



Guidelines and Expectations for ICCB 2023 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.

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Key Deadlines

ICCB 2023 symposium proposals are due 27 January 2023. Invited speakers in symposia should submit abstracts for their invited talks by the abstract submission deadline for contributed presentations. All speakers should be registered for ICCB by the early bird registration deadline.

Definitions

- **Organizer:** Proposes the symposium and serves as its point of contact and organizer.
- **Co-organizer:** If applicable, a symposium organizer may identify a co-organizer. A co-organizer assists the main organizer in preparing the symposium. A co-organizer may double as an invited speaker.
- **Invited Speaker:** Expert speaker invited to present a scientific talk in the symposium.

One-Proposal Rule

Organizers may not submit a proposal in more than one category (symposia, workshops, training courses, roundtable discussions) or submit multiple proposals in their chosen category.

There is no limit to the number of proposals an individual can be on as a **co-organizer**.

One Talk, One Poster Rule

ICCB attendees are limited to one talk (oral or speed) and/or one poster presentation. Thus an invited speaker in a symposium cannot present an oral or speed talk in a contributed session, but they are allowed to present a poster.

Need-to-Know

- Symposium organizers and invited speakers are responsible for covering their own expenses to attend the Congress. Please notify your invited speakers that ICCB / SCB do 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 by the abstract submission deadline. Invited speakers will submit their abstracts to the ID of their respective symposium.

ICCB Symposium Structure & Length

A symposium is divided into 15-minute intervals for expert speakers to deliver 12-minute talks followed by 3-minute Q&A with the audience. Symposia are designed to include time for audience discussion and interaction, usually facilitated by the symposium organizer. Like talks, discussion periods take place in 15-minute intervals.

- **Regular Symposium:** 90-minute session in which 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. The most common symposium type at ICCB is 90-minutes.
- **Extended Symposium:** 180-minute session in which 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. A 180-minute symposium requires a special justification from the organizer.
- **Symposium with Roundtable Discussion:** A two part 180-minute symposium that combines a regular symposium (part 1, 90-minutes) with a roundtable discussion (part 2, 90-minutes). Part 1 is structured like a regular symposium, in which five speakers present 12-minute oral talks, each followed by three-minute Q&A. Part 2 is structured as a discussion that focuses on the development of tangible and actionable outputs that address challenges and topics covered in Part 1.

Accepted / Declined Proposals

- **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 or 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 2023 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

All presentations in your symposium should be uploaded at least 24-hours before the session starts via the presentation management platform. Specific instructions on presentation format and submission process will be provided once the scientific schedule and program are finalized.

- Arrive to your session early
- Introduce your session to the audience
- Moderate your session to ensure speaker presentations do not exceed 15-minutes.
- 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 to colleagues and your conservation network.
- ICCB is a great opportunity for career development and networking. We encourage ICCB symposium organizers to recruit speakers with diversity and equity in mind. Symposium organizers have a great opportunity to give qualified but less experienced scientists or scientists from marginalized groups a leg-up in their careers / career paths.

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