



CMD Local Satellite Symposium:

Guidelines and Invitation for Proposals

The *Comparative Morphology & Development* (CMD) section (*Canadian Society of Zoologists*, CSZ), invites proposals for a *CMD Local Satellite Symposium* at the annual CSZ meeting. Proposals are invited on any subject area embraced by the CMD section; the section includes 'zoologists and paleontologists who work on morphology (functional or comparative), larval biology, development, and developmental evolution, and particularly those who work at the interfaces between development, morphology and evolution'.

This symposium offers anyone from or near the host institution of the annual CSZ meeting a chance to showcase local talent and research, or to organize a satellite symposium to recognize the career contributions of a senior scientist from or near the CSZ meeting site.

DEADLINE FOR SUBMISSION: Please contact the current CMD Section Chair (<http://www.biology.ualberta.ca/CMD/home.htm#executive>).

(Pour recevoir cette information en français, s'il vous plait contact Rich Palmer rich.palmer@ualberta.ca)

Thanks very much/Merci beaucoup,
Rich Palmer, Secretary General
Comparative Morphology & Development section of CSZ
rich.palmer@ualberta.ca
<http://www.biology.ualberta.ca/CMD/home.htm>

LOCAL SATELLITE SYMPOSIUM FORMAT

The symposium will include one lead speaker to give the opening presentation (30 min.) and three or four 15-min. presentations by other invited speakers. It will be scheduled during one of the contributed paper time slots. All the presentations will be on a theme appropriate to the CMD section and identified by the title of the symposium.

LOCAL SATELLITE SYMPOSIUM FUNDING

This symposium has no funding in place so all participants are expected to cover their own costs.

LOCAL SATELLITE SYMPOSIUM PROPOSAL

To propose a *Local Satellite Symposium*, please e-mail the following to the current CMD Section Chair (<http://www.biology.ualberta.ca/CMD/home.htm#executive>) before the deadline:

- 1) Proposed title of the satellite symposium and a brief (1 paragraph) description of why you feel this subject is worthy of consideration as a satellite symposium.
- 2) Name, job title, organization, and e-mail address of the proposed lead speaker
- 3) Subject area of proposed lead speaker's talk.
- 4) Names, organizations, research subject areas, and e-mail addresses of 3 or 4 potential contributed speakers (15 min. presentations).

You will be notified whether your satellite symposium has been selected typically within two weeks of the submission deadline.

SYMPOSIUM ORGANIZER'S RESPONSIBILITIES

- 1) Submit proposal for a satellite symposium (above).
- 2) If the proposal is approved, then:
 - send a formal invitation to the distinguished speaker and request title of talk
 - send formal invitations to remaining speakers and request titles of talks
 - send final title of symposium, and names, organizations, e-mail addresses, talk titles and abstracts of all confirmed speakers, to the current CMD Section Chair (<http://www.biology.ualberta.ca/CMD/home.htm#executive>).
- 3) Organize the order of presentations of speakers in the satellite symposium.
- 4) Chair (or delegate a chair) to run the satellite symposium at the CSZ meeting.