

Symposium Scheduling Overview

You will have 10 days over two weekends to schedule your symposium. As lead organizer, you are responsible for using the meeting website to schedule the abstracts for your symposium. If you need to have a co-organizer do this for you, please speak with ECS meetings staff.

The ECS Meetings Subcommittee is ultimately responsible for the overall planning and structure of ECS meetings to ensure that ECS puts forth the best technical program possible. To accomplish this, they will review the overall program at various points during the scheduling process. Once your proposed schedule has been completed, they will check to ensure that it works within the framework of the entire meeting schedule so as to highlight the best submissions and maximize the efficiency of the overall room usage. This review process may result in changes to your requested schedule.

Be sure to identify any submissions that do not fit within the scope of your symposium as soon as possible. These abstracts need to be moved to another symposium immediately so they are available as other organizers begin their scheduling. Email the ECS meetings staff the tracking numbers of any abstracts that need to be transferred, along with the symposium they should be moved to, so that they may be taken care of.

Before you begin scheduling, review the following guidelines:

- ECS meetings generally run from a Sunday to Thursday, though fall meetings sometimes go through Friday.
- With an average of 2,000+ abstracts to slot, there is a large challenge to fit everything in between Sunday and Thursday/Friday.
- Be judicious when scheduling so as to highlight the best quality submissions and maximize the quality and flow of the overall meeting program within the limited space and time that is available.
- ECS staff will attempt to satisfy as many of your requests for specific days and room sizes as possible but, due to time and space constraints, it is unlikely they will be able to accommodate every scheduling request.
- *DO NOT* make any promises or guarantees to your speakers with regard to the day/time of their presentation.
- Prior to completing the scheduling of your symposium, you *MUST* obtain the consent of *ALL* of your session chairs regarding their responsibilities for the symposium.
- Be aware that the size of your room will generally be based on the total number of abstracts submitted to your symposium.

General

- Consider scheduling your symposium on a day(s) that will not conflict with other symposia on related topics. To accomplish this, you should confer with other symposium organizers before completing your schedule.
- The ECS Lecture is usually held on Monday at 1700h, during the Plenary Session. Monday's programming will typically end at 1600h so that everyone is able to attend the plenary talk.
- Depending on other Society-wide activities such as the [Electrochemical Energy Summit](#), there may be other blackout times where no programming may occur.

Evaluation Process

- Make sure to reject any submissions that are of insufficient originality or quality instead of just placing them in a poster session.

- Not every submission needs to be an oral presentation. Keep in mind that the Poster Sessions will have work from all symposia, so there is a good audience for even a few posters from your symposium.
- Your symposium may contain (or may still receive) abstracts from smaller symposia that did not meet the minimum requirement of 12 submissions. During their preliminary evaluation of the overall meeting program, the Meetings Subcommittee identified the best fit for these submissions and they were moved accordingly. There will be a note attached to these abstracts identifying the symposium to which they were originally submitted. When scheduling, consider placing these abstracts together in their own session.

Sessions

- The suggested length of time for presentations is 20 minutes for contributed papers, and 40 minutes for any special or invited talks.
- The suggested day would have two sessions: an AM session from 0800h to 1220h or 1240h, and a PM session from 1400h to 1800h.
- A typical day will have time for 21-22 contributed papers and 1-2 invited/special papers, for a maximum of 24 talks, plus a lunch break of 80-100 minutes and up to two 20 minute breaks.
- If a symposium wishes to have more than 1 invited/special talk per half day, it is suggested that the length of the invited/special presentations be set to 20 minutes in order to accommodate as many papers as possible.

Breaks

- Do not make one session that lasts the entire day. If you have an all-day topic, make sure to schedule separate morning and afternoon sessions so that the meeting program can easily show the break.
- The lunch break is flexible to avoid crowding at area food outlets; however it should be kept to no more than 100 minutes. Please schedule your lunch break accordingly.
- Coffee breaks are scheduled Monday through Thursday from 0930-1000h. Please schedule these breaks accordingly.

Days

- Symposium organizers may request their preferred days, but there is *NO GUARANTEE* that they will end up with these days in the final schedule.
- Any symposium may schedule a Sunday start, however symposium needing more than 75 slots may be required to have a Sunday start.
- If a symposium runs only 1 or 2 days, some of these symposia may be required to run on Wednesday or Thursday.
- Half-day symposia may NOT be scheduled on Monday OR Tuesday.

Poster Sessions

- There will usually be two poster sessions held on the following days:
 - General and Student Poster Session – Tuesday, from 1800-2000h
 - General Poster Session – Wednesday, from 1800-2000h

Depending on which poster session you schedule presentations in, when you create your poster session please label it either “Poster Session” or “Student Poster Session.”

- Due to the large number of submissions, poster sessions need to be used effectively. Any symposia that end up with schedules of 1.5, 2.5, or 3.5 days may be asked to move some presentations to the poster sessions so that a symposium does not end up with any half days.

Invited and Award Winning Presentations

- There is a chance that an ECS/Division/Section award winner may choose to give their award address in your symposium. All award presentations will be identified with the award name at the beginning of the title, such as “(Edward Goodrich Acheson Award).” Please make sure to place these talks within their own session and give them a prominent place in your schedule.
- Once you have completed your schedule, email the ECS Meeting staff the tracking numbers of any invited and/or keynote talks that you may have. This list will be used to identify the invited talks within the Meeting Program.