



## **Guidelines for submitting a Dedicated Session**

In order to have a dedicated session accepted for the program it will be necessary to complete all of the follow steps:

1. There can only be four session members of the session. The session will consist of four 20 minute talks. Each session member will be required make a presentation and adhere to the conference timelines.
2. There must be a dedicated session organizer. This session organizer will be responsible for completing the following steps:
  - a. The session must be entered online through the conference abstract web site.
  - b. The dedicated abstract submission must clearly state that this is a dedicated session and contain the following:
    - i. A title for the session
    - ii. A brief session description
    - iii. The session members that will be presenting.
  - c. Insure that each session member
    - i. Submits his or her abstract through the conference web site before the abstract deadline has elapsed (May 8)
    - ii. The abstract submitted by the session member clearly states they are in the dedicated session

It will be necessary for the session organizer to insure all steps outlined above are completed before the abstract deadline on May 8 in order for the dedicated session to be considered for the conference.