

Guidelines for Organizing a Symposium

This document will be made available to the CSC National Meeting's Technical Program Chair(s), Division Program Chairs, and all Symposium Organizers prior to the call for symposia. The Technical Program Chair(s), Division Program Chairs, and all Symposium Organizers will agree to adhere to these guiding principles to the best of their ability.

Prospective Symposium Organizers must have their proposed symposium and invited speaker list approved by the subject division program chair prior to inviting speakers. Failure to follow the process outlined below may result in symposium organizers having to disinvite speakers or cancellation of the symposium.

- 1) **Call for Proposals** The process of soliciting, considering, and selecting symposia starts with each Division's Program Chair using processes that are set up and managed separately within each Division. Each Division Program Chair will circulate a call for proposals to the at least 13 months prior to the conference, around May 15th.
- 2) **Proposal** Prospective Symposium Organizers will submit a symposium proposal to the Division Program Chair. The proposal will include a title, brief description, list of proposed invited speakers, and estimated number of half-day conference sessions. Proposals for cross-listed symposia are welcome but should be limited to two Divisions because of logistical and scheduling problems that arise when more than two are involved. One Division should always be named as the lead Division for any cross-listed symposium.
- 3) **Evaluation** The Division Program Chair will consider the symposium topic, diversity of the symposium organizers, and diversity of the invited speaker list as part of the evaluation. Diversity encompasses members of the five designated groups as identified by the tri-council (women, Indigenous Peoples (First Nations, Inuit, and Métis), persons with disabilities, members of racialized groups, members of 2SLGBTQ+ communities), as well as career stage, and the size and location of home institution.
- 4) **Symposium Name** Symposium Organizers will select symposium names that are inclusive to everyone in the chemical community. For example, symposia titled "Leaders in..." may restrict participation and reinforce the halo effect, compared to more inclusive titles like "Advances in..." Honorary symposia named after specific individuals tend to limit abstract submissions to a specific group of speakers and exclude others and are thus not allowed. Symposium names will be approved by the Division Program Chairs in accordance with this expectation.
- 5) **Invited Speaker List** Symposium Organizers will propose invited speakers that reflect the diversity of the membership of the chemical community. Symposium Organizers will prioritize having a minimum of 50% of the invited speakers within their symposium to include members of the five designated groups as identified by the tri-council: women, Indigenous Peoples (First Nations, Inuit, and Métis), persons with disabilities, members of racialized groups, and members of 2SLGBTQ+ communities. Symposium Organizers will also prioritize inviting early career scientists as invited speakers including professors, postdocs, and PhD students, especially those who have international training backgrounds and are new to the Canadian chemical sciences community. The members of the Working Group on Inclusion, Diversity and Equity (WIDE) of the Canadian Society for Chemistry are available to help symposium organizers with strategies to

enable a diverse list of invited speakers (<https://www.cheminst.ca/communities/working-for-inclusivity-diversity-and-equity-wide-committee>).

- 6) **Limitations** It is the responsibility of the Division Program Chairs and Technical Program Chair(s) to ensure that Symposium Organizers invite speakers to no more than one session at the conference. Symposium Organizers will also refrain from inviting speakers who have given invited presentations at the previous two conferences. It is the responsibility of the Division Program Chairs and Technical Program Chair(s) to consult the past conference schedules to ensure this.
- 7) **Approval** At least 10 months prior to the conference (around the end of August), the Division Program Chair will submit each Division's approved symposium submissions to the Technical Program Chair(s). Nine months prior to the conference, the process of refining the list of symposia will be jointly managed by Division Program Chairs and the Technical Program Chair(s). This process involves matchmaking between organizers with similar topics, suggestions to refine symposium titles to reach an appropriately broad audience, and/or rejection of suggested symposia. The Technical Program Chair(s) is responsible for final approval on which symposia are included in the conference program and will maintain communication and coordination with the National Team to understand the number of breakout rooms, with some flexibility, for the conference.
- 8) **Estimation of Number of Half Days** The conference schedule is made up of 8 half days of content (i.e., four full days of technical sessions). The number of half days assigned to each symposium is ultimately determined by the number of abstracts submitted, which most likely will not be known until three months prior to the conference (around March). The number of half days received are based on the number of submitted abstracts; therefore, estimates provided to symposium organizers by the technical program committee do not contribute to the final number of sessions.
- 9) **Notifying the Organizers** When the approval process is complete, the Program Division Chair will let prospective Symposium Organizers know if their symposium is approved and will provide the estimated number of half-day sessions as a guide to Symposium Organizers. Note that no more than 80 minutes of lecture time (2 x 40 mins OR 1 x 40 mins and 2 x 20 min OR 4 x 20 mins) in a half-day session will be given by invited speakers. NOTE: The final number of conference half day sessions allocated to a symposium is determined in March by the Technical Program Chair(s) and is based on the number of abstracts received.
- 10) **Speaker Invitations and Accessibility** Symposium Organizers will invite speakers only after the formal approval is received. Invited speakers must be informed that a fee waiver or reduction in registration fee is not guaranteed. Symposium Organizers will also request that invited speakers participate in the anonymous self-identification questionnaire (SIQ) upon registration. Symposium Organizers will inform invited speakers about the importance of this participation as it provides key demographic data on invited speakers. Symposium Organizers will also inquire whether the invited speaker requires any accessibility requests to present and comfortably participate in the symposium. Upon receiving an affirmative response, Symposium Organizers will contact the Technical Program Chair(s) and follow up to ensure the accessibility features are provided for the invited speaker.
- 11) **Incentives** When the final number of half-day sessions is determined, some financial incentives will be provided to invited speakers. These incentives may be withheld by the Division Program Chairs and/or Technical Program Chair(s) upon review of the diversity of the invited speakers.

Additional incentives may be allocated to fully diverse symposia. Symposium Organizers will prioritize allocating partial sponsorships to invited early career researchers. Discount codes will be provided by the National Team to the Division Program Chairs and/or Technical Program Chair(s).

- 12) **Fundraising** Symposia contributions and social events will not be recognized with the sponsorship tiers, as outlined in the Sponsorship and Exhibition Prospectus.
- 13) **Assessing Abstracts** Symposium Organizers will evaluate presentation titles and abstracts to ensure they are appropriate. Division Program Chairs will ensure that presentation titles are appropriate and respectful.
- 14) **Scheduling** All talks in all symposia will be either 20 or 40 mins in duration. Plenary speakers are invited only by the Technical Program Committee and not Symposium Organizers. Plenary speakers will give a up to 60 min talk. No more than 80 minutes of lecture time (2 x 40 mins OR 1 x 40 mins and 2 x 20 min OR 4 x 20 mins) in a half day of the symposium will be given by invited speakers. The Technical Program Chair(s) will ensure a minimum of 20 minutes between talks if the invited speaker is giving more than one talk at the conference.
- 15) **Scheduling of Award Talks** Awardees are invited to give an award talk either in the symposium of best fit or a specific symposium in accordance with the terms of the award. Award winners will provide their input. The National Team will coordinate these placements by informing Symposium Organizers of awards talks they will need to incorporate into their symposia when being given access to the review portal for abstracts.