2024 Special Interest Group (SIG) Sessions

Submission form

Website Login Required. Access the submission form here: https://arvo.secure-platform.com/a

---

Overview

SIGs are informal, discussion-based meetings designed to bring together groups with a common interest to discuss research challenges, issues, and opportunities. They are not scientific sessions and should not focus on presenting new research.

SIGs are scheduled for 90-minutes and held live online throughout the year. They may be planned as Panel sessions or Speaker sessions.

- **Panel sessions:** a maximum of 5 panelists may be included. For this session type, the moderator predetermines the discussion themes and topics and then poses them to the panelists for discussion. Presentations are not included. Attendees can join the discussion at any time.

- **Speaker sessions:** a maximum of 3 speakers may be included. For this session type, speakers are asked to briefly present on one or more topics followed by an informal Q&A with the audience. No more than 35 minutes may be allocated to the presentations to maintain the focus on the Q&A and discussion.

Eligibility

- Organizers may submit only one proposal annually.
- Organizers must be active members to submit a SIG session proposal and maintain their membership until the SIG is delivered.
- Speakers and panelists are not required to be members.
- Speakers and panelists may agree to participate in up to two SiG sessions within a given year.
- SIGs are not accredited so industry employees may participate as speakers or panelists. (see content guidelines below).

Content guidelines

- Each SIG must focus on a specific question or issue (exploring controversial issues, understanding a technique, new technological advances, etc.).
- Of the total 90-minute meeting time, no more than 35 minutes may be used for prepared presentations. The remaining time must be used for open discussion.
- SIGs may not be promotional in nature - either to promote a product, an individual, group or organization.

Fees

- Organizers are required to be members at the time of submission and maintain their membership through the following year.
- There are no fees for speakers and panelists.
- SIGs attendance is a member benefit.
- Nonmembers may be assessed a registration fee.

Key dates

Submission process

- Friday, December 15: SIG Submission site opens.
- Friday, January 12: The last day to submit a proposal.
- Friday, February 16: Decision notifications sent to submitters.
- Friday, March 1: Scheduling finalized.

SIG delivery dates and times

- Organizers must select from four timeslots over five days. It is recommended that organizers consult with their speakers/panelists before making these selections.
- Timeslots: 9am, noon, 6pm and 9pm EDT.
- Dates: Tuesday, June 11; Thursday, June 20; Tuesday, June 25; Thursday, July 11 or Tuesday, July 23

Proposal data

You will be required to provide the following information to submit a SIG proposal:

- Title (limit 200 characters)
- Description (limit 1200 characters) – This description will be used to attract attendees to the session. Include details about the issues to be addressed and how attendees can contribute to the discussion.
- Selection from available dates and times
- Target attendance
- Relevant Sections/Groups, if applicable
- The purpose of/educational need for your proposed SIG - Include details about why the SIG is needed and what you hope to gain from the session.
- Confirmed participants: Organizer(s), Moderator(s), Speaker(s) or Panelists
    o Financial relationship(s) disclosures for each
    o Affiliation for each
    o Role for each (Organizer, Moderator, Speaker, or Panelist)
    o Presentation order for each (SIG Speaker Session only)
    o Presentation duration for each (SIG Speaker Session only)
    o Presentation title for each (SIG Speaker Session only)

Review and notification

- The Professional Development and Education Committee (PDEC) will review and score all SIG proposals.
- Decision notifications will be sent by Friday, February 16.

- Staff will review organizer time/date preferences and finalize scheduling decisions by Friday, March 1.

Post-acceptance
- Organizers will be required to confirm the availability of their moderators, speakers and panelists, and provide a detailed agenda to staff.
- The sessions will be held within Zoom meeting rooms.
    - Organizers can decide if the session will be recorded. If yes, the recording will be available to all members.
    - Interactive elements such as polling and quizzing are available. Notify staff if you plan to use these features.