



SBGf Conference

18-20 NOV | Rio'25

Call for Sessions 19th CISBGf

Overview

Scientific session proposals are submitted for review and acceptance and allocated by the program committee. Approved scientific session proposals submitted to sections will be allocated oral or poster session types by the program committee after the abstract submission process.

Suggested dates:

Call for proposals - **20 Jun 2024 - 30 Aug 2024**

Reject/acceptance of proposals by technical committee - **15 Sep 2024**

Call for abstracts - **15 Mar - 15 May 2025**

Reject/acceptance of abstracts - **30 Jun 2025**

Conference - **November 2025**

Detailed proposal requirements

Restrictions and specifications:

- 1) Proposals must include title, abstract (max 500 words), keywords, suggested chair and co-chair of the session.
- 2) Each session must have at least 3 conveners, and maximum 5 conveners. It is recommended that conveners are from at least 2 different institutions.
- 3) Proposals must be sent from **20 Jun 2024 - 30 Aug 2024**, through the SBGf website
- 4) At least one chair must be onsite in Rio de Janeiro during the 19th CISBGf attending the conference
- 5) Conveners must be available to review and accept/reject submitted abstracts to their sessions

Please keep these items in mind.

- The program committee generally will not consider:



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- Proposals that are celebratory or honorary in nature. Sessions cannot be in tribute to a specific person or contain the name of a scientist in the session title. Names can be used in the description when used in context with scientific results and focused on the person's contribution to the field overall.
 - Proposals that are primarily advertisements of commercial products and services, or that contain the name of a specific experiment in the title or description. Opportunities to exhibit or sponsor activities at 19th CISBGf will be available soon.
- Conveners may submit multiple proposals, but we ask that you ensure the topics are different and across sections.
 - It is not possible to request an oral session. The program committee will assign final session formats and not all sessions will receive an oral component, but conveners may propose a poster-only session.
 - SBGf expects that at least one session chair will be onsite in Rio de Janeiro to chair in-person sessions. Session chairs do not need to be listed as conveners.
 - All first authors, including invited authors, who submit an abstract to a session are subject to the SBGf membership fee and the meeting registration fee.
 - The program committee may ask that similar session proposals merge to avoid duplication in the meeting's scientific program. They may also ask conveners to revise a session proposal description. Following the proposal deadline, the program committee will reach out to conveners to make these requests if needed.
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Invited author policies

Proposals should not include potential invited authors or make special requests.

- If your proposal is accepted, you may invite up to two authors to submit abstracts to your session once abstract submissions open in **March 2025**.
- SBGf main objectives for allowing invited authors include:
 - Raising the profile of a session.
 - Enticing authors who would not otherwise submit an abstract to a session.
 - Enhancing diversity or interdisciplinary perspectives
 - Featuring early-career scientists.
- Session conveners may not be the first author or presenting author on an invited abstract in the session they are convening, but:



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- Conveners can submit contributed abstracts to be presented as a poster in their own session.
 - Conveners may be invited authors in other sessions.
 - NOTE: Student and early career conveners are exempt from this rule and may be scheduled as oral presentations in their own sessions.
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- Not all approved sessions will receive an oral allocation from the program committee, conveners should not promise an oral presentation to invited authors.
 - Detailed policies and instructions for inviting authors will be posted in February 2025.
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Reminders

Before submitting, please:

- Review submitted proposals to ensure your proposed content will not significantly overlap with other sessions.
 - Review the details for each proposal type.
 - Proofread your proposal.
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Next steps

- If you submitted a proposal, you will be notified of acceptance or rejection in mid-September 2024.
- After session submissions and after abstract submissions, the program committee reserves the right to:
 - Reject or merge multiple proposals submitted by the same convener(s) on related topics or across sections,
 - Move sessions to another section,
 - Merge proposals on similar topics,
 - Request that conveners revise the session title and/or description.
 - Notify conveners if sessions need to be merged or have their descriptions revised.



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- Conveners must be available in November 2024 and August 2025 to respond to any inquiries from the program committee.
- Approved sessions will be open to receive abstract submissions from mid-March through May 2025.
 - Conveners are responsible for ensuring that the abstracts submitted to their session are topically appropriate and should work with the program committee if an abstract is better suited for another session or is not appropriate for the meeting.
 - Promotional resources for session conveners will be available in mid-June.
- The final decision on your allocated session type (i.e., oral, poster, or eLightning session) and schedule will be made by the program committee.
 - Conveners will be informed of their session type assignments in late August. During this period, conveners who are AGU members can log into the abstract management site to begin abstract reviews and session scheduling (arranging the order of their abstracts).
 - Conveners will be informed of their session's scheduled date and time when the online meeting program is released in early October.

Session Proposal Review

The CISBGf Program Committee reviews session proposals through mid-September 24. During this process, the program committee reserves the right to:

- Reject or merge multiple proposals submitted by the same convener(s) on related topics or across sections.
- Move sessions to another section.
- Merge proposals on similar topics.
- Request that conveners revise the session title and/or description.

In September 24, the program committee will notify conveners of sessions that needed to be merged or have their session descriptions revised.

In mid-September, SBGf will notify conveners if their sessions have been accepted.

Abstract Monitoring



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If your session was accepted, it will be available to receive abstract submissions through April 2025. Conveners are responsible for ensuring that the abstracts submitted to their session are topically appropriate. Abstracts cannot be transferred after the program is finalized, so please monitor submissions regularly during this time.

Note: abstract text is not viewable by the public during this period.