

Proposing sessions for AES Events

AES Conventions, Conferences and Training & Development (T&D) events can include a series of workshops/educational panels.

These can include:

- panel discussions among industry professionals
- a deep dive on a certain topic by an individual or small team
- an educational session presented by a manufacturer or company that is intended to help build skills and knowledge within the community (not just product promotion)

These workshops differ from academic paper and poster presentations, which are submitted in the form of an abstract and full paper based on empirical research and presented for peer review or as an unadjudicated engineering brief or “express” paper.

As an AES member, you are strongly encouraged to organize workshops and events that can help enrich the work of your fellow members. While proposals need to be submitted by an AES member, a workshop or panel discussion can include non-members and is a good opportunity to help invite people outside of AES to share their knowledge (and perhaps join as a member!)

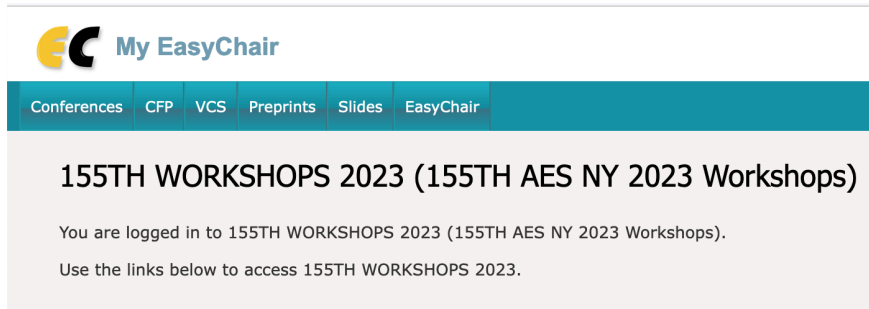
To propose a workshop for the October 2024 AES Show in New York City go to <https://easychair.org/conferences/?conf=aesshowny2024worksho>

Submitting Proposals Through Easy Chair

Submissions for international conventions and conferences happen through EasyChair, which is the same platform that is used for submitting paper proposals. It is really intended for academic paper proposals, so some of the features may seem awkward for workshop proposals.

Here are some instructions to help get started:

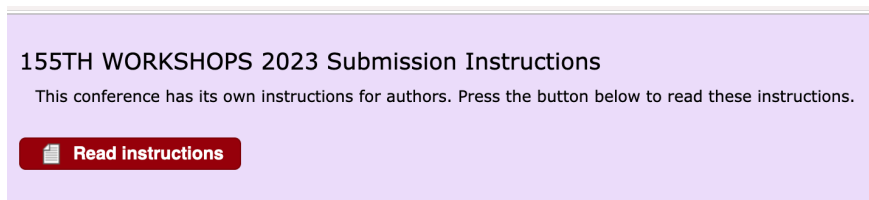
- 1) Create an Easy Chair account
 - a) This is separate from your aes.org login
- 2) Click the link under “Author” to “make a new submission”



Author

- [make a new submission](#)

- 3) Click to **Read the Instructions** at the top of the page. There may be unique instructions for each event



- 4) Enter each participant as an “Author”. You can add participants later as well.

Event pricing for workshop participants

While the AES is not able to compensate panelists and presenters for participation in events, they will have the option of a 50% discount off the Early Bird registration fee for the entire event or a complimentary one-day all-access pass for the day of their session.

Recommendations for developing convention/conference workshop proposals

- **Most of these large events occur in-person**, so it’s important to invite people who are likely able to travel to the event or already planning to attend. If your panelists

aren't able to attend in-person, you could consider proposing an online "Training & Development" workshop instead.

- **Consider the audience who is likely to attend the event.** While working professionals and experts in the field are the most likely to attend a specialized conference, students make up a large portion of the audience at conventions.
- **Gather as much information as possible before crafting your proposal.** Include a compelling title, an abstract or description of the session, a list of questions, and notes on confirmed and pending participants. This gives the event chairs the information they need to consider your proposal and make sure it fits with the other programming at the event.

Recommendations for organizing your workshop

- **Designate an “organizer” separate from the moderator and panelists.** This might be you, the person proposing the discussion, or a colleague you can recruit to help you. This role manages all the logistical aspects of the session (crafting the proposal, inviting and following up with presenters, preparing and running any visual presentations or media, helping people find the room, interfacing with the tech staff, etc.) and allows the moderator and panelists to focus the content. A well-prepared organizer could also step in to cover for a moderator who’s unable to attend at the last minute.
- **Share an informational / organizational document with all the participants.** To avoid confusion among long email threads and conversations, gather all the information into a single document that everyone can access. [Here’s a template you can use to get started.](#)
- **Communicate regularly with your participants** leading up to the event to help them get the information they need to plan for their participation, and make sure they’re confirmed to participate.
- **Share the questions / topics for discussion well ahead of the event** so participants can arrive with thoughtful answers and insights, and also prepare any media they could share to reinforce their talking points.
- **Complete facility forms and confirm with the facility team before the event** to ensure your presentation room can accommodate your needs.
- **Have a “pre-meeting” before the actual event** where everyone can meet each other, discuss some potential questions and topics, and ask last minute questions to make sure the event goes smoothly.
- **Organize all presentation and media materials onto a single computer** to minimize technical difficulties of switching between computers across a session. It never hurts to have the materials on a backup computer too!
- **Bring any common adaptors / dongles you might need** to connect your computer to the projector and sound system.
- **Don’t plan on having reliable internet access.** Large convention centers and event spaces often have marginal internet access available, so use offline content whenever possible
- **Plan on meeting with all your participants 20-30 minutes before the start of the session** in a designated location or virtual platform so you can make sure everyone is there and ready to go at the start of the session.
- **Do not spend too much time on introductions of the panelists.** Instead of taking time to read through a bio of each participant on a panel discussion, collect bios on a handout or webpage with on-screen QR code so the audience can read

more on their own. You can also ask the panelists to give a quick, one minute introduction of themselves to get the discussion started. It also makes for a nice, quick soundcheck opportunity to ensure everyone's voice is heard well.

- **The time between sessions is usually very short**, so work to keep your session on schedule and encourage the panelists and audience to meet outside of the room after the event for further questions and discussions so the next session can get set up efficiently. The moderator and session organizer(s) should keep track of time and signal when a predetermined time remains, such as a 10 or 5-minute warning. Some events have volunteers that can assist with this as well.