SUBMITTING A SYMPOSIUM

Deadline:
Proposals must be electronically completed **through our online submission system no later than <mark>March 16, 2026, 11:59 PM Pacific.</mark>** Before this deadline, submissions can be created, modified, and finalized through our Whova submission platform. All proposals need to be "submitted" in the system by the deadline to be considered, but applicants can access the system and modify their submitted proposals up until the deadline.

Description:
Symposia are 90-minute sessions that provide opportunities for presentation of new research or other new information on a specific topic, by one or more experts on that topic. The topic can be a tool or program, a data source, or a method that is important to MCH research or practice. Symposia must allow time for Q&A, and presenters should expect and encourage critique and discussion. The project must be substantially complete, and results must be provided in the submission, although it is permissible to update and provide additional findings in the conference presentation. Symposia are NOT meant to replace grouped abstracts that present on separate projects on similar topics, or separate implementations of similar programs. Scoring favors sessions with more than one presenter, or a presenter and a moderator. CityMatCH does NOT provide a moderator for symposia.

Examples of topics that might be appropriate for a symposium:
- An emerging health issue and related surveillance systems
- How multiple health departments responded to an emerging health issue
- A qualitative study of examples of MCH partnerships with a non-health sector
- A new data source or linkage and potential uses for public health planning
- A new conceptual framework with example applications
- An in-depth look at a new program, with implementation details and evaluation results
- Projected or actual effects of a policy change on various populations
- Policy issues with MCH population implications
- Modifications of a data source and implications for MCH practice

Notes: The conference does not provide computers for attendees to use during symposia.
Attendees do not register for symposia in advance; seating is on a first-come, first-served basis.

Submitting implies that you, your co-authors, and co-presenters understand and agree with the below provisions:
- Each presenter (including facilitators/moderators) will need to register for the conference.
- Communications and announcements will be e-mailed only to the identified Main Speaker, who is responsible for forwarding them to others on the team.
- Proposals must be submitted in English only.
- Promotion of a for-profit venture is not appropriate for a symposium and should instead be featured using exhibitor or sponsorship options.

Proposals must include the following:
- Descriptive title (200 characters or less)
- Include name and contact information for all presenters, moderators, and facilitators.
- Provide a concise biography for each presenter (250 words or less, each) that includes all relevant information on the skills, expertise, and experience needed for the specific role they will have in this session. It should include the presenter's name, relevant academic preparation, publications, work and life experience and teaching skills.
- A brief description of the proposed session (100 words or less), for use in the conference agenda. This should help registrants decide whether to attend your session. It should include a brief description of the topic, as well as background information and highlights of accomplishments and results.
- One to four Learning objectives (100 words or less)
  - What key information will be covered?
  - What do you hope to accomplish in this session?
- Justification for proposed session (200 words or less), for example:
  - What is the relevance/importance to public health practice?
  - What is the timeliness of this topic?
  - Who is the intended audience?
- Proposed session agenda (500 words or less)
  - List agenda in time order, with presenter and planned time allotted in minutes. For each item, summarize content. Structure the agenda using background, methods, results, conclusions, implications, accomplishments, etc., if applicable. Explicitly describe opportunities for Q&A, and discussion.
- References (200 words or less)
  - Citations and/or links for any sources of material to be presented. Please do not duplicate citations that appear in the biographical sketches.

Tips when submitting a proposal:
- Define abbreviations and acronyms at first use.
- Use numerals to indicate numbers except at the beginning of the sentence.
- Do NOT copy and paste bulleted lists from Word into your submission.
- Do NOT include graphs, tables, pictures, or attachments.

Acceptance Criteria:
Symposia will be scored by three independent reviewers based upon:
- Clarity, conciseness, and completeness of the submission.
- Timeliness and importance of the topic for MCH, with a preference for local public health practice.
- Quality of the study or analysis, including completeness of the work, identification of a single clear topic, and innovation.
- Qualifications of presenters and other contributors.
- Appropriateness of level and topic for the audience or a large enough subset of the expected conference attendees.

If you have questions, feel free to contact us at CitymatchConference@unmc.edu.