

GUIDELINES FOR ORGANISERS OF FSBI SYMPOSIA

1. GENERAL

FSBI has held an annual Symposium since 1977 and they have become an integral part of the Society's activities. Symposium topics represent current active areas of research and originate from proposals from Council or FSBI members. Organisers are encouraged to advertise widely and stimulate international participation. The refereed Proceedings are published in the *Journal of Fish Biology* later in the same year or early in the following year.

2. PROPOSALS

2.1 Proposals may be made to Council by any member of the Society. Initial suggestions are normally submitted directly or indirectly (via FSBI website) to FSBI Secretary who presents them to Council for consideration.

2.2 Topics proposed should be of current interest and of sufficient breadth to attract a suitable number of participants. As a guide, participant numbers in the past have varied from about 80 to 200 with an average attendance of about 120 participants. Topics should be chosen with a knowledge of past FSBI Symposia (see Appendix) and of other comparable meetings in the immediate past or future.

2.3 Proposers should submit a short (1 page) description of the topic, why it is timely, the proposed venue, potential invited speakers (without necessarily formal approval), and a list of the organising committee, for consideration by Council.

2.4 Proposals should usually be made not less than two and no more than four years in advance of the intended date of the meeting. Meetings are traditionally held in mid-July and normally run from Monday to Friday.

3. FORMAT OF SYMPOSIA

3.1 Scientific

3.1.1 Symposia consist of invited lectures and contributed oral and poster papers. Invitations should be issued in good time to allow speakers to prepare manuscripts (see Publication below). It is imperative that the invitation letter to potential invited speakers draws attention to the conditions outlined in 5.6 and 9.4 relating to the requirement to submit a paper and the deadlines for submission of manuscripts. The Symposium typically encompasses approximately 3.5 full days commencing on Monday afternoon or evening with registration, followed by full scientific sessions from Tuesday to Thursday, before concluding on Friday lunchtime. Convenors are welcome to propose amendments to the above at the proposal stage, including workshops on Monday or a full scientific session on Friday.

3.1.2 One distinguished invited lecturer should be asked to give the principal lecture designated the ‘Jack Jones Lecture’ commemorating one of the founding members of the Society. Where possible, this follows the opening of the Symposium, as the first scientific presentation.

3.1.3 Organisers should invite appropriate trade demonstrators and publishers to provide displays, and are encouraged to use this activity to raise sponsorship to promote Symposium objectives.

3.2 Social

3.2.1 Social events are an important part of the Symposium and usually consist of an ‘ice breaker’, a reception sponsored by the host institute and/or local civic organisation, and a banquet on the final evening of the Symposium which is typically Thursday. The banquet serves as the flagship occasion for presentation of FSBI medals by FSBI President or, in his or her absence, another FSBI Officer.

3.3 FSBI business

3.3.1 The Society's Annual General Meeting (AGM) forms part of the programme and is usually held immediately before lunch on the Wednesday of the symposium week. An appropriate specific timing and location for the AGM must be agreed with FSBI Secretary at least 2 months before the Symposium, with 12.00 on Wednesday being the default start time. No part of the scientific programme should be scheduled alongside the AGM, which itself typically lasts between 1.0 and 1.5 hours. Consequently, no scientific programme should be scheduled within the time period of 12.00 to 14.00 on the Wednesday to allow participants to attend the AGM and then still have time for a lunch break before the scientific programme recommences.

3.3.2 The Society's medals (Huntingford Medal, FSBI Medal, Le Cren Medal and Beverton Medal) should normally be presented during the banquet. Each medal would normally be presented by FSBI President, during or after the meal, following a brief summary of the awardee's career and their impact on the field of fish biology / fisheries science that is being recognised. In the event of a medal winner being unable to attend, arrangements will be made by FSBI to present the medal at the earliest suitable opportunity.

3.4 Programme template for adoption and modification

Below is a proposed programme template aimed at facilitating the structure of FSBI annual symposia, though there is flexibility in the actual start and finishing times, in relation to proposed/additional satellite meetings/workshops.

During the main scientific programme, please retain slots for the following:

- Beverton medallist presentation – 15 minutes + 5 minutes Q & A
- Le Cren medallist presentation – 15 minutes + 5 minutes Q & A
- FSBI medallist presentation – 15 minutes + 5 minutes Q & A

- Huntingford medallist presentation – 15 minutes + 5 minutes Q & A
- AFS Student oral presentation – symposium designated time allowed
- JSFS Student oral presentation – symposium designated time allowed

Monday:

Afternoon: registration opens

Ad hoc workshop(s) and satellite meetings

Evening: Welcome reception usually locally hosted (Civic/institutional)

Tuesday:

Opening ceremony:

- Local dignitary
- FSBI President
- Local Convenor(s) welcome

Jack Jones Lecture to open the scientific programme

Scientific programme and posters

Wednesday:

Scientific programme and posters

12.00-14.00 FSBI Annual General Meeting

Scientific programme and posters

Thursday:

Scientific programme and posters

Evening: Symposium Banquet and FSBI Medal Awards

Friday:

Scientific programme and posters

~12.00

Student best poster and best oral presentation awards

Short informal closing ceremony:

- FSBI President
- Symposium convenor(s) of next symposium: brief statement/slides
- Symposium convenor(s) of current symposium

Lunch time: Close of symposium and departure

4. ORGANISATION

4.1 Organising committees

The organising committees (i.e. Scientific Advisory and Local Organising committees) should each consist of a chair with appropriate advisors, including on the Scientific Advisory Committee a representative from Council (usually drawn from the FSBI Communications Committee) who will be an active member and involved in committee meetings. The compositions of these committees are the responsibility of the proposer, with the exception of the representative from Council which must be approved by FSBI.

4.2 Responsibilities

The organising committee has full responsibility, subject to approval by Council, for the way in which the Symposium is organised within the guidelines presented here, including the scientific programme, reserving accommodation, meeting venue and facilities, budgeting, sponsorship, advertising etc. It is also recommended that the organising committee prepares a simple certificate of attendance for any attendees who may require such documentation. The Symposium web pages will be hosted on the Society's website, with appropriate links to any necessary external sites for registration and accommodation. The Symposium organisers must use these web pages exclusively to post information about the meeting. It is expected that the website for the following year's Symposium will become live immediately following the end of the current year's Symposium Advice, if required, can be sought from Council.

4.3. Use of copyrighted material in presentations

Organisers should remind all presenters well in advance of the Symposium of the situation regarding the use of copyrighted material in presentations. All presenters should secure appropriate permissions before presenting, noting in particular that the sourcing of images or other material from the internet may be restricted by copyright. If a presenter uses copyrighted material without having first secured explicit permission from the copyright owner or their agent, then they may be liable to action resulting in the need to purchase a licence for such use retrospectively and at potentially significant cost. Any post-Symposium uploading by Organisers of presentations to a website also falls under copyright restrictions and again may render both presenter and Organisers liable to action resulting in significant financial cost. Note that the detection of unauthorised use of copyrighted material, including images, is now greatly aided by the use of sophisticated automated search techniques by copyright agents.

4.4 Advertising

Organisers should advertise widely and in a timely fashion to allow maximum visibility and impact on registration numbers. Principal routes include the Symposium website, the

Society's main website, the *Journal of Fish Biology* (first and second announcements, and call for abstracts; See Section 9.3), FSBI Newsletter, Social Media and websites of affiliated societies (e.g. the American Fisheries Society). Typically, each Symposium is launched formally on the FSBI website following the conclusion of the Symposium of the year before. Direct targeting of other outlets and websites should be considered, together with direct contact with relevant institutes and university departments worldwide. Organisers should promote interest in the FSBI wherever possible and encourage new memberships through offering leaflets at the Symposium desk, in Symposium packs, etc., and where appropriate by electronic means. The FSBI logo must be given equal prominence alongside the Symposium logo wherever the latter is used and all substantial advertising copy and press releases must state that the Symposium is organised under the auspices of FSBI.

4.5 Reporting

The chair of the primary organising committee, or his/her representative, is expected to attend Council for two years in advance of the Symposium or to communicate in other ways to the satisfaction of FSBI President in order to provide Council with twice-yearly progress reports before the Symposium, including a draft budget to be presented at the last meeting before the Symposium. Council meetings are usually held in London in March or April and in December. The chair or a representative must attend the last Council meeting before the Symposium. A final report, including the final accounts in a form suitable for passing to the Society's auditors, is required at the December Council meeting following the Symposium. Reports of past Symposia are held by FSBI Secretary and can be consulted if desired.

5. FINANCE

5.1 The Society will provide the organisers with sponsorship of £15,000 (level as of 2019 budget) to subsidise the running of the Symposium. Any profits generated by the Symposium must be returned to the Society, which also carries the risk for any overspend

incurred by the organisers as long as a reasonable case is presented and there is no evidence of mismanagement when the Symposium accounts have been examined by the Society's auditors. If necessary, the Society will also cover the cost of the production of the Symposium logo by a professional graphic designer working with the Symposium organisers, with the fees paid directly by FSBI.

5.2 The FSBI sponsorship grant must not be used to subsidise receptions, banquets or excursions etc, i.e. it must be used strictly for running the scientific aspects of the meeting. Social events can be supported from other sponsorship, as long as the use of funds for this purpose has been specifically agreed with the respective sponsoring bodies.

5.3 No organiser is allowed to derive any personal financial gain from the grant or any other money received during the Symposium.

5.4 Registration fees should be kept as low as possible and students should be given a discounted rate.

5.5 Students attending FSBI Symposia are not eligible for FSBI Travel Grants, however holders of FSBI PhD Studentships are eligible to attend with their fees and expenses paid directly by FSBI, on the condition that they present a talk or a poster based on the topic of their FSBI PhD Studentship. The organisers are expected, within the Symposium budget, to subsidise attendance (on a competitive basis) of at least 8 postgraduate students, for example by waiving registration fees.

5.6 Invited speakers (excluding medallists) are paid travel and subsistence for the duration of the Symposium from the Symposium budget on the condition that they submit a manuscript of their presentation for inclusion in the Proceedings subject to normal refereeing procedures. The deadline for manuscript submission for invited (and other) speakers should be agreed with the Editor-in-Chief of the *Journal of Fish Biology*, or his or her representative from the Editorial Board, and is usually 1 March of the year of the Symposium. Further details are provided in Section 9. Travel and subsistence payments

will only be made to invited speakers after the Guest Editor has notified FSBI Treasurer of manuscript submission.

5.7. It is the responsibility of the Symposium convener(s) and/or members of the organising committee, to emphasise that acceptance of financial support as a keynote speaker, including delivering the Jack Jones Lecture, is contingent on the timely submission of a manuscript to the proceedings. The Society retains the right to request the withdrawal of support, or repayment, in the event a manuscript not being submitted.

5.8 Travel and subsistence (and if deemed necessary the registration fee) of the organising committee (but not their partners unless the partner is a member of the organising committee) may be paid from the Symposium budget.

5.9 Organisers are responsible for providing a draft budget to Council for approval at the last meeting before the Symposium.

5.10 Additional finance in the form of sponsorships and trade stand fees should be sought, although it is recognised that some topics will be able to attract less sponsorship than others.

5.11 Travel and subsistence expenses of the Guest Editor and Editor-in-Chief of the *Journal of Fish Biology*, or his or her representative from the Editorial Board, are paid by the publishers and should not form a part of the Symposium budget. Attendance by FSBI Council members and medallists will be paid by FSBI outside the £15,000 Symposium budget.

5.12 If there are any unresolved financial queries, then the organisers should contact FSBI Treasurer as soon as possible.

6. OFFICIAL ROLE OF FSBI PRESIDENT AND COUNCIL

6.1 The Symposium will be opened and closed by FSBI President, and if he/she is not available, then by FSBI Vice-President, Secretary or Treasurer, according to that order and availability, and then by a member of Council or another delegate, as the circumstance dictates.

6.2 Council Members are welcome to attend the Annual General Meeting at the Symposium, including in the year that they step down from Council but not that in which they join, with their registration, travel and subsistence costs covered directly by FSBI through the usual reimbursement system (for guidance, Councillors should refer to the current FSBI Guidelines on Councillors' expenses). Reimbursement for attendance of Council members for additional days or the entire Symposium is encouraged, with an expectation to contribute to FSBI or Symposium activities (e.g. membership support; poster or oral presentation scoring; ad hoc support for organising committee; profiling of Symposium mission and the *Journal of Fish Biology*). Council members wishing to extend participation beyond the above AGM and one night, are requested to inform FSBI President no later than the April Council meeting before the respective Symposium, and the level of support (100% or *pro rata* travelling, subsistence, registration) will depend on the overall number of such requests and FSBI budget. Partners of the President or Council members must pay their own costs.

7. PRESIDENT AND STUDENT OF THE AMERICAN FISHERIES SOCIETY

7.1 FSBI President will be responsible for inviting the President of the American Fisheries Society (AFS) (or a representative) to attend the Symposium and register him/her as a delegate. The Society will directly reimburse his/her registration fee and reasonable subsistence costs. AFS is expected to pay all international travel costs. Any partner accompanying AFS President will be treated as a guest of FSBI and his/her expenses, which are expected to be minimal, will be covered directly by FSBI.

7.2 FSBI President, via the Chair of the FSBI Studentships Committee, will also be responsible for inviting a student member of the AFS to attend the Symposium, the

selection of which will be made by AFS. FSBI Administrator will alert FSBI President and the Chair of the FSBI Studentship Committee in January of the year of the Symposium of the need for appropriate action. The Society will pay directly his/her registration fee and reasonable subsistence costs. AFS is expected to pay all international travel costs. Any partner accompanying the student must pay his/her full costs.

7.3 Chair of FSBI Studentships Committee will also identify a specific point of contact for the visiting student to help them plan the logistics of their attendance and to make them feel welcome throughout the Symposium, bearing in mind that this may be their first experience of an international conference and/or Europe. FSBI Administrator will alert the Chair of the FSBI Studentship Committee in April of the year of the Symposium of the need for appropriate action.

7.4 FSBI Studentships Committee will identify a reciprocal PhD student to attend the AFS Annual Meeting, which is usually held in the late summer. FSBI Administrator will alert the Chair of the Studentships Committee in mid-January of the need for appropriate action, which should be concluded in mid-February and communicated to the Chair of the AFS International Fisheries Section no later than mid-March of the year of the Annual Meeting.

8. PRESIDENT OF THE JAPANESE SOCIETY OF FISHERIES SCIENCE

8.1 FSBI President will be responsible for inviting the President of the Japanese Society of Fisheries Science (JSFS) (or a representative) to attend the Symposium and register him/her as a delegate. The Society will directly reimburse his/her registration fee and reasonable subsistence costs. JSFS is expected to pay all international travel costs. Any partner accompanying JSFS President will be treated as a guest of FSBI and his/her expenses, which are expected to be minimal, will be covered directly by FSBI.

8.2 FSBI President, via the Chair of the FSBI Studentships Committee, will also be responsible for inviting a student member of the JSFS to attend the Symposium, the selection of which will be made by JSFS. FSBI Administrator will alert FSBI President

and the Chair of the FSBI Studentships Committee in January of the year of the Symposium of the need for appropriate action. The Society will pay directly his/her registration fee and reasonable subsistence costs. JSFS is expected to pay all international travel costs. Any partner accompanying the student must pay his/her full costs.

8.3 Chair of FSBI Studentships Committee will also identify a specific point of contact for the visiting student to help them plan the logistics of their attendance and to make them feel welcome throughout the Symposium, bearing in mind that this may be their first experience of an international conference and/or Europe. FSBI Administrator will alert the Chair of the FSBI Studentships Committee in April of the year of the Symposium of the need for appropriate action.

8.4 FSBI Studentships Committee will identify a reciprocal PhD student to attend the JSFS Annual Meeting, which is usually held in the spring. FSBI Administrator will alert the Chair of the FSBI Studentships Committee in mid-October of the year before the Annual Meeting of the need for appropriate action, which should be concluded by mid-November and communicated to JSFS no later than the end of November of the year before the Annual Meeting.

9. PUBLICATION OF PROCEEDINGS

9.1 The proceedings of the Symposium are published in a Special Issue of the *Journal of Fish Biology*, which is a very important element of the symposium organisation.

9.2 The Symposium organisers are responsible for identifying suitable candidates to act as Guest Editors for the Proceedings, ideally no later than the April of the year preceding the Symposium, and for ensuring that the editing of the Proceedings is fully completed to the satisfaction of the Editor-in-Chief of the *Journal of Fish Biology*. One Guest Editor (identified by the Editor-in-Chief) will be drawn from the Editorial Board of the *Journal of Fish Biology* to provide guidance for other Guest Editors and to advise and assist with

editorial procedures. To share the editorial duties and ensure timely delivery of the special issue, the appointment of more than one Guest Editor is very strongly encouraged.

9.3 All submitted manuscripts are subject to the *Journal of Fish Biology*'s normal refereeing procedures. The proposed timeline appears below, with the aim of publication of the Symposium proceedings, as a Special Issue of the Journal, in the December of the same calendar year. As guidance, and to maximise inclusion of published manuscripts in the Symposium supplement, we advise First and Second Announcements (published in *Journal of Fish Biology*, FSBI Newsletter, online, etc.), and call for abstracts, on 1 June and 1 August respectively in the year preceding the Symposium).

9.4 Deadlines and subsequent timelines for submissions are based on the below time-line, and the Symposium organisers and the Editor-in-Chief of the *Journal of Fish Biology*, or his/her representative, are expected to facilitate the publication pipeline. Abstracts to be submitted to the organising committee by 1 November of the previous year, after which manuscripts of accepted presentations (including posters) to be submitted to the *Journal of Fish Biology* by 1 March and revised manuscripts to be resubmitted at least one week before the start of the Symposium. Final recommendations from the Guest Editor(s) to the Editor-in-Chief of the *Journal of Fish Biology* will then be made by 31 July, facilitating publication of the proceedings in December of that year.

9.5 Participants who are subscriber members of FSBI (i.e. with a subscription to the *Journal of Fish Biology*) will automatically have online access to the proceedings when they appear as a Special Issue. In addition, non-member participants will have access through the 'Free to Read' arrangement which is in place for the proceedings and all other Special Issues for 12 months following publication.

10. ETHICS

10.1 Contributors to Symposia will be expected to have adhered in the course of their research to the Guidelines for the Use of Animals in Research published in *Animal*

Behaviour, **55**, 251–257 (1988) and to have read the two Editorials published in the *Journal of Fish Biology* (2008) **68**, 1–2 and (2011) **78**, 393–394. In addition, the Society considers that scientists should avoid research which kills or damages any species of fish which, using IUCN criteria, is regarded as threatened or is listed as such in the Red Data Book appropriate to the geographic area concerned. In accordance with this view, papers or posters based on such research will not be accepted for Symposia unless the work had clear conservation objectives. Authors submitting a paper for consideration for inclusion in the Special Issue will be required to follow the ethics guideline in the Instructions to Authors of the *Journal of Fish Biology*.

Ian J. Winfield

FSBI Secretary

15 March 2022

APPENDIX

PAST FSBI SYMPOSIA

Year	Location	Topic
2021	Leuven	Fish, Fisheries and Ecosystems in the Anthropocene
2020	<i>Symposium at Nottingham postponed to 2022 due to COVID-19</i>	
2019	Hull	Advances in eDNA-based Approaches to Fish Ecology and Management
2018	Norwich	The Sustainable Use and Exploitation of Fishes
2017	Exeter	Understanding Fish Populations - 50th Anniversary event
2016	Bangor	Fish, Genes & Genomes: Contributions to Ecology, Evolution & Management
2015	Plymouth	Biology, Ecology and Conservation of Elasmobranchs
2014	Hull	Integrated perspectives on fish stock enhancement
2013	Glasgow	Deep sea fish biology
2012	Norwich	The physiology of fish behaviour
2011	Bournemouth	Fish biodiversity and conservation: current state of knowledge
2010	Belfast	Fishes and climate change
2009	Leicester	Stickleback behaviour and evolution
2008	Cardiff	Parasites as agents of selection in fishes: from genes to ecosystems
2007	Exeter	Integrated Biology of the Establishment Success & Dispersal of Non-Native Fishes
2006	Aberdeen	Fish population structure: implications to conservation
2005	Bangor	Fish habitat ecology and conservation
2004	London	Comparative perspectives on the biology of wild and farmed fish
2003	Norwich	Fish as models of behaviour
2002	Hull	Estuarine and lagoon fish and fisheries
2001	Leicester	Fish biodiversity and conservation

2000	Cambridge	Polar fishes
1999	St Andrews	Development of fishes
1998	Southampton	Tropical fish biology
1997	Galway	Ichthyoplankton ecology
1996	Aberdeen	Deep water fishes
1995	Plymouth	Molecular biology in fish, fisheries and aquaculture
1994	Glasgow	Predator-prey relationships in fishes
1993	Conwy	Factors affecting the distribution of fish
1992	Liverpool	Fish life history strategies
1991	Belfast	Biochemical genetics and taxonomy of fish
1990	Lancaster	Biology and conservation of rare fish
1989	Aberdeen	Fish population biology
1988	Southampton	Fish in estuaries
1987	Plymouth	Immunology and disease control mechanisms of fish
1986	Bangor	Behaviour of fishes
1985	Cardiff	Scientific basis of inland fisheries management
1984	Stirling	Fish energetics
1983	Plymouth	Fish immunology
1982	Plymouth	Fish reproduction: strategies and tactics
1981	Bangor	Fish physiology
1980	Norwich	Stress in fish
1979	Aberdeen	Fish as experimental animals
1978	London	No set title
1977	Stirling	Rhythmic activity of fishes