

ACES 2018 Session Proposal Template

Session Title: Recommended maximum of 125 characters with spaces. Remember, *session titles are critical* – most people make decisions about which sessions to attend based solely on the title. Choose carefully.

HELPFUL HINT: Use the **Word Count tool under the Review tab in MS Word to determine character count with spaces.**

Indicate Your Format Preference: Standard Session OR Panel Session
[Standard: Total of 4-5 speakers, Panel: Maximum of 5 panelists]

Most Standard Oral Sessions will have a total of 5 speakers, while some will have 4 speakers with a group discussion during the last 20-minute speaking slot. A **limited number** of Panel Session proposals may be accommodated. These panel-only sessions are allowed a maximum of 5 panelists and traditionally do not use PowerPoint presentations.

Session Description: Specify the goals and technical issues that will be the focus of the session.

Problem Statement or Question: Identify a topical question, challenge, or subject related to ecosystem services. What are the most important problems that need to be discussed? Provide a short overview of the topic.

Conference Themes: Identify the conference themes covered in the session.

Intended Audience: Provide a brief discussion of why the session is of interest and to whom. Who is the target audience? Who would benefit most from the proposed session?

Session Agenda Outlining Presentation Format:

Indicate whether the session organizer will be moderating the session or designating a moderator.
List proposed speakers and talk titles in the order in which they will be presenting.

Session Organizer Information:

*[Note: If there is more than one session organizer, please list the **primary contact**. All details for the session will be finalized via communications with only this individual.]*

First Name, Last Name, Professional Title, Professional Affiliation, City, State, Zip, Email, Phone

Qualifications of Organizer: Describe organizer's role, expertise, and applicability to the session topic(s) and theme(s).

List of Confirmed / Invited Session Presenters, Talk Titles, and Contact Information:

- Indicate whether each presenter is confirmed (has been contacted and has committed) OR invited. It is strongly encouraged that you **CONFIRM** your speakers before submitting a session proposal.
- Include a specific title for every speaker's talk (this will also be the title of their abstract).
- Offer a diverse mix of speakers, each of whom brings unique contributions to the session.
- Be sure to confirm speakers were not contacted by another session organizer.

Proposed Presentation Title	Presenter First Name	Presenter Last Name	Presenter Affiliation	Email	Confirmed or Invited