Guidelines for SRCD Supported Pre-Conference Organizers

1. **Proposal:** A proposal with the following details must be submitted:
   a. Names and email addresses of organizers
   b. Topic and structure of the pre-conference
   c. Expected attendance (please include all speakers/panelists in count)
   d. Number and function of rooms needed (e.g. general session, break-out)
   e. Layout of the rooms (theatre, classroom, rounds & is a head table needed?)
   f. Hours of pre-conference (e.g. ½ day or full day, hours of the pre-conference)
   g. Audio-visual equipment needed (laptops are not provided)
   h. Any food and beverage requirements
   i. Number of invited speakers planned
   j. Any reimbursement or complimentary registration for organizers or invited speakers. This will be included in setting the registration price. If outside funding will be requested, please include the amount.

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

   NOTE: Proposals must be submitted by **July 9, 2018** to be considered for the 2019 Biennial Meeting.

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.
   a. The SRCD Program Office will work with the organizers to estimate anticipated expenses detailed in the proposal and will suggest a registration fee that will cover costs.
   b. All outside funding requests must be approved by the SRCD Program Office.
   c. The SRCD Program Office will set the final registration fee after consulting with the organizers regarding the budget.

3. **Logistics:**
   a. Organizers are responsible for setting the agenda, inviting participants, and coordinating presentation materials that will be needed. A staff liaison will be assigned and must be included in all correspondence regarding the pre-conference.
   b. The SRCD Program Office will work with the hotel and the organizers to ensure that the correct space is reserved, and other needs are met. All communication re: the pre-conference will be between the organizers and the SRCD Program Office. Organizers are not to contact the hotel directly.
   c. During the pre-conference, the organizers are responsible for providing volunteers to check in registered attendees and must be present for any issues that might arise.
   d. The number of registered attendees will be evaluated after the early bird registration date has passed. The pre-conference may be cancelled if it is determined that attendance will be too low to cover costs.

4. **Advertising:**
   a. There will be an option to register for a pre-conference supported by SRCD online during the registration process for the biennial meeting.
   b. The pre-conference description and location will be posted on the website on the event page.
   c. The pre-conference details will be included in general biennial meeting email blasts.