans for additional events associated with your symposium to get feedback and develop additional ideas
  - invite ideas for finding additional funding

### 14. Submit proposals to external funders

- Submit a proposal for external (i.e., outside of SICB) funding of your symposium. Earlier is better. Consider NSF, Company of Biologists, other agencies, foundations, or companies (e.g., equipment suppliers).
- NSF-IOS is one possible source of funding. Symposium organizers have historically had a better than 30% success rate on these grants with 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. Example proposals are available through the SICB program officer and ICB editor in Chief.
- **Submission of a proposal for external funding is a requirement to receive SICB support for the symposium.**

## March to July before the event (6 to 10 months to symposium)

### 15. Publication plan

- Fill out the forms the ICB editorial office will send to you (such as the 'Intent to submit' form) and communicate with the Editor of *Integrative and Comparative Biology* (ICB) (editor@sicb.org) about your publication plans. Inform the Editor of any changes in these plans up to the time of paper submission.

### 16. SICB website (by June)

- 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 release leading up to the annual meeting. Organizers should provide the



following to the SICB Program Officer (ProgramOfficer@sicb.org), the SICB Secretary (Secretary@sicb.org), and the SICB communication editor :

- title of symposium
- overview of symposium: a brief paragraph describing the symposium and its goals
- an iconic image (graph, photo) that represents the symposium
- symposium sponsors, including a list of divisional sponsors
- names and institutional affiliations of the organizers
- names and email addresses of the symposium speakers and the titles of their presentations

### 17. Planning meetings with organizers

- Agenda:
  - identifying sources for external funding, writing proposals for funding
  - facilitate author meetings to develop collaborative manuscripts
  - plan additional events, such as recruiting facilitators for workshops
    - if applicable: submit workshop proposals to SICB program officer (usually due in late summer or early fall before your symposium)
  - advertise your symposium, such as through social media
  - develop a manuscript that will be the General Introduction to your symposium (typically co-authored by all or a sub-set of the symposium organizers, can have additional co-authors; see separate guidelines for 'how to write your symposium introduction')

### 18. Planning meetings with speakers

- Agenda:
  - if desirable: develop collaborative manuscripts
  - if desirable: develop events associated with your symposium at the annual SICB meeting (such as workshop, lunch brown bag, panel discussion, ask-an-expert booth, outreach event, social)

## August before the event (5 months to symposium)

### 19. Final symposium line-up

- Share with the SICB program officer (ProgramOfficer@sicb.org):
  - **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.
  - **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.
  - **A description of any additional events** that 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.

- **A list (or copy of submission) of where you applied for external funding** and, if you were successful, the amount of funding you received.
- **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 SICB symposium, while complementary oral sessions will occur the day before or after.

#### **20. Notification to speakers: Abstract submission (see letter template in Resources below)**

- Remind speakers to submit their abstract on the conference website
  - 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) 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) and the Program Officer (ProgramOfficer@sicb.org).
- Reconfirm symposium title and symposium number to help speakers submit their abstract to the correct symposium

### November before the event (2 months to symposium)

#### **21. Notification to speakers: Conference registration (see letter template in Resources below)**

- Remind speakers to register for the conference (speakers are required to register by the early-bird 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.
- Remind speakers to book their travel (accommodation, travel); SICB offers pre-negotiated room rates at the conference hotel

### December before the event (1 month to symposium)

#### **22. Notification to speakers**

- Remind speakers to submit their manuscript, re-iterate submission deadlines and publication costs.
  - Deadline to receive a free color figure in the printed issue: January 31
  - Deadline to submit: February 28
  - SICB covers the first twelve pages of page charges for papers published in ICB. Authors will incur page charges if their manuscript exceeds 12 printed pages.
  - Only speakers who submit a manuscript (or have been granted an exemption) will be reimbursed by SICB for their registration fee.
- Speakers should have a draft of their manuscript completed at the start of the symposium.

## January after the event

### 23. Notification to speakers

- Remind speakers to submit their manuscript, re-iterate submission deadlines.
  - Deadline to receive a free color figure in the printed issue: January 31
  - Deadline to submit: February 28
- Only speakers who submit a manuscript (or have been granted an exemption) will be reimbursed by SICB for their registration fee.

## Part III: Resources

### Inventory of invited symposium speakers and other contributors

#### *Grid for inviting symposium speakers*

Name of author	Invited by	Contact details (email)	Date contacted	Decision (yes/no)

#### *Grid for inviting other contributors (such as workshop facilitators)*

Name of contributor	Invited by	Contact details (email)	Date contacted	Decision (yes/no)

#### *Grid for inviting presenters to contributed sessions*

Name of presenter	Invited by	Contact details (email)	Date contacted	Decision (yes/no)

## Example proposals

Please find examples of proposals at the linked Google Drive.

Link: [https://drive.google.com/drive/folders/1-3iXXnXlJgPpKPOhHgHfFD9se7F6QF\\_?usp=sharing](https://drive.google.com/drive/folders/1-3iXXnXlJgPpKPOhHgHfFD9se7F6QF_?usp=sharing)

Examples include:

- funding proposals to NSF and Company of Biologists, incl. budgets
- workshop proposals

## Communication templates

### Invitation of speakers to the symposium

Dear X,

On behalf of all symposium organizers, I would like to invite you (or a member of your lab) to speak at our symposium entitled [insert symposium title]. I am reaching out to you because [insert relevant text here, such as relevant expertise, recommendation or referral by a colleague, etc.].

The symposium will take place during the annual meeting of the Society for Integrative and Comparative Biology (SICB) in [insert location] from [insert conference dates].

If you are interested, please send a tentative title and indicate whether you will need financial support for travelling. We have applied for funding to support our speakers, however, we do not know yet if and, if yes, how much will be granted.

SICB requires that speakers submit a paper based on their presentation to the journal *Integrative and Comparative Biology* (ICB). ICB welcomes a wide range of article types related to your presentation. [edit text as applicable: “given the nature of our symposium highlighting emerging investigations ..., a review article about ... would certainly be appropriate”; if the speaker is unlikely to want to lead a publication, offer co-authorships.] The submission deadline typically near the time of the symposium.

Please let me know (if possible before [insert deadline, typically within 2 weeks of this notification]) if you [include or strike as applicable: or a member of your lab] would be interested in participating.

I have attached a tentative schedule and list of invited (and confirmed) speakers.

Thank you so much for considering my request. We would be very happy seeing you at our symposium!

Sincerely,

[Your name], on behalf of the Symposium Organizers

[insert organizer names here]

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Notification to speakers about accepted symposium

Dear X,

We are writing with an update regarding the symposium proposal [insert symposium title] for the [insert date] annual meeting of the Society for Integrative and Comparative Biology (SICB) in [insert location] from [insert conference dates]. We are delighted to inform you that our proposal was accepted! Our symposium is tentatively scheduled for [insert date]. This email is meant to provide additional details and next steps as a speaker.

We have an exciting group of speakers who are doing innovative work in the field of [topic of your symposium]. We hope that you are still able to join us! Please confirm that you are still interested in participating by replying to this email by [insert deadline, typically within 2 weeks of this notification].

As a reminder, speakers are expected to give a 30-minute presentation during the symposium and submit a related scientific paper to *Integrative and Comparative Biology* by January 31, 2021 (can be original research or review). SICB will cover the publication fees for up to 12 pages and one free color figure. If the manuscript is not submitted on time, authors are responsible for all publication fees.

Please note that all speakers must register and pay for the 2021 annual meeting ahead of time (typically this is due early November). You will be reimbursed for your registration after the conference, pending

the submission of your manuscript to *Integrative and Comparative Biology*. Also, the symposium organizers are actively seeking external funding to support travel costs up to \$1,000 [modify amount if applicable] per speaker. We will update you if and when additional funding becomes available. We also welcome any of your additional suggestions on sources of funding that could support this type of work.

Sincerely,

[Your name], on behalf of the Symposium Organizers

[insert organizer names here]

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#### Notification to speakers about a survey

Dear X,

Thank you for agreeing to participate as a speaker in the [year] SICB Symposium [title of symposium] in [location, date]. We are excited about this symposium's potential to share [insert text concerning core idea or purpose of your symposium]. We are reaching out to share an opportunity to further develop this symposium's vision and direction.

First, we are interested in seeking your opinions about current, grand challenges facing [your field] right now. Please share your ideas by completing this brief survey [insert link here] before [insert date].

Next, we hope to form small Zoom-meeting groups around specific themes that emerged from the survey responses. Each meeting group will have a symposium organizer assigned to assist in overall facilitation. Our hope is that these team meetings will foster an ongoing dialogue between our speakers, encouraging cross-pollination of ideas and resources, and ultimately lead to a more cohesive and engaging symposium for our audience. We also expect these meetings will serve as an important support for writing the article associated with your talk and possible the writing of collaborative manuscript [adjust language for your symposium]. We recognize how busy everyone is and only plan to meet on Zoom two or three times leading up to the symposium.

We look forward to receiving your input via survey. We will reach out again [insert timeline] to schedule our first Zoom meeting.

Sincerely,

[Your name], on behalf of the Symposium Organizers

[insert organizer names here]

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#### Survey Draft

##### Introduction:

1. What is your first and last name? [text answer]
2. What is your current title? [text answer]
3. What is your current institutional and/or professional affiliation(s)? [text answer]
4. What is the general topic of your talk? [multiple choice; create 3 to 6 options that suit your symposium]
5. What is the tentative title of your talk? [text answer]

### Successes & Challenges:

1. In your opinion, what are recent successes in the field of [insert topic of your symposium]? Please be as specific as you can.
2. What recent work(s) are you most excited about? Why are you excited? These could include recently published journal articles, news reports, films, artwork, etc.
3. What is one specific challenge that you are experiencing in [insert appropriate topic] in your current role? Please be as specific as you can.
4. In your opinion, what are current grand challenges facing the field of [insert appropriate topic]? Please be as specific as you can.
5. In your opinion, what key steps are necessary to advance the field of [insert appropriate topic] in the next decade?

### SICB Specific:

1. Are you a current member of the Society for Integrative & Comparative Biology (SICB)? [MC: Yes / No]
2. How many past SICB meetings have you attended? [MC: 0 / 1-3 /4-6 /7+]
3. Are you willing to meet 2-3 times for no more than an hour on Zoom to discuss these ideas before the 2021 symposium? [ MC: Yes / No]
4. Anything else you want to share?

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### Notification to speakers about abstract submission

Dear all,

Thank you again for agreeing to present at our symposium [symposium title].

Just a gentle reminder that the deadline to submit your abstract for our symposium is coming up.

Please submit your abstract at the SICB website through the special link for invited symposium presentations. Our symposium is number S[insert number].

The link to the meeting website is:

[insert link]

Please don't hesitate if you have any questions and thank you again for your participation.

[I have attached the most recent version of our speaker line-up.]

We are looking forward to your talk.

Sincerely,

[Your name], on behalf of the Symposium Organizers

[insert organizer names here]

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### Notification to speakers about conference registration and events

Dear all,

thank you all for submitting your abstracts.

**Conference Registration: [insert deadline here]**

You should have received an email from the SICB program officer [insert name of program officer] with your abstract number, or you will very soon.

You will need that number when you register for the conference. Please register before the early-bird deadline [insert deadline here].

**Reimbursements:**

We received funding from [insert funders and amounts].

We will use those funds for travel reimbursements, and [insert other expenses here, as relevant]. Those reimbursements will be transferred to you after the conference.

Please find the relevant reimbursement form attached/ We will email you the relevant reimbursement forms in a separate email.

**Conference schedule:**

I have attached a preliminary symposium schedule, with the preliminary talk titles. Please share your abstract with us by posting it on a shared Google drive, so I can update your title.

**Workshop:**

Associated with this symposium, we have planned a workshop on [working title]. We don't have a firm date yet for that workshop. Stay tuned.

Sincerely,

[Your name], on behalf of the Symposium Organizers

[insert organizer names here]