**2025 IPS Conference Instructions for Preparing Symposium, Roundtable, and Workshop Proposals**

**The Registration fee for the individual submitting the Symposium, Roundtable, or Workshop proposal is due at the time of proposal submission.**

Below is the information that will be required during your submission:

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# TYPE

# Symposium, roundtable, or workshop.

# MODE

# In person or virtual.

# TITLE

# Provide the title of your proposed session.

#

# SYNOPSIS

Provide a clear, succinct synopsis of your proposed session (up to 250 words) as it would appear in the meeting program. Avoid the use of report or book references, abbreviations, or overly technical jargon. Describe the subject, highlighting the scientific issues, innovations, or research to be addressed. Do not name or reference presenters or the titles of their presentations in the synopsis. Presenters are listed in a separate section, so do not include them here.

# ROLES

**Organizer/Chair**: Name, Affiliation, Contact

**Co-Organizer/Co-Chair** (optional): Name, Affiliation, Contact

**Presenters**: Name, Affiliation, Contact

**Status**: Invited or Confirmed (“Invited” means that you have contacted the speaker, and your invitation is under consideration. “Confirmed” means that the presenter has responded to your invitation and confirmed that s/he is both available during the dates of the meeting and will participate when the proposal is accepted).

**Likely mode of presentation**: In-person or Live on internet or recorded

For each presenter (including organizers & co-organizers if presenting), include a tentative presentation **title** (up to 85 characters, including spaces). Also, describe the **proposed content** or perspective of the presentation in a few sentences (up to 500 characters, including spaces). This is crucial to the reviewers’ understanding of why you are proposing a particular presenter. Please do NOT submit CVs, provide biographical information, or submit abstracts. A request to submit an abstract will be made AFTER the Scientific Committee has made its program selections. While recognizing that some changes will occur, the committee reserves the right to reconsider sessions if speaker substitutions after acceptance shift the focus away from the original proposal.

# TAXONOMIC GROUP

# Check the box of the taxonomic group your proposed session includes.

# TOPIC

# Check the box of the general topic of your proposed session.

# REQUESTED TIME BLOCK

How long is your proposed session (in minutes)? Please note that this does not guarantee that you will be assigned a time block of this length. All symposium talks will be scheduled at 15-minute intervals.

# Q&A/DISCUSSION

Please indicate whether you would like 15 minutes for Discussion to be included in your symposium.

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# AFTER ACCEPTANCE

If the proposal is accepted, organizers will be notified via email. Organizers should communicate to their participants to submit their individual abstracts and register online through their IPS profile page. This should be done only after the organizer’s proposal has been formally accepted, but no later than the abstract deadline (see website for dates). If the proposal is accepted, the session abstracts and other materials are due at the same time as all other abstracts and **the submitting author should choose the appropriately named session from the drop-down menu**. It is the responsibility of the organizer to ensure that all authors submit abstracts by the deadline.

**Below is a form is for your use only. You can use it to gather the relevant information needed for your submission. You will not send this form to IPS or upload during the submission process.**

# 2025 IPS SYMPOSIUM/ROUNDTABLE/WORKSHOP PROPOSAL

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| **I. SYNOPSIS** |
| 1) | **Title:**  |
| 2) | **Type of Proposal:**\_\_Symposium – I would like 15 minutes for discussion to be included in the symposium □Yes □No\_\_Roundtable – requested time block: \_\_\_\_ minutes\_\_Workshop – requested time block: \_\_\_\_ minutes |
| 3) | **Synopsis:** (up to 250 words) |

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| II. **ROLES** |
|  | **a) Organizer/Chair:** Name, Affiliation, Contact |
|  | **b) Co-Organizer/Co-Chair** (optional): Name, Affiliation, Contact |
|  | **c) Co-Organizer/Co-Chair** (optional): Name, Affiliation, Contact**d) Co-Organizer/Co-Chair** (optional): Name, Affiliation, Contact |
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| II. **ROLES** |
| 1) | **a) Presenter 1:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |
| 2) | **a) Presenter 2:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  |  **e) Proposed Content** (up to 500 characters): |

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| II. **ROLES** |
| 3) | **a) Presenter 3:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |
| 4) | **a) Presenter 4:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |

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| II. **ROLES** |
| 5) | **a) Presenter 5:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |
| 6) | **a) Presenter 6:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |

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| II. **ROLES** |
| 7) | **a) Presenter 7:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |
| 8) | **a) Presenter 8:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |

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| II. **ROLES** |
| 9) | **a) Presenter 9:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |
| 10) | **a) Presenter 10:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |

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| II. **ROLES** |
| 11) | **a) Presenter 11:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |
| 12) | **a) Presenter 12**: Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |

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| II. **ROLES** |
| 13) | **a) Presenter 13:** Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
|  | **d) Presentation Title** (up to 85 characters)**:** |
|  | **e) Proposed Content** (up to 500 characters): |
| 14) | **a) Discussant** (optional): Name, Affiliation, Contact |
|  | **b) Status:** Invited **c) Likely mode of presentation:** In-person Confirmed Live on internet Recorded |
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