

Convener guideline for the parallel sessions

(SWRs, 100%CD, OPS, APL)

(15. April 2025)

Round 1: selection of abstracts for oral presentations, 15th May– 11th June 2025.

9th April

Call opens for oral and poster abstracts

Mon 5th May

Conveners will have access to the Indico reviewing system, as reviewers. Instructions will be published on the website and the conveners will be notified.

Wed 7th May

Conveners of plenary and parallel sessions will be invited to a virtual meeting on this day. This will serve to introduce the PC and NOC team, and points of contact, clarify session arrangement procedures, and address any questions.

Thur 15th May 23:59 CEST

Deadline for oral abstract submission

Thur 29th May 12:00 CEST

Deadline for conveners to suggest any abstract transfers to other sessions (plenary/parallel). One convener to make a final 'comment' in Indico for each abstract, to indicate reject/transfer.

3-5 Jun

The PC will allocate time slots for all sessions, and conveners will be informed of session duration. The PC will decide on the time slots assigned to each session based on the number of abstracts a session receives. The conveners can expect one or more of a 60,75 and/or 90 min slots. Session conveners can (optionally) seek up to one invited abstract (to be submitted by the close of the oral abstract call). If a session receives only a few submissions it may be merged with another appropriate session.

Wed 11th of June

Deadline for conveners to:

- Accept all originally submitted abstracts (by one convener adding a final 'comment' to the abstract in Indico, to indicate acceptance)

- Read and accept/reject any *transferred* abstracts to their session (by one convener adding a final 'comment' to the abstract in Indico, to indicate accept/reject)
- Email the PC point of contact the name and title of the proposed talk to be upgraded to a plenary talk (please read below for a more detailed information in this action)

(Following an [EDI \(Equality, Diversity, Inclusion\)](#) check across sessions, the PC will complete the Indico process to inform authors of their abstract acceptance/rejection).

All parallel speakers should not have more than one oral presentation during the conference. Following the EDI review of oral sessions by the PC, the panellists and speakers will be approved so that all abstract submitters can be notified and the ESWW programme subsequently released.

In the event that one or more panellists or speakers withdraw after the programme has been published, conveners should be prepared to reassign the opening to an abstract whose author is willing to participate in the session.

Mon 30 Jun

The PC finalises the session plan with the inputs from the conveners and notifies the authors about their contributions.

Round 2: selection of abstracts for remaining poster presentations and appointment of Chairs, 5th - 17th September 2025

Fri 5th Sep 23:59 CEST

Deadline for late-poster abstract submissions.

Fri 12 Sep 12:00 CEST

Deadline for conveners to reject abstracts and to suggest any abstract transfers to other plenary or parallel sessions.

Wed 17 Sep 23:59 CEST

Deadline for conveners to:

- Accept/reject potential transferred abstracts. Accept any remaining abstracts.
- Appoint two to four Chairs (this includes the Lead Chair who will already have been assigned). At least one Chair should be a convener. At least one Chair will be attending in-person, in Umeå. At least one Chair will take responsibility to monitor online comments. Conveners are reminded to consider EDI in their selection.

Poster presenters will then be notified and the programme will be finalised and released, around 19th September.

Action on proposing a parallel talk to be upgraded as a plenary talk

Selected presentations from parallel sessions will be upgraded to plenary sessions. This exciting opportunity means that some of the most significant and high-quality presentations from the parallel sessions will gain additional visibility and recognition, promoting both the originating parallel session and the presentation to a broader audience. This upgrade not only celebrates the excellence of the work but also provides parallel conveners and presenters with enhanced exposure and potential valuable opportunities for networking and collaboration.

Contributions selected for the plenary sessions will be officially recognised by the ESWW PC and a certificate will be awarded to the presenting author.

About the what's and why's !

I'm a parallel session convener, what benefits are there to proposing a talk that is upgraded to plenary?

- **Shaping the Future:** you will be contributing to the future of space weather and acting as an ambassador in your domain.
- **Enhanced Visibility:** an upgraded talk will reach a larger and broader audience, potentially increasing attendance in your parallel session.
- **Extra Time:** you may gain additional time in your parallel session as the talk moves to plenary.
- **Professional Development:** conveners and presenters can enhance their professional profiles by being associated with high-profile plenary sessions.
- **Networking Opportunities:** you will gain more opportunities for networking and collaboration with a wider range of attendees.
- **Prestige and Reputation:** being selected for a plenary session is an honour and can enhance the professional reputation of both the conveners and presenter, showcasing your expertise in selecting a high quality presentation.

I'm a parallel session convener, what type of talk should we propose?

- **Relevant and Timely:** the talk could cover cutting-edge research, impactful applications, emerging issues in the field or be a review talk or another topic that will interest the community.
- **Engaging and Compelling:** the talk should be informative and engaging for the audience.
- **Contextually Rich:** the talk should include sufficient contextual information for the broader audience. While the original abstract may not include this information, the presenter should have enough time to expand during the nominally 25 minutes (including Q&A) plenary talk.

I submitted an abstract to a parallel session and have been asked if I would like to upgrade to plenary – why should I consider this?

- **Prestige and Recognition:** being selected for a plenary session is a prestigious honour that can enhance your professional reputation. You will be presented with an official and recognised certificate from the PC, acknowledging the importance of your work.

- **Enhanced Visibility:** your work will be showcased to a broader audience, increasing its impact and reach.
- **Collaboration and Feedback:** you may receive valuable feedback from a diverse audience, which can lead to potential collaborations and further research opportunities.
- You'll be assigned a potentially longer time to speak (plenary talk is nominally 25 minutes including Q&A).

Other dates to be taken into account after proposing a talk for the plenary

13th Jun: the PC will rank the proposed talks based on factors such as quality, interest to the community, and considerations of EDI.

Mid-Jun: the PC will reach out to the presenters of the top-selected proposed talks to confirm their willingness to be promoted to plenary.

26th Jun: the confirmed talks will be finalised. The relevant parallel conveners will make the necessary small adjustments to their sessions to accommodate a talk moving to plenary.

11th Jul: the programme will be published.

Guidelines for lengths of talks:

There are two types of oral presentations: contributed talks lasting **15 minutes**, and **invited talks lasting 15 or 30 minutes** (at the discretion of the convenors, and including time for questions). Invited talks can on their sessions only be allocated 30 minutes if the session has been granted a total oral time of 90 minutes or more.

At the discretion of the convenors, up to 15 minutes of oral time can be allocated to allow for short poster summaries (preferentially for those abstracts requesting an oral but assigned as a poster, and targeting 3 minutes duration each).

If one or more speakers withdraw after the programme has been published, convenors should be prepared to employ the corresponding oral time by either reallocating an abstract originally requesting an oral presentation but assigned as a poster, by planning a suitable short discussion that engages the expected audience, or by planning short poster summaries.

Sessions will be hybrid and so participation through oral or poster (or panel discussion for plenary sessions) can be onsite or online.

Lightning poster talks

Some convenors may want to allocate time for poster lightning talks in their session. In this case, please solicit input from those assigned a lightning talk, and compile into a single presentation comprising all lightning talks for that session timeslot. Please upload at least 24h before the session. Lightning talk speakers are notified of this in the Guidelines for Presenters.