



## Submission guidelines organized session

Please find below the guidelines for submitting an organized session. The same guidelines apply to both organized paper sessions and organized panel sessions. Irrespective of the type of submission, your organized session should **include contributions** from **different academic and/or non-academic institutions** in order to increase the exchange and discussion between congress participants.

- Submissions are made via **ConfTool** (<https://www.conftool.pro/eaae2023>). The ConfTool submission system for organized sessions will be open from December 1<sup>st</sup> 2022 until March 15<sup>th</sup> 2023.
- Your organized session can be an **organized paper session** including several **paper presentations** around a given topic, or an **organized panel session** including several **panel experts** discussing a specific topic.
- An organized session should be composed of **maximum of four contributions** (either paper contributions in an organized paper session or contributions by experts in an organized panel session) in addition to **maximum two discussants**.
- Your organized session submission should include the following **necessary information**, that you are required to submit directly in the ConfTool submission system (there is no need to create an additional document for uploading):
  - Type of organized session: organized paper session or organized panel session
  - Title of the proposed organized session
  - Select a stream and max. 4 topics from a predefined list
  - Organizer(s): name, affiliation, contact details
  - Motivation for the proposed organized session (max. 500 words): extended abstract describing the rationale, originality, contribution to the advancement of knowledge, and relevance of the organized session
  - Keywords (max. 5)
  - Chair(s) (max. 2): name, affiliation, contact details
  - Necessary information for each paper or panel expert contribution (max. 4):
    - Author(s) / panel member: name, affiliation, contact details (for multi-authored paper: indicate the presenting author), ORCID (optional)
    - Title of the contribution
    - Paper abstract / description of the contribution (max. 200 words)
  - Discussant(s) (max. 2): name, affiliation, contact details
  - Time allocation (max. 100 words): short description of the time allocated to the different parts of the organized session (e.g., introduction, presentations, discussion)
  - Type of target audience (max. 100 words): short description of the targeted audience (e.g., academics, business, policy-makers, NGOs).