

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.

Conveners 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 - TBC June 2025

9th April

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.

7th May

Convenors of plenary, parallel, and TDM sessions will be invited to a meeting. This will serve to introduce the PC and LOC teams, and points of contact, clarify session arrangement procedures, and address any questions.

15th May

Deadline for oral abstract submission.

Early-June

The PC will allocate time slots for all sessions, and convenors will be informed of session duration which is nominally 90 minutes.

TBC June

Deadline for convenors to suggest any abstract transfers to other sessions (to plenary/parallel).

TBC June

Deadline for convenors to:

- Confirm the names of three or four panellists from submitted abstracts
- Confirm names of speakers for two scene-setting talks from submitted abstracts. Presenters of scene-setting talks need not be panellists.
- Accept remaining abstracts as 'poster' or reject.

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, convenors should be prepared to reassign the opening to an abstract whose author is willing to participate in the session.

Round 2: selection of abstracts for remaining poster presentations and appointment of Chairs, 5th - TBC September 2025**5th September (inclusive)**

Deadline for late-poster abstract submissions.

TBC September (inclusive)

Deadline for convenors to suggest any poster abstract transfers to other sessions (to plenary/parallel).

TBC September (inclusive)

Deadline for convenors to:

- Accept/reject remaining posters submitted after the oral deadline.
- Appoint two to four Chairs (the Lead Chair will already have been assigned in the initial session proposal). At least one Chair should be a convenor. At least one Chair will be attending in-person, in Umeå. At least one Chair will take responsibility to monitor online comments. Convenors are reminded to consider [EDI](#) in their selection.

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

Chairs 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 LOC.

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 convenors and presenters with enhanced exposure and potential valuable opportunities for networking and collaboration.

Guidelines on this type of plenary session will be published in due course.