# GUIDELINE ON SUBMITTING A PROPOSAL

**Before submitting your proposal, please review the guidelines below to ensure you have all the necessary information.**

Please take note of the following:

The submission deadline is 28 February 2025.

You may submit a MAXIMUM OF TWO PROPOSALS.

You can only TAKE PART IN ONE of the sessions you propose.

When planning your session, we encourage you to consider gender balance, ensuring representation from southern Africa, other African regions, or the Global South. Aim for diversity by including panellists from a variety of institutions and countries.

**➜ Once you are ready, please**[**submit your proposal online.**](https://www.wcsj2025.org/call/)

## SUBMISSION FORM QUESTIONS

**Below is a list of all the form fields you will need to complete. Those with an asterisk are mandatory fields.**

**PROPOSER AND SESSION PRODUCER SECTION**

If you are both the Proposer and the Producer of your session, please complete fields 1–13.

Proposer: The individual who has prepared and submitted the proposal.

Producer: The person responsible for overseeing the session in Pretoria (note: this is distinct from the moderator role).

1. Proposer: First Name/s\*
2. Proposer: Surname\*
3. Proposer: Company / Organisation\*
4. Proposer: Country\*
5. Session Producer: First Name/s\*
6. Session Producer: Surname\*
7. Session Producer: Mobile / WhatsApp number (including country and area codes)\*
8. Session Producer / Moderator: Email Address\*
9. Session Producer: Science Journalist Association\*
10. Session Producer: Profile Photo – upload a LinkedIn style photo (between 1MB and 10MB in file size)
11. Session Producer: Short Bio – maximum of 250 characters in length
12. Session Producer: Company / Organisation\*
13. Session Producer: Country\*

### 

### SPEAKERS AND MODERATOR

Identify each speaker (maximum 4) and the moderator of the session (if there is one). Please mark sections as “NA” if you have fewer speakers or no moderator.

**Speaker 1**First Name/s\*  
Surname\*  
Expertise\*  
Company / Organisation\*  
Country\*  
Email Address\*  
Short Bio – maximum of 250 characters in length  
Profile Photo – upload a headshot photo (between 1MB and 10MB in file size)

**Speaker 2**First Name/s\*  
Surname\*  
Expertise\*  
Company / Organisation\*  
Country\*  
Email Address\*  
Short Bio – maximum of 250 characters in length  
Profile Photo – upload a headshot photo (between 1MB and 10MB in file size)

**Speaker 3**First Name/s\*  
Surname\*  
Expertise\*  
Company / Organisation\*  
Country\*  
Email Address\*  
Short Bio – maximum of 250 characters in length  
Profile Photo – upload a headshot photo (between 1MB and 10MB in file size)

**Speaker 4**First Name/s\*  
Surname\*  
Expertise\*  
Company / Organisation\*  
Country\*  
Email Address\*  
Short Bio – maximum of 250 characters in length  
Profile Photo – upload a headshot photo (between 1MB and 10MB in file size)

**Moderator**First Name/s\*  
Surname\*  
Expertise\*  
Company / Organisation\*  
Country\*  
Email Address\*  
Short Bio – maximum of 250 characters in length  
Profile Photo – upload a headshot photo (between 1MB and 10MB in file size)

### SESSION DETAILS

**Theme** – options available for selection:  
State of the Profession: Science Journalism and Journalism  
Social Justice: The Role of Science Journalism  
Misinformation, Disinformation and Fake News  
The Art of Communication  
Beyond The “West”  
Health Journalism

**Session Title**

**Short Session Abstract** – maximum of 150 characters in length

**Long Session Abstract** – maximum of 500 characters in length  
It should include: context; problem / situation and solution / results; motivation for this topic; why topic and format is relevant to communicators and science journalists. Names of speakers and moderators should not be included here.

**Session Blurb** – maximum of 150 characters in length.  
The blurb should be concise and captivating, offering key details about the session while sparking interest and attention.

**3 to 5 Session Keywords**

**Session Format** – options available for selection:  
Speaker Presentation (Parallel)  
Roundtable Discussion / Debate  
House of Commons Debate  
Workshop  
Game / Interactive Session  
Pitching / Speed Date  
Other – you will be asked to specify

**Session Structure and Approximate Use of Time**  
Example:  
5 mins: Introduction  
10 mins: Speaker 1  
10 mins: Speaker 2  
10 mins: Speaker 3  
15 mins: Audience Questions / Close

**Session Logistics** – options available for selection:  
Table, Lectern, Chairs for Speakers (Indicate Number in “Other”)  
Lectern / Podium with Microphone  
Speaker Microphones (Lapel)  
Speaker Microphones (Roving)  
Special Room Set-up: House of Commons or “Game”-style Sessions  
Translation Services (Spanish-English)  
Zoom/Video Link for Remote Speakers  
Projector and Screen  
Other – you will be asked to specify

### SUPPORT FOR SPEAKERS

**If selected, how will you support your speakers?**  
Self-funding  
Conference support  
Institutional support  
Other – you will be asked to specify

**Do you require visas for South Africa?**  
Yes  
No  
Other – you will be asked to specify

**Of what countries are your speakers citizen?**  
You will need to list them

**Do you or your speakers have previous professional or personal relationships that should be disclosed as conflicts of interest?**

**Additional comments**

### FINAL COMMENTS AND PROPOSAL SUBMISSION

**Comments** – maximum of 250 characters in length

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**Good luck! We look forward to receiving your proposal.**