**BES Symposium Proposal Guidelines**

Each year the British Ecological Society (BES) supports the organisation of two Symposia on key areas of ecology, proposed by our community. If you would like to run a Symposium, the first stage is to complete the BES Symposium Proposal Form (page 4), outlining the core elements of the event. Please ensure you are able to complete all aspects of the form before submitting a proposal.

**Guidelines**

Once submitted, your proposal will be considered by the BES Meetings Committee (MC) at their next meeting. Meetings Committee meet three times a year:

* February
* May
* October

Meetings Committee will provide feedback on the proposal and a final updated proposal based on these comments will need to be submitted. A decision will then be made as to whether the Symposium will be taken forward. The process from submission to **a final decision may take up to 4 months**, so please factor this into your timelines. In exceptional circumstances we can fast track applications. **Once approved you must have a minimum of 10 months** to before the proposed start date to organise the event.

On your proposal’s acceptance, you and your colleagues would form a Scientific Committee and oversee all scientific content and programming, with support from our events team and Meetings Committee.

Please note we only run two Symposia year, so it is best to contact the BES to find out when future slots are available, before submitting your proposal.

* We support proposals across all ecological fields, or interdisciplinary areas that involve ecology or conservation. Proposals should be topical and include content that will be of interest to our Membership.
* Symposia can be located in the UK or internationally where there is an active audience.
* Proposals are reviewed and accepted/rejected by the British Ecological Society Meetings Committee.
* We encourage all proposals to include an open abstract call for a selection of talks and posters.
* All Symposia must include registration rates for BES Members & BES Student Members.

**Responsibilities**

By submitting a proposal to the BES, you agree that the BES administration will:

* Source and agree the event venue
* Hold the event webpages on the BES website and manage content
* Source and book accommodation for invited speakers & staff
* Sign all key contracts relevant to the event
* Set and manage the event budget
* Manage all financial transactions
* Manage the registration system
* Manage and oversee all key event/venue logistics
* Manage abstract submission administration and communication with submitters
* Market the meeting through the BES channels
* Design and print all meeting collateral
* Manage the event onsite
* Include key BES initiative at the event e.g. prayer room, family room, pronoun stickers. Any of your own initiatives will of course be discussed in addition.

We expect the Local Organising Committee to:

* Oversee scientific content including reviewing & making final decisions on submitted abstracts, and providing the full scientific programme
* Manage the initial invitation of invited speakers before passing on to the BES once confirmed
* Provide content for the printed programme
* Market the event through your channels and networks
* Provide local support and information if the event is being held where you are based
* Gain sponsorship
* Review and approve any key decisions out forward by the BES

**Joint Symposia**

Some of the most exciting, novel, and original science happens when scientists get together with backgrounds in a range of disciplines, from different parts of the world and using a variety of techniques.

We encourage proposals for symposia organised jointly with other societies and organisations where they will:

* Bring more people together;
* Boost interdisciplinary science;
* Enable new and emerging areas to be explored; or
* Increase the impact of our science.

There are three options for joint symposia:

**1. Joint conference**
This is a full partnership where the BES and other societies and organisations work together on all aspects of the symposium: scientific programming and event logistics.

In this case an organisation would contribute to the overall event budget, and profits and losses would be divided between the partners. A written partnership agreement would be signed to agree an event plan and timeline, ways of working and financial risks.

**2. Joint programming**
The scientific content and programming for the symposium is worked on by a joint scientific committee formed by the groups, societies and organisations involved. The BES manages all logistics for the conference based on their extensive skills and experience of our professional events team.

This option tends to allow symposia to run where single groups or societies cannot realise the event in the same way on their own. There would be a financial or ‘in kind’ contribution from the partner recognising the considerable contribution of BES staff time, while the BES would receive any profits and run the risk of any losses. A written partnership agreement is signed ahead of the event to agree an event plan, timeline, and ways of working.

**3. Sponsorship**
Sponsorship is an option where organisations have an interest in ideas for events celebrating the latest in ecology and this matches BES’s aims for running high-quality events for our global community of ecologists. A first step is to get in touch with our Fundraising and Development Manager, Paul Bower.

**Creating an inclusive environment for ecologists**

BES are committed to promoting an inclusive ecological community and all submissions must consider equality and diversity.

Each proposal should be developed with the BES Equality and Diversity Policy in mind, which states that events should attempt to reflect the current composition of the BES membership.

55% men and 45% women (with less than 1% having another gender or prefer not to say)
27% of members are under 26 year old, 65% are under 36 years old and 15% are over 56 years old
80% of members are heterosexual and 20% have a different sexual orientation or prefer not to say
81% of members are white and 19% have a different ethnicity or prefer not to say
4% of members consider themselves disabled

**BES Symposium Proposal Form**

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| **Title:** | Enter the title of your proposed Symposium here |
| **Lead organiser:** | Enter the name, institution, and email of the organiser who will be the primary contact for the Symposium here |
| **Organising Committee** | Enter the name and institution of UP TO THREE additional Scientific Committee members |
| **Venue:** | Name the proposed venue for the Symposium here. If you are looking for the BES to assist with venue selection please put ‘BES to assist’ |
| **Dates:** | Enter the proposed dates for the Symposium. If exact dates are not yet confirmed then the proposed month |
| **Expected Delegate No:** | Enter the number of delegates you expect to attract to the meeting |
| **Joint Symposia** | If this is proposed as a joint Symposia, please state 1, 2, or 3 from the list outlined in the text before this form. |

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| **General Description (400 words max):** |
| e.g. topic, format, intended audience, desired outcomes/outputs, evaluation points |

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| **Rationale for proposed meeting (300 words max):** |
| Tell us why you want to run the event and describe the benefit to attendees |

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| **Meeting the aims of the BES (300 words max):** |
| Tell us how this event will reach the aims of the British Ecological Society and support our members |

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| **Proposed Speakers:** Enter the details of confirmed/potential invited keynote speakers |
| **Name** | **Institution** | **Subject of talk** |
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| **Promotion and Marketing (300 words max):** |
| Tell us how you will promote the event to ensure that it is a success and attracts the desired audience. |

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| **Preliminary Budget:** Enter estimated costs below if known. The BES will oversee the final budget. |
| Expenditure:Venue Hire: the BES can source a venue, however if you have one in mind with predicated costs (venue hire, catering, please state these here)Invited Speaker Costs (travel, accommodation)Income:Potential SponsorsOrganisation contribution if a Joint Symposium |