



2nd Southern African Mountain Conference 17–20 March 2025

GUIDELINES FOR THE SUBMISSION OF PROPOSALS FOR WORKSHOPS AND/OR PANEL DISCUSSIONS

SAMC2025 welcomes contributions from individuals and organisations working or researching in fields relevant to southern African mountains. The contributions can take the form of workshops or panel discussions. (For the submission of abstracts for oral or poster presentation, please select the appropriate item).

Please read these guidelines very carefully. Only proposals which are submitted according to the guidelines and on time, will be considered.

Applicants may submit more than one proposal for consideration. Presenters / panel members need only register for SAMC2025 once.

The inclusion of a workshop or panel discussion in the programme will be subject to an administrative fee. This will be communicated to the organisers as part of the formal notification of acceptance.

Review of Proposals

All proposals must be submitted via the online abstract submission. We do not accept proposals via email or postal mail. You can access this on [the web portal](#) by clicking on the “Abstract/Proposal” menu item and then “Panels Discussions/Workshops”

For each proposal submitted, applicants are requested to indicate their preference for the event to be (i) a Workshop or (ii) a Panel Discussion.

All proposals received that meet the guidelines will be reviewed by the SAMC2025 Scientific Committee. After the review has been completed, the applicant(s) will be informed regarding the outcome and/or if any changes are recommended/suggested. Negotiations regarding logistic and other arrangements will be entered into at that stage.

The full review process will take some time to complete and the **final outcome will be available by 15th November 2024**. However, you are encouraged to submit your proposal as soon as possible, so that the process can commence. Once a decision on a submitted proposal has been taken, the person who submitted the proposal (generally the main organiser) will be notified of the decision. The onus is on this person to inform the other proposed presenters / panel members.

During the selection process, the following 5 points are used as a guide. We strongly recommend that applicants ensure their proposals address these points.

1. Is the proposed workshop / panel discussion relevant to SAMC2025 and will it be of interest to delegates?
2. Is the proposal well-written in terms of language, grammar, etc.?
3. Does the title describe the subject to be workshopped /discussed?
4. Are the proposed presenters / panel members appropriate?
5. Are the proposed format and time allocated suitable/appropriate?

Applicants must prepare their proposal for direct reproduction in the SAMC2025 Book of Abstracts; the text will appear as the author prepared it. However, the SAMC2025 Organising Committee reserves the right to edit proposals for clarity or correctness of language but will consult the applicant if any significant changes are needed.

For authors whose first language is not English, we request that you have your work proof-read prior to submission by a fluent English speaker.

Style guide for proposals for Workshops and/or Panel Discussions

We kindly request you to follow these guidelines for the submission of proposals to host a workshop or a panel discussion as part of the programme.

Proposals must be submitted using the online form (on [the web portal](#) by clicking on the “Abstract/Proposal” menu item).

Style:

- Language: UK English

Order of presented information:

Title

- Maximum 200 characters
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Proposed chair/moderator

- Provide the title, first name and surname
- Institutional affiliation and email of moderator.

Objectives

- Text (minimum 400, maximum 500 words)

Format

- Briefly describe the proposed format, for example:
 - **Q&A Style.** A short introduction of the topic and panellists with moderator-curated questions, followed by audience Q&A
 - **Initial Remarks Style.** A short introduction of the topic with each panellist taking time to introduce themselves and their perspectives on the topic. Then moderator-curated questions followed by audience Q&A
 - **Presentation Style.** A short introduction of the topic and panellists with each panellist presenting their perspectives on the topic, followed by audience Q&A
 - **Talk Show Format.** It has a host/moderator and guests/panellists have conversations.

- **Debate Format.** When there are two or more distinct or polarised viewpoints
- **Café Style Formats.** An informal chat between colleagues/panellists
- **And others**

Expected duration

- Please provide an estimate of the time that will be required for the workshop / panel discussion.

Type and size of venue

- Please provide information on the type of venue required (small/large, seating style, etc) and (if possible) an estimate of the number of attendees (this will assist the SAMC2025 Organising Committee with regard to venue allocation).

Other requirements

- Please list any other specific requirements you will need for the workshop / panel discussion

Participants

For each participant, click the “Add participant” button and complete the fields for role, name, institution and email address.

Of particular importance is to include the organiser’s(s)’ details to reflect those who are submitting the request to organise a workshop/panel and will be responsible for organising the panel.

For proposed presenters/panellists and other participants, provide for each the title, first name and surname (in the name of participant input) as well as the institutional affiliation and email address in spaces provided.

Conditions

1. Submission of a proposal does not constitute acceptance for presentation nor registration for SAMC2025. Submission of a proposal implies the commitment that, if the proposal is accepted after review, the organiser(s) will host the workshop / panel discussion and will attend SAMC2025. No financial assistance is available; the expectation is that financial resources to attend are available to the organisers.
2. If a submitted proposal is accepted, the presenters and all panel members must pay the SAMC2025 registration fee; failure to do so by the stipulated deadline may result in the removal of the workshop / panel discussion from the programme and the information regarding the workshop / panel discussion from the SAMC2025 Book of Abstracts. Presenters / Panel members of accepted workshop / panel discussion proposals will automatically qualify for the early bird registration fee, provided payment is made before the date communicated in the letter of acceptance.
3. Should presenters / panel members also be presenting papers/posters at SAMC2025, they need only once. A refund will be provided to presenters who have pre-registered and paid but will not attend because their proposal is not accepted.
4. By submitting a proposal for review, the applicant agrees that, if accepted, it will be published in the SAMC2025 Book of Abstracts.
5. The applicant assumes full responsibility for obtaining permission to reproduce any copyrighted or otherwise protected data and images in their workshop / panel discussion.

