ICCH 2022 Symposia – submission guidelines

Symposia are designed to capture a coherent set of three to five presentations that centre on **one theme**. This enables an issue or a question of relevance to be addressed **in depth**. Symposia last for 90 minutes. Key features of a symposium are that it (1) places knowledge and experience about research, teaching, policy or practice in a broader context; and (2) allows ample time for interaction among the speakers and with the audience.

Format of symposium:
- Chairperson briefly introduces the focus.
- Three to five individual presentations.
- Discussion among the speakers, moderated by the chairperson.
- Participation from the audience, moderated by the chairperson.
- Concluding thoughts.

The person who initiates the proposal should consider inviting colleagues from different countries to provide an international perspective. A single abstract should be submitted for the symposium. Proposers should ensure that there is sufficient **time for discussion**, and adjust the length of the presentations accordingly. For example, presentations are likely to be shorter when there are five presentations in a symposium, compared to three.

Fields for completion within electronic form

Title
A title of 100 characters (including spaces) or less

Chair details
Title, first and last names, email address and organisation

Presenter(s) details
For all speakers - title, first and last names, email address and organisation

Body
The body of the structured abstract should be limited to max. 600 words including individual speaker descriptions (anything over this word limit will be automatically rejected) and include:
- Rationale: Why is the topic important, what is its relevance for communication in healthcare, and what do you want to achieve?
- For each speaker: A brief abstract of each speaker's contribution, without identifying the chair or speakers by name.
- Qualification of speaker: Without identifying chair or speakers by name, supply the expertise/experience of the speakers regarding the symposium topic (for example, "speaker 1 has conducted several research projects on this topic" or "speaker 2 has taught and developed curriculum on this topic for over 10 years").
- A timetable showing how the 90 minutes will be allocated for each component, e.g., chair's introduction, presentation 1, presentation 2, presentation 3 etc., discussion among speakers, discussion with audience, concluding thoughts.

Review criteria
Symposia will be evaluated according to:
- relevance and importance in advancing healthcare communication
- innovation in healthcare communication research, teaching/assessment or policy/practice

- the proposed presentations fit together in a logical manner to address the topic (for example, offering contrasting perspectives or range of experiences/findings)
- description of how interactivity will be fostered among speakers and with the audience
- symposia speakers have appropriate experience/expertise to address the topic
- impact/significance of the suggested focus as a whole.