

Special Interest Group (SIG) Guidelines

APS provides the opportunity for members to join a Special Interest Group (SIG). SIGs are organized to facilitate activities and communication between APS members who share common interests. Each SIG promotes networking through activities such as email discussions and messaging in APS Collaborates; meetings; joint symposium submissions to the APS Annual Meeting; and other SIG specific projects. SIGs are open to all APS members, and members can join a SIG at any point in the year. Exceptions to this are the Past Leaders SIG (for former members of the APS Council), and the Emerging Leaders SIG and Early Career Network, which are reserved for members at specific career stages.

Membership and Structure

An APS member can become a member of a SIG(s) by completing the appropriate section of the APS membership application or renewal membership form; or by updating their online APS member profile at any time during the year.

Each SIG must have at least one Chair. SIG Chair(s) will be limited to two consecutive two-year terms. Exceptions to this may be allowed if there is no viable successor, or if other circumstances warrant. SIGs are responsible for appointing their own Chair(s).

SIG Chair Responsibilities

The SIG Chair is responsible for:

- * developing the SIG agenda annually
- * corresponding with SIG members
- * maintaining bi-directional communication with APS leadership and the membership
- * submitting a report of SIG activities two times per year to the APS Council
- * requesting space for, and notifying SIG members of, any meeting held at the APS Annual Meeting
- * providing content updates for the SIG's listing on the APS website
- * identifying a replacement Chair as appropriate

SIG Activities

* **SIG meetings.** Each SIG is encouraged to meet during the APS Annual Meeting. The use of audio visual equipment for SIG meetings is not typical. Meeting attendees who are not members of APS may attend SIG meetings held at the Annual Meeting, but will not be considered SIG members until they join APS. SIGs interested in conducting scientific sessions should submit a proposal through the abstract submission process (see below).

* **Messaging.** Official SIG communications will be conducted through the SIG community within APS Collaborates, which is used as an email listserv and is automatically synced with the SIG membership list within the APS member database. At times, a non-member attendee at a SIG meeting held at the APS Annual Meeting may wish to be included on the email distribution list for the SIG. However, since all official SIG communication is through APS Collaborates (a benefit available to APS members only) non-members must first join the Society in order to receive SIG emails.

* **Website.** Each SIG has an individual webpage on the APS website. The inaugural SIG Chair is responsible for providing language describing the SIG for posting on the website, which will serve as the primary source of information for the membership of the SIG's goals and activities.

* **Scientific sessions at APS Annual Meetings.** SIG members are encouraged to develop workshops, symposia or other scientific sessions for presentation during the APS Annual Meeting, which should be submitted through typical submission channels and will be subject to peer review. No funding is available for the organization or implementation of these member-submitted sessions.

* **Other activities at APS Annual Meetings.** SIGs that are interested in sponsoring a social event or another activity at an APS meeting may apply for reasonable expenses to support those activities.

* **Webinars.** SIG members are encouraged to develop and conduct webinars and other remote educational activities within their areas of expertise, for both the APS membership and an outside audiences, as appropriate. The APS National Office is available to assist in the organization, promotion and implementation of these activities. SIGs interested in conducting such activities on behalf of APS must complete an *APS SIG Scientific Initiative* application, available from the APS National Office. All initiatives must be approved by the APS Council. All project proposals for activities to be conducted must include a comprehensive scope of work, timeline, budget, anticipated participants, expected outcomes and project metrics.

* **Activities outside of APS.** Any SIG interested in sponsoring scientific activities, to include webinars, workshops, serving as a speaker on behalf of the SIG, participating in a joint event with another organization on behalf of the SIG or other activities at another organization's event must complete an *APS SIG Scientific Initiative* application, available from the APS National Office. All initiatives must be approved by the APS Council. All project proposals for activities to be conducted outside of APS must include a comprehensive scope of work, timeline, budget, anticipated participants, expected outcomes and project metrics. A SIG may not enter into any agreement or contract with an individual or organization using the name of APS; such agreements need APS Council approval and are to be executed by the Executive Director.

* **Publications.** Any SIG interested in developing a written product for publication in any media, within APS or outside of APS should reference the APS Publications Policy.

Services provided by the APS National Office

The APS National Office will:

- * assist with development of new SIG
- * maintain a list of members of each SIG, according to the member database, and can assist SIGs in communicating with their members, as needed
- * forward SIG member information to the SIG chair or designee upon request.
- * will make the requested web updates/changes in a timely manner
- * provide access to tele- and video- conference call line
- * provide space and assist with logistics for SIG meetings at the APS Annual Meeting
- * assist with SIG-sponsored webinars and other remote educational activities
- * remind SIG Chairs of the requirement to provide twice yearly reports to Council
- * serve as a liaison between the SIG and Council for SIG funding requests

Requirements to Form a SIG

Any five (5) Society members in good standing may organize a SIG by submitting an application to the APS Council. The application shall include the proposed name, the specific area of interest, the scope and purpose of the proposed SIG and the name and email addresses of the proposed founding members.



Integrating mind, brain, body and social context in medicine since 1942

6728 Old McLean Village Drive • McLean, VA 22101-3906 • (703) 556-9222 • FAX (703) 556-8729 • email: info@psychosomatic.org
www.psychosomatic.org

APS SIG SCIENTIFIC INITIATIVE APPLICATION

All initiatives must be approved by the APS Council.

To ensure that APS activities and programs reflect our values and help achieve the Society's goals, we ask that you specifically address how the project supports APS values and goals.

Five core values guide the Society's work:

Scientific Rigor; Clinical Relevance; Multidisciplinary Collaboration; Membership Diversity; Nurturing Community

and underlie the Society's primary goals:

1. Promote and sustain scientific excellence in psychosomatic medicine
2. Translate our scientific findings for clinical application and relevance
3. Grow and nurture a vibrant, diverse membership
4. Ensure sustainability of APS through leadership development opportunities and fiscal responsibility

Name and type of proposed scientific activity:

Scope of work:

Action plan/timeline:

Anticipated participants/audience:

Expected outcomes:

Evaluation plan/metrics:

Please attach project budget and use additional sheets as necessary