



## Symposia Basics

ENDO symposia are 90-minute educational sessions focused on a broad range of topics. Each symposium contains three or four speakers. Typically, symposia with more than three speakers include junior faculty as presenters who are allotted abbreviated presentation times. If you submit a proposal and it is accepted, all speakers and the chair will be required to supply any conflicts of interest. The Annual Meeting Steering Committee (AMSC) will examine the panel of proposed presenters to ensure adherence to the specific format.

All proposals and suggestions will be collected online via the Session Proposal and Suggestion site. Users will be able to submit full proposals and simple session suggestions. Full proposals will be accepted for symposia. Symposium proposals will require more session development from proposal submitters. Symposium proposal submitters will have the opportunity to work with AMSC members to develop symposia into final sessions for the annual meeting!

Session suggestions will be accepted as well. Session suggestions do not have to be fully developed by the submitter. Suggestions will be reviewed by the AMSC and if deemed appropriate, will be further developed into sessions by AMSC. The submitter may or may not be asked to work with AMSC to further develop the session.

Overall, session proposals are intended for those who have a fully baked idea for a symposium at ENDO 2025. Session suggestions are intended for people who have an idea for a session and need help with the details.

### Symposium Proposals vs. Session Suggestions

Symposium Proposals	Session Suggestions
Accepted for symposia only	Accepted for all ENDO session types
Chairs and speakers required for proposal	Chairs and speakers can be included, but are not required
Submitter will receive a notice about next steps if the proposal is accepted for the program.	Submitters will not be further contacted by the Endocrine Society
Submitters of accepted proposals will work with AMSC to develop session	AMSC may use suggestions to develop final sessions without involving the suggestion submitter

## Choice of Topic

Submitters must submit proposals under one of ENDO's eleven (11) topical areas available in the proposal form.

Successful proposals summarize advances or present conflicting views in rapidly developing areas and communicate an overall summary of those advances or conflicts. Unless recent and exciting developments have occurred, the AMSC considers topics which have appeared in the previous two



years' programs less favorably. On the other hand, the principal argument in favor of a topic should not be that it has not been represented for many years. A symposium should not be used simply as a vehicle for one new or remarkable advance, couched by two or three relatively pedestrian presentations. Nor should three or four possibly exciting pieces of work be arbitrarily lumped together with no clear relationship between them.

The symposium theme should be obvious from the combination of the overall symposium title and titles of the individual presentations which comprise it. A modest overlap among presentations is infinitely preferable to distinct islands, and cross-referencing among them can be truly rewarding, especially in somewhat controversial areas. Some excellent symposia have come from both broad and relatively narrow themes; the former tend to be multidisciplinary and educational; the latter, to capitalize on new breakthroughs in emerging areas.

Finally, proposals that touch on global issues in endocrinology will be of particular interest to the AMSC for ENDO 2024.

## **Participants**

**Submission Proposer |** Invited participants will be asked to provide a conflict of interest (COI) disclosure for each speaker. A relevant COI is a financial relationship to a product or device from a commercial interest associated with the topic on which one is speaking. A commercial interest is defined as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Relationships with governmental agencies (e.g., NIH), nonprofits or universities do not have to be disclosed. COI information will be requested if the proposal is accepted as a part of the speaker invitation.

**Symposium Chair |** The chair of the symposium is required to be an active member of the Endocrine Society. Speakers may be Endocrine Society members or nonmembers. It is required that you name in your proposal a chair (perhaps yourself) who has agreed to work with their AMSC liaison and Society staff to organize the session. The AMSC liaison and Society staff will send periodic emails to collect information from presenters and communicate deadlines. The chair will be asked to encourage presenters to adhere to stated deadlines. During the live event, the symposium chair will be expected to lead the session and moderate audience Q/A. Questions will be accepted from the live audience via the meeting mobile app and from the session room's microphone. During the submission and review process, the proposer (if different from the chair) will be the primary contact. After acceptance into the annual meeting program, the chair becomes the primary contact.

Each participant should be familiar with the overall objectives of the symposium and with the material likely to be covered by the other speakers.

Speakers are permitted to only be in one symposium session. If a speaker is on multiple accepted proposals, they must be replaced on all but one.

## **Diversity**



Diversity and inclusion are organizational priorities of the Endocrine Society and programming must ensure the representation of all members. The Endocrine Society encourages and promotes participation, accessibility, active representation, and leadership from diverse populations. Recognizing that diversity advances the field of endocrinology, the Society encourages membership and participation, regardless of race, ethnicity, national origin, gender, gender identity, sexual orientation, economic status, disability, age, or religion. Beyond promoting diversity, the Society promotes an environment that is supportive of all diverse groups in the interest of advancing science and clinical practice.

Appropriate representation of diverse scientists and clinicians among the presenters is required and will be among the key criteria considered in the selection of sessions by the AMSC. Proposals lacking adequate representation of the diverse and global Endocrine Society community are not aligned with our organizational priorities. Special circumstances where it is not possible should be described and will be considered by the committee.

### **Funding**

Symposium presenters will receive benefits in accordance with The Endocrine Society's perks policy. Proposers are encouraged to include Endocrine Society members in their proposal when possible. It is the Society's goal to have the program be comprised of 60% members.

### **Proposal Requirements**

Symposium proposals should be well-developed before submitting, meaning that the agreement of the chair and speakers has already been obtained. Those who do not have a developed proposal should submit a Session Suggestion. The site will direct you to provide the following (all character limits include spaces):

- Contact information (institutions, emails, addresses) the chairs and speakers
- Titles of the overall symposium and the individual presentations
- Short description of the symposium for use in ENDO program planning resources (500 characters)
- Three unique learning objectives describing what attendees will gain from attending your session (150 characters each)
- Why the proposal is timely (500 characters)
- The extent to which it could have a broad appeal to the Endocrine Society's membership and clinical/translational relevance of the proposal (500 characters)
- Statement on how your participants contribute to diversity in the meeting program (individuals from underrepresented racial and ethnic groups in endocrinology, gender diversity, non-US, individuals with disabilities, individuals from disadvantaged backgrounds, individuals with intersectional diversity, stage of career, etc.). Appropriate representation of diverse scientists and clinicians among the presenters is required and will be among the key criteria considered in the selection of symposia by the AMSC. Proposals lacking adequate representation of the diverse and global Endocrine Society community are not aligned with our organizational



priorities. Special circumstances where it is not possible should be described and will be considered by the committee. (500 characters, including spaces)

- Other considerations that make the proposal attractive
- Other recent citation of a published work for each speaker

Complete each section with as much information as you feel is necessary and relevant within the character limits. Do not write a monograph, do not praise just one particular breakthrough, and do not just complain of “neglect.” Keep to the guidelines indicated in the Choice of Topic section.

Consider mentioning when the topic and speakers were last represented in an ENDO educational program. You can review past ENDO programs using the links below.

[ENDO 2024](#)

[ENDO 2023](#)

[ENDO 2022](#)

[ENDO 2021](#)

Note that the AMSC does not permit speakers who have participated in a symposium in the past two annual meetings (ENDO 2023 or 2024) to speak in symposia at ENDO 2025.

You are required to note the general theme classification into which the proposal fits best, as well as any potentially cross-cutting themes. The committee tries to ensure that all the themes are represented if good submissions are available.

Scientific rigor is the structured and controlled application of the scientific method using the highest standards in the field, including considerations in experimental design, data analysis, and reproducibility. The Endocrine Society expects selected speakers to transparently report a study’s experimental design, analytical methods, and financial support in their presentation.

### **Selection Process**

The Annual Meeting Steering Committee will make the final selection of ENDO symposia. Their primary considerations are determining what will best serve the interests of the Endocrine Society, the diversity of the program, and the overall success of ENDO. To those ends, the committee may replace suggested speakers or chairs, or decide to combine proposals and decide which speakers should be retained for the reformulated symposium. Endocrine Society staff will share feedback from AMSC about accepted symposia with symposium submitters.

The Society does not retain non-selected submissions in a given year for future consideration at future ENDO events. However, a proposal may be re-submitted the following year and will receive the same consideration as all other proposals.

For more information, contact The Endocrine Society staff at [eventeducation@endocrine.org](mailto:eventeducation@endocrine.org).

### **Presenter Guidelines and Policies for The Endocrine Society Events**



By accepting the invitation to participate in an ENDO digital or in-person event, you are agreeing to follow the Endocrine Society speaker guidelines and policies.

### **Contact Information**

To make sure that you receive all Endocrine Society program-related correspondence, please add [eventeducation@endocrine.org](mailto:eventeducation@endocrine.org) and [endo@support.ctimeetingtech.com](mailto:endo@support.ctimeetingtech.com) to your e-mail “safe senders” list.