ISCB AFFILIATES

The core of the International Society for Computational Biology’s mission is to advance the understanding of living systems through computation. As the international membership organization of computational biologists, ISCB is committed to building bridges across the variety of not-for-profit community organizations that serve bioinformaticians/computational biologists in order to contribute to advancing the science globally. The ISCB Affiliates Program provides an official designation of “ISCB Affiliate” to organizations that meet the necessary criteria within the following categories:

- Membership organizations that are regionally or nationally based providing information and education to their members
- Institutes, Centers and Networks of regional, national or worldwide reach providing bioinformatics/computational biology tools and services

Organizations seeking affiliation with ISCB must submit an application demonstrating fulfillment of the ISCB Affiliate guidelines detailed below and on the following pages. Affiliation is granted on a case-by-case basis, taking these guidelines into consideration during review of each application. These are not strict rules and are meant to provide a framework to help ISCB make appropriate decisions on requests for affiliation. Within one month of receiving a new application the ISCB Affiliates Task Force will respond to the applicant organization with approval/refusal* of affiliate status, or with recommendations of specific actions the applicant must take to qualify for affiliate status.

All ISCB Affiliates are required to provide the contact details of at least ten members of their organizations that are also current dues-paying Professional Members of ISCB. If an ISCB Affiliate cannot meet this requirement, an affiliation fee of 1145** USD must be paid to ISCB. Upon receipt of the fee ISCB will grant Professional Membership status to ten members nominated by the affiliate.

The Affiliates Committee requires an annual report from all affiliates to confirm they continue to meet the requirements of affiliation. **Annual reports are due 31 October. A reporting form will be providing to each affiliated group contact to complete.**

Affiliate status will be revoked from non-responding affiliates, affiliates that no longer meet the requirements based on information provided in their annual report, and affiliates that fail to provide the contact details or payment as described above.
These guidelines are subject to periodic change without notice. Organizations already granted ISCB Affiliate status, as well as those whose applications have been received prior to changes in the program, will be granted a phased approach to meet any new or altered requirements. Changes will apply immediately to all organizations that have not yet applied for Affiliate status.

* ISCB reserves the right to refuse Affiliate status to any organization it determines or perceives to compete with ISCB’s role as a provider of membership benefits and services to the global bioinformatics/computational biology community, regardless if any other organization that could also be determined or perceived to be a competitor is granted ISCB Affiliate status.

** The affiliation fee of 1145 USD applies to affiliates based in High Income countries according to the most recent World Bank list of economies. Affiliates based in Middle Income economies shall pay 450 USD, and affiliates based in Lower Income economies shall pay 250 USD.
REGIONAL AND NATIONAL MEMBERSHIP ORGANIZATIONS
GUIDELINES FOR ISCB AFFILIATION

**Membership organizations:**
Regionally or nationally based and populated bioinformatics/computational biology membership organizations are defined as not-for-profit organizations that are open to members from a specific geographic area representing at least three research institutions/organizations. At least one of the institutions/organizations of a membership organization must be academic or not-for-profit.

These membership organizations are requested to provide information for posting to the ISCB website about current bioinformatics initiatives in their regional area including, but not limited to, educational activities, conferences, funding and fellowship opportunities, etc. These organizations are expected to contribute to ISCB by encouraging their members to become ISCB members, advertising/distributing information about ISCB’s activities/announcements to their members, providing feedback about existing ISCB activities and making suggestions on new initiatives/activities/public policies that ISCB could participate with the group in helping to advance a shared mission.

**Application specifications**
To apply for ISCB affiliation a regional/national organization must submit an application specifying:

- Official group name (and acronym if applicable)
- Website URL (must have at least one dedicated page for the regional group if part of a host site)
- Year founded
- Proof of non-profit tax status (or written statement signed by chief group leader declaring group is not-for-profit)
- Geographic area (must have defined geographic boundaries)
- Person responsible for ISCB liaison (including full contact coordinates)
- Leadership structure (i.e., board of directors, steering committee, officers (including titles))
- Mode of election or selection of leaders*
- Frequency of election / leadership turnover
- Membership dues* (if any)
- Membership benefits
- Process for becoming a member
- Number of organization’s members AND number of members who are ISCB members (at least 10 members must be ISCB members)
- Full contact details of at least 10 members that are current ISCB Professional Members
- Method of attracting new members
- Goals and brief history
- Past and planned activities (yearly meeting / on-line meetings / etc., including number of participants)
Financial sponsors* (if any)

* In order to qualify for affiliate status a regional/national membership organization should have either a leadership elected by the members, or dues paying members, or an impartial funding source such as the local government or local corporation(s).

**Tiered Structure for ISCB Regional Affiliates:**

**TIER 1 (Provisional Affiliate)**
- Characteristics: a newly formed regional group
- Benefits: all of the current benefits (listed below), except for voting rights on the Affiliates Committee

**TIER 2 (Established Affiliate)**
- Characteristics: a regional group that has been in existence for at least two years and is in good standing
- Benefits: benefits that are given to affiliates currently (see below)

**TIER 3 (Contributing Affiliate)**
- Characteristics: organizes activities that contribute to ISCB’s mission and provide benefit to ISCB members, and is active in the Affiliates Committee
- Benefits: all of the current benefits (listed below), opportunities to be involved in governance and oversight of the Affiliates Committee, including a seat on the Affiliates Council; an additional benefit is eligibility to be the Affiliates’ representative on the ISCB Board of Directors

**Affiliation Benefits:**

- One voting seat in the Affiliates Committee for recommendations to the ISCB affiliates task force or board of directors on affiliate matters
- Authorization to use a special “ISCB Affiliate” logo on group’s web site and promotional materials
- Potential pool of ISCB member volunteers, editorial assistance for papers / reports / web page content
- Listing of the group’s meeting within the Affiliated Conferences section of the ISCB website
- Possibility of ISCB professional help in organization of the meeting
  *This might include registration fee collection (not always possible and may involve impediments involving country/currency/tax limitations), marketing, use of abstract submission system, conference planning consulting, sponsorship, fellowship, etc.*
- Complete listing on the Affiliates page of ISCB website, including link to group’s site
- One page of content on the ISCB web site managed by the affiliate (optional)
NATIONAL, REGIONAL OR WORLDWIDE INSTITUTES, CENTERS AND NETWORKS
GUIDELINES FOR ISCB AFFILIATION

Institutes, Centers and Networks:
National, regional and worldwide bioinformatics/computational biology institutes, centers and networks are defined as not-for-profit organizations that represent a consortium of educational institutions, and/or academic hospitals/medical centers, and/or research institutes, and (optionally) industrial partners, and that actively contribute to expanding the outreach of member institutions/organizations toward the advancement of bioinformatics/computational biology.

These institutes, centers and networks are requested to provide information for posting to the ISCB website about current bioinformatics initiatives within their organization including, but not limited to, educational activities, conferences, funding and fellowship opportunities, etc. These organizations are expected to contribute to ISCB by encouraging their leaders and members (and/or member organizations) to become ISCB members, advertising/distributing information about ISCB’s activities/announcements to their members, providing feedback about existing ISCB activities and making suggestions on new initiatives/activities/public policies that ISCB could participate with the organization in helping to advance a shared mission.

Application specifications
To apply for ISCB affiliation an institute/center/network must submit an application specifying:

- Official institute, center or network name (and acronym if applicable)
- Website URL
- Year founded (should be at least two years old)
- Proof of non-profit tax status
- Geographic area (must have defined geographic boundaries)
- Person responsible for ISCB liaison (including full contact coordinates)
- Leadership structure (i.e., board of directors, steering committee, officers (including titles))
- Mode of election or selection of leaders*
- Frequency of election / leadership turnover
- Membership fee structure*
- Membership benefits
- Process for becoming a member
- Number of members AND number of members who are ISCB members (at least 10 members or 5%, whichever is greater, must be ISCB members)
- Full contact details of at least 10 members that are current ISCB Professional Members
- Method of attracting new members
- Goals and brief history
- Summary of significant past and planned activities and initiatives
Financial sponsors* (if any)

* In order to qualify for affiliate status an organization should have either a leadership elected by the members (or member organizations), or dues paying members/member organizations, or an impartial funding source such as the regional government or regional corporation(s).

**Tiered Structure for ISCB Affiliates:**

**TIER 1 (Provisional Affiliate)**
- Characteristics: a newly formed regional group
- Benefits: all of the current benefits (listed below), except for voting rights on the Affiliates Committee

**TIER 2 (Established Affiliate)**
- Characteristics: a regional group that has been in existence for at least two years and is in good standing
- Benefits: benefits that are given to affiliates currently (see below)

**TIER 3 (Contributing Affiliate)**
- Characteristics: organizes activities that contribute to ISCB’s mission and provide benefit to ISCB members, and is active in the Affiliates Committee
- Benefits: all of the current benefits (listed below), opportunities to be involved in governance and oversight of the Affiliates Committee, including a seat on the Affiliates Council; an additional benefit is eligibility to be the Affiliates’ representative on the ISCB Board of Directors

**Affiliation Benefits:**

- One voting seat in the Affiliates Committee for recommendations to the ISCB affiliates task force or board of directors on affiliate matters
- Authorization to use a special “ISCB Affiliate” logo on institute’s web site and promotional materials
- Potential pool of ISCB member volunteers, editorial assistance for papers / reports / web page content / …
- Listing of the institute’s meeting within the Affiliated Conferences section of the ISCB website
- Possibility of ISCB professional help in organization of the meeting
  *This might include registration fee collection (not always possible and may involve impediments involving country/currency/tax limitations), marketing, use of abstract submission system, conference planning consulting, sponsorship, fellowship, etc.*
- Abbreviated listing on the Affiliates page of ISCB website, including link to institute’s site
### SUMMARY OF ISCB AFFILIATE BENEFITS BY CATEGORY:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>ISCB Affiliated Regional / National Group</th>
<th>ISCB Affiliated Institute / Center / Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voting Seat in the Affiliates Committee for recommendations to the ISCB affiliates task force and/or board of directors on affiliate matters</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Authorization to use a special ISCB logo on group’s web site and advertising material</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Pending pool of ISCB member volunteers, editorial assistance for papers/reports/web page content</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Advertising of group’s meeting, if any, on the ISCB website</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>If finances allow, possibility of an ISCB sponsored session/speaker at group’s conference</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Possibility of an ISCB organized session at group’s conference</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Possibility of ISCB professional help in organization of annual meeting</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>One page on the ISCB web site to be managed by the organization (optional)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Complete listing on the Affiliates page of ISCB website, including link to organization’s site</td>
<td>X</td>
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