**ACES 2024 SESSION PROPOSAL TEMPLATE**

**Helpful Hint:** Use the Word Count tool under the REVIEW tab to determine character count **with** spaces.

**Indicate Proposed Session Format: O Standard Format – OR – O Panel Session**

**All sessions will be held live and in-person. This will not be a hybrid conference.**

* Standard Format: Five consecutive 20-minute talks (Approx. 15 minutes each plus 5 minutes Q&A);
* Panel Sessions: Entails moderated discussion with a maximum of four panelists plus the moderator (five people total).

**Session titles and descriptions are published. Be compelling and concise. Please comply with all character limits.**

**Session Title:** (Maximum of 100 characters with spaces)

**Session Description**: (Maximum of 800 characters with spaces) State the purpose of the session, describe the focus and overarching message. How is the session topic timely and important? Describe key takeaways and identify who would be most interested in the content of this session. Who would most benefit by attending?

**Session Organizer Contact Information:** First Name, Last Name, City, State, PH; Email;

**Session Organizer Background:** Describe your role, expertise, and applicability to session topic**:** (Maximum of 50 words)

**List Proposed Session Presenters, Talk Titles, and Contact Information:**

* List five individuals who were contacted in advance, agreed to participate if the session is approved and understand presenters/panelists must register by **September 13, 2024** and pay the fee to attend.
* Include a specific talk title for each speaker or the expertise of each panelist.
* Speakers are limited to giving one talk **[Be sure to confirm they were not contacted by another session proposer.]**
* Session organizers are expected to moderate the session.

**COMPLETE THE GRID BELOW by entering the requested information in each FIELD. Do not merge fields. If proposing a PANEL, indicate the panelist’s expertise instead of a talk title. IMPORTANT: Proof the email address for accuracy.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Talk Title*** | ***First Name*** | ***Last Name*** | ***Affiliation*** | ***Email Address PROOF CAREFULLY!*** |
| ***Session Introduction & Overview*** | ***The intro is a buffer for attendee arrival. Moderators can use this time to give an overview of the topic. Do not submit an abstract or PowerPoint file.*** |  |  |  |  |
| ***Speaker 1*** |  |  |  |  |  |
| ***Speaker 2*** |  |  |  |  |  |
| ***Speaker 3*** |  |  |  |  |  |
| ***Speaker 4*** |  |  |  |  |  |
| ***Speaker 5*** |  |  |  |  |  |