



Symposium Proposal Application

Below is a list of required fields to submit your Symposium proposal for the 2022 ASHS Conference. Please carefully read the instructions below before beginning your submission. When you are ready, you may begin the Symposium Proposal Application. View the Frequently Asked Questions page.

Please note, you must complete your submission on the official site by the deadline designated. You cannot mail or email your submission. All submissions must be completed online on the [Symposium Proposal Application](https://ashs.confex.com/ashs/2022/symp/sessions/index.cgi). <https://ashs.confex.com/ashs/2022/symp/sessions/index.cgi>

Step 1 – Set up Session

1. Title of Symposium (Please enter in title case, capitalizing only the first letter in each word)
2. Submitter's Full Name (This is the only person who will receive communications from ASHS regarding the workshop.)
3. Submitter's Email Address - All communications regarding the workshop will be with the Submitter only.
4. Professional Interest Group/Committee Sponsor – You must write in one PRIMARY sponsor. Additional Professional Interest Groups can be listed as secondary sponsors. Please note that all business meetings will take place via Zoom in advance of the Conference.
5. You must agree to the terms of the Symposium format.

Step 2 - Proposal

Symposia can be up to two-hours in length, must include a minimum of 4 speakers, will be scheduled for presentation on August 3rd, and all speakers in a symposium will be required to pay the conference registration fee—no complimentary registrations are permitted to satisfy the paid registration requirement.

The symposia presentation option is the only opportunity for a speaker that is unable to travel to Chicago to present virtually. (At least one speaker or the organizer must be present in Chicago to run the session in person.)

Because there will be a limited number of symposia selected (up to a maximum of 10 will be approved), when developing your proposal, it is important to focus on the following:

- 1) Elaborate on the topic
- 2) Show the relevance/impact of the topic

- 3) Include a detailed description of the format for the symposium (for example, speaker to audience, panel with discussion, debate, breakout group discussion, etc.),
- 4) Provide an overview of the goal of the symposium, proposed speakers/panel participants
- 5) Explain the importance of these particular speakers and detail why their perspective on the topic/possible case studies is paramount (touch on why they were selected).

Step 3 - Confirmation

Please review all of the information that has been uploaded during the submission process.

Once information has been confirmed, select "Submit."

You will receive a "submission initiated" email at the end of Step 1 of your submission. A link will be sent to you to use to edit, modify and add to your submission. The link will be active until the submission deadline of March 1.