

Call for CPB Symposium Proposals

CSZ Annual Meeting

St. John's, Newfoundland

May 6- 11, 2018

Deadline: 5 p.m. Eastern, Friday, July 21, 2017

Proposals that are incomplete or received after the deadline will not be considered.

We invite proposals for the CPB section symposium. The symposium consists of 3 or 4 talks, each 25 minutes in length with 5 minutes for questions. The meeting registration costs of 3 speakers per symposium are covered by the local organizing committee. There is a \$1800 budget for the symposium. This year the CPB symposium has extra funds available (\$5000) from Canadian Science Publishing to assist with travel support for speakers contingent on the submission of a research article or review from each speaker for publication in the Canadian Journal of Zoology.

Proposal Format:

All two page, single spaced proposals must include:

1. Title of symposium
2. Principal organizer (Name, institution, email). Note that this person is the point of contact for the session, the chair of the session, and is responsible for communicating with speakers.
3. Co-organizers if applicable (Names, institutions, emails)
4. 3 or 4 Speakers (Names, affiliations, emails, and tentative talk titles). Only speakers who have been contacted and have committed to the session should be listed.
5. Session description (<400 words): Should focus on the theme of the session. May include background information, importance, and interest to the membership of the CSZ.
6. A budget for how the \$1800 symposium funds will be spent.
7. Explicitly address whether or not the CSP funds will be utilized by your symposium. If they will be, describe how you will ensure that the required articles or reviews based on the symposium will be written and submitted to the CJZ by the speakers.

Review Criteria:

Proposals will be reviewed and evaluated by the past, current, and future CPB section chairs. A decision will be made and proposers will be notified of decisions by August 18, 2017.

A strong symposium will:

Scientific strength

Offer significant contributions to the understanding of animal biology

Have a broad enough appeal to generate large audiences

Present innovative or interdisciplinary approaches across sub-disciplines of zoology

Structure and Organization

Be more explicitly integrated than other oral sessions

Provide strong overall synthesis or overview

Avoid taking a narrow perspective on the symposium topic

Speakers

List 3 or 4 confirmed speakers (speakers who have been contacted and have committed to the session)

Include a general title for every speaker's talk

Offer a diverse mix of speakers, each of whom brings new contributions to the session

Indicate which speakers will be using CSP funds and what amount will be used by each speaker. Please indicate if any funds will be left over as these will be offered to other sections if the CPB does not use them.

If Your Proposal is Accepted

Cancellations and schedule changes are very disruptive to meeting planning. It is therefore very important that symposium organizers obtain firm commitments from their invited speakers before submitting their proposal.

If a proposal is accepted, the organizer will be required to submit an up to date version of the session details and confirmed speaker list in October prior to the fall CSZ executive meeting to the CBP chair.

Communication with Speakers

If a proposal is accepted, it is very important that the organizer communicates with speakers between August 2017 and May 2018 about the acceptance status of the session, the confirmation status of speakers, abstract requirements and deadlines, session scheduling information, and expectations for participation in the conference. When asking speakers to commit to the session, organizers should inform them that the session could be scheduled any day of the CSZ annual meeting. All speakers are required to register for the conference. This year, CSP funds of \$5000 total are available to assist speakers with travel costs with the understanding that these funds are contingent on the speaker writing an article and submitting it to the CJZ. Please clarify if one or more of your speakers will be using these funds and obtain a written agreement via an email from speakers to this effect.

Cancellations

For Session Organizers

Do not submit a proposal if you are uncertain that you will be able to fulfill your obligation to organize and chair the session.

For Speakers

We expect that cancellations will only occur due to extenuating circumstances. When possible, please notify the symposium organizer and the CPB chair as soon as possible if you are unable to attend.

Replacement Speakers

A replacement speaker is preferred if a speaker cannot attend. The presenting speaker should attempt to find another person to make the presentation on their behalf (for example, a co-author). If this is not possible, please offer potential suggestions when contacting the symposium organizer of your cancellation.

To Submit:

You must submit your proposal as a Word document via email to Allison McDonald CPB section chair at amcdonald@wlu.ca by 5 p.m. on Friday, July 21, 2017. You will receive a confirmation email from Dr. McDonald that your proposal has been received.