ICPP 2018
Instructions for Concurrent Session (invited talks)
Proposal Submission

The deadline for online submission completion is
December 9, 2016 at 11:59 p.m. Central Standard Time, U.S.A.

Below is a list of information required to complete the online concurrent session proposal submission form.

CONCURRENT SESSION DETAILS *Required fields

♦ *Proposed concurrent session title (Limit 100 characters including spaces).

♦ *Provide brief description of session (please proof content carefully as this will be used for selection.). Limit description to 900 characters including spaces.

♦ Concurrent session format - concurrent sessions will follow a 4/2 format with 4 invited speakers (20 minutes each) and 2 contributed short talks (10 minutes each) followed by discussion. Only 4 invited speakers should be identified for the concurrent session proposal submission. The contributed short talks will be selected at a later date by the Scientific Program Committee.

♦ Subject Matter Committee(s) and committee chair information - include if you are organizing the concurrent session with one or more subject matter committees. If you are organizing a concurrent session independent of a committee, your information should be listed in the section - concurrent session organizer.

♦ Funding Request - if funding is requested, enter the estimated amount of funding needed for this concurrent session and how the funding will be used (ie. airfare, hotel, or meals). Funding is not used to pay speaker honorariums. Funding is limited and will not be sufficient to cover the expenses of all invited speakers. Funding requests are subject to the approval of the program and finance committees. Priority will be given to speakers outside North America, based on need.

Organizers are also encouraged to seek external funding for their concurrent session. If applicable, indicate the institution/company and proposed amount of funding you will be seeking for the concurrent session.

CONCURRENT SESSION ORGANIZER

♦ *Select the organizer membership - ISPP individual member, associated society, or other. Check all that apply.

♦ *Name of Session Organizer(s); list each organizer. Organizers are limited to two (2) per concurrent session.

[All correspondence will be sent to the Organizers.]

PROPOSED CONCURRENT SESSION SPEAKERS

♦ *List the presentation title

♦ *Potential Speakers and contact information - four (4) speakers per concurrent session.

♦ Do not invite speakers at this time.

EDITS

♦ Edits can be made until the submissions close date and time.

Once you have submitted your proposal online, a confirmation email will be sent to you. The email will include a link to go back and make edits when the online form is open.

Note: The following components are provided in each symposium room: theatre-style seating, podium and microphone, head table, LCD projector and screen, timer, water service.