



Guidelines for Special Session

Hello!

We are reaching out to you as an organizer of a Special Session for the upcoming CZC2025 conference taking place June 9-11, to provide some guidance:

1. Confirm your attendance at CZC2025 by registering for the conference and encourage all panel members, moderators, collaborators, etc., for the special session to register as soon as possible, as we are reaching max capacity, or they will not be able to participate. Please note that the conference does not provide panel or workshop moderators.
2. Review your assigned time block (90 minutes) on the draft agenda.
3. A volunteer will support set up 30 minutes before the scheduled start of the session. You may wish to visit your room the day before to become familiar with the space.
4. Each room will be equipped with a computer, projector, screen, chart paper, and markers. It has a flat floor and movable tables and chairs. For panels, additional seating will be provided for panelists at the front of the room. If you indicated additional set-up requirements in your abstract, please reach out to confirm our ability to meet those needs.
5. If you will be sharing presentations in your session, note that the presentation file format should be .pptx or .pdf. At the conference, please be prepared to upload presentation(s) on the computer in your assigned room the day prior or during the morning break, lunch, or afternoon break before your session.
6. To support conference accessibility, we are asking presenters to consider allowing individuals requiring accommodation to record the audio portion of their presentation. We created a digital "I support accessibility" sticker with the conference logo for use by presenters willing to support this accessibility accommodation (see attachment). Please add this sticker to your first slide to indicate to these individuals that they have your permission to record the audio portion of your presentation.

CZCA strives to maintain high quality for its conference programs. This conference aims to create a space where different knowledge systems, practices, stories, and perspectives can come together and learn from each other. Special sessions should contribute to the body of knowledge and collective understanding of what coastal stewardship and management could look like through the lens of relationships; build common ground across communities, professions, sectors, goals, and values; and connect over a shared passion for coastal zone resilience.

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