

# Tips & Tricks for a Successful General Scientific Session Proposal

These sessions are discussions (covering oral and eLightning), posters and panels.

These session types are based on a hybrid meeting model to reflect the location, not the type, of the session since all will include moderated discussions. If **#AGU21** is a fully virtual, or reduced in-person event, all sessions will become discussion sessions, including virtual posters and will include a live virtual discussion/Q&A portion.

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.

## Submitting Session Proposals

### 1 Steps for Submitting Session Proposals

Please provide the following information when submitting your session proposal:

- 1. Title:** Session proposals must include an informative title, a maximum of 300 characters not including spaces, and be in title case (e.g., **M**ark the **D**ates for AGU **F**all **M**eeting 2021 on **Y**our **C**alendar).
- 2. Description:** The session description is limited to 150 words and should concisely describe the session's scientific and topical relevance. Sessions can focus on scientific results, their applications or the impact of Earth and space science on society. The description will be used during the review process.
  - Prior to acceptance, the program committee may request that conveners revise the session title and/or description or merge proposals on similar topics. Session descriptions will be posted during the abstract submission phase to assist submitters in identifying an appropriate session and will be published in the final program.Merged sessions are still only allowed to have four conveners. To ease the merging process, it is recommended to only include two conveners at the time of submission. Conveners can be updated after acceptance if needed.
- 3. Participation:** Sessions may be designated as virtual only or a hybrid mix of virtual and in-person participation. Conveners will be asked to select their preference and acknowledge that all sessions will be available for a virtual audience.
- 4. Index Terms:** Index terms help authors to search for relevant sessions during the abstract submission process. They are equally helpful to attendees when the online program is published. One to four index terms must be provided with the session proposal. View the full list of index terms within our resources for authors.

If your proposal is accepted, you may invite up to two authors to submit abstracts to your session once abstract submissions open in June.

AGU's main objectives for allowing invited authors include:

1. Raising the profile of a session.
2. Enticing authors who would not otherwise submit an abstract to a session in an effort to, for example, enhance diversity or interdisciplinary perspectives or feature early-career scientists.

**IMPORTANT NOTE:** Being an invited author does not guarantee that the person will receive an oral presentation unless it is a Union or special session.

All invited authors may be subject to being scheduled either in an oral OR a poster session. If a session is allocated an oral session the authors in that session and the length of presentations will be determined by the conveners during the scheduling process.

In addition, only those listed as session chairs on the final session (moderating the session during the live in-person or virtual session) are required to register for the Fall Meeting. Listed conveners do not need to register for the meeting if they will not attend the meeting.

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.**

## Steps to Consider

### 2 Identify Conveners

Before you submit your proposal, we encourage you to:

- Identify the primary convener who will serve as the main point of contact for the session. This person 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 session proposal.
- Each proposal must have between two and four conveners, including the primary convener.
- All individuals listed must have agreed to serve as a convener before submitting the proposal.
- Co-conveners are not required to be AGU members. However, to fully participate in the planning and scheduling process in August, current 2021 membership is required.

**Pro tip:** Consider an early career scientist and ensure you have a diverse set of conveners.

### 3 Determine if Session is Collaborative

- Consider collaborative sessions that would list your session as cross-listed, co-organized and co-sponsored. By selecting these options, you indicate opportunities for collaboration or a connection between related sessions and across topics.
- Use our **flow chart** to help you decide if a collaborative session makes sense for your proposal.

### 4 Determine Requested Session Format

- Determine what session format you would like to request, i.e., a discussion (oral or eLightning), poster or panel session.

### 5 Proofread Your Proposal

When you're ready to submit your proposals:

- You may submit more than one, but ensure the topics are different and across disciplines.
- Proposals that are celebratory or honorary will generally not be considered.
- Proposals that are primarily advertisements of commercial products and services or contain the name of a specific experiment in the title/description will not be considered.
- The **Fall Program Meeting Committee** may: move sessions to another or more appropriate AGU section than the one to which it was submitted, request conveners revise the session title and/or description or merge proposals on similar topics.

**AGU**

**FALL MEETING**

New Orleans, LA & Online Everywhere  
13–17 December 2021

[agu.org/fall-meeting](https://agu.org/fall-meeting) | **#AGU21**