

## 2008 WDAFS Symposia Format

The Program Committee invites proposals for symposia. Topics must be of general interest to WDAFS members. Topics related to the meeting theme will receive priority. Symposium organizers are responsible for recruiting presenters, soliciting their abstracts, and directing them to submit their abstracts through the WDAFS online abstract submission form. A symposium should include a minimum of 8 presentations and the time requested should not exceed two days (i.e., about 32 oral presentations). Regular oral presentations are limited to 20 minutes, but double time slots (i.e., 40 minutes) may be offered to key-note speakers. Symposium proposals must be submitted by 7 December 2007 via e-mail to Neil Ward ([neil.ward@cbfwa.org](mailto:neil.ward@cbfwa.org)) with the proposal attached in the correct format in MS Word; please contact Neil Ward ([neil.ward@cbfwa.org](mailto:neil.ward@cbfwa.org), 503-229-0191) if you do not receive confirmation by 14 December 14 2007. The Program Committee will review all symposium proposals and notify organizers of acceptance or refusal by 28 December 2007. If accepted, organizers must submit a complete list of all confirmed presentations and titles by 18 January 2008. Symposium abstracts (in the same format as contributed abstracts; see below) are due by 22 February 2008.

### Format for Symposia Proposals

**1. Symposium title:** Brief but descriptive

**2. Organizer (s):** Provide name, address, telephone and fax numbers, and e-mail address of each organizer. Indicate, using an asterisk, the name of the main contact person.

**3. Description:** In 300 words or less, describe the topic addressed by the proposed symposium, the objective of the symposium, and the value of the symposium to AFS members and participants.

**4. Format:** Indicate format and length of proposed symposium (e.g., a full-day session with 16 speakers, a full-day session with 14 speakers followed by a 2-hour panel discussion, half-day session with 8 speakers; in general, allow 8 time slots per half-day sessions).

**5. Chairs:** Supply name (s) of individual (s) who will chair the symposium.

**6. Presentation requirements:** We encourage speakers to use PowerPoint for presentations. All Mac-based presentations must be converted to PC format prior to the meeting. Presentations in other software programs must be approved prior to acceptance.

**7. Audiovisual requirements:** Symposium chairs must provide a PC-interface laptop computer for their session. We encourage symposia chairs to bring a LCD projector. Other audiovisual equipment needed for the symposium will be considered, but computer projection is strongly encouraged.

**8. Special seating requests:** Standard rooms will be arranged theater-style. Please indicate special seating requests (e.g., "after the break, a panel discussion with seating for 10 panel members will be needed").

**9. Speakers and Topics:** Provide each speakers name, tentative tile of presentation, and the speaker's confirmation status in the following format: If applicable, indicate sponsorship. A sponsor is not required  
Speaker Title/Topic Confirmed

1. \_\_\_\_\_ (yes/no)

2. \_\_\_\_\_ (yes/no)