

## **Guidelines for Satellite Meetings at ISMB**

August 2015

This document describes the structure of a Satellite meeting (SM), the financial and organizational relationship between SM organizers and ISCB/ISMB organizers, the responsibilities of each, and the SM application process. The goals of this document are to facilitate smooth conference organization and to clarify expectations in order to prevent misunderstandings.

### **A. What is an SM?**

ISMB is a broad meeting that covers the main currents in computational biology. An SM is a focused workshop that is held in conjunction with ISMB. It provides a broad and/or deep perspective on recent developments in the topic of interest, and is a way to address a topic more extensively than can be done in the main conference. It is similar to a Special Interest Group (SIG), but has logistical or financial needs that do not fit conveniently into the SIG structure.

One way to get a feeling of the scope and structure of SMs is by looking at the programs of previous meetings; the ISCB website has links to previous ISMB meetings at <http://www.iscb.org/iscb---past---conferences#past---ismb---conferences>, with SMs accessed under the Program menu item of each ISMB website.

### **B. Meeting dates**

SMs are held immediately before the main ISMB meeting. SMs that meet before the main meeting may be one or two days long.

### **C. Meeting venue**

An SM may be held in the same venue as ISMB or in a separate, nearby venue. If the SM is held in the same venue as ISMB, the SM must use ISCB's meeting-planning services, as described in section D. If the SM is held elsewhere, ISCB's meeting planning services may be available, as described in section E. Alternatively, the SM organizers may handle their own logistical arrangements or hire a meeting planner.

### **D. ISMB's meeting-planning services: At the ISMB venue**

If an SM is held at the same venue as ISMB, the SM's logistical arrangements must be planned by ISCB's meeting-planning services. The fee for ISCB's meeting-planning services is \$15 per registered delegate for a one-day SM and \$20 per delegate for a two-day SM. The full fee is paid for each delegate, even if some delegates attend only part of the SM.

The above scale applies in full to partial-day meetings; e.g., a 1.5-day meeting will be charged at the two-day rate. A delegate is any participant, including those who paid and those who received complimentary registration from the satellite organizers; delegates include, among others, speakers, sponsors, and organizers.

### **E. ISMB's meeting---planning services: At a different venue**

ISCB's meeting-planning services may, at ISCB's sole discretion, be available upon request for offsite SMs. Such services shall require a separate agreement and may be priced at different rates than the scale for meetings held at the ISMB venue.

**F. ISMB affiliation fee**

An ISMB affiliation fee of \$25 per delegate will be charge. The fee applies to all registered delegates of the SM.

**G. Contracts for supplying meeting logistics**

ISCB does not take responsibility for the financial and contractual obligations of SMs. SM organizers are therefore responsible for signing and accepting responsibility for all contracts regarding arrangements for their meeting, including venue, catering, printing, etc., and any deposits required for these contracts. Contracts shall be in the name of the SM or the organizer's host institution, and signed by an authorized SM organizer. This requirement applies whether or not the SM uses ISCB's meeting-planning services.

**H. SM cancellation**

If an SM is cancelled, it is still liable to pay for the ISCB services that it has used, including both flat-rate and per-delegate fees related to meeting-planning services and fees for any registrations that have been processed at the time of cancellation.

**I. Registration fees and payment processing**

SMs may use their own or any commercial registration and payment processing service. ISCB's registration and payment processing services are also available as an option to SMs at a \$15 per-delegate registration fee. This fee covers use of the online registration system and onsite registration services including printing and distribution of badges. It DOES NOT include other delegate materials (printed materials, bags, etc.) that are to be coordinated and paid for separately.

If the SM uses ISCB's registration and processing services, registration for the SM will be incorporated into the ISMB registration system, and ISCB will collect the registration fees on behalf of the SM. Collected fees, less any applicable bank/credit card fees, will be forwarded by check payable to the name of the SM or the organizer's host institution, or by wire transfer into the SM bank account, per the schedule below. See "ISCB as fiscal agent" in section J if the SM does not have or cannot open a bank account and is not able to use an organizer's host institution account for registration and payment processing.

*30 days pre-conference*

ISCB will release to the SM 100% of the registration fees collected by ISCB as of the early-registration deadline, less the following costs (all in USD):

1. A \$25 affiliation fee per registered participant (including participants with complimentary registration) as detailed above.
2. The Meeting Planning Services fee per registered participant, including comps, as detailed in the Meeting Planning Services sections above. Alternatively, the affiliation fee per registered participant if not using ISCB's Meeting Planning Services.
3. A \$15 registration fee per participant if SM is using ISCB registration system.
4. A 4% financial transaction fee based on the total registration fees deposited with ISCB (whether paid by credit card, check, wire, or cash).
5. A \$1 insurance fee per registered delegate. This applies even if the SM does not meet at the ISMB venue; by accepting the registration, ISCB is implicitly linked to the SM should an attendee choose to litigate.
6. ISCB will withhold \$2,000 to safeguard against any refunds or credit---card disputes that may arise. The \$2,000 (or balance after refunds/disputes) will be forwarded

via check or wire transfer to the SM upon ISCB closing the conference books or six months after the close of the conference, whichever comes first.

7. A \$15 fee per transaction will be deducted for any distribution of funds sent via wire transfer.

### *30 days post-conference*

8. The same as above for all registrations received after the ISMB early-registration cutoff date, with exception that ISCB will not hold any additional amounts as a safeguard.

## **J. ISCB as fiscal agent**

Should an SM not have its own bank account for receipt of funds and payment of invoices, by separate agreement ISCB can act as Fiscal Agent for an SM that is held in conjunction with the annual ISMB conference. This option is offered by ISCB at a fee of \$3,000 or 6% of total revenues, whichever is greater.

As all meeting contracting remains the responsibility of the SM and/or its organizers, this option assumes no liability on ISCB's part for financial losses of the SM and serves solely to accept and account for registration, sponsorship, and miscellaneous SM income, and to disperse said funds based on invoices and expense claim requisitions submitted to ISCB by an authorized SM organizer until all such funds are depleted. ISCB's fees will be paid before all other invoices or expense claims are settled.

## **K. SM promotion**

ISCB will promote the SM in the following ways:

1. Include a description of the SM on the Satellite Meetings page on the ISMB conference website
2. Add a hyperlink from this same page to the SM's website.
3. Include the SM registration details (or a hyperlink to the SM's separate registration system) from the ISMB registration form.

## **L. SM sponsorships**

SM organizers may obtain external financial support or sponsorships. They should coordinate with ISMB Conference Director so that SM fundraising does not conflict with ISMB fundraising.

## **M. How to apply to organize an SM**

An application to organize an SM should include enough information for the review committee to understand how the SM would fit into the framework of ISMB and its related meetings. The proposal should, if possible, be no more than four pages long. It should be submitted in Acrobat (.pdf) format and named using the SM's abbreviation (e.g., the proposal for the ABC SM should be in a file named abc.pdf). It should be submitted by the deadline specified on the ISMB website.

A typical proposal should include at least the following information.

1. Title (up to 20 words, preferably worded to pique delegates' interest)
2. Topic: Describe the field to be covered by the SM and its relevance for conference participants
3. Meeting details
  - a. Duration (number of days)
  - b. Expected sessions / topics, preferably with an explanatory paragraph about each

- c. Draft schedule showing how the sessions / topics will be organized within the meeting's day(s)
  - d. How presentations will be selected (invitation, call for submissions, etc.)
  - e. Possible speakers. This is not required, but may add weight to the proposal— indicate speakers who have already agreed to participate.
  - f. Previous meetings of this or related SMs, with attendance statistics
  - g. Potential sources of sponsorship for the meeting. Indicate sponsors that have already committed funds.
4. An explanation of why this meeting is more appropriately held as an SM than as a SIG
  5. Information about the organizers: full name (including title), affiliation, email and postal addresses, telephone numbers (work and mobile, if available, including country and city codes), URL of home page, and qualifications to organize this meeting.
  6. Income raised for the meeting in grants, sponsorship, *etc.*
  7. Standardized feedback forms of previous meetings
  8. Other activities organized outside ISMB
  9. Registration information for other activities held outside of ISMB\*.  
\* Selection committee will be provided previous years registration information for current/past running SIGs

## **N. How proposals will be evaluated**

Proposals will be evaluated by ISMB's SIG and SM Committee. These criteria will be considered:

1. Relevance and interest of the proposed program to attendees
2. Topics to be covered in ISMB, as well as in other SIGs and SMs
3. Relevant expertise and experience of the organizers
4. Effectiveness of the proposed SIG meeting organization
5. Sponsorship income raised for the meeting
6. Number of registrations for previous SIGs
7. Feedback from ISMB participants for previous SIGs
8. Other activities organised outside ISMB that highlight community interest in the theme
9. Clarity, quality, and completeness of the proposal

The Committee may consult with the ISCB Conferences Council about particular SM proposals. Acceptance of SMs that want to use the ISMB venue will depend on room availability. SM topics should not overlap substantially with those of other SMs or SIGs the Council may recommend that submitters of similar proposals work together to put on a single meeting.

## **O. Contact information**

Please contact the ISMB Conference Director or the chair of ISMB's SIG and SM Committee at [sigs@iscb.org](mailto:sigs@iscb.org) with any questions.