

GUIDELINES FOR PROPOSING SYMPOSIA OR SPECIAL PAPER SESSIONS AT PSG MEETINGS

Differentiation of Symposia and Special Paper Sessions

A Symposium is a coherent set of papers that (a) is designed to be published as a coherent set of papers in a PSG-sponsored publication; (b) has $\geq 50\%$ of the publication costs raised in advance by the Convenors of the Symposium; (c) has been cleared in advance with the Chairs of the Scientific Program and the Publications Committee that it is, indeed, going to be called a Symposium and is going to be supported financially (or otherwise) by PSG. Additionally, the Editor of *Marine Ornithology* should be consulted in advance to determine whether, in concept, the topic of the Symposium and the draft paper titles are appropriate subject matter for that journal or whether they should be published elsewhere. Our view is that these are marquee paper sessions that will be highlighted during a given year's meeting and that they will be a substantial coherent set of papers that will be published under PSG aegis, preferably, although not exclusively, in *Marine Ornithology*.

We suggest that the number of Symposia at a given meeting be limited (perhaps no more than two), which should increase PSG's financial ability to support the publication of these sessions. In the past, published Symposia have appeared in *Marine Ornithology*, *Studies in Avian Biology*, *Northwestern Naturalist*, *Western Foundation of Vertebrate Zoology*, *Canadian Wildlife Service Special Publications*, and stand-alone products (e.g., book format).

A Special Paper Session (SPS) is a coherent set of papers that (a) is not necessarily designed to be published (whether in a PSG-sponsored publication or something else) as a coherent set of papers; (b) has little (<50% of costs) or no money raised for publication, even if there is an attempt to publish something; and (c) has not been cleared with the Chairs of the Scientific Program and the Publications Committee that it is going to be called a Symposium and is going to be supported financially (or otherwise) by PSG. The SPS should still be cleared for inclusion in the meeting, however, by the Chair of the Scientific Program. Our view is that these are important groups of papers that either are not going to be published together or for which little or no money has been raised for publishing them together.

Guidelines to be used for Reviewing Symposia and SPS

All proposals will be peer-reviewed and ranked by a committee consisting of the Program Chair, the Editor of *Marine Ornithology*, and the Chair of the Publication Committee. Peer-reviewers may be solicited by this committee, if necessary. Symposium proposals must be submitted by 15 May each year to the Program Chair. Following submission, the Program Chair will maintain correspondence with those who submitted proposals until a final decision is reached.

Criteria for evaluating proposals will include the following:

The Symposium or SPS is based on sound science and contributes to important ecological understanding or has good potential to advance the field of seabird ecology/biology/conservation/management in a significant way.

The Symposium or SPS is timely; it identifies and focuses on issues that are highly pertinent to current conservation, management, or biological issues related to seabird ecology/biology/conservation/management.

The Symposium or SPS should showcase innovative or original work, or should provide a significant synthesis within a topic or discipline.

The Symposium or SPS represents a collaboration, particularly with respect to bringing together scientists from diverse academic backgrounds or from a diversity of settings (e.g., academic, public agencies, NGOs).

A Symposium should be well organized and balanced with synthetic overviews or broad topical coverage and should not just include a set of similar case studies. In contrast, a SPS may include a series of pertinent case studies as long as there is at least one synthetic or overview presentation.

The Symposium or SPS is consistent with the meeting theme and/or will assist attendees in obtaining a deeper appreciation of the meeting theme and/or will increase attendance by broadening the potential base of attendees.

For Symposia, a majority of the confirmed and prospective participants have established reputations in their respective fields. A Symposium may include, but should not be primarily composed of, student papers. In contrast, a SPS may include predominantly student papers and can be viewed as a means to increase student participation and highlight student research.

For Symposia, the presenters are experienced or particularly engaging speakers.

A Symposium must include balanced and broad perspectives on the topic if applicable, and must not be overtly biased by the perspectives of the organizer(s) and invited speakers.

In the interest of broadening participation, an individual is allowed to be an organizer (either a principal organizer or a co-organizer) for only one Symposium or SPS per year.

After Symposia and SPS are accepted and the scheduling for the meeting is underway, it becomes increasingly difficult to accommodate cancellations and schedule changes. Hence, as a courtesy to the meeting organizers and in fairness to other submitted proposals, Symposium organizers are urged to obtain firm commitments from as many of

their invited speakers as possible before submitting their proposal, rather than listing only “possible” speakers or only tentative commitments.

If a proposal is accepted, the organizers will be required to submit a final summary description of the Symposium in the correct format by a date decided upon by the Program Chair. This summary will appear in the preliminary program and should be written so as to stimulate interest and promote attendance. This description should be submitted on the electronic form. The correct format also requires a complete and up-to-date listing of organizers names and their institutions, addresses, telephone, fax and email addresses correctly referenced. The title of the Symposium should be followed by the descriptive text.

This posting should also include a list of confirmed speakers and each speaker's name, institutional affiliation, mailing address, telephone number, fax number and e-mail address as well as a list of times for each presentation.

Format for Submitting a Proposal for a Symposium or SPS

The following guidelines are intended for use when preparing proposals for Symposia and SPS. These guidelines are based on those used to decide on funding of publication of Symposia. The following sections must be addressed; additional information or narratives may be provided, if relevant. Requests should not exceed 4 pages single-spaced. NOTE: A separate proposal is required for requesting funds for publication. Much of the required information is identical, but additional information regarding funding is required. Please see the PSG web site for Guidelines on Requesting Funds for Publishing Symposia or Special Papers Sessions. All proposal are due by 15 May.

Title: List the title of the session.

Type of session: Symposium, Special Paper Session, plenary, other.

Date: Is this session scheduled to occur at the current year's meeting or a future meeting?

Session coordinator and affiliation: provide all relevant contact information. Is the coordinator a member of PSG? Has this person convened a similar session in the past? If so, please provide details (where, when, topic). Was this session published? Is the coordinator or another participant willing to serve in an Associate Editor role if requested to do so by the editor of the journal?

List of participants: Please list all participants (authors and co-authors), note if they have been invited or selected from submitted abstracts, and note if invitees have committed, are tentative, or are suggested. Include session coordinator if also presenting. Are the participants members of PSG?

Title of papers: List all known titles. If titles are not available for some participants, list subject matter of presentation.

Significance of the session and papers within it: How might this session best be described? For example, is it a methodology session (e.g., monitoring seabirds with radar), does it focus on a specific type of event (e.g., oil spills and seabirds), is it taxon-specific, or is it a revisit of a prior Symposium topic? How would this publication benefit the management or conservation of Pacific seabirds? This section should be prepared as a narrative and is similar to the 'justification' section required in most scientific proposals.

Publication Plan: Is the session targeted for publication? If so, what journal is being targeted? Have you already contacted the journal or received an agreement to publish from the journal? Why was this journal chosen? Are all participants aware that this is the targeted journal? Has the journal set a page limit and, if so, what is it? Is there an anticipated publication date? Will the Symposia be published as part of a regular issue or as a separate issue? How will PSG's contribution be recognized in the journal (e.g., an introductory overview where PSGs contribution can be explicitly acknowledged)?

Outside (i.e., not from PSG) funding sources for publication: If targeted for publication, have you sought matching funds? If so, how much is guaranteed? From whom have funds been sought? Have you sought complete funding from an outside source?

Funds requested from PSG for Publication: If intended for publication, will you seek funds from PSG? If so, how much?

Please provide any additional information that may assist in the funding decision.