



Information for (co)chairs of PARALLEL sessions

To inform session (co-)chairs on the organisation of the meeting and the expectations towards them, their attention to the following important items is kindly requested:

- After the submission deadline (15th August 2014), all session proposals will be evaluated by the Scientific Committee. End September 2014, session proposers will be informed if their session is selected to be included in the first call for abstracts.
- Please note that the fact that a session is included in the call for abstracts DOES NOT GUARANTEE THAT THE SESSION WILL BE PROGRAMMED AT THE ANNUAL MEETING. Depending on the number of abstracts received, the Scientific Committee will decide to accept, merge or cancel the session. The online abstract submission system will open 6th October 2014. The deadline for abstract submission will be 26th November 2014. The decision of the Scientific Committee on the final sessions will be announced end of December 2014.
- If a session proposal results in a session at the Annual Meeting, the session organisers will be invited to chair this session at the meeting. If session proposals are merged, the main chairs from both original sessions will be asked to chair the merged session.
- As a session organiser you may actively solicit for submission of papers among colleagues. You will be asked to pre-review both the solicited and non-solicited papers submitted to the proposed topic, and propose a session programme (including platform and poster presentations) to the Scientific Committee. The Scientific Committee, in consultation with the session organisers, will set up the final programme.
- The total number and the quality of the individual abstracts received for a session will define the length of the session (1, 2, 3 or occasionally more blocks of 120 min each). Moreover, it may happen that the session will be merged or cancelled if only a limited number of abstracts will be received.
- SETAC never grants free registrations to presenters. All presenters MUST REGISTER for the meeting and pay the applicable REGISTRATION FEES.
- All abstracts MUST be submitted via the online abstract submission system (which will open 6th October 2014). The deadline for abstract submission will be 26th November 2014. Abstracts submitted after that date will NOT be taken into consideration. Note that people submitting an abstract for a platform presentation, will be asked to submit an extended abstract of 2 pages.
- In case a session is accepted, session organisers will be asked to perform a review of the abstracts by 16th January 2015 and to organise their session by selecting papers for platform, poster spotlight, poster corner and poster presentations.

- The role of a Session Chair at the meeting is to give a short introduction at the start of the session, chair the session according the general guidelines (will be available in April 2015) and give a short summary of the presentations at the end of the session. Also you will be asked to provide a written summary to be used for a general summary pointing out the highlights of the meeting to be presented at the closing ceremony by the topic coordinators, and for a conference highlights article in SETACs member journal, the Globe.
- Note that session organisers / chairs are collaborating on a voluntary basis, their efforts are strongly appreciated and publicly recognised. The work does not include a free registration nor any other financial compensation. Session chairs and co-chairs should also register before the early registration deadline of 4th March 2015.

If you have any questions please contact [Roel Evens](#).