



Call for Dedicated Session Proposals

The GEER 2017 Program Committee looks to the science and restoration community to assist with developing the conference agenda. We invite you to propose a session related to your expertise. Conference topics of focus are provided on the [Topics Page](#) but don't feel limited to these areas. GEER at seeks to capture all emerging issues and new ideas.

Steps to Develop a Proposal

1. Define the purpose, focus and overarching message of the proposed session.
2. Outline key session objectives and determine takeaways for attendees.
3. Identify five colleagues who provide a diverse perspective on the session theme.
4. Contact them in advance and confirm they will attend GEER and want to give a talk.
5. Confirm with them that they have not agreed already, or will not agree in the future, to participate in another GEER 2017 session.
6. Use this [template](#) to develop a session proposal and submit it via the web site.

Proposal Evaluation Criteria

Selection is based on content, structure, and overall relevance to the goals of GEER 2017 and Everglades restoration. Preference is given to sessions that focus on new and emerging science, that are integrative in nature, and/or that communicate interdisciplinary science effectively to a broad audience. Additional criteria for evaluation includes the session's potential for generating useful results, dialogue among attendees, and the expected level of interest in the topic.

SESSION FORMAT

Each session is 100-minutes long and entails a 10-minute introduction, five 15-minute talks forming a cohesive theme and a 15-minute facilitated Q&A discussion at the end. [There are no panels or discussion-only sessions.]

There are a few important details you need to communicate when contacting potential speakers. Please confirm:

- ✓ They definitely want to give a talk and are available during the conference dates (April 17-21, 2017)
- ✓ They know there is a \$25 abstract submission fee
- ✓ They understand presenters are required to pay the registration fee. (\$350-early for gov't attendees; \$450 early for industry representatives. There are no one-day registration fees.)
- ✓ They are aware there is a limit of **one oral presentation per person**, and if approached by more than one session organizer, they may choose only one session. (However, speakers may also present a poster if they wish.)
- ✓ They understand they must submit their abstract by **December 5, 2016**.

[CLICK HERE](#) to open a Proposal TEMPLATE as a Word file. Please follow all instructions carefully.

Session Organizer Responsibilities:

1. Adhering to all published deadlines and fulfilling session organizer responsibilities.
2. Serving as the primary contact for the session. We communicate with one official representative per session.
3. Conducting a conference call with your speakers by **Oct. 31, 2016** to review instructions and presenter requirements. [\[Click here to view a list of discussion items for the conference call.\]](#)
4. Ensuring session presenters submit abstracts by the published deadline. [**December 5, 2016**]
5. Confirming all session presenters are registered and confirmed by the **March 1, 2017** deadline.
6. Identifying replacement speakers if there are cancellations.
7. **Submitting an agenda grid to us by Monday, January 9, 2017.** After the abstract submission deadline passes, we will email you a template to fill in the session title, name of moderator, and speaker names with talk titles.

NOTE: GEER 2017 Organizers reserve the right not to accept proposed sessions if time/space is limiting, and to cancel sessions if deadlines are missed by the session organizers.

QUESTIONS? Contact: **Dr. Nicholas G. Aumen** (naumen@usgs.gov) – or – **Ms. Beth Miller-Tipton** (bmt@ufl.edu)

www.conference.ifas.ufl.edu/GEER2017