



GULF AND CARIBBEAN
FISHERIES INSTITUTE

CALL FOR SPECIAL SESSIONS/WORKSHOPS

75th Gulf And Caribbean Fisheries Institute

7 – 11 November, 2022

Destin-Fort Walton Beach, Florida, USA

Special sessions and workshops at GCFI's annual meeting provides an informal setting where participants have the opportunity to discuss technical topics in an atmosphere that fosters the active exchange of ideas.

A special session/workshop should offer professional development/educational opportunities for conference participants. Workshops may be research-focused (e.g., insights on new methodologies in research) or specific topic or species-base studies (e.g. Nassau Grouper, spawning aggregations, sharks etc).

Special session/workshop organizers will be responsible for inviting speakers, ensuring their participation, and ensuring submission of abstracts and manuscripts. They will also structure and lead the discussion sessions. Acceptance will be primarily based on an evaluation of the Special session/workshop's potential for generating useful results, relevance and expected level of interest in the topic, and the organizers' ability to lead a successful workshop.

Special session/Workshop Time Allowance

Limited time and meeting space are available for conference special sessions/workshops. GCFI plans to accept 1-3 proposed special sessions/workshops on key topical issues/concepts. Time allotted for special sessions will be a minimum of ½ day and a maximum of a full day. Be sure to indicate the amount of time you think you will need to conduct the special session/workshop when developing your proposal. If you have questions about developing a presentation and programmatic format for the special session, please contact the GCFI Program Committee (progcom@gcfi.org)

NOTE: The conference organizers reserve the right to refuse a proposed special session if time/space is limited, and to cancel any special session if deadlines are missed by the session organizers. It is assumed that the special session will be held in the main conference room. Other arrangements must be approved in advance.

1. Submission Requirements

Special session proposal should provide the following information:

- (i) Provide a special session title and a brief description of the session, specifying the goals and the technical issues that will be its focus, and an agenda outlining presentation format. Remember, special session titles are critical - most people make decisions about what conference to attend based solely on the title. Please choose carefully.
- (ii) Include a brief discussion of why the special session is of interest and to whom. What is the target audience? Who would benefit most from the proposed session?
- (iii) Include the names, postal addresses, phone numbers, fax numbers, and email addresses of the proposed session organizer(s) including the name of the primary contact for the proposed session. Note: All details for the special session will be finalized via communications with only this individual.
- (iv) Provide a description of the source of funding for the session.
- (v) If available, provide a list of tentatively confirmed speakers and/or proposed invited presenters/panelists.
- (vi) If the special session consists of a series of presentations (invited &/or submitted), then special session presenters will be expected to submit PowerPoint presentations on disk to the organizers the day before the session.
- (vii) All special session presenters (if invited to give a presentation or if selected from submitted abstracts) must submit an abstract following standard guideline for abstracts. All presenters also are required to submit a manuscript or an extended abstract for publication on the GCFI proceedings. Abstracts or manuscripts are not required for individuals serving as a workshop panelist and not giving a formal presentation.
- (viii) Special session organizers must produce a Workshop Summary and email the summary as an MSWord document to the GCFI Program Committee.
- (ix) Workshop organizers must collect all the manuscripts of the session for publication on the GCFI proceedings. If the presentations are part of a peer review GCFI special publication, the organizers are responsible to provide the abstracts and manuscripts not included in the special publication for publication on the GCFI proceedings.

2. Submission Format

- MSWord Document
- Maximum of five, 8 ½" x 11" pages, single-spaced.
- Full Contact information for Workshop Organizer(s) should appear at end of workshop proposal.
- If available, include a list of invited and confirmed workshop presenters and panelists in the workshop description, along with their contact information (address, email address, phone number, etc.).

3. Important Dates for Special Sessions

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| April 15, 2022 | Special session/workshop Proposal Submission deadline |
| May 16, 2022 | Acceptance notification. |
| July 1, 2022 | Deadline for submission of finalized workshop description for publication on the website. |
| August 31, 2022 | Deadline for special session presenters to submit abstracts via the online abstract submittal form. |
| September 30, 2022 | Special session Organizer to email GCFI Program Committee. FINAL AGENDA for your special session, including full speaker names, talk titles and order of presentation. Detailed request for set up of session, including audio-visual requirements. |
| November 29, 2022 | Special Session Organizer to email GCFI Program Committee a special session Summary as an MSWord document. |

GCFI organizers will be responsible for the following:

- (i) Providing a meeting place and logistical support for the special session including audio visual equipment, within the confines of the standardized meeting sets as space allows.
- (ii) Publicizing the special session on the conference web site, GCFI list server and in conference materials.
- (iii) Determining the special session date and time (Organizing committee constraints will be accommodated to the greatest possible extent).
- (iv) To provide an email group for the organizer of the special session.



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