



Guidelines for #SRCD25 - Supported Pre-Conferences

Proposal Submission Deadline: Thursday, August 29, 2024, 11:59 pm EST

All proposals will be reviewed by the #SRCD25 Program Co-Chairs, SRCD Current President, and the SRCD Director of Science. *Accepted proposals will be notified in late fall.*

All registered pre-conference attendees and its organizers must follow the [SRCD Meetings & Events Code of Conduct](#).

Please note that this pre-conference format is for non-commercial use. Any commercial use is strictly prohibited.

1. Proposal

A proposal with the following details must be submitted via the [online portal](#):

- Pre-Conference Title (150 words or less)
- Names, email addresses, and affiliations of organizers
- Description (500 words or less)*
- Goals and objectives of preconference (200 words or less)
- Desired outcomes (200 words or less)
- Structure of the pre-conference
 - Hours of pre-conference (e.g., Half day for 1-4 hours or Full day for 5-8 hours)
 - Start and end time of pre-conference (please note that pre-conferences cannot start before 9:30 am CST and must be finished by 6:00 pm CST)
- Room layout and additional requests
 - Expected attendance
 - Number of rooms needed (**4 rooms max**)
 - Function of rooms needed (e.g., general session, break-out, meal room)
 - Layout (Room Set) of the rooms (theatre, classroom, rounds)
 - Multimedia equipment needed (Please note that laptops are not provided)
 - Poster Boards? If yes, how many? (Additional fee required)
 - Screen, projector, and microphone
 - Will you be offering any complimentary registrations to organizers or invited speakers (this will be included in the pre-conference registration rate)
 - Food and beverage requirements, e.g., continental breakfast, full breakfast, beverages for am/pm break, lunch, or reception.
 - Reimbursement or complimentary registration for organizers or invited speakers. This will be included in the pre-conference price.
- Have you secured outside funding for this conference? (Please see Section 2 Budget for more information)
 - If yes, please include the amount, the organization from which this funding is coming, and what it can be used for.

Guidelines for #SRCD25 - Supported Pre-Conferences

2. Budget

SRCD Does Not Provide Funding to Support Pre-Conference Events

- Beyond the in-kind staff support associated with basic logistics, pre-conference organizers must cover all costs through registration or external sponsorship.
- The SRCD Meetings & Events Teams will work with the organizers to estimate the anticipated expenses detailed in the proposal and recommend a registration fee that covers all costs.
- The SRCD Science and Meetings & Events Teams will work on and approve all outside funding requests provided by organizers or generated by SRCD Staff.
- The SRCD Science and Meetings & Events Team will set the final registration fee after consulting with the organizers regarding the budget.
- SRCD must approve all requests/proposals to sponsors.

3. Logistics

- Organizers are responsible for setting the agenda, inviting participants, and coordinating the presentation materials needed.
- The SRCD Meetings & Events Team must be included in all correspondence regarding the pre-conference.
- The SRCD Meetings & Events Team will work with the hotel or convention center and the organizers to ensure that adequate space is reserved, and other needs are met. All communication regarding the pre-conference will be between the organizers and the SRCD Meetings & Events Team. **Organizers are not to contact the conference center directly.**
- The SRCD Staff will manage registration check-in during the pre-conference.
- The pre-conference organizers are responsible for providing their own Room Monitors (e.g., dimming lights, cueing, and timekeeping of presentations) and their post-preconference evaluations.
- The number of registered attendees will be evaluated after the early bird registration date has passed. The pre-conference may be canceled if it is determined that attendance will be too low to cover costs through registration revenue.

4. Advertising

- Promotion of the preconference through other professional networks is encouraged.
- SRCD will add pre-conference registration to the biennial registration process, including collecting associated registration fees.
- The pre-conference description and location will be posted on the event page of the SRCD website and mobile app.
- The pre-conference details will be included in The Biennial meeting newsletter and general email blasts.

Proposal Submission Deadline: Thursday, August 29, 2024, 11:59 pm EST

Event-Related Questions? E-mail the SRCD Meetings & Events Team at events@srcd.org.