

HL Symposium Application Guidelines.

The Herpetologists' League (HL) has adopted the following set of planning guidelines for approval of symposia proposed for each of its annual meetings. Proposals must be submitted for consideration by HL by the deadline; proposals must not exceed 3 pages in length. Proposals submitted in electronic format are desirable.

All proposals should contain the following:

1. Symposium Title (or topic).
2. Name and contact information of the Symposium Chair (phone number and e-mail address) and names of associated co-organizers.
3. Information on topic and background. This statement should outline the scope of the planned presentations, the relevance of the topic to herpetology, to HL, and, if appropriate, to the particular meeting (*e.g.*, timeliness or geographic appropriateness), and the goal of the symposia (not to exceed one single-spaced page of text).
4. List of potential speakers and topics, including presentation of titles and institutional affiliations and time to be allocated for each presentation. Only speakers that have indicated their willingness to participate should be listed.
5. Length of symposium, half-day or full-day (one day symposium is a likely maximum).
6. HL funding requested (if any), rationale, and need. Appropriate expenses include full or partial support of travel, housing and/or registration expenses for symposium participants. Funds will not be provided for stipends, drinks, &/or snacks.

Official sponsorship by HL allows for the scheduling and announcement of the symposium in the meeting program and registration materials. In addition, a modest amount of financial support (a maximum of USD\$ 2000) is available to support sponsored symposia. Sponsorship by HL does not guarantee financial support, and symposia might be sponsored in name only or funded at a level lower than the requested by the applicant(s).

For more information or assistance with proposal submission, please contact Rafael de Sa at <rdesa@richmond.edu>