

Check list for Annual Meeting Program Unit Renewals

- □ Name Unit
- **U** Type of Unit for Renewal
- Section 6 year term usually more broadly defined; offers presenters most access for unsolicited papers; required to have at least one open session each year
 Group 6 year term long-range collaborative research topics/papers that require active participation
 Seminar 6 year term (not renewable) well defined research topics or projects with specific publication plans; limited membership; papers pre-distributed and not read at meetings
 Workshop 3 year term practical, hands-on, learning opportunities related to teaching and/or research applications
 Forty-word synopsis of rationale and aims if this has changed (for public viewing)
 Review of unit's work and programs for previous term.
- □ One paragraph CVs for the chair and steering committee members to include:
 - **n**ame, institution, position, address, phone and email
 - **SBL** membership number
 - □ degrees and years
 - **D** relevant scholarship and experience
- □ Projected topics for the first two years of new term (and potential presenters if identified)