

Call for Proposals

Symposia and Workshops

The MEDECOS 2020 Organizing Committee is now inviting proposals for symposia and workshops for the 15th Conference on Mediterranean-type ecosystems (MEDECOS) from 6-11 September 2020 in South Africa. All proposals must be submitted through the online form provided below and must be received no later than **1st November 2019**.

Early submissions are highly encouraged.

Please carefully review the information below to aid your planning. You can direct any questions on symposia and workshop to Karen Esler (kje@sun.ac.za) and Nicky Allsopp (allsopp@saeon.ac.za)

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1. Proposal Submission Guidelines

Symposia: A typical symposium provides a well-integrated synthesis of a given topic or theme with broad applicability to Mediterranean-type ecosystems (MTEs). It can be structured as a series of formal talks or a moderated panel discussion allowing for greater audience participation. Symposia may be held concurrently with regular conference sessions and will each be allocated 90 or 120 minutes. Structure the programme around fifteen minute slots to allow for synchrony between sessions i.e. 1 talk/15 minutes or 2 talks/15 minutes. Slots may include question time or discussion may be scheduled for the last 15-30 minutes.

Workshops: Workshops are focused sessions, not dominated by formal presentations, but rather emphasizing audience participation and group discussion. They must be open to all conference delegates. The workshops aim to synthesise and facilitate knowledge exchange around a topic. Workshops will be held concurrently with regular conference sessions and will be allocated either 90 or 120 minutes at the

Programme Committee's discretion. Organizers will have flexibility to structure this time as they see fit to meet their goals and objectives.

All symposia and workshop proposals must be submitted through the online submission form no later than 1 November 2019.

Proposals must be submitted in English.

Individuals may only submit one proposal for a symposium or workshop in the interest of opening the conference to wider participation.

Proposals should strive to be inclusive of more than one Mediterranean region

2. Proposal Format

All of the following information must be provided on the submission form.

- Title of the symposium or workshop (20 words max.)
- Abstract: a brief overview of the objectives for your activity, topics to be covered, and relevance to MTE theory, practice or policy (300 words max.)
- One-sentence summary of the event (50 words max.)
- Lead organizers (names, institutional affiliations, email addresses)
- Draft programme for the event
 - Symposium: a list of invited speakers including their affiliation and location, the title of their presentation, and an indication of whether their participation is confirmed
 - Workshop: a brief overview of the structure and expected outcomes as well as speakers/presenters with their affiliation and location.

3. Evaluation Process and Criteria

All submitted proposals will be peer-reviewed by members of the Programme Committee. Notification of acceptance of proposals will be made by 1 December 2019.

All proposals will be evaluated based on the following criteria:

- **Scientific merit**, with emphasis on integration across MTEs, new research results, cutting-edge developments, novel perspectives, and innovative or interdisciplinary approaches
- **Clear relevance to the understanding or management of MTEs**
- **Thematic relevance**, to the conference theme: *Partnerships for Global Change in Mediterranean-type ecosystems*
- **Submission of a complete and compelling proposal.**

Some additional criteria will be applied to symposium proposals:

- **Integrated treatment of the topic**, contributing to a cohesive, overarching synthesis
- **Likelihood of a successful session**, as indicated by a large proportion of confirmed speakers (e.g. written confirmation from speakers/facilitators).

4. Your Responsibilities as an Organizer

All symposia, workshops and training courses must have **two or more lead organizers** who serve as the primary point of contact for the Programme Committee. Organizers should preferably be from different Mediterranean regions.

We will provide meeting space and onsite logistical support for all symposia and workshops. However, the conference is not able to provide any travel or accommodation assistance, registration subsidies or waivers, or any other forms of support for the organizers or individual speakers named in any of the proposals. All participants will be required to register and pay for the conference, book their own accommodation and to cover their own travel expenses.

Coordinating with invited speakers: Symposium organizers are responsible for serving as the primary point of contact with their invited speakers throughout the planning process. Organizers will need to help ensure that all of their speakers submit abstracts through the online submission form before the specified deadline (1 February 2020), and that all of their speakers register for the conference on or before this deadline.

Speakers who fail to register by this date may be excluded from the conference programme.

We encourage symposium organizers to proactively communicate with their speakers about any updates or changes affecting their session,

such as scheduling details, cancellations, and other circumstances as they arise.

Scheduling: Symposia and workshops may be scheduled at any time during the conference. Due to the large number of presenters and sessions we must accommodate, the Programme Committee will be unable to honour special scheduling requests. Please make sure your invited speakers are aware of this when they agree to participate.

Addressing cancellations and filling gaps: If an individual presenter from your symposium cancels or withdraws, or fails to register for the conference before the deadline, we ask that you find another speaker to replace them. If you are unable to secure enough speakers to complete your symposium or to fill any such gaps, the Programme Committee may assign an appropriate speaker to your session from the general pool of contributed abstracts. The Committee will make every effort to coordinate with you and obtain your approval in the event that this occurs.

5. Important Dates and Deadlines

Proposals for symposia and workshops

Monday, 01 April 2019	Proposal submission period opens
Friday, 01 November 2019	Deadline for proposal submission
Sunday, 01 December 2019	Notification of acceptance of proposals Abstracts submission and registration

Abstract Submission

Saturday, 01 February 2020	Deadline for abstract submissions and presenter registrations
Wednesday, 01 April 2020	Final Abstract acceptance notices sent

Registration

Wednesday, 01 May 2019	Super Early registration opens
Friday, 01 May 2020	Standard registration starts
Saturday, 01 August 2020	Deadline for Late Registration and payments