



## How to submit a proposal for a Symposium 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. Title
2. Organiser(s)/Submitter(s): individual name(s), affiliation and contact details
3. Purpose and objective (max. 100 words)
4. Chair(s): name, affiliation, addresses
5. Format (presentations, debate, round table discussion... Please specify duration of parts)
6. Speakers: name, affiliation, address, title
7. Expected number of attendees
8. Special remarks or requests
9. 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 Symposium latest by **31 January 2018** to:  
[els@medicongress.com](mailto:els@medicongress.com)