



How to submit a proposal for a Workshop at ESSSB17

Instructions

The final deadline for the submission of proposals is **31 January 2018**.

Proposals will be assessed by the Scientific Committee and submitters will be notified of the acceptance of their proposal before **10 March 2018**.

After acceptance, any changes to the proposal should be submitted for approval to the Scientific Committee.

The proposals must be written in English and submitted as a Word file under the following headings:

1. Timing: Clearly indicate if you submit this Workshop for a
 1. Full-day preconference symposium on Wednesday, 5 September
 2. Half-day preconference symposium on Wednesday, 5 September
 3. 90 minute session during the Conference
2. Title
3. Organiser(s)/Submitter(s): individual name(s), affiliation and contact details
4. Purpose and objective (max. 100 words)
5. Chair(s): name, affiliation, addresses
6. Format (presentations, debate, round table discussion... Please specify duration of parts)
7. Speakers / Teachers: name, affiliation, address, title
8. Expected number of attendees
9. Special remarks or requests
10. Finally, the abstracts of all the proposed talks must be added to the application. These abstracts must be written according to the Instructions for Authors, listed [here](#).
Do **not** submit these abstracts via the individual online abstract submission platform.

Kindly submit your proposal for a Workshop latest by **31 January 2018** to:
els@medicongress.com