



Information for (co)chairs of SPECIAL sessions

To inform special 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, special session proposers will be informed if their proposal has been accepted.
- If so, the (co-) chairs are expected to work out a more detailed programme with a logical sequence of topics and potential speakers, at the latest 26th November 2014. (Co-)chairs will be notified at the latest end of December 2014 whether their programme has either been accepted or needs to be reworked.
- The final programme including a list of confirmed speakers needs to be completed at the latest 4th February 2015.
- The SETAC reinvestment fund assigns a budget to cover the registration fee of (some of the) invited speakers who attend the conference for one day. This amount will be announced in December 2014.
- 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 to 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.