



PROFESSIONAL DEVELOPMENT WORKSHOP GUIDELINES

Proposals for PDWs are judged based on overall quality; interest to members; innovativeness, and contribution. PDW submission should be formatted as follows:

- A cover page that has the title of the workshop and a 250-word abstract.
- A 2-3 page overview of the workshop including an explanation as to why the workshop would be of interest and a description of the workshop's format.
- PDW proposals should be formatted using Times New Roman 12-pitch font, double spaced, 1-inch (2.5 cm) margin all around, and 8.5" × 11" (A4) page setting.

SYMPOSIUM SESSION GUIDELINES

Proposals for symposia are judged based on overall quality; interest to members; innovativeness, and contribution.

Panel Symposia: The purpose of a Panel Symposium is to engage a group of panelists in an interactive discussion. There are no titles associated with the panelists' presentations. Proposals for panel discussions should include clear descriptions of the topics to be discussed and the procedures that will be used to manage the discussion among panelists and with the audience.

Presenter Symposia: This involves a series of authored papers on a preset theme. Symposia are not blind reviewed, but they are judged on overall quality; interest members; and innovation and contribution. In a Presenter Symposium, titles are associated with each presentation. Note: presenter symposia can involve co-authored papers and co-authors will be listed in the printed program.

Symposium submissions should be formatted as follows:

- A cover page that has the title of the symposium, a complete list of participants, and a 250-word abstract.
- A 2-3 page overview of the symposium including an explanation as to why the symposium would be of interest and either: Presenter Symposium; a brief 250 word abstract for each presentation, or: Panel Symposium; a 250 summary of the panelist discussion points.
- Symposia proposals should be formatted using Times New Roman 12-pitch font, double spaced, 1-inch (2.5 cm) margin all around, and 8.5" × 11" (A4) page setting.