



## **Symposium Guidelines: Deadline Thursday, 26 October 2023**

- A Symposium is a moderately formal 2-hour session that includes an introduction, 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 15-20 minutes which allows for the 15-minute introductions and 20-25-minute discussion period.
- The amount of symposia submissions by an individual is unlimited, but an individual cannot be listed for more than two total roles (chair, co-chair, presenter, or discussant) between accepted symposia and oral presentation. If sessions are selected where a participant is included more than twice, the participant will need to find a suitable replacement to be approved by the program chairs.
  - An individual may not submit more than one symposium in the chair role.
  - The SIRS President and Congress Program Chairs/Co-Chairs cannot chair a symposium.
- One co-chair per symposium is required. The co-chair can also be a presenter but not a discussant.
- 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 twenty 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 or Co-Chair may be asked to replace a speaker if the abstract submission includes two speakers from the same institution.
- Global Diversity: Please include one member from an under-represented country in your symposium. This will be taken into consideration during the selection process'
- Symposium participants should include scientists and/or clinicians who are women, underrepresented minorities, and/or individuals who are at an early career stage.
- SIRS strongly supports diversity in the scientific topics of symposia and seeks symposia that address important understudied factors (e.g., sex-and gender-based analyses, vulnerabilities, and treatment gaps for minority populations, etc.) in psychiatric neuroscience.

- 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 speakers' abstract (3,200 characters each), not counting spaces. No images, tables or graphs will be accepted.
- At the time of submission, all presenters, including the chair and co-chair must submit his/her disclosures. Submissions will not be reviewed without a completed disclosure.
- Each Symposium will be allotted \$3000.00 USD to allocate to their participants, if accepted. Chairs will utilize this funding for their accepted symposia to allocate to participants that are an Early Career Researcher or who need additional funding. Instructions on the process and how to submit reimbursement receipts will be provided closer to the Congress dates.
- All participants must upload a copy of their CV for accreditation purposes.