



Symposium Guidelines: Deadline 10 October 2018

- A symposium is a moderately formal 2-hour session that includes 4 presenters and 1 discussant.
- Symposium proposals must include both the overall panel proposal, as well as the individual presenter abstracts. The panel chair is responsible for submitting the overall summary and each presenter is responsible for submitting their own individual abstract. Symposium chairs will have the opportunity to review the individual abstracts and finalize the submission.
- Each of the 4 presentations lasts 30 minutes which allows for a 20-minute presentation and 10-minute discussion period.
- An individual may submit as many symposia as they would like, but can only participate in a symposium or oral presentation a total of two times in any role (this includes chair, discussant and presenter). If a session is selected where a speaker is included more than twice, the speaker will need to find a suitable replacement which can be approved by the program chairs.
- Submissions by women and minorities are highly encouraged.
- One discussant per symposium is required. The discussant cannot also be a presenter. This individual will lead the discussion with panelists and attendees the last thirty minutes of the symposium. ***NO formal presentation, slides, or other audio visuals are allowed for discussants; this rule will be strictly enforced.***
- Symposium sessions will be scheduled with the assumption that all speakers agree to be available on all days of the meeting.
- Symposium participants should be from various institutions (preferably from different countries) so the meeting attendees get the benefit of cross-institutional collaboration. Proposals that have participants from only one institution should include a justification as to why this is necessary for the proposal. The Chair may be asked to replace a speaker if the abstract submission includes two speakers from the same institution.
- There is a limit of 16,200 characters for the text of your abstract submission. This includes title (200 characters), the overall abstract (3,200 characters) and each speakers' abstract (3,200 characters each), not counting spaces. No images will be accepted.
- At the time of submission, all presenters, including the chair must submit his/her disclosures. Submissions will not be reviewed without a completed disclosure.
- Audiovisual equipment available for every symposium: laptop, LCD projector, laser pointer, podium, and microphone.