

INFORMATION FOR SYMPOSIUM ORGANIZERS AND PRESENTERS

Below you will find information regarding your symposium.

PRESENTER DETAILS

- All symposium presenters must be available on the scheduled day between July 22-24, 2024, to present live, in-person.
- Symposia are 90-minute sessions that provide comprehensive, in-depth coverage of a specific topic and allow for audience interaction.
- The symposium moderator is the responsibility of the symposium organizer. SWCS will provide a tech volunteer in your session.
- The meeting rooms are equipped with Internet, audio, lectern, wireless microphone, AV cart, laptop, screen, projector, extension cord, and a slide advance remote. Please note that all presenters are required to utilize the laptop provided in the meeting room.
- Each presenter should bring an appropriate-length PowerPoint on a USB drive to the conference. Remember to consider limiting text on slides and including meaningful graphics and representative images. Handouts are welcome but are your responsibility.
- We advise you to report to your presentation room 15 minutes prior to the session start time.
- Your abstract will be published in the SWCS Abstract Book, and your PowerPoint presentation will be shared in the event app following the event. If you do not wish to have your presentation posted, please email events@swcs.org.

IMPORTANT DEADLINES

- Symposium organizers: Please submit the following items in one Word document to events@swcs.org no later than **June 7, 2024** (view the template options provided on the next page):
 - Title of individual presentations
 - Abstracts (maximum of 2,000 characters including spaces) for individual presentations (optional)
- In order for your symposium to remain on the conference program, you will need to complete your conference registration no later than **June 7, 2024**. Once released, registration information can be found at www.swcs.org/24AC. Please remember, all presenters must be registered.

- Symposium organizers: If you need to withdraw your symposium, you must email events@swcs.org no later than **June 7, 2024**. Withdrawing after this deadline causes issues with our program, so we ask for your cooperation and consideration. We will accept fill-in presenters if you are unable to attend.

Additional information will be sent to the primary author of the symposium and will be available at www.swcs.org/24AC as released.

TEMPLATES

Please note that we are requesting symposia speaker transitions to align with the oral presentation transitions when possible, which happen every 20 minutes.

Option 1

Symposium Title

Moderator: Moderator Name, Moderator Organization

Presenters: Presenter Name, Presenter Organization; Presenter Name, Presenter Organization

(Only include original abstract)

Option 2

Symposium Title

Moderator: Moderator Name, Moderator Organization

Presentation 1: Title - Presenter Name, Presenter Organization

Abstract (maximum of 2,000 characters including spaces) for individual presentation (optional)

Presentation 2: Title - Presenter Name, Presenter Organization

Abstract (maximum of 2,000 characters including spaces) for individual presentation (optional)

Presentation 3: Title - Presenter Name, Presenter Organization

Abstract (maximum of 2,000 characters including spaces) for individual presentation (optional)