

# GCFI78: Call for Special Sessions & Workshops

CARTAGENA, COLOMBIA | OCTOBER 27 - 31, 2025

## About GCFI

The Gulf and Caribbean Fisheries Institute (GCFI) was founded in 1947 to promote the exchange of information on the use and management of marine resources in the Gulf and Caribbean Region. GCFI is a unique organization comprised of scientists, academics, students, fishers, managers, government, civil society and other stakeholders who share a common interest in the sustainability and advancement of the conservation of marine resources in the Gulf of Mexico and Caribbean region. The primary activity of GCFI is the Annual Conference which has been held in the Region since 1948. This diverse, multidisciplinary group meets once a year to share ideas and learn from one another, in a collegial, friendly atmosphere underscored by mutual respect.

## Special Sessions and Workshops

Special sessions and workshops provide 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, megafauna etc).

Special session/workshop organizers will be responsible for inviting speakers, ensuring their participation, and submission of abstracts, manuscripts and final session reports. 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.

## Time Allowance

Limited time and meeting space are available for conference special sessions/workshops. Time allotted for special sessions will be a minimum of half day and a maximum of a full day. There is also opportunity to host workshops on the weekend before and after the main conference. Be sure to indicate the amount of time you think you will need to conduct the special session/workshop when developing your proposal.

## Submission Requirements

1. Provide a special session title and a brief description of the session/workshop, specifying the goals and the technical issues that will be its focus, and an agenda outlining presentation format. Remember, titles are critical - most people make decisions about what conference to attend based solely on the title. Please choose carefully.
2. Include a brief discussion of why the session/workshop is of interest and to whom. What is the target audience? Who would benefit most from the proposed session?
3. Include the names, phone 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 session/workshop will be finalized via communications with only this individual.
4. Provide a description of the source of funding for the session/workshop.
5. If available, provide a list of tentatively confirmed speakers and/or proposed invited presenters/panelists.
6. All special session presenters 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.
7. Session organizers must collect all the manuscripts/extended abstracts 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.
8. Special session and workshop organizers must produce a summary document and email to the GCFI Program Committee within 2 weeks of completion of the event.
9. This session proposal should be a maximum of five, 8 ½" x 11" pages, single spaced. Full Contact information for Session Organizer(s) should appear at the end of the proposal. If available, please include a list of invited and confirmed workshop presenters and panelists in the workshop description, along with their contact information (affiliation, email address, etc.). The proposal should be emailed to progcom@gcfi.org by April 28, 2025.

**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 also assumed that the special session will be held in the main conference room. **If you have questions about developing the programmatic format, please contact the GCFI Program Chair - Dr. Alejandro Acosta** (alejandro.acosta@gcfi.org).

## GCFI organizers will be responsible for:

1. Providing a meeting place and logistical support for the special session including audio visual equipment and other technology.
2. Publicizing the special session/workshop on the conference web site and in conference materials, GCFI email distribution list and social media.
3. Determining the session date and time (organizing committee constraints will be accommodated to the greatest possible extent).

## Timeline

<b>April 28, 2025</b>	Special Session/Workshop Proposal Submission deadline
<b>May 30, 2025</b>	Acceptance notification.
<b>July 1, 2025</b>	Deadline for submission of finalized session description for publication on the website.
<b>August 31, 2025</b>	Deadline for special session presenters to submit abstracts via the online abstract submittal form.
<b>September 30, 2025</b>	Special Session / Workshop Organizer to email GCFI Program Committee. FINAL AGENDA for your session, including full speaker names, talk titles and order of presentation. Detailed request for set up of session, including audio-visual requirements.
<b>November 25, 2025</b>	Special Session /Workshop Organizer to email GCFI Program Committee a Summary Report as an MS Word document.

## Estimated hosting costs

**\$10,000 Full Day**  
**\$5,500 Half Day**

### **SPECIAL SESSION / WORKSHOP**

Additional Benefits Include:

- Logo recognition as a Session / Workshop Sponsor
- One complimentary meeting registration
- One complimentary GCFI membership
- Coffee Break