

HOW DOES AN IDEA BECOME A SESSION AT AN SFB MEETING?

THE PROCESS

1) All submitted ideas are evaluated by the Program Committee.



SIG sponsorship is encouraged prior to submitting a session idea!

2) The Program Committee groups similar ideas, asking individuals to work together in many cases, and invites full proposals.

3) Full proposals are evaluated by the Program Committee for selection in the Call for Abstracts.



It is expected that those who submit proposals will serve as Session Organizers and Session Moderators at the Annual Meeting.

4) All SIG Chairs/Program Chairs provide input and approval to SIG Sponsorship.

5) Sessions and events not related to abstracts (e.g. Panel Discussions, Workshops, Socials, etc.) are evaluated by the Program Committee separately and not approved until the Fall.



There are limited number of spots for non-abstract sessions due to budgetary constraints.

Advertise your session!
Sessions that do not receive a sufficient number of abstracts may be combined with another session or not included in the program



6) Abstracts!!!
Abstract submission portal opens (typically by Labor Day) with preliminary session options available for selection.

7) Preliminary Review:
Session Organizers will review submissions to ensure abstracts are in the right session.

Reviewers are not allowed to review abstracts from within their own institution.

Abstracts not selected for oral presentation may be considered for poster presentation.



9) Session Compilation:
Session Organizers propose their session(s) based on rated abstracts and invited speaker(s) to ensure that the best science possible is presented from the podium.

8) Abstract Reviews:
Reviewers identified by Session Organizers review abstracts. Each abstract must be reviewed by at least three reviewers.

10) Session Selection:
The Program Committee meets to determine the Final Program and may make some adjustments to specific sessions including but not limited to moving speakers to avoid conflicts, or combining with other sessions.

If a category receives more than 30 abstracts, the Session Organizers may submit two sessions for consideration.

11) Draft Program:
Once all sessions are slotted and the meeting program is drafted, Session Organizers will be informed as to the disposition of their sessions and may proceed with finalizing speaker invitations (typically January).

12) Staff communicates acceptance and disposition to all abstract submitters and confirms acceptance.



Session Organizers may be asked to help identify replacements for any withdrawn abstracts.

13) Session Organizers should review final session schedule, confirm invited speakers, and prepare to moderate the session at the Annual Meeting.

ENJOY THE MEETING!