

SSR Support for Scientific Meetings

The Society for the Study of Reproduction (SSR) is committed to enhancing reproductive biology research through support of scientific meetings focused on topics of relevance to the society. In addition to organizing the SSR annual meeting, the society provides support for the following types of meetings:

World Congress of Reproductive Biology (WCRB) – SSR is a sister society of the WCRB and is committed to the congress. Specific commitments are negotiated for each congress but have typically included covering the costs of one or more SSR members who participate in the congress by providing a scientific lecture. Additional support could include support for the SSR president to attend the WCRB (to attend the meeting of sister society presidents, and as a scientific lecturer depending on the program of the congress). The WCRB/SSR Agreement can be found in Appendix A

Exchange Lectures – SSR currently has agreements with the American Society for Reproductive Medicine, Society of Reproduction and Fertility, Society for Reproductive Biology, and Society for Reproductive Investigation to exchange speakers. Details of exchange agreements are attached. The society may develop other exchange agreements upon approval by the Board. Individual agreements can be found in Appendix B.

International Meetings – upon application and successful review by the SSR Board, the society will support one or two international meetings annually with maximum support of \$5,000. Typically, the society will support a single meeting each year.

Regional Meetings – upon application and successful review by the SSR Board, the society will support regional meetings organized by regular SSR members. Each meeting will be eligible for up to \$750 in support. Up to 10 such meetings will be supported each year.

Awards for support of international and regional meetings (exclusive of WCRB) will be made on a competitive basis. Decisions will be made twice yearly at the mid-winter and annual board meetings of SSR. Criteria for selection will include relevance of the request for furthering the field of reproductive biology, enhancing SSR visibility to the wider scientific community, and enhancing value of SSR membership.

Support for Individual SSR Members to Present Lectures at Scientific Meetings - The society will no longer provide support for participation of individual SSR members as speakers at regional and international conferences except as part of other support vehicles outlined in this document.

NOTE THAT ALL REQUESTS FOR MEETING SUPPORT SHOULD BE ADDRESSED TO THE TREASURER, WHO WILL OVERSEE REVIEW OF PROPOSALS. DEADLINES FOR PROPOSALS WILL BE MAY 31 and DECEMBER 1 OF EACH YEAR

SSR Support for Regional Reproductive Sciences Meetings

The Society for the Study of Reproduction (SSR) offers a competitive grants program for financial support for local/regional meetings that focus on reproductive and developmental biology. SSR financial support for each meeting will be up to a maximum of \$750. The goal of this program is to promote the mission of SSR by supporting up to 10 meetings each calendar year. The requests for support will be reviewed and approved by the Society's Board of Directors twice each year.

Below are the guidelines and requirements for submitting an application for meeting support.

Eligibility:

- SSR will provide support for regional and local reproductive and developmental sciences meetings only. Support through this program will not be provided for national or international meetings. Attendees, other than keynote speakers, must be from the host institution and surrounding region.
- The host organization or institution is eligible for one award per year.
- The meeting organizers and registrants must include regular members of the SSR.
- International or non-U.S./Canadian applicants are eligible to apply.
- The meeting must anticipate more than 40 registered attendees (e.g., based on prior years or current registrations).
- Regularly scheduled institutional or departmental meetings are not eligible for support (i.e., grand rounds, regular divisional or departmental seminar series, etc.)
- Applications must be submitted by May 31 and December 1. Applications should be submitted by email to the Treasurer.

Conditions of the Award:

- The amount of support will not exceed \$750.
- Recipients will be required to acknowledge SSR support for the meeting in all promotional materials. The SSR Business Office will provide SSR slides to use in meeting acknowledgements, a promotional flyer for distribution to the membership in hardcopy or email, and the SSR logo to be used on printed program materials.
- After the meeting, the organizers will be required to provide the final program, the number of attendees, and, where feasible, names and contact information of attendees.

Application Guidelines:

- The application must include the following sections:
 1. Meeting information, including: Title, Meeting Dates, Sponsoring Institution/Organization, Name and Affiliation of Program/Organizing Chair(s).
 2. An overview of the general focus or theme of the meeting.
 3. Describe the expected geographic representation of attendees as well as the professional makeup of the target audience (i.e., faculty, staff, trainees, graduate students).
 4. Describe what the award will be used for and how SSR's support for the meeting will be acknowledged. Examples of how SSR's support is acknowledged include flyers/advertisements, slides in introductory or concluding remarks, posters, printed brochures, etc.
- The application will be no more than 1 page in length (1 inch margins, 12 pt Arial font).
- Include the meeting flyer/advertisement and itinerary as attachments with the application.

To submit a completed application or to obtain additional information, please contact the SSR Treasurer. Applications must be submitted by May 31 and December 1.

SSR Support for International Reproductive Sciences Meetings

The Society for the Study of Reproduction (SSR) is pleased to offer a competitive grants program for financial support for a limited number of international meetings that focus on reproductive and developmental biology. SSR financial support for each meeting will be up to a maximum of \$5,000. Typically, the society will support one such meeting per calendar year. The request for support will be reviewed and approved by the Society's Board of Directors.

Below are the guidelines and requirements for submitting an application for meeting support. No exceptions to these requirements will be allowed.

Eligibility:

- The host organization must include reproductive or developmental biology as its central focus.
- Applicants need not be affiliated with SSR.
- There must be more than 200 registered attendees.
- Applications must be submitted by May 1 or December 1 of each year for review at the annual or mid-winter board meeting of SSR. Applications should be submitted by email to the Treasurer.

Conditions of the Award:

- The amount of support will not exceed \$5,000.
- Recipients will be required to acknowledge SSR support for the meeting in all promotional materials.
- After the meeting, the organizers will be required to provide the number of attendees and requested to provide their names and contact information.

Application Guidelines:

- The application will include the following sections:
 1. Meeting information, including: Title, Meeting Dates, Sponsoring Institution/Organization, Name and Affiliation of Program/Organizing Chair(s).
 2. An overview of the general focus or theme of the meeting.
 3. Describe the expected geographic representation of attendees as well as the professional makeup of the target audience (i.e., faculty, staff, trainees, graduate students).
 4. Describe what the award will be used for and how Society's support for the meeting will be acknowledged. Examples of how SSR's support is acknowledged include flyers/advertisements, slides in introductory or concluding remarks, posters, printed brochures, etc.
- The application will be no more than 2 pages in length (1 inch margins, 12 pt Arial font).
- Include the meeting flyer/advertisement and itinerary as attachments with the application.

To submit a completed application or to obtain additional information, please contact the SSR Treasurer.

Appendix A

MEMORANDUM OF UNDERSTANDING

Between Sister Societies Participating in the World Congress of Reproductive Biology 2014

1. Organisation of the World Congress in Reproductive Biology 2014 (WCRB2014)

1.1 WCRB2014 will run from 2nd to 4th September 2014 at the EICC2 conference centre in Edinburgh, UK.

1.2 The Society for Reproduction and Fertility (SRF), acting as hosts, will be responsible for all aspects of organisation and delivery of the conference, except for the constitution of the scientific programme (see section 3 below).

1.3 The Local Organising Committee (LOC) will be drawn from UK-based SRF Council members (past and present) who will organise the meeting, in consultation with international representatives from participating Sister Societies as required and appropriate.

1.4 All transactions relating to WCRB2014 will be administered by SRF (in £ sterling).

2. Contribution of Sister Societies in WCRB2014

2.1 In organising WCRB2014, the LOC will consult with members of the executive boards/councils of managements of CSRB, KSAR, SRB, SRD and SSR

2.2. Participating sister societies are invited to contribute a sum of £10,000 towards the organisational costs for WCRB2014. (SRF will make the same fixed contribution, and then bear any additional costs as elaborated below.)

2.3. In recognition of the contribution referred to at 2.2, each participating sister society will be given one stand at the WCRB trade exhibition and two free registrations for WCRB2014.

2.4 Sister societies which make the financial contribution referred to at 2.2 will be fully recognised as participating partners of WCRB2014 in all WCRB promotional materials (posters, emails, website, conference programme book etc).

2.4 To protect trade exhibition income from commercial entities such as Society-affiliated journals, participating sister societies making the fixed contribution referred to at 2.2 will agree not to use their free stand to promote their Society-affiliated journals. Instead, we would encourage the publishers of Society-affiliated journals (e.g. Bioscientifica for "Reproduction") to purchase their own stand as commercial trade exhibitors.

2.5 Should WCRB2014 run at a financial deficit which is not met by the financial contributions from each of the sister societies, the gap between income and expenditure will be met in full by SRF. (For reference, the projected net deficit is currently anticipated to be at least 2-3 times greater than the financial contribution requested from each participating sister society in 2.2).

2.6 Sister societies will not be liable for any loss made by WCRB2014, and no further funds will be requested from them over and above the single, fixed contribution referred to at 2.2.

2.7 Should WCRB2014 make a profit, this will be rolled forward to contribute to the costs of running WCRB2017 in Japan, subject to the agreement of each of the participating sister societies.

3. Scientific Programme of WCRB2014

3.1 The scientific programme for WCRB2014 will be organised by the WCRB2014 Programme Secretary (Dr Franchesca Houghton), in collaboration with a nominated representative of each of the participating Sister Societies.

3.2 Each participating sister society will be allocated a Plenary Lecture session in the

programme which will be unopposed (i.e. there will be no parallel sessions scheduled against a plenary lecture).

3.3 Participating sister societies will be invited to submit three suggestions for their Plenary Speaker. Ideally the first choice of each Sister Society will be selected, however some negotiation may be required to avoid excessive overlap of topics.

3.4 In recognition of the contribution made by participating sister societies in 2.2, Plenary Lectures will be branded with the details of the relevant sister society.

3.5 Registration fees for Plenary Speakers will be waived (met from the WCRB2014 budget) and each participating sister society will make their own arrangements with their own Plenary Speakers regarding all other costs (travel, accommodation, subsistence etc) related to their attendance at WCRB2014.

3.4 The WCRB2014 Programme Secretary will invite suggestions from each of the sister societies for symposia topics.

3.5 Sister societies will be invited to select their preferred symposia topics, from which a final shortlist of symposia titles will be generated.

3.6 Sister societies will be invited to contribute suggestions for speakers for each of the Symposia.

3.7 The WCRB Programme Secretary will ensure equal allocation of speakers to Symposia from each of the participating sister societies.

3.8 Registration fees for symposium speakers will be waived (met from the WCRB2014 budget) but WCRB2014 will not be liable for travel, accommodation or subsistence costs associated with symposium speakers attending the meeting.

4. Promotion of WCRB2014

4.1 As hosts, SRF will prepare all promotional materials relating to WCRB2014.

4.2 SRF will arrange distribution of promotional materials to participating sister societies.

4.3 Participating sister societies will circulate all WCRB promotional emails to their members and where possible, display promotional WCRB Powerpoint slides at Society conferences.

4.4 The WCRB2014 promotional stand will be made available for participating sister societies to display at Society conferences, as they so wish, but at no extra cost to WCRB2014.

4.4 Participating sister societies will nominate an individual responsible for receiving, assembling, repacking and returning the WCRB2014 promotional stand.

Appendix B

ASRM – SSR EXCHANGE AGREEMENT.....	7
SRF-SSR EXCHANGE AGREEMENT.....	8
SSR-SRB EXCHANGE AGREEMENT	9
SRI/SSR EXCHANGE ARRANGEMENT.....	11

ASRM – SSR EXCHANGE AGREEMENT

SSR and ASRM have a long-established reciprocal "Exchange Lecturer" agreement as well as a reciprocal complimentary exhibit arrangement for their annual meetings. ASRM's recipients of the *ASRM Distinguished Research Award* attend and present at the SSR annual meetings, while recipients of SSR's *SSR Research Award* do the same at the ASRM Annual Meetings.

Exchange Lecturer Policies

For ASRM Lecturers (their *Distinguished Research Awardee*) attending/presenting at the SSR Annual Meeting, SSR will waive the lecturers' registrations, arrange and pay for up to 4 nights of lodging at an SSR meeting hotel (incidentals are at speaker's expense), and cover the costs incurred for the lowest available, coach class airfare and ground travel incurred (with the goal of keeping airfare below \$500 for domestic flights; \$1200 for international). Initial invitations are sent by the SSR Program Chairs, with follow-up emails, that gather information and communicate expense policies and logistical arrangements, coming from the SSR Executive Office.

For SSR Lecturers (SSR's *SSR Research Awardee*) attending/presenting at the ASRM Annual Meeting, ASRM will cover the Lecturers' costs for ground and air travel incurred to attend the meeting, waive the individuals' registrations, arrange and pay for up to 4 nights of lodging at the ASRM meeting hotel, and cover the incurred costs for the lowest available airfare and ground travel.

Reciprocal Exhibit Arrangement

SSR is eligible to receive a complimentary exhibit at the ASRM annual meetings, and offers the same to ASRM at its own annual meetings. The exhibits include whatever basic booth packages are being offered, along with two complimentary registrations.

SRF-SSR EXCHANGE AGREEMENT

As originally described, the SSR/SRF Exchange Lectures were to feature the recipient of each Society's New Investigator Award of the previous year. Each awardee was to deliver a talk at his/her own society's meeting the year the award was given---i.e., Tom Spencer received the SSR award in 2004, spoke at SSR 2004 in Vancouver, and presented at SRF in 2005; Francesca Houghton, SRF 2003 New Investigator, spoke at the 2003 SRF meeting and at the 2004 SSR meeting.

This procedure held from until 2008, when SRF's 2007 New Investigator became ill and was replaced by the 2008 SRF New Investigator. Thus, at SSR, both the SSR and SRF New Investigators are current recipients of their respective society's award. At SRF, however, the SSR speaker is from the previous year and the SRF speaker is from the current year (as was the case for both meetings in the beginning).

Through that time, the SRF New Investigator was not known to SSR until after the new year---and sometimes not until the end of February or early March.

In 2013, SSR President, Susan S. Suarez, wrote to Dr. Robert Abayasekara, at SRF, proposing that SSR skip over having an SRF New Investigator (Dr. Andrew Childs) speak at the 2014 SSR Annual Meeting, and instead invite him to present at the 2015 SSR Annual Meeting. SRF/Dr. Abayasekara agreed.

The SRF Program Committee Chair and the SSR Program Chair(s) typically send an initial invitation to the Lecturers for their respective meetings, with the executive offices following-up regarding details for expense reimbursements, arrangements, policies, etc.

The Exchange Lecturers can either be invited as plenary or concurrent session speakers; this is up to the Program Chairs.

Expense Reimbursement Arrangements

For SRF Lecturers (*SRF New Investigator Awardee*) attending/presenting at the SSR Annual Meeting, SSR will waive the SRF Lecturer's registration, arrange and pay for up to 4 nights of lodging at an SSR meeting hotel (incidentals are at speaker's expense), cover the costs of the lowest available ground travel incurred in US dollars. SRF covers air travel and any other expenses the speaker incurs in British pound Sterling. SSR will cover the costs for food expenses incurred in US dollars, not to exceed \$45/day. Meals are reimbursed only when not offered as part of the SSR program. Alcoholic beverages are excluded, original itemized receipts are required, and food expenses for guests of the speaker will not be reimbursed.

For SSR Lecturers (*SSR New Investigator Awardee*) attending/presenting at the SRF Annual Meeting, SSR will cover the cost for ground and economy class air travel incurred in US Dollars to attend the meeting, with the goal of keeping the air travel at or below US \$1200, and ground travel at the lowest possible rates. SRF will cover the SSR Lecturer's registration, arrange and pay for up to three nights of stay at the SRF meeting hotel (incidentals are at speaker's expense), and cover the costs of the lowest available ground travel incurred in British pound Sterling.

SSR-SRB EXCHANGE AGREEMENT

Presidents' Award for Outstanding Mid-career Researchers

The Society for the Study of Reproduction (SSR) and the Society for Reproductive Biology (SRB) agree to establish an exchange lectureship to enhance scientific exchange between the societies. This agreement outlines the terms and conditions of the SSR/SRB exchange program at each society's annual meeting.

Selection of Speaker

Each Society will select an outstanding mid-career researcher (10-20 years post-PhD), who also has a record of service to the scientific community. Each Society will use its own processes of nomination and selection.

Administration of Award

The Executive Secretary of each Society will advise their counterpart by email of the recipient of the award for the following year by 30th December of each year. Local arrangements of accommodation and function tickets will be made by the conference organizers, who will advise the awardee. Reimbursement of all expenses will be upon presentation of receipts to the responsible Society Treasurers.

Agreed Expenses

SSR to SRB speaker (North America to Australia) - For North American awardee presenting at the SRB Annual Meeting,

SRB will:

- waive registration,
- cover the cost of a conference dinner ticket
- arrange and pay for up to 4 nights of lodging at an Australian meeting hotel (incidentals are at speaker's expense),
- cover the costs of the lowest available ground travel to attend the meeting incurred in Australian dollars i.e. airport to hotel and vice versa.

SSR will:

- cover costs associated with transportation from the lecturer's home to the host airport and return
- meet the costs for food expenses incurred, not to exceed \$45/day. Meals are reimbursed only when not offered as part of the SRB program. Alcoholic beverages are excluded, original itemized receipts are required, and food expenses for guests of the speaker will not be reimbursed.

SRB to SSR speaker (Australia to North America)- The Australian awardee presenting at the SSR Annual Meeting

SSR will:

- waive registration,
- cover the cost of a conference dinner ticket
- arrange and pay for up to 4 nights of lodging at a North American meeting hotel (incidentals are at speaker's expense),

- cover the costs of the lowest available ground travel to attend the meeting incurred in a North American currency dollars i.e. airport to hotel and vice versa.

SRB will:

- cover costs associated with transportation from the lecturer's home to the host airport and return
- meet the costs for food expenses incurred, not to exceed A\$45/day. Meals are reimbursed only when not offered as part of the SSR program. Alcoholic beverages are excluded, original itemized receipts are required, and food expenses for guests of the speaker will not be reimbursed.

Agreement

The initial duration of this agreement will encompass three consecutive meetings, starting December 1, 2017. The arrangement between the two societies is intended to allow flexibility. For any given year, modifications can be made if agreed by the Presidents of the two societies and are communicated to the Executive Directors of both societies. Either society may withdraw from this agreement, but must provide 6 months' notice to the other society to allow sufficient time to make appropriate adjustments to the annual meeting program.

We, the undersigned, understand and agree to the terms of this Reciprocal Speaking Agreement:

John S. Davis, Ph.D. 2017-2018 SSR President

Chris O'Neill, Ph.D. 2017-2018 SRB President

SRI/SSR EXCHANGE ARRANGEMENT

The 3-year, October-2012 agreement (signed by Barb Vanderhyden, SSR President, and Sarah Berga, SGI President), expired 1 July 2015. A new agreement was finalized in November-2016, signed by Janice Bailey, SSR President, and Yoel Sadovsky, SRI President. This agreement is to span three consecutive meetings, beginning 1 September 2017.

Current process:

1. Together, SSR and SRI appoint a Liaison who is a member of both societies, for a 3-year term. The Liaison works with both organizations' Program Committees to identify appropriate speakers for joint symposia.
2. SRI-SSR joint sessions are planned at each meeting, according to the respective society's guidelines, and as relevant to their programs. The Liaison is typically the Chair for the symposium, unless another appropriate person is appointed.
3. SRI historically reimburses the SSR speaker for 2 hotel nights, coach class travel, and 2 days of meals, plus waives registration.
4. SSR waives registration, regardless of the speaker's SSR membership status. Travel, food, and lodging (up to 4 nights of lodging during the meeting) are covered only if the individual is not a member of SSR.