



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

Call for Proposals for Educational and Training Sessions

Opens: January 31, 2023

Deadline: March 10, 2023, 11:59 p.m. ET

30th Annual Conference of the Wildlife Society November 5 – 9, 2023

The Wildlife Society will hold its 30th Annual Conference in Louisville, Kentucky from Nov. 5 – 9, 2023. 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 6, 12 or 18 talks in duration. **Each talk is 15-minutes.** Symposia may include panel discussions as part of their session. Symposia are scheduled to run concurrently with other conference sessions. Symposia with more than 12 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 90 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 administrative fee of \$30 for professionals and \$15 for students and new professionals, fees above these amounts will be returned to sponsoring Working Group. Workshops may be a half day (4 hours) or full day (8 hours) in length.

Offsite workshops, field trips, and trainings that require transportation require a deposit of \$1,000 by August 31, 2023 and are responsible for all transportation costs. Arrangement for transportation must occur through TWS. 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. This responsibility includes helping TWS develop a society inclusive of perspectives and individuals that work to manage, conserve and protect wildlife and their habitats. As such, all proposals submitted to TWS2023 should be multifaceted with topics and speakers representing diverse perspectives of our communities (see [TWS Standing Position Statement on Workforce Diversity](#)). You will be asked to provide a short statement as a part of your proposal that describes how your session represents diverse perspectives, individually and organizationally. Your proposal's commitment to diversity, equity, inclusion, and accessibility will be considered during the review process.

As part of the proposal symposium 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. 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 7, 2023. Presenters in symposia must submit their slide deck (e.g. PPT, PDF) via an online submission site 48 hours prior to their talk. In addition, to improve accessibility of presentations **all presenters will be required to submit a pre-recorded video of their talk prior to the start of the conference.** Please mark these dates on your calendar!

All organizers and symposium speakers must register for the conference. Organizers may seek outside support to cover registration, transportation, lodging, and other conference-related expenses that are necessary to participate in the conference.

All participants including, but not limited to, attendees, speakers, volunteers, exhibitors, TWS staff, service providers and others are expected to abide by the [TWS Guidelines for Professional Behavior](#). The Guidelines for Professional Behavior applies to all TWS meeting-related events including those sponsored by organizations other than TWS but held in conjunction with TWS events, in public or private facilities. In addition, TWS members and authors of TWS publications must also adhere to the [TWS Code of Ethics](#).

Proposal Submission and Requirements –

Please note: some of the guidelines have been updated this year.

All proposals must be submitted through the online submission site. An active link will be available via the Call for Proposals when the submission site opens.

The submission process will prompt you for the following information:

1. Session Type – workshop, symposium, panel discussion
2. Session Title
3. Short Session Title – under 30 characters including spaces. The short title will be used for marketing materials, including printed materials at the conference. The full session title will appear on the digital schedule, website, and mobile app
4. A brief description of the session – this will be used to advertise your session (50 words)
5. Detailed description of the session – used to evaluate your proposal (1,000 word limit).

6. Keywords (between 1 and 3)
7. Diversity Statement (under 300 words)
8. Preferred Session Length – Workshops and Symposium only
 - a. Symposia – a symposium can include 6, 12, 18 presentations (longer sessions may be broken up into two or more sessions. Contact [Tricia Fry](#) for more information).
 - b. Workshops, Field Trips, Trainings – Full day (8 hours) or half day (4 hours)
 - c. Panel Discussions – 90 minutes only
9. Organizer(s) – names and complete contact information (the submitting organizer will be the contact person)
10. Supported by (not required)– 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 10, 2023. Organizations whose support has not been confirmed will not be published in conference materials.
11. Names, emails, and working presentation title for all speakers (Symposium only)

Workshop and Field Trip proposals also require the following additional information:

12. Minimum Attendance
13. Maximum Attendance
14. 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.
15. Room set up/Transportation needs
Room Set and AV requests – standard AV packages described below, if you have additional or alternative set-up requests, please note them here.
 - a. Symposium and Panel Discussions – theater seating with a podium, a laptop, projector and screen
 - b. Workshops – classroom seating with power for participants laptops, podium, projector, and screen. Organizers will need to bring their own laptops.

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. Proposals that do not meet the requirements outlined in this call will be rejected. TWS further reserves the right to reject proposals for any reason, including but not limited to space and time restrictions, quality of the proposal, timeliness, importance to the profession, and/or contribution to science.

Submissions from TWS working groups are especially encouraged. Submitting Organizer will be notified regarding the status of their proposal by April 12, 2023.

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