



78th SWCS INTERNATIONAL ANNUAL CONFERENCE

INFORMATION FOR SYMPOSIUM ORGANIZERS AND PRESENTERS

Below you will find information regarding your symposium.

PRESENTER DETAILS

- All symposium presenters must be available on scheduled day between August 6-9, 2023, to present live in person.
- Symposia are 90-minute sessions that provide comprehensive, in-depth coverage of a specific topic and that also 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 virtual resources platform following the event. If you do not wish to have your presentation posted, please email events@swcs.org.



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IMPORTANT DEADLINES

- Symposium organizers: Please submit the following items in one Word document to events@swcs.org no later than **June 14, 2023** (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 14, 2023**. Once released, registration information can be found at www.swcs.org/23AC. 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 14, 2023**. 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.
- Optional: Symposium organizers will have the opportunity to submit a video recording of their session to be included on the virtual resources platform following the event. This is separate from the requirement of presenting live and in person. Videos are the responsibility of the symposium organizers and must be housed externally. If interested in participating in this virtual aspect, submit the website URL of the video link (ex: YouTube link) to events@swcs.org no later than **August 18, 2023**, to be included within the virtual resources platform. View the Recording Instructions found at www.swcs.org/23AC.

Additional information will be sent to the primary author of the symposia and will be available at www.swcs.org/23AC as released.



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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

Symposia Title

Moderator: Moderator Name, Moderator Organization

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

(Only include original abstract)

Option 2

Symposia 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)