

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

Biennial ISSS Conference on Seed Biology

- a. These are arranged exclusively by a member or members of the Society and are regarded as Society events. They are held as stand-alone Meetings. Their length will be at least three days and they will be entitled the Biennial ISSS Conference.
- b. The conference will have thematic sessions to cover the breadth of seed biology with invited speakers, oral and poster sessions. Opportunities for workshops during the conference may be provided.
- c. The Executive Committee of the Society awards the following invited plenary lectures at each biennial conference:
 - i) The Alfred Mayer Plenary Lecture
 - ii) The Michael Black Founders Lecture
 - iii) The J. Derek Bewley Career Lecture

The conference organizers will be notified of the selected recipients of the award lectures at least one year in advance of the conference. The organizers will provide an appropriate session in the conference programme for the award lectures and will cover the expenses of the speakers.
- d. All advertising will reflect the fact that the conference is a Society event, and the logo will also appear on the published programme.
- e. The proceedings of the conference may or may not be published, depending on the organizer's discretion.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.
- f. It is anticipated that at least one senior member of the Executive (President, President-elect, Secretary or Treasurer) will be present, 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 conference will make the presentation.
- g. 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**).
- h. A sum of £3000 will be made available by the Society to the organizers in support of the conference, upon request to the Treasurer. The monies may be used to cover the travel and accommodation costs of invited speakers or to support speakers from countries where there are financial constraints on research and travel. Recipients must make an oral or poster presentation.
- i. A sum of £1800 will be made available by the Society to the organizers in support of the conference, upon request to the Treasurer. The monies are to be allocated as six travel grants of £300 to support the participation of student members of the Society. Recipients must make an oral or poster presentation. Advertisement of the availability of these fellowships will be done via the organizer's website and ISSS website. The names of the awardees will be communicated to the ISSS secretary for the Society newsletter. If 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.
- j. It is expected that additional sponsorship of the conference will be sought.
- k. 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.***

- l. Registration fees are waived for Honorary Lifetime Members of the Society. The Secretary will provide a list of Lifetime Members.
- m. There must be a full accounting of the Society monies spent, which will be submitted to the Treasurer following the conference. Profits from the conference will be sent to the Treasurer. The Society will not be held responsible for debts incurred by the meeting organizers.
- n. A brief report on the conference will be sent by the organizer to the President-elect for distribution to the Executive, and for publication in the Society Newsletter.

In addition to the biennial 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 Workshop on Seed Ecology falls into this category.
- 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. 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. 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**).
- g. 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) or for researchers from countries where research monies and opportunities for travel are limited. Recipients must make an oral or poster presentation. 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.
- h. A sum of £1800 will be made available by the Society to the organizers in support of Workshops, upon request to the Treasurer. The monies are to be allocated as six travel grants of £300 to support the participation of student members of the Society. Recipients must make an oral or poster presentation. Advertisement of the availability of these

fellowships will be done via the organizer's website and ISSS website. The names of the awardees will be communicated to the ISSS secretary for the Society newsletter. If 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.

- i. 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.
- j. It is expected that additional sponsorship of the workshop/meeting will be sought.
- k. 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.***
- l. 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.
- m. 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 1g).
- 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. The Regional Representative will be informed that such a meeting is to take place, although s/he may not be involved in its organization.
- b. All advertising will reflect the fact that the meeting is a Society event, and the logo will also appear on the published programme.
- c. Up to £1000 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.

- d. It is expected that additional sponsorship of the meeting will be obtained from other sources.
- e. 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.*
- f. 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.
- g. 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 Conference, Workshop, Symposium or Regional Meeting will be sent to the President-elect preferably at least two years (for biennial conferences or workshops) or six months (for symposia or regional workshops) 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 Conference, Workshop, Symposium or Regional Meeting
- b) Date and location of Conference, Workshop, 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)
- e) Intended programme, including keynote speakers and topics, and contacts made with potential speakers
- f) Amount and intended use of funding requested from the Society
- g) Other sources of funding that are, or are likely to be, available for the Conference, Workshop, Symposium or Regional Meeting, and (for Conferences, Workshops, or Regional Meetings) 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. For Symposia and Regional Meetings, 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 Conference, Workshop, Symposium or Regional Meeting will be sent by the President on behalf of the ISSS.

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