

Tips & Tricks for a Successful Town Hall Proposal

Town Halls, open to all meeting attendees, are best for collecting feedback or raising awareness for individuals from government agencies, academic programs, special projects and other focused interest groups via presentation, roundtable or a panel discussion.

Town Halls will be one-hour in length and focused on topics that do not compete with or duplicate scientific sessions. They should NOT be submitted on topics that would be better suited as a session proposal.

As always, our primary goal is to ensure a safe and productive meeting. We are actively watching advice on gathering and travel and working with local, national and international advisory groups. If conditions and advice change and warrant a reduced in-person event, or fully virtual event again, we will inform conveners and the AGU community as soon as possible. We expect to have further updates at least by the time abstracts open for submission in mid-June.

The [Fall Meeting Program Committee](#) will make the final decision on which proposals are accepted for #AGU21.

Here are the general tips and tricks for a successful Town Hall proposal:

- 1** Submitter MUST be a current 2021 AGU member or a current member of an [affiliated society](#). If you are not a current AGU member, email the [Scientific Program Team](#) for help with submitting your proposal. In addition, all Town Hall participants, presenters and organizers must register to attend Fall Meeting in order to attend the Town Hall.
- 2** Proofread your proposal. You may submit more than one, but ensure the topics are different and across disciplines. The proposal should not compete with or duplicate [scientific sessions](#) and used to primarily to gather input from the AGU community through audience participation. The [Fall Program Meeting Committee](#) may: reject or merge multiple proposals submitted by the same organizer(s) on related topics.
- 3** Describe clear audience engagement/participation options during the one-hour long session using a variety of formats (e.g., presentation, roundtable or panel discussion).

Please provide the following information when submitting your Town Hall proposal:

- 1. Title:** Town Hall proposals must include an informative title, a maximum of 300 characters not including spaces, and be in title case (e.g., Mark the Dates for AGU Fall Meeting 2021 on Your Calendar).
- 2. Description:** The Town Hall description should be not more than 200 words and should concisely describe the target audience and goals. The description will be used during the review process. If accepted, the description may be edited to conform to AGU style and format before being published. Remember, the Town Hall will be one-hour long session, including ample time for audience engagement/participation.
- 3. Participation:** Indicate if you prefer the Town Hall to be designated as virtual only or a hybrid mix of virtual and in-person participation. and acknowledge that all sessions may be virtually available. Town Hall are varied in format and may include a presentation, roundtable or a panel discussion to raise awareness and to collect feedback through audience participation. Town Hall are open to all meeting participants.
- 4. Primary contact and speaker list:** Town Hall proposals must include a primary contact/submitter, including name and affiliation, and a list of proposed moderator and proposed speaker names, if applicable. Search for full name and preferred email address prior to creating a new account. Submitter MUST be a current 2021 AGU member. In addition, all Town Hall participants, presenters and organizers must register to attend Fall Meeting in order to attend the town hall.

As the primary contact/submitter, you will organize the town hall, invite presenters and develop the Town Hall content.

The organizer will:

- Maintain all Town Hall-related details updated in the online program (description, speakers, etc.).
- Develop Town Hall agenda and order of presenters.
- Work with presenters to gather all presentations and uploading them on time onto the conference system at the convention center or virtual platform.
- Ensure the Town Hall is moderated during the in person or virtual session, making sure the discussion stays focused on the approved topic, stays on time and that the audience is allowed opportunities for discussion and engagement.

Your proposal should have as much information as possible. If the proposal is accepted by the [Fall Meeting Program Committee](#), the submitter will have an opportunity to update the list of participants prior to publication in early October.

In addition, upon acceptance, the submitter will be charged an A/V fee (\$350 USD) to support costs associated with AGU hosting the Town Hall.

Important Note: Session chairs, invited authors and all speakers must pay a registration fee if they are attending and/or presenting at the meeting.

**The proposal submission deadline is
14 April 2021, 23:59 EDT/03:59 +1 GMT.**