SHA 2024 ConfTool FAQ for Symposium Organizers & Session Chairs

Symposium Organizers

When submitting your Symposium Proposal, please list the presenters in the order you would like them to present when entering the information in ConfTool. If you need to modify the order of presenters, you must do this before the end of the Call for Papers. The order of presenters in your symposium abstract will be used for the program scheduling.

Please verify that you have entered the name for each presenter in your session as they wish it to appear (Joseph B. Smith vs. Joe Smith vs. J. B. Smith) and the email address they will be using (work email vs. personal email) for the conference. ConfTool uses email addresses to check for users and individual roles. It is very important that only one email address be used for each individual in ConfTool so that the conflict checker can work properly.

Once a Symposium Proposal has been accepted, you will receive an email through ConfTool. You should then contact the participants in your sessions to let them know the symposium has been accepted, and they can now submit their abstract.

Use the "Outline Structure of Session or Forum" field in ConfTool to provide specific session requests, i.e. the amount of time needed for your session, where breaks should be placed, order of discussants, etc.

As a Symposium Organizer you will have the ability to see who has and has not submitted an abstract to your session prior to the close of the Call for Papers. You will need to remind those who have not submitted an abstract to do so before the final submission deadline. Once the Call for Papers has closed, individuals who failed to submit an abstract will be removed as presenters in your Symposium.

The final version of your Symposium Proposal Abstract with ***all*** updates and corrections must be completed by the close of the Call for Papers.

Symposium Organizers will have the designation of "Session Chair" in ConfTool for their Symposium and will have on-site responsibilities as listed below.

Session Chairs

As a Session Chair (for both General Sessions and Symposiums) you will be responsible for the session to which you are assigned and will serve as the on-site contact for any questions or issues pertaining to that session.

As a Session Chair, you are responsible for providing a computer and flash drive for your session. Please let the participants in your session know the type of computer you will be using for the session to mitigate any compatibility issues.

You will be responsible for contacting each presenter in your session and arranging a time to meet **PRIOR** to the session in order to upload all sessions to one flash drive.

Contact information for Session participants (name, phone number and email) will be available to Session Chairs and Symposium Organizers through ConfTool. If you have any issues please contact hq@sha.org or registration@sha.org for assistance.