Thinking about Submitting a Session Proposal?

As a session coordinator, WEF asks that a proposal be completed and submitted for review through the online submittal site, Attendee Interactive (AI). The Conference Steering Committee will review all submittals and announce accepted session proposals at the same time as the final technical program. Check for dates and contact information on the main conference webpage on the WEF website.

What is a session?
When someone submits an abstract, they are hoping that their paper will be accepted to be a part of a session. If you have a group of speakers that you would like to speak together, you can submit a session proposal. A session proposal can also be a good vehicle for a panel discussion or other more interactive formats.

A session proposal should have all paper/presentation titles and speakers set before you submit. An agenda should be submitted as well, though this can be updated if you do get accepted to the program.

For complete proposals, WEF requires information on the following items:

- ❖ **Session Title**
- ❖ **Full or Half Session** (Varies by conference: Full Session can either be 2.5 hours of content of 3 hours of content; Half Session can either be 1.5 hours or 1 hour long)
- ❖ **Contact Information for Session Coordinator**
- ❖ **Contact Information for Each Session Presenter**
- ❖ **Session Description**
- ❖ **Three Learning Objectives**
- ❖ **Session Agenda** (following format above in the Full or Half Session bullet)
- ❖ **Target Audience** (a suggested list will be provided)

These items are each listed in a separate "tab" within the submission portal. The portal will automatically format text in each tab.

Questions about your submittal?
Please contact: WEF Education & Training
Email address is in the Contacts Tab or on main conference webpage on the WEF website
703.684.2400 x7450