



Guidelines and Expectations for ICCB 2021 Symposia Organizers

Symposium organizers address conservation challenges and facilitate insightful interactions with their audience. By inviting experts to present talks in their symposia, organizers are also in a unique position to help conservation professionals gain critical experience and exposure for their research in a prestigious conference setting.

From submitting the symposium proposal through the day you host your symposium, the information in this guide will help you organize a successful session. Find important deadlines, rules, expectations and responsibilities of organizers, and more.

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Definitions

- **Organizer:** Proposes the symposium and serves as its point of contact and organizer.
- **Co-organizer:** Assist the organizer in planning, managing and running the symposium.
- **Invited Speaker:** Expert speaker invited to present a talk in the symposium.

One-Proposal Rule

Individuals may not be the organizer of more than one of the following sessions: symposia, workshops, training courses, and roundtable discussions. There is no limit to the number of proposals an individual can be on as a **co-organizer**. This means:

- Individuals may not submit more than one proposal **total** across the following categories: symposia, symposium *with* roundtable discussion, workshops, training courses, and roundtable discussions.
- Individuals may not be the first author on more than one proposal.
- Individuals may not submit multiple proposals in their chosen category.

This rule is to ensure maximum diversity of symposia in the scientific program.

One Talk, One Poster Rule

Individuals are limited to one talk and one poster presentation at ICCB and cannot be the first author on more than one abstract in the following categories: symposia, contributed talks (oral and speed), contributed poster. This means:

- Individuals may present only one talk total (covers invited talks in symposia and oral and speed talks in contributed sessions)
- Individuals may present one poster total

Thus an invited speaker in a symposium cannot present an oral or speed talk in a contributed session, but can present a poster. This rule is to ensure maximum diversity of presentations in the scientific program.

Need-to-Know

- Organizers of accepted symposia ARE REQUIRED to register during early bird registration and to follow up with their invited speakers to ensure that they also register before the early bird registration deadline to guarantee invited talks are included in the program. If two or more invited speakers in a symposium cancel their talk / fail to register in time, conference organizers may cancel the symposium and reallocate registered talks to contributed sessions.
- Symposium organizers and invited speakers are responsible for covering their own expenses to attend the Congress. Please notify your invited speakers that ICCB / SCB does not have funding to cover their costs to attend the congress.
- Abstracts for invited talks to accepted symposia are not subject to the review process but must be submitted to the Abstract Submission System for Contributed Presentations prior to the abstract submission deadline for contributed presentations. Invited speakers will submit their abstracts to the ID of their respective symposium.

ICCB Symposium Structure & Length

- Regular Symposium (90-minutes): A maximum of five speakers (which may include the organizer) present 12-minute talks, each followed by a 3-minute Q&A with the audience. The final 15-minutes is dedicated to discussion, usually facilitated by the symposium organizer. If there are fewer than five speakers, talks or discussion can be extended beyond 15 mins but must be a multiple of 15 mins (e.g., 30 mins). The most common symposium type at ICCB is 90-minutes.
- Extended Symposium (180-minutes): A maximum of ten speakers (which may include the organizer) present 12-minute talks, each followed by a 3-minute Q&A with the audience. Two 15-minute intervals (separate or back-to-back) are dedicated to discussion. If there are fewer than ten speakers, talks or discussion can be extended beyond 15 mins but must be a multiple of 15 mins (e.g., 30 mins). Extended symposia require a special justification from the organizer.
- Symposium *with* Roundtable Discussion (180-minutes): A Symposium *with* Roundtable Discussion features two 90-minute sessions, scheduled back-to-back whenever possible. The first 90-minutes is a regular symposium (see above) and the second 90-minutes is a roundtable discussion to allow for a deep and broad discussion of the symposium topic to develop tangible and actionable outputs.

Accepted / Declined Proposals

Organizers will learn if their proposals have been accepted / declined by 30 March 2021.

- **Accepted Proposals:** Organizers ensure that their invited speakers submit their abstracts to the accepted Symposium ID by the abstract submission deadline for contributed presentations.
- **Declined Proposals:** Proposals that are not accepted may be resubmitted as an abstract for a contributed presentation (oral, speed talk or poster presentation).

Please note: an accepted proposal is not guaranteed for inclusion in the scientific program until its organizer and all invited speakers register for the Congress (by the ICCB 2021 Early Bird Registration Deadline). If two or more speakers (or the organizer) of a symposium do not register for the Congress, the ICCB Scientific Committee may withdraw the symposium and refer registered speakers to appropriate contributed sessions. An organizer may source a replacement speaker(s) prior to the Early Bird Registration Deadline an invited talk(s) withdraws from the symposium.

Responsibilities of the Symposium Organizers

In addition to submitting symposia proposals, organizers take specific steps to give their proposals the best chance for acceptance into the scientific program and—if accepted—to ensure their symposia are well-organized and successful.

Prior to submitting your symposium:

- Receive commitments from the speakers you plan to invite to your symposium

Between symposium acceptance and the early bird registration deadline:

- Register for ICCB by the early bird registration deadline
- Ensure your invited speakers register for ICCB by the early bird deadline
- Review your symposium and make any necessary edits / ensure that invited talks are arranged in the order they will be presented.
- Communicate regularly with your invited speakers. If an invited speaker withdraws, find a replacement speaker.

At the Congress / Day of Your Symposium

Specific instructions on presentation format and presentation upload process will be provided once the scientific schedule and program are finalized in September 2021.

- Arrive to your session early
- Introduce your session to the audience
- Moderate your session to ensure speaker presentations do not exceed 15-minutes, including the 3-minute audience Q&A for each talk.
- Moderate / facilitate the 15-minute discussion period(s)

After the Congress

- Submit a one-page wrap-up report of your symposium to the ICCB Steering Committee

Opportunities & Best Practices

- Promote the congress and your symposium within your conservation network and the broader conservation community.
- We encourage ICCB symposium organizers to recruit speakers with diversity and equity in mind. Symposium organizers have an opportunity to enhance the quality of their symposium with diverse perspectives, scientists and problem solvers from marginalized groups who may otherwise lack the developed networks or experiences that present opportunities for speaking in a symposium.

Need Help? If you have any questions, related to the program proposal submission process or ICCB, please contact ICCBteam@conbio.org.