

PREPARING YOUR 2022 SPECIAL SESSION SUBMISSION

A guide to the submission form for Plant Health 2022.



The Annual Meeting Board (AMB) seeks to accept sessions into the meeting program that are timely, well-thought-out, and will bring value to the association and the membership. Creativity in session design is encouraged; interactive learning experiences produce attendees who leave sessions with applicable ideas and valuable knowledge. In curating the program content, the AMB works to ensure a large variety of topic offerings – no two accepted sessions will cover the same topic area. There are limited programming slots available for submitted sessions; typically about a third of submitted sessions are accepted.

Sessions may be submitted by any member of the phytopathological community.

In addition to the annual meeting, APS offers a variety of outlets to share your content. Please also consider these opportunities: [Share Your Content with APS](#).

SESSION CONTENT

Proposed Session Title

Use title case, capitalizing only the first letter in each word. Titles should be eye-catching but encompassing of the content of the session. AMB may recommend changes to your title should your submission proceed through the acceptance process. The title is the first opportunity to interest your audience, keep this in mind.

Submitter Email

This email will be used only if the submission process is interrupted. All future communications will be sent to the named Organizer.

APS Committee Sponsoring the Proposed Session

If there is an APS Committee sponsoring this submission, indicate this here so that the committee can be listed in association with the session should it be accepted into the program. AMB does not require that a committee sponsor a session. If there are multiple committees sponsoring, please list ALL committees.

Description

Describe the session with detail, being sure to include applicability to entire APS audience, or to specific audience. DO NOT include the title of the session. DO NOT list the session presenters or participants.

The description is your opportunity to tell the AMB and your future audience what to expect during this session experience. Well-written and clear descriptions will be best received by the reviewers. Your description should answer the question of “why are you submitting this content?”.

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The following category selections will help ensure there all disciplines within APS are covered in the session approval process. The categories will also be used to help meeting attendees browse the content by keywords. Finally, APS will strive to use your answers to the following to target-market APS members and drive interest to your session.

Primary Category

[Link to choices](#)

Pathogen Type Keyword

[Link to choices](#)

Host Type Keyword

[Link to choices](#)

Plant Health 2022 Theme

The theme for Plant Health 2022 is " Warming Up to Change." Describe how your submission aligns to this theme. This theme will explore the profound changes in plant health research, education, and engagement driven by transformations in climate, technology, and society. We will also work together as participants to find the best ways for APS to support plant health research and the careers of plant pathologists in this time of change.

Alignment to the theme is an important consideration for AMB so that the entirety of the meeting program content can be threaded together to support a common message or topic. The meeting theme above illustrates this common thread and will provide a base of expectation to attendees in terms of the curated content they will be offered.

Learning Objectives

Provide the attainable learning objective(s) that will be accomplished during this session's 75-minute time frame. Begin your learning objectives with phrases such as:

"This session will introduce..."

"At the end of this session, attendees will be aware of..."

"Attendees will be able to explain... "

Learning objectives should be clear and realistic for the amount of time that the attendees will spend in your session. These are important for AMB when reviewing your proposal as they demonstrate that the goals and purpose of your session are well-thought-out, and that all your speakers/panelists will strive to provide these objectives during their participation. The learning objectives provide prospective attendees with clear expectation of what they should be able to take away from your session, thereby enticing them to participate.

Relevance

Describe the value your session will bring to the APS community in terms of novelty in phytopathology, timeliness of the topic, or the impact the topic will have on the community. This information assists AMB in ensuring that sessions with meaningful impact on the APS community are considered for acceptance.

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FORMAT

The APS Program Team encourages your creativity in designing your Plant Health 2022 special session. The format does not need to follow a traditional session format.

Indicate your preferred session format.

- **Panel Discussion:** All panelists on stage, each gives short introductory talk, followed by engaging discussion with audience
- **Phytoview:** 2 or 3 panelists with differing viewpoints, each gives introductory talk, followed by engaging discussion to explore the different points of view
- **Ignite Session:** Speakers have 5 minutes to talk accompanied by 20 slides. Each slide appears for 15 seconds and automatically advances. No script for the speaker. Talks can be followed by discussion or small-group breakouts.
- **Nontraditional Lecture:** One speaker at a time, no podium, full use of stage, presentation with or without slides, followed by Q&A
- **Podium Traditional Lecture:** One speaker at a time, PowerPoint presentation followed by Q&A
- **Other:** Please provide details

Your preferred format should be designed to support your session's goals and objectives. For example, if your goal is to provide attendees with differing expert opinions on a topic, then a panel discussion or PhytoView format would work well to showcase the opinions in an interactive manner. A traditional presentation format would not be a successful format to compare and contrast viewpoints. Attendees enjoy creativity in session design; thus, when deciding between two sessions of similar content and impact, level of interaction and creative elements will be a deciding factor.

Given the success of our past virtual meetings, and the ongoing global pandemic, APS is preparing for a hybrid virtual/in-person event for 2022.

Which format do you prefer to conduct your session?

- Fully in-person
- Hybrid in-person and virtual
- Fully virtual

The final format of the annual meeting will be decided upon by APS Leadership, depending upon the state of the pandemic and the association's best interests.

Describe how your proposed session would function in either an in-person, hybrid, or fully virtual environment.

Include details about speaker presentation format, interaction with a virtual audience, and any other components of the selected environment that your session would take advantage of. Do not limit your proposal in terms of technology, those details can be determined should your proposal be accepted.

PROMOTION

Target Audience

Describe your target audience.

Your description and learning objectives should align with your desired target audience. Should your session be accepted, this information will be helpful for prospective attendees browsing the meeting program and for the Headquarters Marketing Team to promote your content.

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Promotion

What statements would you use to promote this session to your target audience?

Should your proposal be accepted, the Headquarters Marketing Team will use these statements in promoting your session.

FUNDING

Funding Request

Note: Funding will only be applicable in the event of an in-person session. Funding is limited and will not be sufficient to cover the expenses of all special session presenters.

All funding requests are subject to the approval of the Program Chair, and it is not provided to speakers who are current members of APS. To receive funding, speakers and panelists must be non-members of the association. For those with expired APS membership, the membership term end-date must be at least 3 years prior to the Annual Meeting start date.

Funding will be used for:

Describe how allocated funds would be used by speakers.

Special Requests:

If you have any special funding needs (besides speaker travel/expenses), please describe them there.

List the companies or organizations from which you may request special funding and the amount you anticipate requesting:

Provide the names of any organizations you plan to seek sponsorship dollars from to support your session.

SPEAKERS

Providing your desired or planned speakers in the "People" step of the submission form is incredibly important for the review process. However, be careful not to finalize your speaker's participation until your session has been accepted by AMB. As you plan for your submission, it is perfectly acceptable to connect with planned speakers, with the caveat that the session must be reviewed and accepted before official plans are made.

AMB gives preference to sessions with a diverse group of speakers and panelists. This includes gender diversity, racial diversity, and diversity in professional background. The speakers should be experts in the subject matter of your session, and skilled at giving presentations and keeping audiences engaged. AMB does not give preference to sessions with speakers who have spoken frequently at APS meetings; it is of more value to the community to bring in new speakers with new ideas.

The "presentation title" field should clearly describe either the subject matter of the expected talk, or the relevance a panelist would bring to the session. Ex. "Expertise in fundamentals of genetic control" for a Panel Discussion.