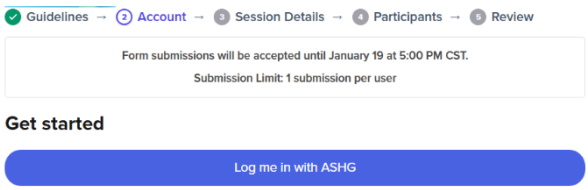
2027 ASHG Featured Symposium Proposal Submission Instructions

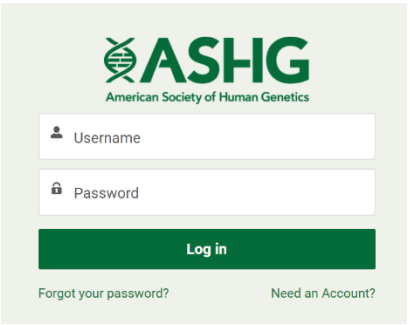
Before You Begin

1. Review the Featured Symposium Proposal Guidelines, Featured Symposium Proposal Attestation, 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 Review page. You can revise your submitted proposal 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

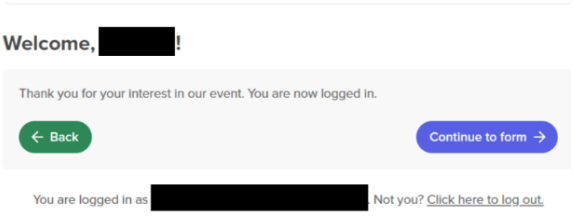
1. Go to the Session Proposal Submission form. Read the important reminders and requirements on the first page before clicking “Continue.”
2. Click the blue “Log me in with ASHG” button. You may be prompted to leave the site; this is necessary to complete the login.





   a. 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.
   b. 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.
   c. If you do not yet have an ASHG account, you can create a free account by clicking “Need an Account?”
      i. Remember that proposers must be 2027 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 Proposal Type**: Specify whether you are proposing a Featured Symposium or Interactive Workshop.
   b. **Session Title** (200-character limit, including spaces. Avoid use of special characters that could cause formatting conversion errors.)
   c. **Description** (1,000-character limit, including spaces): Provide a brief summary of the overall session content. This section is for blind committee review - do not include identifying participant names or

institutions. Avoid use of special characters as much as possible to minimize risk of formatting conversion errors.

   i. Accepted proposals will be given an opportunity to revise the description to be used for the public, attendee-facing program.

d. **Main Topic**: Select the topic that best matches the overall content of your submission:
   i. Artificial Intelligence and Machine Learning
   ii. Cancer
   iii. Complex Traits and Polygenic Disorders
   iv. Epigenomics
   v. Evolutionary and Population Genetics
   vi. Genetic Counseling, ELSI, and Education
   vii. Genetic Therapies and Precision Medicine
   viii. Genetic, Genomic, and Epigenomic Resources and Databases
   ix. Health Services Research and Implementation Science
   x. Laboratory Genetics and Genomics
   xi. Mendelian Phenotypes
   xii. Molecular Effects of Genetic Variation
   xiii. Omics Technologies
   xiv. Pharmacogenomics
   xv. Prenatal, Perinatal, Reproductive, and Developmental Genetics
   xvi. Statistical Genetics and Genetic Epidemiology
e. **Track(s)**: Select the track or tracks that best suit your content. You can select multiple tracks from the drop-down list:
   i. Advocacy
   ii. AI & Machine Learning Applications
   iii. Bioinformatics & Computational Methods
   iv. Cancer Genetics
   v. Career Development
   vi. Complex and Common Disease Genetics
   vii. Ethics and Community Engagement
   viii. Functional Genomics
   ix. Gene-based Therapies/Therapeutics
   x. Genetic Counseling
   xi. Genomic & Precision Medicine
   xii. Population Genomics
   xiii. Public Health
   xiv. Rare Diseases
   xv. Statistical Genetics and Genetic Epidemiology
   xvi. Teaching or Education
   xvii. Tools and Technologies
   xviii. Women's & Reproductive Health
f. **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.
g. **Tag(s):** Select up to 5 tags that best suit your content from the provided list.

h. **Featured Symposium Structure**: Review the various Featured Symposium session types and structures and select the one that best aligns with your vision.
i. **Featured Symposium Structure Justification** (1,000-character limit, including spaces): Provide reasoning for your chosen symposium structure. Describe how this choice will enhance the session. This section is for blind committee review - do not include identifying participant names or institutions.
j. **Session Time Allotment** (2,500-character limit, including spaces): Provide a breakdown of how the session will be structured and how much time (in minutes) each element or subsession will need. List all introductions, closing remarks, speaking time, panel discussion/Q&A time, methodology or activity instruction, hands-on tutorials, quizzes, etc. Featured Symposium proposals may use the recommended structures provided for each session type or customize it within the 75-minute session time. This section is for blind committee review - do not include identifying participant names or institutions.
k. **Target Audience**: Select the audience(s) expected to attend your session. You may select multiple audiences from the options (Basic Researchers, Clinicians, Clinical Researchers, and Translational Researchers).
l. **Session Rationale and Target Audience** (2,000-character limit, including spaces): Please address the following:
    i. Who is the primary target audience for this session?
    ii. Is this topic important and timely?
    iii. What will attendees gain from participating?
    iv. How does the session address gaps in knowledge, practice, technology, skills, or professional development?
    v. This section is for blind committee review - do not include identifying participant names or institutions.
m. **Learning Objectives** (150-character limit, including spaces): Provide one learning objective per 30 minutes of time, 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.
n. **Attestations**: Session proposers must confirm that **all session participants have read and agreed** to the Featured Symposium Proposal Attestation, and ASHG policies.
o. **Subsessions**: Provide the title, tags, and description for each subsession within your proposed session. Subsessions are not required but highly encouraged for most Featured Symposium types that include multiple sections, subtopics, or speakers. Click the “Add Subsessions” button at the top right of this section to enter the details for each subsession attached to your proposal.
    i. **Tip**: A good rule of thumb for deciding if a subsession is needed is to determine whether a new speaker will be showing a separate set of slides. For instance, each introduction, conclusion, or presentation would likely have its own subsession.
    ii. **Title** (200-character limit, including spaces): For each of the subsessions, provide the title. 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.
    iii. **Tag(s):** Select up to 5 tags that best suit your content from the provided list.
    iv. **Description** (1,000-character limit, including spaces): For each of the subsessions, describe the content of the speaker's presentation. 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.

4. Once all required fields on the Session Details page 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 committee’s review process.
5. 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. **Role for this participant**: Select Moderator or Speaker. Each proposal may have up to 6 participants in total. Refer to the Featured Symposium types for recommended participants.
    b. **Participant Name** (255-character limit, including spaces): For each of the participants, first name and last name should be entered separately in the relevant text box, ensuring that the spelling is correct. This information will **not** be included in the blind review.
    c. **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 multiple accounts for one person. Ensure all emails are spelled correctly.
    d. **Mobile Phone**: This field is optional and only used in contacting the participant if they cannot be reached by the provided email. This information will **not** be included in the blind review or shared with anyone externally.
    e. **Biography**: This field is optional and can be modified by the participant in the speaker portal at any time after submission. This information will **not** be included in the blind review.
    f. **Company Name** (255-character limit, including spaces): Provide the primary institution/company that the participant will be affiliated with at the time of the Annual Meeting.
    g. **City** (255-character limit, including spaces): Provide the city in which the participant will primarily work and reside at the time of the Annual Meeting.
    h. **State/Province** (255-character limit, including spaces): Select the state or province in which the participant will primarily work and reside at the time of the Annual Meeting. If not based in the U.S. or Canada, please choose "Outside of U.S. or Canada" in the drop-down list.
    i. **Country**: Select the country in which the participant will primarily work and reside at the time of the Annual Meeting.
    j. **Primary Work Setting**: Select the primary work setting that will best describe the participant's position during the Annual Meeting. 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.)

k. **Professional Status**: Select the professional status that will best describe the participant's position during the Annual Meeting. 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.)
l. **Highest Degree**: Select the highest degree(s) obtained by the participant at the time of the Annual Meeting. 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
m. **Interest in Needs-Based Travel Award**: Indicate whether each of your session's participants will need funding support to travel and attend the Annual Meeting to present in person. Please limit interest to only those who would require funding or would otherwise be unable to participate. If you select "Yes," the participant will be added to the list of applicants considered for funding support. In early July, ASHG staff will notify those interested if funding becomes available. **This does not guarantee funding assistance will be offered**. This information will **not** be included in the blind review.
n. **Administrative Assistant (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. This information will **not** be included in the blind review.

6. Click the blue "Continue to review" button to look over your responses to the form. If you have any changes to your responses, you can click the "Edit" option in the top right of each section to be taken back to the relevant section. Then navigate through each step to reach the review page again.
7. Click the blue "Submit" button at the bottom of the review page to submit your proposal. You will see a confirmation page that will redirect to your speaker portal. Each participant will also receive an email confirmation with a link to the speaker portal and a PDF of the submission form responses.
    a. Be sure to save this email and PDF 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 Submitted Proposal

1. The speaker portal (also linked in your submission confirmation email) is where you can access your submitted proposal to make edits until the deadline. First, click on the parent sessions' title under the My Participation section of the portal.
2. In the side panel that pops up, you can review your responses for most of the session fields. Click the blue "Edit Submission" button at the bottom of the side panel to be taken to the submission form where you can edit your existing submission.
3. Make sure to click through each section of the form and click "Submit" on the review page to save your edits. You will not receive a new confirmation email when edits are made.