

SYMPOSIA, HYBRID-SYMPOSIA AND PLATFORM SESSIONS FOR WCMic 2015

	SYMPOSIA	HYBRID-SYMPOSIA	PLATFORM
SESSION FORMAT	<p>1 ½ HOUR SESSION</p> <ul style="list-style-type: none"> ▪ 1 ½ hours long ▪ 3~4 invited talks* <p><i>*Chair may present or just handle intros/wrap-up/Q&A.</i></p>	<p>2 HOUR SESSION</p> <ul style="list-style-type: none"> ▪ 2 hours long, all invited talks ▪ 3 senior established speakers* ▪ 2 early career speakers <p><i>*Chair may present or just handle intros/wrap-up/Q&A.</i></p>	<p>1 ½ HOUR SESSION</p> <ul style="list-style-type: none"> ▪ 1 ½ hours long ▪ 6 platform talks (15 min. each) selected from submitted abstracts * <p><i>*Chair may recruit up to 3 abstracts (great opportunity to highlight work of young faculty and students). Chair may present, but generally just handles intros/ wrap-up/Q&A.</i></p>
CHAIR DUTIES	<ul style="list-style-type: none"> ▪ Understand your role as a Chair, including deadlines and what WCMic does/does not provide. ▪ Provide WCMic with full contact information and a symposium session title. ▪ Provide WCMic with the names, contact information, and talk titles for the invited speakers. ▪ Set and communicate deadlines to your speakers. ▪ Solicit additional funding following WCMic guidelines. [Encouraged] ▪ Keep session on time and maintain the speaker order that is published in the final program. 	<ul style="list-style-type: none"> ▪ Understand your role as a Chair, including deadlines and what WCMic does/does not provide. ▪ Provide WCMic with full contact information and a hybrid-symposium session title. ▪ Provide WCMic with the name, contact information, and talk title for the invited speaker(s). ▪ Set and communicate deadlines to your speakers. ▪ Solicit additional funding following WCMic guidelines [Encouraged]. ▪ Keep session on time and maintain the speaker order that is published in the final program. 	<ul style="list-style-type: none"> ▪ Understand your role as a Chair, including deadlines and what WCMic does/does not provide. ▪ Provide WCMic with full contact information and a platform session title. ▪ Provide WCMic with the names, contact information and talk titles for up to 3 recruited platform talks. ▪ Select an additional abstracts from the submissions received. ▪ If desired, solicit additional funding following WCMic guidelines. If received, determine how to allocate travel support for your recruited speakers. ▪ Keep session on time and maintain the speaker order that is published in the final program.
HOTEL/TRAVEL ARRANGEMENTS	<p><u>All Chairs and speakers are responsible for making their own hotel and travel arrangements.</u></p>	<p><u>All Chairs and speakers are responsible for making their own hotel and travel arrangements.</u></p>	<p><u>All Chairs and speakers are responsible for making their own hotel and travel arrangements.</u></p>

Determine how to allocate travel support for Chair and speakers.
 Details for Funding issue will be discussed.