

Table 1. Activities undertaken by Research Chapters and the role of the RCWG and ESA board.

RC Activities	What do RC need to do?	How can RCWG help?	How can the ESA Board help?
Symposia	<ul style="list-style-type: none"> Align with conference theme. Follow LOC submission guidelines/timelines. Submit a proposal via RC convenor and badge it as a 'RC symposium topic'. 	<ul style="list-style-type: none"> Review symposium proposals when requested. Work with Conference WG to explore options for making the submission and evaluation process fair, equitable and efficient. 	<ul style="list-style-type: none"> Provide annual symposia time-slots at ESA conferences. Allow for a limited number of discounted or complementary registration fees to support an RC symposium speaker where a clear need and benefit can be demonstrated.
Workshops	<ul style="list-style-type: none"> Follow LOC submission guidelines/timelines. Submit workshop proposal via RC convenor and badge as 'RC workshop'. Apply for ESA funds. 	<ul style="list-style-type: none"> Review workshop proposals when requested and provide feedback to the LOC (if required). Work with Conference WG to explore options for making the submission and evaluation process fair, equitable and efficient. 	<ul style="list-style-type: none"> Where possible provide funding for the workshop if requested. Liaise with the LOC to register the workshop (if required).
Field Trips	<ul style="list-style-type: none"> Follow LOC submission guidelines/timelines. 	<ul style="list-style-type: none"> Review field trip proposals when requested and 	<ul style="list-style-type: none"> Where possible provide funding for field-trips.

	<ul style="list-style-type: none"> • Submit proposal via convenor (& badge as 'RC field-trip'). • Apply for ESA funds. 	<p>provide feedback to LOC (if required).</p> <ul style="list-style-type: none"> • Work with Conference WG to explore options for making the submission and evaluation process fair, equitable and efficient. 	<ul style="list-style-type: none"> • LOC will advise the ESA board on the number of field-trips proposed.
Social Events	<ul style="list-style-type: none"> • Advise RCWG and LOC that a social event is planned. • Where the event is outside an ESA conference, Apply for ESA funds. 	<ul style="list-style-type: none"> • Advise LOC that a RC social event is planned. • Potentially fund RC mixer using RC joining fee funds. 	<ul style="list-style-type: none"> • Provide a time-slot for a RC mixer at the annual ESA conference (in collaboration with LOC). • Potentially provide funding for the social event.
Electronic communications – internal	<ul style="list-style-type: none"> • RC leadership group will set-up a communication platform using Google Groups or similar. 	<ul style="list-style-type: none"> • Where possible, facilitate the development of new RCs and the updating of information on RC webpage. 	<ul style="list-style-type: none"> • ESA will provide a webpage dedicated to RCs on the ESA website. This will provide contact details to join or initiate a RC.
Electronic communication – Bulletin	<ul style="list-style-type: none"> • RC Convenor and leadership group will provide an annual report to 	<ul style="list-style-type: none"> • RCWG will provide an annual summary to the Bulletin based on individual 	<ul style="list-style-type: none"> • The Bulletin editor will prompt RC convenors to contribute to the ESA Bulletin on an equitable and

	RCWG via the template provided.	RC reports.	manageable basis.
Collaborative projects - Research	<ul style="list-style-type: none"> • Liaise with RCWG 	<ul style="list-style-type: none"> • Where possible help to facilitate these activities. 	
Collaborative projects - Policy	<ul style="list-style-type: none"> • Liaise with RCWG 	<ul style="list-style-type: none"> • Provide a first point-of-contact to the ESA board. 	<ul style="list-style-type: none"> • ESA board/exec must be consulted (& activities approved if under the ESA banner).
Collaborative projects - Publications	<ul style="list-style-type: none"> • Liaise with RCWG 	<ul style="list-style-type: none"> • Provide feedback and if necessary the first point-of-contact to the ESA board 	<ul style="list-style-type: none"> • ESA board/exec must be consulted & acknowledged (if requested) if the publication is under the ESA banner.
Training – Chapter specific	<ul style="list-style-type: none"> • Discuss training needs with RCWG. • Apply for ESA funds. 	<ul style="list-style-type: none"> • Where possible help to facilitate training activities. 	<ul style="list-style-type: none"> • Possibly fund training activities.
Training – ESA generally	<ul style="list-style-type: none"> • Discuss training needs with RCWG. • Apply for ESA funds. 	<ul style="list-style-type: none"> • Where possible help to facilitate training activities. 	<ul style="list-style-type: none"> • Possibly fund training activities.