

Guidelines for Plenary Session Conveners and Chairs

There will be four plenary sessions:

- Two on 'Dedicated Topics' - community-proposed subjects of broad appeal
- Two 'Showcasing Parallel Sessions' - featuring distinguished presentations proposed by parallel session conveners.

Sessions will be hybrid and so participation through oral, poster or panel discussion can be onsite or online.

Convenor Guidelines for *Dedicated Topic Plenary Sessions*

The anticipated duration of the two Dedicated Topic Plenary sessions is 90 minutes. Session format will be:

- 5 minutes introduction by Lead Chair
- 2*15 minute scene-setting talks (including change-over time; Q&A to be included in panel discussion time)
- 5 minutes (max) for introductory words from three/four panellists
- 45 minute panel discussion
- 5 minutes summary by Lead Chair

Two to four Chairs will be assigned for each of the sessions, including one Lead Chair, an experienced moderator.

After the session proposal call closes in March, the Programme Committee (PC) will select two plenary proposals and notify all proposers of the results in early April. Subsequently, the conveners will work on the sessions in preparation for ESWW in two rounds.

Round 1: selection of panellists and scene-setting talks, and acceptance of submitted abstracts, 9th April - 11th June 2025 23:59 CEST

9th Apr

Call for abstracts opens. Conveners will solicit three or four panellists and ask them to submit an abstract. Additionally, conveners may solicit scene-setting contributions and ask for the submission of abstracts. Scene-setting contributions do not need to be from panellists. These contributions, such as talks or videos, typically provide a general introduction or review to the session's topic, offering key insights and context to frame the panel discussion.

Conveners are reminded to consider EDI (Equality, Diversity and Inclusion) in their planning. All abstracts submitted to the two plenary sessions will initially be designated as *posters*. After the abstract deadline, conveners will confirm with the PC which of these submissions will be upgraded to panellist and/or scene-setting contributions.

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 29 May 12:00 CEST

Deadline for conveners to reject any abstracts and to suggest any abstract transfers to other plenary or parallel sessions. 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 which is nominally 90 minutes.

Wed 11 Jun 23:59 CEST

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), please consider them in the below choices.
- Email the PC point of contact the following confirmation:
 - Names of three or four panellists from submitted abstracts
 - Names of speakers for two scene-setting talks from submitted abstracts. (Presenters of scene-setting talks need not be panellists).
 - Name of the Lead Chair, if not already confirmed.

(Following an EDI check across sessions, the PC will complete the Indico process to inform authors of their abstract acceptance/rejection).

All plenary panellists and speakers should be unique although they may have a talk in a parallel session. Following an EDI review of oral sessions by the PC, the panellists and speakers will be approved so that all abstract submitters can be notified in June 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.

Chair Guidelines for *Dedicated Topic Plenary Sessions*

The sessions will be chaired by experts in the field who are comfortable with moderating. The Lead Chair will be responsible for overseeing and moderating the session. Chairs are advised to directly communicate with panellists in advance of the session to ensure a well-organised discussion.

Chairs are encouraged to utilise technology/means to enhance audience engagement during the session and in the Q&A approach, such as smartphone apps and short video projections.

Instructions for uploading presentations will be provided nearer the time. Chairs are encouraged to ensure that any presentation material for the session, by themselves and contributing speakers, is uploaded well in advance of the start of the session; any issues should be discussed directly with the NOC.

During the session, at least one Chair should be responsible for monitoring online comments. Chairs are advised to start and end the session on time - making sure scene-setting talks do not

over-run, introductions to panellists are kept to a minimum, and that the panel discussion is the focus of the session.

Guidelines for Plenary *Showcasing Parallel Sessions*

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 'Plenaries Showcasing Parallel Sessions' will be officially recognised by the ESWW PC and a certificate will be awarded to the presenting author.

The anticipated duration of the two plenaries *Showcasing Parallel Sessions* is 50 minutes each. Session format will be:

- Short introduction by the Chair, including reference to the parallel sessions from which the talks originate
- 2 talks of 25 minutes each (including Q&A)
- Close

Two Chairs (PC members or other qualified individuals) will be assigned to each session to briefly introduce the speakers and to monitor audience and online questions and comments.

Timeline

7th May PC/convener meeting: parallel session conveners will be invited to a meeting to discuss session arrangements. They will also be informed that, after the oral deadline has closed, they will receive an invitation to propose one talk from their session to be upgraded to a plenary talk. This talk will be agreed upon by all conveners of the session.

After the May oral submission deadline: parallel session conveners will be asked to propose one talk from oral abstract submissions to their session, **by 11 June 23:59 CEST**.

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).

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.