Session Guidelines for Proposers

- **There are 3 types of sessions you can submit:**
    - **60-minute session:** Please allow a maximum of 2 speakers (each 18 min + 5 min Q&A). Each session will be allocated one abstract (7 min + 3 min Q&A) by the conference planning committee.
    - **90-minute session:** Please allow a maximum of 3 speakers (each 18 min + 5 min Q&A). Each session will be allocated two abstracts (7 min + 3 min Q&A) by the conference planning committee.
    - **Workshops:** Think about the format and what equipment you might need to run the workshop - what will be the outcome/end result?

- Before submitting the session details form, please ensure you have contacted the suggested speakers to confirm their availability, and whether they have been asked to speak in any other session proposals. The UKKW Programme Committee will review speakers and chairs to ensure that there is a correct balance of EDI and will contact you directly if they feel there are any issues.

- Session proposed should be inclusive of the MPT team.

- A formal invitation will be sent to the speakers by the UKKW Events Team with an information pack once sessions and speakers have been agreed by the co-chairs and conference planning committee.

- UKKW welcomes session proposals that reflect the diversity of our kidney community. When preparing your proposal, please consider whether your session:
    - Includes a diverse range of speakers and perspectives
    - Is accessible and inclusive for attendees
    - Represents the breadth of the kidney community where appropriate.

- Consider patient speaker participation carefully and ensure that they are confident to speak, aware of expectations on the day, and have adequate time to add value to the talk. Is it necessary that they attend the conference, or could a simple recording be just as effective?

- If your session includes a discussion panel, please ensure that speaker numbers are accounted for as per the above guidelines.

- We will not have the capacity for virtual presentations unless pre-recorded

- From a cost and sustainability perspective, we have limited the capacity to support international speakers, other than plenary and keynote speakers confirmed formally by the UKKW co-chairs. However, we do wish to encourage novel means to promote the inclusion of international speakers (e.g., recorded presentations, where speakers are already in the UK for other meetings and travel covered by other means/funding).

- Abstracts will be assigned in February, and you will be notified which are allocated to your session

- We encourage you to propose suitable chairs. The Programme Committee will review and discuss chair proposals as sessions develop.

- We encourage applicants to collaborate with trainees, affiliate groups and special interest groups to create session proposals to attract a wider audience to attend.

- Please be aware we get almost double the number of session proposals than there is space in the programme. As such, the Programme Committee may decide to reject or merge similar proposals together if appropriate. If this is the case, you will be contacted by a member of the UKKW team to discuss this.

How to submit your proposal

- Session proposals are submitted via the portal
- You will need to create an account and update your details
- The following is required when submitting your proposal:

Title	Max. 25 words
Session Type	• 60 minutes • 90 minutes • Workshop
Theme	Choose from the list on the portal
Keywords	Choose from the list on the portal
Session Proposal	Max. 500 words Please ensure the following is covered: **Aims and Objectives:** What will delegates gain from this session? What are the learning outcomes? Will they learn something new or gain a new perspective? Who is the audience? **Session Outline:** • What will be covered in the session? • What is the structure - lectures, panel discussions, workshop? • The proposal should be inclusive of the MpT team. • Don't try to cram too much into a session – be realistic about how long your speakers need to cover their topic and give time for audience interaction.
Speakers & Chairs	• Speaker name (s) • Proposed chair name (s)

	We expect that the proposed speakers and chairs reflect the diverse nature of the UKKA and our kidney patients.

- Once you have filled these in, you can submit your proposal.

- Before you submit, you can edit your submission at any time using the 'Edit Session' function. Once you have submitted your session, however, no further changes can be made.