



Session Organizer Deadlines

May 30 – June 1, 2018 | New Orleans, LA

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Important Deadlines for Session Organizers

October 3, 2017	Call for Abstracts announced
October 30, 2017	Deadline to conduct conference call or communicate presenter instructions to your speakers
January 5, 2018	Abstract submission deadline (All session presenters with the exception of panelists, are required to submit an abstract via the online abstract submittal form).
January 16, 2018	Session organizers must email OCI an AGENDA GRID for their session including the final confirmed session title, a moderator, speaker names and final talk titles that match the title of their abstract, and the final order of presentation. OCI will provide you with a template of the AGENDA GRID so you can easily fill in the required information*. It is a quick process and should take less than 15 minutes to complete. <i>Tuesday, January 16 is a firm deadline and cannot be extended.</i>
February 13, 2018	OCI emails presenter notifications to all abstract submitters. For those selected to give oral presentations, this notification includes the scheduled day, date and time of their talk and specific session assignment.
March 2, 2018	All speakers, poster presenters, moderators and panelists must be registered for the conference to confirm participation in the program.

+++We recommend you add these deadlines to your calendar, and that you set reminders to occur one week prior to.+++

***On Monday, January 8, 2018 we will email you . . .**

- 1) . . . **the final list of received abstracts received.** Quickly review the list and verify all of your session presenters submitted abstracts. If not – remind them to do immediately, or confirm backup presenters will participate.
- 2) . . . **an agenda grid template in excel.** Fill in the session title, moderator name, and confirmed speaker names and talk titles in the order you want them to present, and email back the file. **The completed AGENDA GRID is due back to us absolutely no later than Tuesday, January 16, 2018. This deadline cannot be extended.**

QUESTIONS?

Contact Beth Miller-Tipton by phone at 352-294-3581 or by email at: bmt@ufl.edu