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## Guidelines for the Submission of Proposed Symposia

**Please read and follow the abstract submission guidelines before submitting. Abstracts must comply with the proposed format guidelines.**

The submission of proposed Symposia is strongly encouraged, given that a Symposium is designed to be a focused session in which speakers present on a common theme, issue or question of particular relevance. It would usually consist of a chairperson briefly introducing the topic and providing an introduction to the session. This would usually be followed by at least 3 but no more than 5 individual presentations and ending with concluding remarks by a discussant. Every effort should be made to ensure close interaction between the speakers and to provide new and non-overlapping presentations. There should be opportunity for the audience to ask questions to presenters and for an exchange of views. A symposium session will run for 90 – 120 minutes. All symposia submissions should include an overall abstract as well as abstracts for each presentation. Abstracts should be no longer than **150 words**.

If accepted as a symposium presentation, authors are requested to conform to the following guidelines for presentation:

- The presentations must be in English, the official language of the Congress.
- The presentation submission constitutes a formal commitment by the author/s to present the corresponding presentation in the session and timeslot assigned by the Scientific Committee.
- Changes in authorship should be communicated timeously to the Scientific Committee so that the necessary amendments can be made to the printed programme.
- If the original presenting author is unable to present, one of the co-authors should take over this responsibility.
- Presenters who are absent from their presentations without notifying the Scientific Committee in advance will be blacklisted for future Congresses.

Notification of acceptance of symposia by the Scientific Committee will be emailed to the individual submitting the symposium. Detailed information, guidelines, and recommendations for oral or poster presentation, as well as time allotment, date, time, and venue will be duly sent to registered presenting authors.

[Click here to submit proposed symposia](#)