



# THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

## **Call for Proposals for Educational and Training Sessions**

Opens: January 6, 2020

Deadline: March 13, 2020 11:59 p.m. CST

### **27<sup>th</sup> Annual Conference of the Wildlife Society September 27 – October 1, 2020**

The Wildlife Society will hold its 27<sup>th</sup> Annual Conference in Louisville, Kentucky, Sept. 27 – Oct. 1, 2020. Proposals for education and training programs including workshops, symposia and panel discussions are invited. Proposals related to all aspects of wildlife ecology, management, policy, human dimensions and conservation are invited.

**Symposia** are comprised of a series of presentations that address aspects of a single topic. Organizers can request sessions that are 5, 10, 15 or 20 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. Symposia with 15 or 20 talks may be scheduled to occur on one day (with a break partway through the session or two days depending on the conference schedule. 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, Field Trips, & Trainings** are courses on specific skills, techniques or processes and may involve one or more instructors. Workshops are intended to emphasize learning through participation, discussion and "hands-on" activities. For this reason, 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, field trips, and trainings that require transportation require a deposit of \$1,000 by August 1, 2020. 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](mailto:tricia@wildlife.org). Sessions, including workshops, will be scheduled on all days of the conference. **Abstracts from all symposium presenters will be requested after the symposium is accepted and must be submitted by May 8, 2020.** 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!

***TWS does not pay registration fees, travel expenses or honoraria for workshop, symposium or panel discussion organizers or presenters. All organizers and symposium 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. 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 include 5, 10, 15, 20 presentations
  - b. Workshops, Field Trips, Trainings – 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](mailto:tricia@wildlife.org)) prior to March 13, 2020. 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 and Field Trip proposals also require the following additional information:

9. Minimum Attendance
10. Maximum Attendance
11. Registration fees – a minimum fee of \$30 for professionals and \$15 for students and new professionals will be charged and this fee will go to TWS, if registration costs exceed these minimums please include a proposed fee and associated budget with your submission.
12. Room set up/Transportation needs
13. AV requirements – power for participant's laptops, wifi, etc. – a projector and screen will be provided. Organizers will need to bring their own laptops. Please be specific – Workshops Only

## **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 8, 2020.

Please direct any questions related to proposal preparation or submission to Tricia Fry, Program Committee Coordinator, at [tricia@wildlife.org](mailto:tricia@wildlife.org).