



## Instructions for Symposia Organizers (Page 1) & Invited Speakers in Symposia (Page 2)

### Symposium Organizers

#### **If Your Symposium Has Been Accepted:**

- Your invited speakers must submit abstracts for their talks via the [ICCB Abstract Submission](#) site and link them to your accepted symposium ID (see third bullet point).
- Abstracts for invited talks are not subject to scientific review but will be published prior to the Congress. You are responsible for ensuring the quality of the abstracts submitted by your invited speakers. Provide support for speakers who may need assistance with writing or English language editing to ensure their work is presented effectively.
- When invited speakers log in to the conference system to submit their abstracts they are asked if they are an invited speaker. When they click yes, a dropdown menu appears with the list of accepted symposia. They select from the list the symposia they are submitting for, which links the abstract to the symposia. However, as the organizer, you should maintain direct contact with your invited speakers to confirm their participation and offer guidance.

Refer to the [Guidelines and Expectations for ICCB 2025 Symposium Organizers](#) for a full list of responsibilities.

You may view your proposal by [logging into the ICCB 2025 Submission Site](#) and clicking on the Symposium module.

#### **Accessing the ICCB 2025 Submission Site:**

- **Returning Users:** Use your existing SCB credentials to log in. If you forgot your password, reset it using your registered email.
- **New Users:** Create an account using the email address where you received this message.

Visit the [ICCB 2025 sign-in](#) page to log in or create an account.

If you have questions about logging in or do not see your symposium proposal after logging in, email [ICCBTeam@conbio.org](mailto:ICCBTeam@conbio.org).

## Invited Speakers

### Key Information:

- Notify your symposium organizer as soon as possible if you do not plan to participate.
- Invited speakers must submit abstracts via the [Abstract Submission Site](#). There is a question on the abstract submission form that asks if you're an invited speaker in a symposium. When you answer "Yes" a dropdown menu with a list of symposia appears. Please select the symposium you have been invited to participate in. This action links your abstract to the symposium. Continue to fill out the abstract submission form and submit your abstract.
- Abstracts for invited talks are not subject to scientific review but will be published as part of the conference proceedings. Ensure your abstract meets quality standards. Contact your symposium organizer or another experienced source for assistance if needed.
- **One-Talk, One-Poster Rule:** If you present in the symposium, you cannot present another talk in a contributed session or another symposium but can present a poster. There are two exceptions to this rule:

#### **Exceptions to the One-Talk, One-Poster Rule**

**Lightning + Poster Symposia:** An exception applies to presenters in Lightning + Poster Symposia, as this format combines a one-minute talk with a poster presentation.

Presenters in Lightning + Poster Symposia may give a second presentation in a contributed session in the format of their choice (poster presentation or a speed or oral talk), as long as the second presentation covers a different research topic from what is presented in the Lightning + Poster symposium.

**Flexible Symposia:** Presentations in Flexible Symposia differ from traditional scientific talks whereby presenters share knowledge through diverse and culturally-appropriate formats (e.g., yarning circles, talanoa) that go beyond standard presentation formats at ICCB (poster and speed and oral talks).

As such, an exception to the one-talk, one-poster rule is allowed for PARTICIPANTS in Flexible Symposia THAT HAVE A NON-TRADITIONAL FORMAT, I.E. NOT A STRUCTURED ORAL PRESENTATION. These FLEXIBLE SYMPOSIA PARTICIPANTS may give a second presentation at ICCB in the format of their choice (poster, speed talk, or oral presentation). However, they must submit an abstract for the second presentation under the predefined structure of the selected format.

**Note:**

Participants are responsible for their own financial arrangements to attend the Congress. [SCB members](#) receive discounted registration rates.

If you encounter issues with abstract submission or do not see the symposium ID when logged in, email [ICCBTeam@conbio.org](mailto:ICCBTeam@conbio.org).