



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

Call for Proposals for Educational and Training Sessions

Deadline: March 21, 2018 11:59 p.m. CST

25th Annual Conference of The Wildlife Society October 7-11, 2018

The Wildlife Society will hold its 25th Annual Conference in Cleveland, Ohio, October 7-11, 2018. Proposals for education and training programs including workshops, symposia and panel discussions are invited. The Wildlife Society invites proposals related to all aspects of wildlife ecology, management, policy, human dimensions and conservation. The plenary theme for the 2018 conference is *Recognizing and Sustaining Conservation Success*.

Symposia are comprised of a series of presentations that address aspects of a single topic. Organizers can request sessions that are 5, 10, or 15 talks in duration. Each talk is 20-minutes. Symposia may include panel discussions as part of their session. Symposia are scheduled to run concurrently with other conference sessions. Attendance is open to all conference registrants.

Panel Discussions are a forum for interactive discussion of a topic among a panel of experts and an interested audience. Typically, a panel of four to eight speakers makes introductory remarks. The audience is then invited to make comments and question the panel. Panel discussions are scheduled for 100 minutes and will run concurrently with other conference sessions. Attendance is open to all conference registrants.

Workshops provide training on a specific skill, technique or process and may involve one or more instructors. Workshops are intended to emphasize learning through participation, discussion and "hands-on" activities. For this reason, workshop organizers must specify an upper limit on attendance. Attendance at workshops is by advance registration only. TWS requires a minimum fee of \$30 for professionals and \$15 for students and new professionals. Workshops may be a half or full day in length.

Offsite workshops that require transportation and/or busses require a deposit of \$1,000 by Aug. 6, 2018. The deposit is nonrefundable, but if transportation costs are less than \$1000, the difference will be reimbursed. Further details on payment instructions will be provided when the workshop proposal is accepted.

Workshops are not intended to promote a commercial product, product line or company. That type of activity belongs in the trade show. If the nature of the workshop requires demonstration of specific products, it is preferred that the instructor be a practitioner rather than a company representative. Alternatively, company representatives may serve as instructors if at least two competing companies are invited to participate. These companies also would be expected to participate in the trade show at regular booth fees.

Responsibilities of Session Organizers

Organizers are responsible for coordinating with the Program Committee, planning their sessions, selecting

instructors/presenters, moderating their sessions and meeting all deadlines. As part of the proposal submission process you will provide names, contact information, and titles for each of the speakers in your symposium. While changes can be made to the session agenda after the proposal is submitted, this will require promptly communicating changes with Tricia Fry, tricia@wildlife.org. **Abstracts from all presenters will be requested from invited speakers after the symposium is accepted and must be submitted by May 18, 2018.** Presenters in symposia must submit PowerPoint files via an online submission site 24 hours prior to their talk. Please mark these dates on your calendar!

The Wildlife Society does not pay registration fees, travel expenses or honoraria for workshop, symposium or panel discussion organizers or presenters. All organizers and invited speakers must register for the conference. Organizers may seek outside support for these expenses.

Proposal Submission and Requirements

All proposals must be submitted through the online submission site beginning November 13, 2017. An active link will be available via the Call for Proposals at this time.

The submission process will prompt you for the following information:

1. Session Type – workshop, symposium, panel discussion
2. Preferred Session Length – Workshops and Symposium only
 - a. Symposia – a symposium can be 5, 10, or 15 presentations
 - b. Workshops – Full day (8 hours) or half day (4 hours)
 - c. Panel Discussions – 100 minutes only
3. Session Title
4. Organizer(s) – names and complete contact information (the submitting organizer will be the contact person)
5. Supported by – institutions/groups that are financially or otherwise supporting the proposed session. Emails confirming the support of a special session should be emailed to Tricia Fry (tricia@wildlife.org) prior to March 21, 2018. Organizations whose support has not been confirmed will not be published in conference materials.
6. An abstract describing the session. This will be used to advertise your session (250 word limit).
7. Detailed description of the session (1,000 word limit).
8. Names, emails and working presentation title for all speakers (Symposium only)

Workshop proposals also require the following additional information:

9. Room set up and AV requirements
10. Maximum Attendance
11. Registration fees – a minimum fee of \$30 for professionals and \$15 for students and new professionals will be charged, if registration costs exceed these minimums please include a proposed fee and associated budget with your submission.

Proposal Evaluation and Notice of Decision

Proposals will be evaluated on timeliness of the subject, importance to the profession and/or contribution to science, and the overall quality of the written proposal. Submissions from TWS working groups are especially encouraged. Submitting Organizer will be notified regarding the status of their proposal by April 17, 2018.

Please direct any questions related to proposal preparation or submission to Tricia Fry, Program Committee Coordinator, at tricia@wildlife.org.