

## AER/SBER21 Call for Session Proposals Guidelines

Please review this document in its entirety before submitting a proposal.

**Important Program Note:** Given the uncertainty around COVID-19 and in person gatherings, accepted proposals may be presented live, streamed virtually, or both. Information on the format of the meeting will be available by June 2021. You may submit your preferences in presenting on the submission form; we'll do our best to accommodate preferences of accepted proposals.

### Session Proposal Categories

Session proposals can be submitted for two categories:

#### 1. Plenary Sessions:

- Cover higher-level ethics perspectives on timely, important, complex, and thought-provoking issues in research ethics and human subjects protections. Proposals should seek to cover multiple perspectives on ethical, conceptual, and policy issues of interest to a broad range of individuals involved in the human subjects research enterprise.
- Formats can include but are not limited to: panels (three speakers and a moderator), debates (two debaters and a moderator), and living room conversations (three to four speakers and a moderator).

#### 2. Breakout sessions:

- Smaller offerings on narrower topics. They tend to be more hands-on; attendees are there to learn best practices, discuss examples and case studies, and leave with practical strategies. The format is up to the speakers.
- Can be basic, advanced, or intended for all audiences.
- Run concurrently (number is dependent on meeting format (in person vs. virtual) and are organized by thematic tracks.
- Feature between two and three speakers, and we encourage a diversity of presenters on each session.

### Submission Guidelines

- [Complete the online submission form](#) by February 5, 2021. **Ideas submitted after this date will not be considered.**
- **Only completed submissions will be reviewed** (i.e., all fields in the online form must be completed\*).
- **Ensure your proposal includes diverse set of speaker perspectives** (i.e., proposals should feature speakers from different backgrounds, institutions, professional roles, etc., as attendees criticize sessions taught by people from the same institution/background). PRIM&R reserves the right to add speakers if it feels diversity is lacking.

*\*If you have a fully-fleshed out proposal, but don't have speaker recommendations, the Conference Planning Committees will review your proposal and select speakers for you if they accept the idea.*

### Program Terms and Conditions

- Given the uncertainty around COVID-19 and in person gatherings, accepted proposals may be streamed virtually. **Your submitting a proposal implies your agreement to present virtually if needed.**
- The Conference Planning Committees will only review completed proposals submitted **by February 5, 2021.**
- PRIM&R reserves the right to tweak/edit accepted sessions proposals if changes are warranted. Any changes will be discussed with the author.
- Often, PRIM&R receives multiple proposals on the same topic. In those cases, PRIM&R reserves the right to ask proposal authors to work together on a single session on the topic. PRIM&R will discuss this possibility with the proposal authors before the agenda is published online.

- For breakout session proposals: Sessions will have two to three speakers only. PRIM&R will make every effort to invite speakers listed on the proposal but will recommend alternate speakers if there is a lack of diversity (see above; this will be discussed with the proposal author first). In most cases, PRIM&R will only allow for one person per institution to serve on a session, unless an argument can be made the session needs more than one person per institution.
- If a proposal is accepted, any speaker invited to teach is responsible for paying the speaker registration fee.
- Accepted proposals will be labeled as such on the agenda with an icon.

## Important Dates

Call for Conference Session Proposals opens	December 14, 2020
Call for Conference Session Proposals closes	February 5, 2021
Submitting authors informed of proposal status	By June 11, 2021
2021 SBER Conference	November 18, 2021
2021 AER Conference	November 19-21, 2021

## Frequently Asked Questions

### How do I submit a conference session proposal?

Complete the online submission form by February 5, 2021. Your proposal will undergo review by the Conference Planning Committees, and we will notify you of the status of your proposal by June 11, 2021.

### May I submit more than one conference session proposal?

Yes, you may submit more than one conference session proposal, but you must submit a form for each proposal.

### Are there any financial benefits for accepted conference session proposals?

If a session is accepted, any speakers invited will be charged a discounted rate on registration. If a proposal author attends the conference, but does not teach, they need to pay the full price on the conference. Call for session proposal sessions are acknowledged on the agenda with an icon.

### When will I know if my conference session proposal has been accepted?

Notifications will be emailed by June 11, 2021.

### Will the content of my proposed session change if it is accepted?

PRIM&R reserves the right to edit accepted proposals so they're in line with PRIM&R's style, formatting, etc. In addition, PRIM&R and the Conference Planning Committees reserve the right ask proposal authors to slightly modify their session content to help address perspectives/topics not present, but that could benefit the session overall. Finally, PRIM&R often receives multiple proposals on the same topic. In those cases, PRIM&R may ask proposal authors to work together on a single session on the topic. In those cases, authors are notified in advance of the agenda being published.

### How many speakers can I recommend for a session and will the speakers I recommend be chosen to teach?

PRIM&R assigns two to three speakers per session depending on the topic. Session proposal authors may recommend up to three speakers per session idea (including themselves). PRIM&R and the Conference Planning Committees will make every effort to invite the speakers listed on the proposal, but will recommend alternate speakers if there is a lack of diversity as noted above (this will be discussed with the submitting author first). In most cases, PRIM&R will only allow for one person per institution to teach on a session unless an argument can be made that the session needs more than one person per institution.

### Can I still submit a conference session proposal if I don't have suggestions for session presenters?

Yes, we encourage submissions for sessions that would be of interest to our audience with or without speaker recommendations. For sessions that don't have speaker suggestions, the Conference Planning Committees will suggest individuals who can speak.

### **What are reasons for why conference session proposals are not accepted?**

Reasons for why conference session proposals are not accepted include:

- The conference session proposal is incomplete (i.e., the proposal does not include enough information for the Conference Planning Committees to accurately assess the proposal).
- The conference session proposal does not apply to the audience.
- The conference session proposal is similar to a session already in planning by the Conference Planning Committees (i.e., sometimes, proposals come in for sessions offered at previous conferences and that the Conference Planning Committee is planning to use again).
- Each year, the Conference Planning Committees considers a wealth of ideas. Unfortunately, due to space restrictions, we're not able to accept all idea.

If you have questions about the submission process, [contact Erica Guillama](#), conference coordinator.