



## Featured Symposium Proposal Guidelines

### Content

- 90-Minute Session Format
  - Proposers may tailor their 90-minute session to fit their needs, but generally, each session is comprised of a brief introduction and conclusion by moderators, four 15-minute talks by speakers, and a panel discussion with all participants OR a brief introduction and conclusion by moderators and four 15-minute talks by speakers with an additional 5 minutes for questions after each talk.
  - Proposed session timeline and format should be outlined in the Session Time Allotment field of the submission form without identifying speaker names or institutions.
  - If your proposal includes a panel discussion, no additional panelists may be included for the panel discussion.
- Overarching Theme and Topic of Broad Interest
  - Proposals that do well have a cohesive, overarching theme that has not been presented at recent meetings. Topics should have broad appeal to ASHG meeting attendees.
  - Competitive proposals involve presenters who push the field forward while offering unique and diverse perspectives on the topic of focus.
  - Successful proposals include a clear, detailed description and four talks featuring novel research and unpublished data-driven results. Each speaker's talk must align with the overall session theme and include recent data.
  - Three brief learning objectives are needed for each session following [these guidelines](#).
- Proposals should contain novel findings and not be primarily promotional for a product or service. We offer separate paid speaking opportunities (non-CME eligible) for promotional sessions through our Exhibits team, including our popular CoLab sessions in the Exhibit & Poster Hall. Please reach out to [exhibits@ashg.org](mailto:exhibits@ashg.org) with questions regarding these opportunities.



### Participant Guidelines

- Proposers must confirm that all session participants have been made aware of and agree to [ASHG policies](#), [submission attestations](#), and these proposal guidelines.
- Panels utilizing creative and engaging formats with voices from various career stages and groups underrepresented in science are encouraged.

- Proposers are required to **include speakers who represent a variety of labs, career stages, locations, and disciplines** bringing data and/or perspectives from multiple projects to a shared topic of interest.
- There is a **limit of two participants from the same institution**, and they cannot both be speakers. There also may not be multiple participants from the same lab.
- Proposals **must include at least one trainee** as a moderator and/or speaker. Sessions proposed by trainees are encouraged.
- Speakers and moderators can only be in one accepted session. If a participant is included in two accepted sessions, a replacement must be found for one of the sessions.
- Each session participant (no more than 6 per session) receives a 25% discount on their meeting registration to recognize their special contribution to the Annual Meeting.
- Member speakers and moderators of Featured Symposia may be eligible for funding assistance. If a member speaker or moderator is interested in funding support, proposers should indicate interest during the Featured Symposium proposal submission so that ASHG staff may notify those interested when funding applications become available. See speaker guidelines below for additional speaker funding details.
- After a proposed session is accepted, all participants must complete a financial disclosure form. This task is mandatory as an ACCME requirement.

### Proposer/Moderators

- The proposer must serve as a session moderator and the session chair responsible for relaying all guidelines and information to the speakers and co-moderator. This includes but is not limited to:
  - providing ASHG staff with accurate contact details for participants,
  - managing requested revisions to your proposal at the request of the Program Committee,
  - ensuring all participants comply with requirements within the set timelines,
  - reviewing final programming details for accepted sessions,
  - moderating questions during the session, and
  - coordinating with session participants, ASHG staff, and audiovisual technicians onsite at the annual meeting.
- **Two moderators are required per session**; both must be current 2026 ASHG members. [Renew or join](#) prior to submitting your proposal.

### Speakers

- **Four speakers are required per session.** A speaker may also serve as a moderator for the session.
- There is a **limit of two non-member speakers per session and only one non-member from outside of North America.** Non-member speakers are offered funds to offset travel costs.
  - Non-member speakers include anyone who is not a current 2026 member and was not an ASHG member in the past five years (2025, 2024, 2023, 2022, or 2021).
  - Member speakers include any current 2026 members and anyone who was an ASHG member in the past five years (2025, 2024, 2023, 2022, or 2021).
- Accepted speakers cannot submit an abstract during the Spring call for abstract submissions.
- Program Committee members cannot speak in or moderate Featured Symposia during their tenure.