

## **SIP Meeting Guide for Division Chairs – FAQ Regarding Travel Funds**

### **1. How can travel for invited speakers be funded?**

A. Through the annual SIP Council allocation: The SIP council annually allocates a certain amount of funds for each division to be used for travel support to invited speakers (who are non-SIP members). The amount is generally decided upon at the previous year's business meetings. For example, in 2007 each division received \$1,000.00 for invited speakers in their divisional symposia, and also \$500.00 for cross-divisional symposium speakers that the division was supporting.

B. Through divisional reserve funds: Each division has their own monetary account from which funds can be allocated as the division deems appropriate on an annual basis. The balance of funds in each account can be obtained from SIP Treasurer or Executive Secretary.

C. Fund raising: Divisions are allowed to raise funds for additional support of invited speakers or other functions. However, the Division must coordinate with the Annual Meeting Organizing Committee and the Chair(s) of the SIP Financial Support Committee to ensure the SIP's own solicitations for funds do not overlap with the Division's efforts (SIP has priority).

D. President's discretionary fund: Additionally, in most years there are funds allocated to the President for use in SIP meeting program enhancement. These funds can be used for speakers, publications, publicity, special projects or any activity that enriches the SIP meeting program. Divisions or individuals may apply for these funds (application is sent to the President). A brief (1-2 paragraph) proposal outlining the amount requested, the purpose of the request and the specific items to be funded should be emailed to the SIP President by January of each year.

### **2. How is the decision made on who gets funded?**

Decisions on Items A through C above are made by the elected officers of each Division.

Decisions on the President's discretionary fund (item D) are made by the President, usually by the end of the first quarter of each year.

### **3. Are there any limitations on who can be funded?**

A. From the Annual SIP Council allocation: The goal of this money is to bring speakers who are accomplished scientists and who do not normally attend the meeting. Therefore these funds are only for non-member invited speakers. Additionally, Council generally does not want to fund the same non-member speaker more than once. On occasion, however, there have been exceptions (with consent of the President); for example, funding may be considered for a speaker who is already an SIP member if that speaker is deemed critical to a symposium, and he/she is coming from a region that is less privileged (and thus travel funds significantly are scarcer).

B. From other funds: If other funds are used to support an invited speaker (e.g., from the divisional treasury or outside fund-raising) the above restrictions do not apply. Nevertheless, the purpose of providing SIP travel support should be kept in mind, i.e., to bolster SIP and its meeting program.

### **4. What about funds for Student travel?**

SIP council also provides an annual allocation for Student Travel Awards. At the Division's discretion, additional funds from the Division's treasury may also be used to supplement Student travel awards. It is also up to the Division to decide how many student awards will be funded

and the amount for each award. There is, however, a cap on the individual student award amount determined by Council (e.g., maximum was \$750.00 in 2007).

These awards are given to the winner(s) of the Divisional Student Travel Award Competition based upon the merit of their application (decided by a panel of judges appointed by the Division Chair). Note that if a student is competing for and wins the Martignoni award he/she cannot also receive a Divisional Student Travel Award (the Martignoni Award takes precedence). Unless a Division stipulates otherwise, the deadline for receipt of Martignoni and Division Student Travel award applications should be the same. Once the decision on student award recipients is made, remember to inform the Student Awards Committee chair of that decision, and don't forget to make the appropriate Division Award Certificates and bring them to the SIP meeting.

**5. How are the funds dispensed?**

The funds are given to the recipient in the form of a check (or cash if currency issues are a problem) at the SIP meeting (not beforehand). The funds can then be used by the recipient to as she/he likes such as to offset their registration fees or other travel expenses, or as an honorarium. Prior to the meeting, the SIP Treasurer should be informed by each Division Chair of the names, addresses and amounts that each recipient will receive.

**6. What if the allocated amounts are not spent by the division?**

Any money that is allocated from Council or the President that is not spent by the end of the year will revert back to the SIP general fund.

**7. What is the timetable for divisional funding and other related activities?**

*Tentative timetable (will vary depending on meeting date)*

Division chairs request financial report from Peg Rotstein	6/07
Division chairs submit annual reports to SIP Secretary (see sample)	6/07
Council determines allocations for next year's divisional speakers, student travel awards, President's discretionary fund	8/07
Council meeting	8/07
Division chairs submit symposium and workshop proposals to meeting program chairs	12/07
Divisions determine number and amount of student travel awards	1/08
Divisions advertise student travel awards in SIP newsletter, elsewhere	1/08
Applications to President's discretionary fund	1/08
Decision on distribution of President's discretionary fund	2/08
Division makes student award decisions & inform Awards Committee Chair	4/08
Division chairs inform Treasurer of names, addresses and amounts to be distributed at meetings	6/08
Divisions prepare student travel award certificates for distribution at meetings	7/08
Council meeting	8/08

SAMPLE DIVISIONAL REPORT

26. Viruses Division (submitted by James Maruniak)

**Current Officers**

Chairperson:	James Maruniak	2004-2006
Chairperson-Elect:	Johannes Jehle	2004-2006
Secretary-Treasurer:	Marlinda Lobo de Souza	2004-2006
Member-at-Large:	Linda King	2004-2006
Member-at-Large:	Madoka Nakai	2005-2007
Student Representative:	Jon David de Jong	
SIP Glossary committee:	Jenny Cory and Doreen Winstanley	
Lomer Committee:	Bergmann Ribeiro	

**Election of Officers in Wuhan 2006**

Nominations for Division officers were made to the Virus Division Chairperson prior to the election at the meeting in Wuhan. Nominations were seconded by two members in good standing who were solicited by the nominator. This was done by the June Newsletter of this year. The Chair-elect and nominees are listed below.

Chairperson:	Johannes Jehle	2006-2008
Chairperson-Elect:	Bryony Bonning	2006-2008
Secretary-Treasurer:	Zhihong (Rose) Hu	2006-2008
Member-at-Large:	Rollie Clem	2006-2008

Committees in the Division

**Membership:**

	2004/2005	2005/2006	2006/2007
Regular	111	108	101
Students	5	12	10

**Finances:**

Viruses Division Fiscal Year 2006 (May 1, 2005 –April 30, 2006)

REVENUE

Membership Dues	\$1,132.00
Total Revenue	\$1,132.00

EXPENSES

Speaker Awards	\$1,500.00
Student Travel Awards	\$1,000.00
Total Expenses	\$2,500.00

Net Revenue before Fund Transfers	\$(1,368.00)
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#### FUND TRANSFERS FROM GENERAL FUND

Fund Transfer for Speaker Awards	\$ 1,000.00
Fund Transfer for Student Awards	\$ 500.00
Total Fund Transfers	\$1,500.00

Net Revenue after Fund Transfers \$ 132.00

#### FUND BALANCE

4/30/2005	4/30/2006
\$3,143.00	\$3,275.00

Membership Dues (Previous; Current	2005	2006
Virology (12@\$2, 109@\$10; 11@\$2; 111@\$10	\$1,114	\$1,132

#### **Symposia, Workshops, Other Events:**

##### Anchorage 2005

The Virus Division organized and sponsored one Cross Divisional symposium “Invertebrate Responses to Pathogens”, two Divisional symposia: 1) “Polydnaviruses and Ascoviruses (4 speakers) and 2) “Insect Expression Systems, Gene Therapy and Vaccine Development” (4 speakers). There were 40 contributed papers in 5 sessions and 35 virus posters. One workshop at the virus business meeting site was “Microarray Technology, Genomics and Proteomics in Entomopathogen Research.

##### Wuhan 2006

The Virus Division was not a co-sponsor of a cross divisional symposium this year. Two symposia were scheduled, but one was cancelled due to speaker conflicts for the symposium “Diseases of Aquatic Invertebrates”. However, one of those speakers will give a plenary talk in a contributed papers session. The other symposium will be “Field Performance of Insect Viruses” organized by Rose Hu.

There will be 48 oral papers total, 30 contributed and 18 student oral presentations. There will be 19 poster presentations.

##### Future 2007 and beyond

- Population Dynamics (host/pathogen) (Jenny Cory and Judith Meyers)
- Entomopox versus vertebrate poxviruses, comparative pathology, genomics
- Cell culture: serial passage effects and virus production
- Diseases of aquatic invertebrates (Just Vlak)
- Virus/host interactions (Loy Volkmann)
- Quebec Workshop: Polydnavirus genomics and taxonomy (Michael Cusson)

#### **Other Activities**

SIP Glossary committee: Jenny Cory and Doreen Winstanley

#### **Division Awards:**

Student Travel

Five applications were submitted for student travel awards to the Virus Division, and they were judged by the 5 executive officers. Three awards of \$750 will be given at the Wuhan SIP meeting. The other applicants will be eligible to compete for the best virus oral presentation with the 18 total student presentations for a \$500 award. A \$500 award will also be given for the best virus poster.

**Web Site Development:**

Monique van Oers is improving the web site with Peg Rotstein by adding the student representatives to the site.

**Comments, Issues, Questions for the Executive or Council**

There are fewer symposia speakers at the 2006 Wuhan meeting. However, there are more contributed papers this year than last year, 48 versus 40. There are fewer posters this year also, indicating that more people preferred oral presentations. This may be due to obtaining travel funds for oral presentations rather than posters.