



Society for Research in Child Development

1825 K Street, NW, Suite 325 · Washington, DC 20006 USA
Tel: 202.800.0677 | Website: www.srkd.org | Email: events@srkd.org

SRCD 2023 Biennial Pre-Conference Guidelines

1. Proposal

A proposal with the following details must be submitted:

- Names and email addresses of organizers
- Title (150 words or less)
- Description (500 words or less)
- Structure of the pre-conference (not included in the 500 words of description)
 - Number of rooms needed (**4 rooms max**)
 - Function of rooms needed (e.g., general session, break-out)
 - Layout (Room Set) of the rooms (theatre, classroom, rounds)
 - Number of head table & chairs
 - Hours of pre-conference (e.g., Half day for 1-4 hours or Full day for 5-8 hours)
- Expected attendance
- Number of invited speakers planned (please include all speakers/panelists)
- Multimedia equipment needed (Please note that laptops are not provided)
 - Poster Boards? (Additional fee required)
 - Screen, projector, microphone, podiums
- Food and beverage requirements, e.g., continental breakfast, full breakfast, beverage 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.
- If outside funding will be requested, please include the amount. (Please see Section 2 Budget for more information)

Acceptance of an SRCD-supported pre-conference is the final decision of the current SRCD president.

All registered preconference attendees must follow the SRCD Meetings & Events code and SRCD COVID protocols.

Deadline for Proposal: Proposals must be submitted by Thursday, August 4, 2022, to be considered for the **2023 Biennial Meeting**.



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2. Budget

SRCD Does Not Provide Funding to Support Pre-Conference Events

- Beyond the in-kind staff support associated with basic logistics. Pre-conferences must cover all costs through registration or external sponsorship.
- The SRCD Meetings & Events Team will work with the organizers to estimate anticipated expenses detailed in the proposal and will suggest a registration fee that will cover costs.
- All outside funding requests must be approved by the SRCD Meetings & Events Team
- The SRCD Meetings & Events Team will set the final registration fee after consulting with the organizers regarding the budget.

3. Logistics

- Organizers are responsible for setting the agenda, inviting participants, and coordinating presentation materials that will be needed.
- SRCD Meetings & Events Team must be included in all correspondence regarding the pre-conference.
- The SRCD Meetings & Events Team will work with the hotel and the organizers to ensure that the 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 hotel directly.**
- The SRCD Meetings & Events Team 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, cuing, and timekeeping of presentations)
- 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.

4. Advertising

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



2023 BIENNIAL MEETING

SALT LAKE CITY, UTAH, USA | MARCH 23-25 | #SRCD23