



## SSSA Cross Divisional Symposia Guidelines

### Introduction

Policy for the Soil Science Society of America Program Enhancement Fund (PEF) establishes a competitive process for PEFs to be administered by the S711 Program Planning Committee for “joint symposia” planned outside normal Divisional meeting programs. These competitive funds will be used to support activities at SSSA’s Annual Meeting.

### General Guidelines

You must be an SSSA member to request funds. PEFs will only be used in support of Annual Meeting activities. Examples of appropriate expenditures for program enhancement include but are not limited to:

- Paying expenses and awarding stipends to invited speakers (member and nonmember) of symposia
- Catering expenses for symposia (snacks, drinks, etc.)
- Underwriting A/V, technology, and/or room set costs

### Proposals will be evaluated based on the following criteria:

- Jointly organized with co-organizers listed from the various Divisions
- Topic must be sufficiently broad and represent the interest of at least three Divisions within SSSA
- No other similar oral sessions are scheduled by any of the Divisions participating in the cross-divisional symposium

### Helpful Proposal Tips:

- Highly detailed proposals are more likely to be accepted.
- Partial funding is common.



- Although speakers do not need to be confirmed at this point, including a listing of potential speakers puts your proposal in a favorable light. Please add the following information for each potential speaker:
  - International vs. domestic status
  - Society member vs. nonmember status
  - Company/affiliation
- Symposia are to be a maximum of two hours long, consisting ideally of three invited speakers at 40 minutes each or four invited speakers at 30 minutes each.
- Stipend/Travel reimbursement considerations:
  - Domestic speakers are often offered approximately \$500 in stipend/travel reimbursement funding.
  - International speakers are often offered approximately \$750 in stipend/travel reimbursement funding.
  - Alternate amounts are certainly open to request. Please provide as much detail as possible.
- While catering expenses are often the hardest to defend because of convention center pricing, do not let that discourage you if you have a strategic goal/special event in mind.
- Additional funding can be pursued through corporate sponsorship opportunities via the [Sales Coordinator](#).