

## **Functions of the Scientific Advisory Board**

Keystone Symposia is a not for profit 501(c)(3) organization that convenes open, peer-reviewed scientific conferences in the biomedical and life sciences. The organization's mission is to connect academic, industry, and government scientists across disciplines, to catalyze the generation of new ideas and collaborations, and to accelerate discoveries that benefit humankind.

The Scientific Advisory Board (SAB), comprised of about 100 distinguished scientists, guides the development of the conference portfolio each year. SAB membership includes industry, academic, and government scientists with expertise across the biomedical research landscape. The primary tasks of the SAB are to develop and prioritize future conference topics and peer-review all conference programs for each conference season. The overarching mandate is to ensure that each Keystone Symposia conference is unique and cutting-edge.

The SAB meets in person twice a year in Keystone, Colorado, to develop future conference portfolios. At the first of these meetings, held in January, the SAB identifies and prioritizes potential conference topics and proposes possible lead organizers for conferences to be convened two years in the future. Following this meeting, the Keystone Symposia staff reaches out to potential organizers to solicit preliminary proposals for these conferences. These proposals are then peer-reviewed at the second SAB meeting, held in June, where they may be approved, approved with revisions, or, occasionally, rejected. Once proposals are approved, the Keystone Symposia staff then work to identify venues, and dates for each conference and to invite speakers, etc.

In addition to participation in the SAB meetings, SAB members are also occasionally called upon by teleconference to provide specific advice on conference topics within their area of expertise and to assist the organization with its strategic initiatives. SAB members are also invited to participate in Keystone Symposia's study group process, which is an on-line chat room format designed to collect input from the scientific community at large. Conference ideas collected through study groups are used by the SAB as they develop future conference portfolios in their January meetings.

In summary, the Scientific Advisory Board plays a critically important role in sustaining Keystone Symposia's reputation as the preeminent convener of scientific conferences in the biomedical and life sciences.