**INSTRUCTIONS FOR PREPARING SYMPOSIUM, ROUNDTABLE, AND WORKSHOP PROPOSALS**

*Proposals due:* February 16, 2024

Here you will find instructions on how to fill out the symposium, roundtable, or workshop proposal form. After completing the form, please send it to the following e-mail address **congresoslaprim2024@outlook.com**indicating in the subject **"**Proposal for \_\_\_ (Symposium, Round Tables or Workshop), V SLAPrim Congress**"**.

For questions, we will be attentive through the same email (**congresoslaprim2024@outlook.com**).

**I. SYNOPSIS**

Indicate if you are requesting a symposium, a workshop, or a round-table. Provide a title and a clear, succinct synopsis of your proposed session (up to 1,500 characters, including spaces) as it would appear in the meeting program. Avoid the use of report or book references, abbreviations, or overly technical jargon. Describe the subject, highlighting the scientific issues, innovations, or research to be addressed. Do not name or reference presenters or the titles of their presentations in the synopsis.

Presenters are listed separately along with their presentation titles and descriptions.

**All symposium talks will be scheduled at 15-minute intervals.** Please indicate if you would like an extra 15 minutes of Discussion to be included in your symposium.

# II. ROLES

**Organizer/Chair**: Name, Affiliation, Contact

**Co-Organizer/Co-Chair** (optional): Name, Affiliation, Contact

**III. PRESENTERS**

Name, Affiliation, Contact

**Status**: Invited or Confirmed (“Invited” means that you have contacted the speaker, and your invitation is under consideration. “Confirmed” means that the presenter has responded to your invitation and confirmed that s/he is both available during the dates of the meeting and will participate if the proposal is accepted).

For each presenter (including organizers & co-organizers if presenting), include a tentative presentation **title** (up to 85 characters, including spaces). Also, describe the **proposed content** or perspective of the presentation in a few sentences (up to 500 characters, including spaces). This is crucial to the reviewers’ understanding of why you are proposing a particular presenter. Please do NOT submit CVs, provide biographical information, or submit abstracts. A request to submit an abstract will be made AFTER the Scientific Committee has made its program selections. While recognizing that some changes will occur, the committee reserves the right to reconsider sessions if speaker substitutions after acceptance shift the focus away from the original proposal.

# AFTER ACCEPTANCE

If the proposal is accepted, the organizers will be notified on March 20, 2024. Once the proposal is accepted, all session summaries must be sent at the same time as the rest of the summaries for presentation of papers at the congress. The deadline for submitting abstracts will be May 24, 2024.

**4th Colombian Congress and 5th Latin American Congress of Primatology**

**APC-SLAPrim, Colombia, 2024.**

**Symposium/Roundtable/Workshop proposal**

| **I. SYNOPSIS** |
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|  **Type of proposal:****\_\_** Symposium **|** Would you need 15 minutes for discussion to be included in the symposium? Yes\_\_ No\_\_**\_\_** Roundtable **|** Requested time block: \_\_\_ minutes**\_\_** Workshop **|** Requested time block: \_\_\_ minutes |
|  **Title of the Symposium/Roundtable/Workshop:**  |
|  **Synopsis** (up to 1,500 characters including spaces) |

| **II.** **ROLES** |
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| **Organizer/Chair:**Name:Affiliation:Contact: |
| **Co-Organizer/Co-Chair** (optional):(*Please indicate name, affiliation and contact for each co-organizer*)Name:Affiliation:Contact:Name:Affiliation:Contact:Name:Affiliation:Contact:Name:Affiliation:Contact:Name:Affiliation:Contact:Name:Affiliation:Contact:Name:Affiliation:Contact: |

| **III. PRESENTERS** |
| --- |
|  1) | **Presenter 1:**Name:Affiliation:Contact: |
| **Status:**\_\_Invited \_\_ Confirmed |
| **Presentation Title** (up to 85 characters)**:**  |
| **Proposed Content** (up to 500 characters): |
|  2) | **Presenter 2:**Name:Affiliation:Contact: |
| **Status:** \_\_Invited \_\_ Confirmed |
| **Presentation Title** (up to 85 characters)**:**  |
| **Proposed Content** (up to 500 characters): |

| **III. PRESENTERS** |
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|  3) | **Presenter 3:**Name:Affiliation:Contact: |
| **Status:**\_\_ Invited \_\_ Confirmed |
| **Presentation Title** (up to 85 characters)**:**  |
| **Proposed Content** (up to 500 characters): |
|  4) | **Presenter 4:**Name:Affiliation:Contact: |
| **Status:** **\_\_** Invited \_\_ Confirmed |
| **Presentation Title** (up to 85 characters)**:**  |
| **Proposed Content** (up to 500 characters): |
| **III. PRESENTERS (If you need to add more than four presenters please copy and paste the following boxes as many times as you need)** |
|  x) | **Presenter x:**Name:Affiliation:Contact: |
| **Status:**\_\_ Invited \_\_ Confirmed |
| **Presentation Title** (up to 85 characters)**:**  |
| **Proposed Content** (up to 500 characters): |