Guidelines to UArctic Congress 2022 Session conveners

OPEN SESSION CONVENERS

The promotion of abstract call is done by Congress organizers, however it is strongly recommended that **you promote your session to your colleagues** and thus make sure that you will have speakers in your session. If no abstracts are submitted, the session will be removed from the Congress program.

Please note that in case your session will receive only few abstracts which will not fill the full session, congress organizers can submit those abstracts to other session convener/s for their consideration as to be presented in their session. The acceptance of those abstracts and presentations will be done by session convener/s in question and the acceptance of these will have to take into account the time allocated to the session.

Call for abstracts is open until February 15th after which you will receive a direct link to Oxford Abstracts where **you have to either accept or reject abstracts submitted to your session BY MARCH 6, 2022**. You have to also decide to make accepted abstracts either to oral presentation or poster presentation, both are accepted formats. The preferred length of each oral presentation is 15 minutes, in addition make sure that there is time reserved for questions from audience to each speaker. **Therefore one 90 minutes session should include maximum of five oral presentations.**

Congress organizers will inform all abstract submitters either acceptance or rejection and will also highlight the importance of registration and requesting visa invitation, if needed by the early bird registration deadline May 15, 2022.

You will be contacted after the early bird registration with request to finalize your session program, the order of presentations and any other possible issues that might rise.

CLOSED SESSION CONVENERS

The program and content of the closed sessions is at full responsibility of the session conveners. For the program to be developed and the **importance of registration and requesting visa invitation, if needed by the early bird registration deadline May 15, 2022**, the **list of confirmed speakers should be sent by MARCH 6, 2022** to: congress.sessions@uarctic.org

If your session will be comprised of oral presentations only, the preferred length of each oral presentation is 15 minutes. In addition, make sure that there is time reserved for questions from audience to each speaker. **Therefore one 90 minutes session should include maximum of five oral presentations.** If you wish, you can ask abstracts from session speakers and those will be included to the program.

If your session is held as a **panel or round table** discussion, state clearly who will be panelists and who will moderate the discussion.

You will be contacted after the early bird registration with request to finalize your session program, the order of presentations and any other possible issues that might rise.