

Symposia Guidelines

New for 2014: The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to three (3), the three roles include being a presenter, chair, co-chair or discussant. Furthermore, speaking roles are limited to a maximum of two per person.

- A symposium is a moderately formal two (2) hour session that includes a chair, (four) 4 presenters and a discussant.
- Symposium proposals must include both the overall symposia proposal, as well as the individual presenter abstracts. The panel chair is responsible for submitting the overall summary and each presenter's individual presentation abstract.
- Each of the (four) 4 presentations lasts (thirty) 30 minutes which allows for a (twenty) 20-minute presentation per speaker and a 10-minute discussion period.
- One discussant per symposium is required. The discussant cannot also be a presenter. This individual will lead the discussion with panelists and attendees at the end 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 conference.
- 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 speaker's abstract (3,200 characters each), not including spaces. No images will be accepted.
- Symposium participants should be from various institutions (preferably from different countries) so the conference attendees get the benefit of cross-institutional collaboration. No more than two presenters may be from the same institution within a symposia session. The chair may be asked to replace a speaker if the abstract submission includes more than two speakers from the same institution.
- At the time of submission, the chair must submit his/her disclosures. Disclosures for all other presenters must be completed by each presenter. The chair will be able to ask each presenter via an email with a special link to complete their disclosure.
- Audiovisual equipment available for every symposium: laptop, LCD projector, laser pointer, podium, and microphone.