

HOW TO SUBMIT A SUCCESSFUL SESSION PROPOSAL TO THE 2022 ECSITE CONFERENCE

A GUIDE FOR SPEAKERS AND CONVENORS

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CALL FOR PROPOSALS AT A GLANCE

Dates: From 16 September 2021 until 2 November 2021, 23.59 CET

Results: Week beginning 13 December 2021

For other key dates see: [What is the schedule of the call?](#)

Who selects sessions: [Annual Conference Programme Committee](#)

Selection criteria: Relevance (see: [How to get your session accepted](#)) and engaging format (see: [What are the most successful session formats?](#))

Must have:

- [A convenor](#) and a full list of [speakers](#)
- Diversity of speakers and projects presented
- Gender balance of speakers

Remember:

- You cannot participate in more than three sessions: one as convenor and two as speaker or two as convenor and one as speaker.
- All participants, convenors and speakers have to register to the Conference and pay the Conference fee

WHY SUBMIT A SESSION TO THE 2022 ECSITE CONFERENCE?

The majority of 2022 Ecsite Conference programme will be the result of a bottom-up process. We invite you to team up with other science engagement professionals and submit a session. Thanks to your submissions we can all share our expertise and experience.

Sessions are evaluated and selected by the Annual Conference Programme Committee (ACPC), whose members are science engagement experts and representatives of Conference hosts.

Together we create a programme of the 100+ parallel sessions that make up the three days of main Conference (2-4 June 2022) and the 5+ whole day workshops that form the pre-Conference (1 June 2022).

The selection process takes the criteria listed below into account, as well as feedback collected from participants on previous years.

FIRST TIME SPEAKERS: DON'T BE SHY, WE WOULD LOVE TO SEE YOUR CONTRIBUTIONS. USE THE [CONFERENCE FORUM](#) TO TEAM UP WITH OTHER SPEAKERS AND CONVENORS OR PITCH YOUR SESSION IDEA.

HOW TO GET YOUR SESSION ACCEPTED?

YOUR PROPOSAL SHOULD...

...CONCENTRATE ON WHAT PARTICIPANTS WILL BE GETTING FROM THE SESSION.

No one likes unidirectional sales pitches or project reports. If accepted, your session will be running in parallel with several others: you need to give future attendees a good reason to be there.

Start by defining your audience and what they will be getting from the session: take the "outcomes" field in the proposal form very seriously and define the session format that will best deliver them.

...FOSTER PEER LEARNING AND PRESENT HONEST LESSONS LEARNT.

The Ecsite Conference is renowned for the quality of exchanges and conversations and the honesty of the stories shared in sessions. Failures are as interesting as successes. You don't need to have all the answers: you can also share ongoing questions, recurring struggles, true dilemmas or embark participants on an adventure you've not tried before... be open about it in your abstract.

...INCLUDE SPEAKERS AND CONVENORS FROM DIFFERENT COUNTRIES AND PROJECTS.

Several people are needed to deliver an Ecsite Conference session: you really need to work as a team, each bringing a different perspective, case study or skill. Ecsite is an international network and this diversity should be reflected in the composition of each session's group of speakers. If there is a possibility to include speakers from countries which are usually underrepresented at the Conference, we fully encourage you to take this opportunity.

...INCLUDE A COMPLETE LIST OF SPEAKERS.

Even if all speakers are not confirmed at the time of submitting the proposal, it is important to include names. Three speakers are expected for a panel session, more for a poster session, and possibly fewer than three for other types of session formats.

...ENSURE A GENDER BALANCE.

We prefer to avoid sessions where the convenor and speakers are all male or all female.

...INVOLVE A COMMITTED AND EXPERIENCED CONVENOR.

This person is responsible for delivering the session: from shaping the sessions content together with speaker to moderating it during the event. This includes ensuring that your session's presentations are coherent as a whole in order to produce a session with a clear vision, successfully meeting the aims set out in the abstract. It requires a good deal of communication with your session's speakers in the months leading up to the Conference.

...BE NEW TO THE ECSITE CONFERENCE.

Copy-paste sessions or presentations from previous years don't stand a chance. Not everything needs to be new: a traditional format on an edgy topic will work great, and so might a new format or angle on a usual topic. [Check out the session archive](#).

YOU HAVE HIGHER CHANCES OF SUCCESS IF YOUR SESSION...

...IS ENGAGING OR INTERACTIVE.

Sessions gather dozens of participants, including many professionals who will have insightful questions to raise on the topic at hand, examples of best practice to share, and most importantly a strong urge to take an active part. The best sessions take advantage of this collective expertise and energy, whether by allowing a good amount of time for questions, incorporating an interactive element into presentations, or using one of the interactive format suggestions listed below.

...IS LINKED TO ONE OR MORE OF ECSITE'S STRATEGIC COMMITMENTS.

These are the global and societal issues the European science engagement community connected by Ecsite wants to commit in the first order. They are declared in the [Ecsite Strategic plan](#). These are:

- Climate and biodiversity crisis
- Misinformation and trust in science
- 21st century skills
- Inclusion and equity
- Health and wellbeing

...IS RELEVANT TO SCIENCE ENGAGEMENT FIELD EXPERIENCE OF THE COVID-19 PANDEMIC.

The 2022 Ecsite Conference comes after difficult years for the world and our field. Sessions reflecting on our communities' experience of the pandemic and lessons learned are more than welcome this year.

...BRINGS NEW, UNUSUAL OR YOUNGER FACES TO THE CONFERENCE.

The Conference relies on fresh perspectives. Having at least one speaker who is new to the Ecsite Conference or from a different professional background makes your chances higher. Use the [Conference Forum](#) to get in touch with peers from around the globe – discuss topics and find speakers and convenors for your sessions!

WHAT ARE THE MOST SUCCESSFUL SESSION FORMATS?

Previous Ecsite Conference participants have been very clear in their feedback: they like interactive session formats, hands-on sessions, workshops and other types of sessions where they can actively contribute and debate. The ACPC will give priority to new and interactive session formats. Don't hesitate to suggest a format which is not listed below.

PANEL SESSION

In a panel session, the convenor introduces the speakers who then each present their views to the audience. The session can have a maximum of four speakers and one convenor (the convenor should not be a speaker) to provide enough time for discussion (at least 20 minutes at the end of the session). We encourage proposals that offer different perspectives on a topic to promote more constructive critique and debate.

REVERSE SESSION

In this session type, the speakers each provide a very short introduction on the topic at hand. With the help of the convenor, they then will guide an open discussion. Most of the session's time is dedicated to an active discussion between the audience and the speakers.

INTERACTIVE SESSION / WORKSHOP

This type of session is structured to enable in-depth exploration of one topic.

The session should be practical, interactive and actively involve all participants. For instance, a workshop can be a science demonstration, a game, a show or a short training course.

Participants are encouraged to submit additional formats such as world cafés, PechaKuchas, roundtable sessions, "speed-dating" sessions ...

IN-DEPTH

This is a session format that allows for a deeper discussion or more concrete learning during the Conference. These sessions will have two session slots blocked for them (**2 x 75 minutes**). We will accept a very small number of these sessions so make sure yours is extra relevant and uses a mix of methods to engage participants.

PRE-CONFERENCE WORKSHOP

Whole-day session on the Wednesday before the Conference, for a much smaller group of participants. These training sessions or workshops allow participants to dig deeper into specific topics. At proposal stage, concentrate on the "why" and the "who" of your pre-Conference workshop and give a broad outline of the "how" (the different steps or stages of the workshop: highlights are enough at this stage). If your proposal is accepted, you'll have more time to put together a detailed schedule. If you've not organised a pre-Conference workshop before, we recommend you have a quick chat with the Events team at the Ecsite office before putting a proposal together: we'll tell you more about this specific format. Get in touch with wgajewski@ecsite.eu

WHAT DOES IT MEAN TO BE A CONVENOR?

Whether you are an Ecsite Conference veteran or newbie – please have a look at the tips and tricks on the convenor role. Please note that speakers and convenors pay the same Conference fee as all other participants and that they need to register.

IMPORTANT: YOU CANNOT BE INVOLVED IN MORE THAN THREE MAIN CONFERENCE SESSIONS: TWO AS A SPEAKER AND ONE AS A CONVENOR, OR THE CONTRARY: TWO

AS A CONVENOR AND ONE AS A SPEAKER. NOT COUNTING ANY PRE-CONFERENCE SESSIONS.

- The convenor of a session is the person who makes sure that the session takes place on the given time and day and that all speakers are well briefed, show up on time etc.
- In the session, the convenor acts as a presenter or moderator, making sure the audience have a great experience in the session.
- If you are a convenor you oversee everything that will make the session flow smoothly: checking that everything is in place before the session, reminding participants of social media hashtags, keeping an eye on the time, making sure evaluation forms are filled in...
- Session content is your responsibility. You need to make sure that repetition or overlap between presentations is avoided. It is the convenor's role to ensure coherence between the speakers - each speaker should have an idea of what the others are going to talk about. The convenor also defines in which order speakers are lined up.
- The convenor is also in charge of gathering all the session's presentations and uploading them in time onto the Conference system on site. You also need to inform any on-site technicians about the order of the presentations. You will not be able to upload or make changes to the presentations using a computer in the session room.

WHAT DOES IT MEAN TO BE A SPEAKER?

Whether you are an Ecsite Conference veteran or newbie – please have a look at the tips and tricks of the speaker role. Please note that speakers and convenors pay the same Conference fee as all other participants and that they need to register.

IMPORTANT: YOU CANNOT BE INVOLVED IN MORE THAN THREE MAIN CONFERENCE SESSIONS: TWO AS A SPEAKER AND ONE AS A CONVENOR, OR THE CONTRARY: TWO AS A CONVENOR AND ONE AS A SPEAKER. NOT COUNTING ANY PRE-CONFERENCE SESSIONS.

- As a speaker you are responsible for your presentation or your tasks for the session.
- During the call for proposals you are responsible of updating your profile information (name, job title, organisation) via the online session form and to deliver a detailed description of your individual contribution to the session

Speakers should be briefed by their session's convenor about contents and organisational details. If this is not the case, don't be shy to ask the convenor for this information.

A SPECIAL RECEPTION WILL BE HELD FOR ALL THE SPEAKERS & CONVENORS OF THE 2022 ECSITE CONFERENCE. IT WILL TAKE PLACE IN THE EVENING OF WEDNESDAY 1 JUNE 2022. YOU WILL RECEIVE AN INVITATION A FEW WEEKS AHEAD OF THE CONFERENCE.

HOW TO USE THE ONLINE SESSION PROPOSAL FORM?

THE PRECIOUS KEY TO EVERYTHING: YOUR PERSONAL ECSITE ACCOUNT

To post ideas on the [Conference Forum](#), submit a session proposal or be included in a session as a speaker, you will need an Ecsite user account. [Create one here if you're a newcomer.](#)

If you attended an Ecsite Conference in the past, you already have an account - please make sure to use this same one in order not to create confusing double identity situations! Can't remember your login or password? [Reset your information by entering your email address here.](#)

And now you're ready to submit a session proposal:

- Log in [here](#) on <http://www.ecsite.eu> (in the top right-hand corner)
- Go to the online form and fill in all required fields
- Save – your proposal is submitted.

All speakers and convenors linked to your proposal will receive a notification email. They can then all still edit the proposal until 2 November 2021. To avoid cluttering your inbox, we will not be sending notifications of potential further changes to your proposal - make sure you keep each other informed as needed.

WHAT ELSE IS THERE TO REMEMBER?

Once a session proposal has been created and speakers and convenors linked to it, everyone involved in the session can edit the abstract, add speakers etc.

Everyone involved in a session proposal is automatically notified via email when the proposal is first submitted. It is still possible to edit the proposal until 2 November (for instance to add speakers). Note that to avoid cluttering inboxes, no further notifications will be sent in case of changes to the proposal – please make sure you keep each other informed as needed.

Individual contributors are encouraged to provide a short description of their own contribution to the session – you can do so at proposal submission stage.

Once a session is accepted, everyone involved can revise its general abstract until it gets edited and "locked" by Ecsite. It is however possible to update speaker information as well as individual contributions until the very day of your session.

Everybody involved in the session is responsible for ensuring that their personal information such as name, job title and organisation is correct – this information is taken directly from each user's personal Ecsite profile. That information will be used in the Conference programme and will not be proof-read by our editors.

All correspondence regarding a specific session is sent to all participants involved, allowing a better flow of information – however the convenor is responsible for the whole session by default and should make sure coordinated action is taken.

WHAT IS THE SCHEDULE OF THE CALL?

16 September 2021: call for session proposals opens

2 November 2021: last day to submit session proposals

Week commencing 13 December 2021: feedback about approval of proposals sent

23 January 2022: last day to complete a session's general online abstract (before edits by Ecsite) – abstract is then locked but speaker information and individual contributions can still be changed by users

Mid-February 2022: first online programme is released, and Conference registration opens

9 March 2022: last day to enjoy super early bird registration rates

15 April 2022: Programme is finalised, and additional changes are accepted only under special circumstances

**THANK YOU FOR SUBMITTING
A SESSION PROPOSAL TO
THE 2022 ECSITE CONFERENCE!**