

## SPECIAL SESSIONS

Hello!

We are reaching out to you as an author of a Special Session for the upcoming CZC2023 conference taking place June 11-15, to provide some guidance:

1. Confirm your attendance at CZC2023 by [registering](#) no later than **April 30** and encourage all guests/panel members for the special session to register by this deadline or they will not be able to participate in the session. Review [your assigned time block](#) (90 minutes) on the draft agenda.
2. **Reply to this email** by **April 17<sup>th</sup>** indicating the **format** for your special session so that we can assign an appropriate room (e.g., presentations, panelists, workshop, discussion/dialogue, combination of these) and describe in detail if you would prefer a specific room set-up please clearly describe your need (e.g. round tables, theatre-style, conversation). Note we may not be able to accommodate all requests. Also indicate whether you have an expected or preferred **number of participants** in your session.
3. If you will be sharing presentations in your session, note that the presentation file format should be .pptx. At the conference, please be prepared to upload presentation(s) on the laptop in your assigned room during the breakfast, lunch, or coffee break before your session. A special session chair will be there to help with this process.

If you have any questions, please do not hesitate to reach out.