Preparing Your Session Proposal Submission

In addition to basic information about who you are (name, institution, email address), you’ll be asked to provide the following information on the submission form:

- If you are submitting on behalf of an organization, the name of that organization
- The type of session you are proposing (definition of each available on the website)
  - Course
  - Workshop
  - Plenary
  - Symposium
  - Meet-the-Experts
  - Track Hub
- Proposed session title (make it easy to identify the topic from the title)
- Content level of your session
  - Novice
  - Intermediate
  - Advanced
- Programming track that best aligns with your proposed session
  - Course or workshop: choose a primary track
  - Plenary: choose up to three tracks
  - Symposia: choose a primary track (required), and as many sub-tracks as relevant (optional but encouraged)
  - Meet-the-Experts: choose a primary track (required), and as many sub-tracks as relevant (optional but encouraged)
  - Track Hub: choose a primary track (required), and as many sub-tracks as relevant (optional but encouraged)
- Session description (max 500 characters)
- Three learning objectives (use active verbs)
- Explanation of why your proposed topic is particularly important to be presented in 2019
- Moderator and Speaker Contact Information
  - Name, Degree, Institution, Email for each moderator and speaker
  - For speakers, a brief explanation of why you chose that person to speak
  - Workshop/Course: Up to 5 speakers
  - Plenary: 1 or 2 moderators, 4 speakers
  - Symposia: 1 or 2 moderators, 3 speakers
  - Meet-the-Experts: 2 speakers
  - Track Hub: 1 speaker