



2020 CPDD ANNUAL MEETING Symposia, Forum and Workshop Submission Guidelines

DEADLINE for proposals: Tuesday, October 15, 2019

**All deadlines occur at 5:00 PM Central*

Symposia - Symposia are 2 hours in length and may have no more than 4 speakers and a discussant. A co-chair is required. The chair will submit the overall session title and summary abstract (maximum 250 words). Speakers will submit their individual presentation title only. Each symposium will have approximately 25 minutes each for four presentations (20 minutes for the talk and 5 minutes for questions), and 20 minutes for the discussant. These guidelines are designed to ensure that speakers have the opportunity to present greater depth and breadth of their topic and to promote more discussion during the session. Please encourage your discussant to present a broad interpretation of the topic rather than focusing just on their own work. The discussant should tie together the presentations and encourage discussion from the audience.

Mini-Symposia - Mini-Symposia are 1 hour long and limited to 3 speakers, each with approximately 20 minutes to speak. No discussants are needed for mini-symposia. A co-chair is required. The chair will submit the overall session title and summary abstract (maximum 250 words). Speakers will submit their individual presentation title only. These guidelines are designed to ensure that speakers have the opportunity to present greater depth and breadth of their topic and to promote more discussion during the session.

Workshops - Workshops are 1-2 hours and are generally scheduled for evening slots (e.g., 7:00 p.m. – 9:00 p.m.). Workshops can have 2-5 speakers. A co-chair and discussant are optional. The chair will submit the overall session title and summary abstract (maximum 250 words). Speakers will submit their individual presentation title only. Typical AV, a screen, projector, and computer, will be provided. Chairs, should you need additional AV, please indicate this in the submission.

Forums - Forums are 1-hour sessions during a set time slot on the program. A second hour may be requested at the discretion of the Program Committee. Forum topics should be of broad interest to meeting attendees (e.g., policy issues, funding of research). A co-chair and discussant are optional roles. The chair will submit the overall session title and summary abstract (maximum 250 words). Speakers will submit their individual presentation title only.

General Requirements for ALL Submissions Listed Above:

- Chairs will submit an overall abstract with a maximum of 250 words.
- If CME/CE will be offered for a session, 2 learning objectives must also be provided.
- Presenter disclosures must be submitted by individual presenters in order for applications to be successfully submitted. Submitting chairs are encouraged to follow up with presenters to ensure disclosures are submitted before the due date.
- It is the responsibility of the chair to keep the schedule approved by the Program Committee.
- Presentations are solely education based. The use of any advertising, trade names, or product-group message association is prohibited; this rule will be strictly enforced.
- All presenters' and co-authors' disclosures must appear on the first slide of the presentation. Slides will be reviewed in the speaker ready room to ensure compliance.
- Once a session is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chair.
- Participants may only chair and/or present in one symposium, mini-symposium, forum or workshop.
- Commercial logos (e.g. Company) are not permitted to appear on meeting materials, including presentation slides.
- Speakers for accepted symposia and mini-symposia will be offered a 50% discount on early bird registration pricing. No reimbursements are provided.
- Submissions not accepted for presentation will not automatically be forwarded for consideration of an abstract/oral presentation, presenters will be required to submit an abstract separately.