

## **Guidelines for Proposals to Host ISEB**

Proposals to host the International Symposium on Environmental Biogeochemistry are welcome from any member of the International Committee, or other scientists engaged in research in the broad field of biogeochemistry. The proposals can take two forms; an expression of interest for meetings envisioned to take place more than two years from the scheduled ISEB, or a detailed meeting plan for the next symposium two years from the scheduled ISEB.

An expression of interest should include proposed scientific theme, possible meeting venues, transportation and accommodation options, potential sources of funding, and projected budget and registration costs.

A detailed meeting plan must confirm the venue, scientific theme, overall budget including sources of funding and registration costs, possible keynote speakers, social events, projected field trips, list of accommodations, as well as necessary travel arrangements for attendees (i.e., major airport(s) and connecting transportation if needed).

All proposals will be reviewed by the Executive Board and considered by the International Committee for approval at each ISEB meeting. Acceptance of an expression of interest requires that a detailed meeting plan be submitted at the following ISEB meeting for final consideration by the International Committee.

Please submit proposals to the [Chair of the Executive Board](#).