

## How to develop a perfect LCA conference special session

Special sessions are intended to act as mini-conferences within the overall conference. Ideally they should be about new ideas or initiatives in the field, or ideas imported from another field of study, representing provocative ideas or approaches that will not yet be the subject of studies. The organizer of the special sessions should recruit any speakers/participants and should manage the session to a successful conclusion.

Here are the steps to follow in proposing the session:

- 1) Pick out an *emerging* LCA topic for which you have special interest and competency.
- 2) Decide on the format of your special session. This can be a roundtable discussion, a point-counterpoint setup, or other approach. You have 90 minutes for the session.
- 3) Contact and invite others who are also interested and competent to discuss the topic.
- 4) Write and submit a session proposal through the automated system. It should identify the topic, why it is important, the invited speakers and the format of the session.

Initial proposals are reviewed very quickly by ACLCA staff. You should have your immediate review within two weeks of submission.

REMEMBER: by submitting the proposal you are explicitly and irrevocably giving ACLCA copyright to the document and to presentation material. If you do not want to have your work appear on the ACLCA website, do not submit a proposal.

### Once the preliminary proposal is accepted

- 1) Confirm your speakers by the deadline. If you do not confirm all speakers by the deadline, the session your special session may be dropped from the conference. If your speakers will give typical oral presentations, have them submit abstracts through the regular abstract submission system. Their abstracts will be reviewed along with other abstracts. Regular deadlines apply, *and if the abstract is of low quality it may fail the review.*
- 2) Update your abstract with your speakers' qualifications and any further details by the deadline.

Your session proposal will be reviewed by the conference technical committee. Part of the decision will be based on available space.

### Once the session is accepted

- 1) Coordinate with your speakers for effective use of your session time. Also remind them to register (and pay fees) for the conference.
- 2) Update anything necessary in your session description (e.g. if a speaker changes)
- 3) By the presentation submission deadline, use the automated system to submit any PowerPoint presentations for your session
- 4) Hold a riveting special session!

When the session is over, make sure to thank your speakers!

## **Things NOT to do for a special session**

DO NOT propose a session on a current popular topic. Such topics will have regular sessions covering them.

DO NOT FORGET that the quality of your special session is in your hands. ACLCA staff can help you if you are unsure what this means.

DO NOT submit materials that contain confidential or copyrighted material.

DO NOT submit a session proposal without adequate invited speakers. Such sessions will be rejected.

DO NOT submit a session proposal that is fundamentally commercial in nature. It will be rejected.

DO NOT invite more speakers than you have time for. In 90 minutes, only 4-5 oral presentations are possible.

DO NOT miss the deadlines for submission.