**GEER 2025 Session Proposal TEMPLATE**

[DUE DATE: August 23, 2024]

Before you begin, please know organizing a session involves managing numerous details and responsibilities, including ongoing communications with speakers and organizers. If you are unable to commit the time necessary to fulfil these duties over an extended period, you may want to reconsider submitting a proposal. If you are confident your schedule will allow you to be attentive to detail and responsive in a timely fashion, we welcome your submission.

**INSTRUCTIONS: Enter session title, description, organizer contact and background information, and list of proposed speakers directly in this template.**

(Session titles and descriptions should be descriptive, compelling, and concise – and within character count.)

**Helpful Hint:** Use the Word Count tool under your REVIEW TAB to determine character count **with** spaces.

**Session Title:** (Maximum of 100 characters with spaces)

**Session Description**: (Maximum of 500 characters with spaces) State the purpose of the session, describe the overarching focus and provide an overview of how the topic is timely and important to Everglades ecosystem restoration. Describe key takeaways and identify who would be most interested in the content (e.g., engineers, modelers, hydrologists, researchers, agency managers, etc.)

**Primary organizer serving as lead contact and session moderator:** First Name, Last Name, Affiliation, PH; Email.

**Primary organizer background:** Describe your role, expertise, and applicability to the session**:** (Maximum of 50 words)

**List Proposed Session Presenters, Talk Titles, and Email Address:**

* list confirmed speakers who have been contacted, plan to attend GEER and will speak if session is approved)
* include a specific title for each speaker’s intended talk (this should be identical to the title of their abstract)
* include a diverse mix of speakers and organizations, each of whom brings a distinct perspective to the session
* speakers are limited to giving one talk; **please confirm they were not asked to speak in another session.**
* There will be no lightning sessions or panels/discussion only sessions.
* All presentations must be in person. There are no remote presentation options.
* The organizer must also serve as the moderator. No exceptions.
* **Make sure your speakers know before confirming they must register and pay the registration fee to attend.**

**COMPLETE GRID BELOW by entering requested information in each FIELD. Do not merge fields. Proof email address for accuracy.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Talk Title*** | ***First Name*** | ***Last Name*** | ***Affiliation*** | ***Email Address*** |
| ***(Session organizer is required to moderate)*** | *The first 5 minutes is for Introduction & Overview and serves as a buffer for attendee arrival.* ***Do not submit an abstract or PowerPoint for the moderator introduction.*** |  |  |  |  |
| ***Speaker 1****15-minute talk* |  |  |  |  |  |
| ***Speaker 2****15-minute talk* |  |  |  |  |  |
| ***Speaker 3****15-minute talk* |  |  |  |  |  |
| ***Speaker 4****15-minute talk* |  |  |  |  |  |
| ***Speaker 5****15-minute talk* |  |  |  |  |  |

**There is a 10-minute discussion period at the end of the session for closing Q&A.**