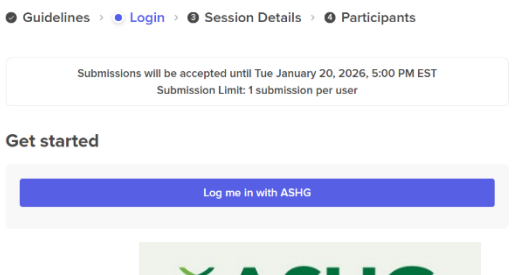
2026 ASHG Featured Symposium Submission Instructions

Before You Begin

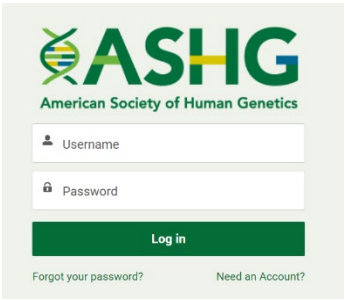
1. Review the Featured Symposium Proposal Guidelines, Submission Attestations, and ASHG policies with all session participants and gather the necessary information for the submission form.
2. Your answers will not automatically be saved. To save your progress, fill in the title field and click "Save as draft" in the bottom right-hand side of the form. At any time before the submission deadline, return to the submission form link and log back in to resume your draft submission.
3. Your proposal submission will not be considered complete until all required fields are filled and the form is submitted by clicking "Complete" on the Participants page. You can revise your completed submission at any time up until the submission deadline.
4. We strongly encourage you to save your work in a separate document either before or during the submission process.

Submitting Your Session Proposal

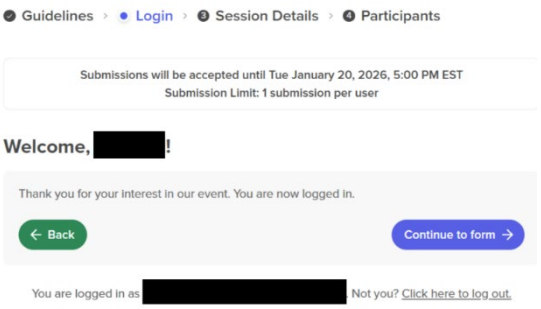
1. Go to the submission form. Read the important reminders and requirements on the first page before clicking “Continue.”
2. Click the blue “Log me in with ASHG” button.
   You may be prompted to leave the site; this is necessary to complete the login. If you are already signed into your ASHG account in another browser tab, you may automatically be logged in and redirected back to the submission form.



   If you are not automatically logged in, you should see the ASHG login portal, where you can enter the email address and password associated with your ASHG account.
   a. Remember that proposers must be 2026 ASHG members, so if you need to renew your membership, please visit https://www.ashg.org/membership/join-or-renew/.

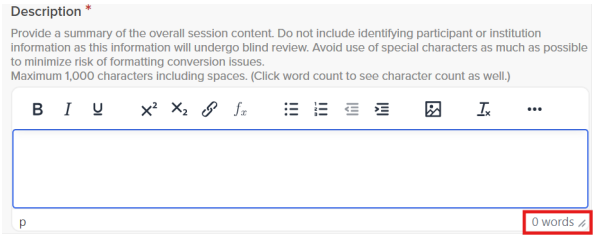


   The page will refresh to the Login page of the submission form. Now you should see “Welcome, [your name]” and text confirming that you logged in successfully. Once logged in, click “Continue to Form.” If you are having trouble logging in, please contact membership@ashg.org to confirm your ASHG username matches the expected email address.



3. Once you reach the Session Details section of the submission form, you will need to provide the following information:
   a. **Session Title** (200-character limit, including spaces. Avoid use of special characters that could cause formatting conversion errors.)

b. **Session Description** (1,000-character limit, including spaces)
    i. This is a summary of the overall session content, which will be reviewed by the Program Committee and provided to attendees in the meeting program if accepted. Do not include identifying names or institutions as this will undergo blind review. Avoid use of special characters as much as possible to minimize risk of formatting conversion errors.



    ii. Tip: Click on the word count in the bottom right corner of the text box to see the character count.
c. **Level**: Select the knowledge level (Basic, Intermediate, or Advanced) that an audience will be expected to have in order to benefit from the content and fulfill the learning objectives.
d. **Track(s)**: Select the track or tracks that best suit your content. You can select multiple tracks from the drop-down list:
    i. AI & Machine Learning Applications
    ii. Bioinformatics & Computational Methods
    iii. Cancer Genetics
    iv. Functional Genomics
    v. Gene-based Therapies/Therapeutics
    vi. Ethics and Community Engagement (including Genetic Counseling)
    vii. Genomic & Precision Medicine
    viii. Population Genomics
    ix. Public Health
    x. Rare Diseases
    xi. Statistical Genetics
    xii. Women's & Reproductive Health
e. **Tag(s):** Select up to 5 tags that best suit your content from the list.
f. **Q&A Format**: Select whether your session would best suit having a panel discussion or individual question-and-answer periods for each talk.
g. **Q&A Format Justification** (1,500-character limit, including spaces): Provide reasoning for the choice of a panel discussion with all speakers or individual Q&A periods after each talk. Describe how this choice will enhance the session. Do not include identifying names or institutions as this will undergo blind review.
h. **Session Time Allotment** (500-character limit, including spaces): Describe how the session will be structured and how much time each speaker will have within the 90-minute session. Include all introductions, closing remarks, speaking time, and panel discussion/Q&A time. Do not include identifying names or institutions as this will undergo blind review.
i. **Target Audience**: Select the audience(s) expected to attend your session. You may select multiple audiences from the options (Basic Researchers, Clinical Researchers, and Translational Researchers).
j. **Session Rationale and Target Audience** (2,000-character limit, including spaces): Describe the audience you expect to attract to this session and what they will gain from attending, including how this session will fill professional practice gaps in knowledge, technological advancement, competence, or performance. Do not include identifying names or institutions as this will undergo blind review.

k. **Speaker Names** (200-character limit, including spaces): For each of the required 4 speakers, provide their first and last name, ensuring that the spelling is correct. This information will **not** be included in the blind review. Speaker 1 should be the speaker that will give the first talk according to your Session Time Allotment, Speaker 2 should be the second, and so on.
l. **Talk Titles** (200-character limit, including spaces): For each of the required 4 speakers, provide their talk title as you would like it to appear in the attendee-facing program. Do not include identifying names or institutions as this will undergo blind review. Avoid use of special characters as much as possible to minimize risk of formatting conversion issues.
m. **Talk Descriptions** (2,500-character limit, including spaces): For each of the required 4 speakers, describe the content of the speaker's presentation for the attendee-facing program. Do not include identifying names or institutions as this will undergo blind review. Avoid use of special characters as much as possible to minimize risk of formatting conversion issues.
n. **Indicate Financial Assistance Needs**: Select whether any of your session's participants will need financial assistance to travel and attend the Annual Meeting to present in person. If you select "Yes," you will be required to list the full name and role (speaker or moderator) of participants in your session who would require financial assistance or otherwise be unable to participate. This information will **not** be included in the blind review. **Note: Funding is not available for presenters that already receive reimbursement as non-member speakers as outlined in the Featured Symposium Proposal Guidelines.**
o. **Learning Objectives** (150-character limit, including spaces): Provide three learning objectives focusing on the broad outcomes intended for the audience. Use these guidelines for crafting learning objectives. Learning objectives are required by ASHG's accreditation bodies and will be provided to participants seeking continuing education credits.
p. **Attestations**: Session proposers must confirm that **all session participants have read and agreed** to the Featured Symposium Proposal Guidelines, Submission Attestations, and ASHG policies.
q. Once all required fields are completed, click "Next Step." You can also choose to click "Save Draft" and come back to finish the submission form at a later time but remember that you must complete the entire submission form before the deadline in order for it to be included in the Program Committee's review process.

4. Once you reach the Participants section of the submission form, provide information about yourself and your session's other participants. Role, company name, country, professional status, and primary work setting are included in review. To add your co-moderator and speakers, click "Add" at the top of the form to start another participant contact form. You will need to provide the following information for each of the moderators and speakers, including yourself:
    a. **Name**: First name and last name should be entered separately in the relevant text box, ensuring that the spelling is correct.
    b. **Email**: When completing the participant form for yourself, make sure you are using the same email used to log into the submission form. Each person's email MUST match the primary email associated with that participant's ASHG profile to avoid creating a separate account record attached to the presenter role. Ensure all emails are spelled correctly.
    c. **Featured Symposium Role**: Indicate if this participant is a speaker, moderator, or both in the session. If a moderator will also be a speaker, please only include them on the form once and select "Both Moderator and Speaker" for this field.

d. **Company Name** (255-character limit, including spaces): Provide the participant's primary institution/company affiliation.
e. **City** (255-character limit, including spaces): Provide the city that the participant primarily works and resides in.
f. **State/Province** (255-character limit, including spaces): Select the state or province that the participant primarily works and resides in. If not based in the U.S. or Canada, please choose "Outside of U.S. or Canada" in the drop-down list.
g. **Country**: Select the country that the participant primarily works and resides in.
h. **Primary Work Setting**: Select the primary work setting that best describes the participant's current position. Drop-down list options include:
    i. Academia
    ii. Government
    iii. Industry
    iv. Nonprofit/Foundation
    v. None
    vi. Other (Selecting “Other” requires adding a work setting with a maximum of 25 characters, including spaces.)
i. **Professional Status**: Select the professional status that best describes the participant's current position. Drop-down list options include:
    i. Administrator
    ii. C-level Executive
    iii. Director or Chair
    iv. Genetic Counselor
    v. Graduate Student
    vi. High School Student
    vii. Medical Student
    viii. Physician or Other Medical Professional
    ix. Postdoctoral Fellow
    x. Professor/Faculty
    xi. Research Scientist
    xii. Resident or Clinical Fellow
    xiii. Teacher
    xiv. Undergraduate Student
    xv. Other (Selecting “Other” requires adding a professional status with a maximum of 25 characters, including spaces.)
j. **Highest Degree**: Select the highest degree(s) obtained by the participant. You can select multiple tracks from the drop-down list:
    i. None
    ii. BA
    iii. BS
    iv. BSN
    v. DDS
    vi. DMD
    vii. DO
    viii. DVM
    ix. EDD
    x. JD
    xi. PhD
    xii. MA
    xiii. MD
    xiv. MPH
    xv. MS
    xvi. MSN
    xvii. MSW
    xviii. OD
    xix. PharmD
    xx. RN
    xxi. ScD
k. **Gender (Optional)**: Select the gender designation that the participant identifies with (Woman, Man, Non-Binary, None of these describe me) or select "Prefer not to answer.”

l. **Ethnic Background (Optional)**: Select the ethnic background designation(s) that the participant identifies with (African American or African Origin or Descent, American Indian or Alaska Native Origin or Descent, Asian Origin or Descent, European Origin or Descent, Hispanic or Latino/a Origin or Descent, Middle Eastern Origin or Descent, Native Hawaiian or other Pacific Islander Origin or Descent, None of these fully describe me) or select "Prefer not to answer."

m. **Secondary Contact (Optional)**: Use "Add Secondary Contact" at the bottom of the form to add an assistant's contact information (first and last name, email, and role) attached to the session participant's presenter role.

5. Click the blue "Complete" button to submit your proposal. You will see a confirmation page that will redirect to the speaker portal. You will also receive an email confirmation with a link to the speaker portal. Be sure to save this email for future reference. If you do not receive the confirmation email shortly after submitting, be sure to check your spam or junk mail folders and whitelist meetings@ashg.org.

Editing Your Proposal

1. The speaker portal linked in your confirmation email is where you can access your submission to make edits until the deadline. We recommend bookmarking, "How to Edit Your Proposal Submission" in case you need help editing your proposal after submitting.