



2028 SMBE EXTENDED REGIONAL MEETINGS GUIDELINES

Submission opens: November 12, 2025

Deadline for submission: March 15, 2026

Decisions announced: Mid-June 2026

Starting in 2027, the SMBE Annual Meeting will alternate between the Global Meeting (on odd years) and the SMBE Extended Regional meetings (on even years). The first extended regional meetings are scheduled to take place in 2028.

The SMBE will financially support up to five meetings, ideally one per major region of the world (North America, Central/South America, Europe, Africa, Asia/Oceania). This format will reduce the environmental impact of its meetings while simultaneously increasing accessibility by lowering travel costs for its members worldwide.

SMBE is now calling for proposals for meetings and actions to be held between **January 1, 2028 and December 31, 2028**. Funds will be awarded on a competitive basis to members of the molecular evolution research community to host meetings that provide opportunities for participation to members with a wide range of interests, as covered by our society. The meetings could also include focused symposia to be determined by the organizers. The number of awards will depend on the quality of the proposals, the total cost, and the available budget.

The deadline for submission of proposals is March 15, 2026. Decisions will be communicated to the applicants in mid-June 2026.

Expectations

- Events will be named “SMBE Regional meeting in XXXX” where XXX is the name of the city and country.
- The SMBE Extended Regional Meetings will promote interdisciplinary research by providing financial support for up to 100% of the costs, up to \$50,000 USD per

meeting. This should include the cost of at least two plenary lectures per meeting (hotel and travel). Sponsorship raised by the organizers could support other invited or plenary speakers.

- The schedule should be organized over 3-4 days and planned to maximize opportunities for early-career investigators (PhD students and postdoctoral fellows) to present their work as posters and talks.
- There must be SMBE members among the co-organizers.
- The date of the meeting should not overlap with other large meetings from other societies.
- The number of participants is expected to be between 100 and 200, allowing events to be organized in low-cost settings, such as University Campuses, rather than convention centers.
- A detailed projected budget, including the expected number of participants, travel/food/lodging costs, and registration fees, must be submitted with the application. Please note that SMBE funds cannot be used for indirect costs or overhead costs.
- If there is a registration fee, a discount should be offered to SMBE members, to encourage SMBE membership.
- The SMBE President or a member from the SMBE council or an Editor-in-Chief is expected to attend the meeting to promote the SMBE and its journals. A keynote slot should be reserved for that purpose.
- Meetings must be standalone events, but SMBE will consider events that could be organized jointly with local scientific societies with similar interests. SMBE must remain the main sponsor of the meeting.
- We expect the proposals to promote diversity and gender equity in the organizing committee and in the selection of speakers and participants.
- Proposals should strive to be inclusive and outline strategies for hybrid/virtual meetings. All talks are minimally expected to be made available to the SMBE community as recordings or live broadcasts. More advanced hybrid options are encouraged if they can be afforded within the budget.
- Participants of the meetings who are SMBE members are eligible for the [SMBE Caregiver Award](#) (at least two participants per meeting).
- The organizers should estimate the carbon footprint of the event. In particular, data on how attendees plan to travel (airplane, train, car) and city of origin for travel should be gathered upon registration.
- Meeting organizers should host a website for the meeting that highlights the central theme as well as the program, including the speaker list. This website should stay active for at least 3 years after the meeting date. Symposium and lecture organizers should provide a link to be advertised on the SMBE webpage.

The sponsorship of the SMBE must be mentioned in all pre-meeting publicity and in the meeting program.

- If the event does not occur as planned, the organizers will be asked to return funds to SMBE and submit a proposal again in the following call.
- The same guidelines as Global meetings should be followed regarding diversity and code of conduct.

Awards and travel reimbursement by the SMBE

- Faculty awards are awarded as usual every year; however the ceremony will be held in the following year, during the global meeting.
- Other awards of the SMBE are also maintained, but organized locally and celebrated at each local meeting: Graduate student excellence award (GSE, 2 awardees per meeting with oral presentation, 10 awards in total across the 5 meetings), Young investigator award (YI, 20 total, 4 per meeting), undergrad and mentoring award (15 total, 3 per meeting). The registration and gala dinner costs should be waived for these awardees. The SMBE will reimburse their reasonable travel and hotel expenses (up to a maximum of \$2,000) providing receipts after the conference.
- Council members, IDEA taskforce, staff, Editors of GBE and MBE are encouraged to travel to the meetings but their travel will not be reimbursed (unlike Global meetings). Travel will only be reimbursed for the SMBE member making the keynote presentation about the promotion of the Society (the President or the person replacing them).

How to submit a proposal

Proposals will be received and reviewed by two SMBE Council members, who will make a recommendation to the SMBE Council, whose decision is final. The SMBE Council may decide not to support any meetings in any particular year. The selection committee may contact the proposers for clarification during the review process, and a timely response will be required. An unsuccessful proposal can be resubmitted upon consultation with the selection committee (contacts provided below).

Post-meeting expectations:

- Organizers will be required to submit a copy of the final program and a brief (~2-page) summary of the workshop/symposium/meeting organization and financial aspects to the SMBE Council within three months of the event. The summary should be sent to the SMBE Business Office (smbe@am.kwgglobal.com) and the final budget to the SMBE treasurer Treasurer.SMBE@gmail.com
- Organizers will be required to submit a brief scientific report on their meeting for publication on the SMBE website or, alternatively, in one of the SMBE journals

after consultation with the Editors-in-Chief. A concise financial report outlining the use of funds is also expected but will not be published.

- Please note that 90% of the funds will be transferred to the organizers at the point of acceptance of the proposal (or as soon as needed thereafter), and the remaining 10% will be made available upon receiving the scientific and financial reports.
- Unused funds should be transferred back to SMBE within 3 months of the event.

PROPOSALS INSTRUCTIONS

Proposals should be deposit on the [dedicated website portal](#) and will be considered by the selection committee

Please include the information below in the proposal

- The name(s), gender, career stage, and full contact information for all organizer(s) and the name of the institution(s) involved.
- Universities/organizations providing additional financial support, if available, should also be listed. If additional funding is being simultaneously applied for, please state the status of that request as well. Please identify the organizers who are current SMBE members.
- Meeting summary (4 single-spaced pages max). Describe the scientific rationale for your proposed meeting. In doing so, be sure to clearly state (1) the importance and timeliness of the location of the meeting; (2) the anticipated short-term and long-term impacts of your meeting on the fields of molecular biology, genome biology, and evolution; (3) the extent and nature of student/postdoctoral fellow involvement in the organization and scientific content.
- Structure of the meeting. (1) the proposed structure of your meeting (e.g., lectures only, lectures, contributed talks, poster sessions, etc.); (2) an indicative list of proposed invited speakers including their gender, geographical origin and career stage;
- Financial summary. Please summarize your financial request, including estimated total budget, registration costs (if any), travel support for speakers / trainees, costs of the venue (if any), and details of non-SMBE funds to be used.