ACES — A Community on Ecosystem Services
December 9-12, 2024 | Austin, Texas USA

As a Panel Session Organizer, you serve as the hub of communication between the ACES organizers and your panelists. We are relying on you to keep them informed, to ensure they prepare to be engaged, and confirm they register to attend. **Please reach out to your panelists right away and let them know your session was approved.**

Communicate this list of details to your panelists by <u>Friday, June 28</u>. *(Group call, Zoom, or by email).*

1. Panelists and organizers must register by **<u>September 13, 2024</u>** to confirm participation. Online registration opens early July. Registration information is posted here.

2. Make sure your panelists know the format and overarching theme of your session.

3. If panelists will be making brief presentations, agree on an order that promotes a logical, thematic flow. Repetitive information is common among panels so please discuss key points to be covered by panelists to avoid redundancy.

4. **IMPORTANT:** Please share these helpful tips with your panelists so they know the Do's and Don'ts of participating.

5. <u>Communicate basic information about the session</u>: *(Sessions are 105-minutes long.)*

   a. If panelists wish to use PowerPoint, the organizer must collect and combine all files into one deck.
   b. PowerPoint files are limited to 25 mb and must be turned in 24-hours prior to the session.
   c. Internet is not available for any presentations.
   d. All sessions will be held live and in-person. This will not be a hybrid conference.
   e. Sessions are <u>not</u> being recorded.

6. **Panel Organizers are ask to <u>submit one abstract</u> on behalf of the panel using this <mark>PANEL ABSTRACT TEMPLATE</mark>.**

   a. The PANEL ABSTRACT must be submitted online via the ACES web site by **<u>July 12, 2024</u>**.
   b. When asked on the form if the abstract is for a pre-approved session, answer YES, and select your ID.
   c. There is a $25.00 fee per abstract submitted *(This fee cannot be waived or refunded.)*

7. Panelist notifications and the detailed session schedule will be emailed to all panelists by **<u>August 14</u>**.
   NOTE: If they do not receive this notification, contact Beth Miller-Tipton, right away at bmt@ufl.edu

8. Please ask your panelists to join the ACES email list, so they receive conference updates. CLICK HERE TO JOIN

QUESTIONS? Contact: Ms. Beth Miller-Tipton (bmt@ufl.edu) | conference.ifas.ufl.edu/aces