



## Basics for Submitting Session Suggestions and Symposium Proposals for ENDO

All proposals and suggestions for ENDO will be collected online via the Session Suggestion and Symposium Proposal site. Submissions will not be accepted outside of the submission site. All submissions are subject to review by the Annual Meeting Steering Committee (AMSC). Review the following guidelines to determine the submission option that is right for you.

### At a Glance: Symposium Proposals vs. Session Suggestions

Symposium Proposals	Session Suggestions
Accepted for symposia only	Accepted for all ENDO session types, except plenaries and Meet the Professor sessions.
Require detailed information to be considered complete.	Minimal information is required to be considered complete.
Chairs and speakers required for proposal	Chairs and speakers can be included, but are not required
Submitter will receive a notice about next steps if the proposal is accepted for the program.	Submitters will not be further contacted by the Endocrine Society regarding their submission's status.

The Endocrine Society will accept symposium proposals and simple session suggestions for education sessions at ENDO. Full proposals will be accepted for symposia only. Symposium proposals will require more session development from proposal submitters.

ENDO symposia are 90-minute educational sessions focused on a broad range of topics. Each symposium contains three or four speakers. Typically, symposia with more than three speakers include junior faculty as presenters who are allotted abbreviated presentation times. If you submit a proposal and it is accepted, all speakers and the chair will be required to disclose any conflicts of interest. The Annual Meeting Steering Committee (AMSC) will examine the panel of proposed presenters to ensure adherence to the specific format.

Session suggestions will be accepted as well. Session suggestions do not have to be fully developed by the submitter. The AMSC will review suggestions and, if deemed appropriate, develop them into sessions. The submitter may or may not be asked to work with AMSC to further develop the session.

Session suggestions are accepted for all session types, except for plenaries and Meet the Professor sessions. Descriptions of all ENDO sessions are available within the submission site.

Overall, symposium proposals are intended for those who have a fully developed idea for a symposium at ENDO. Session suggestions are intended for people who have an idea for a session and need help with the details.



## Symposium Proposal Guidelines

### Choice of Topic

Submitters must submit proposals under one of ENDO's twelve (12) topical areas available in the proposal form.

Successful proposals summarize advances or present conflicting views in rapidly developing areas and communicate an overall summary of those advances or conflicts. Unless recent and exciting developments have occurred, the AMSC considers topics that have appeared in the previous two years' programs less favorably. However, the principal argument in favor of a topic should not be that it has not been represented for many years. A symposium proposal should not be used simply as a vehicle for one new or remarkable advance, couched by two or three relatively pedestrian presentations. Nor should three or four possibly exciting pieces of work be arbitrarily lumped together with no clear relationship between them.

The symposium theme should be obvious from the combination of the overall symposium title and titles of the individual presentations that comprise it. Modest overlap among presentations is preferable to distinct presentations, and cross-referencing among them can be rewarding, especially in somewhat controversial areas. Some excellent symposia have come from both broad and relatively narrow themes; the former tend to be multidisciplinary and educational; the latter, to capitalize on new breakthroughs in emerging areas.

Finally, proposals that touch on global issues in endocrinology will be of particular interest to the AMSC for ENDO.

### Participants

**Submission Proposer** | The person submitting the proposal will serve as the primary point of contact during the submission and review process. This person is not required to be a participant in the proposed symposium.

**Symposium Chair** | The chair of the symposium is required to be an active member of the Endocrine Society. Symposium proposals are required to have one to two chairs who will work with their AMSC liaison and Society staff to organize the session. The AMSC liaison and Society staff will send periodic emails to collect information from presenters and communicate deadlines. The chair(s) will be asked to encourage presenters to adhere to stated deadlines. During the live event, the symposium chair(s) will be expected to lead the session and moderate audience Q/A. Questions will be accepted from the live audience via the meeting mobile app and from the session room's microphone. During the submission and review process, the proposer (if different from the chair) will be the primary contact. After acceptance into the annual meeting program, the chair becomes the primary contact.



**Symposium Speakers** | Symposium speakers are not required to be members of the Endocrine Society; however, society membership is encouraged. Symposium speakers should not have spoken in an ENDO symposium in the past two years (ENDO 2024 or ENDO 2025). Each participant should be familiar with the overall objectives of the symposium and with the material likely to be covered by the other speakers.

Speakers are permitted to be in only one symposium session. If a speaker is on multiple accepted proposals, they must be replaced on all but one.

### **Considerations for Symposium Chairs and Speakers**

The Endocrine Society endeavors to build education programs that reflect a wide range of lived and learned experiences, perspectives, and professional backgrounds. The inclusion of individuals with varied experiences across geography, career stage, and practice or research settings is strongly encouraged.

### **Funding**

Symposium presenters will receive benefits in accordance with the Endocrine Society's perks policy. Proposers are encouraged to include Endocrine Society members in their proposal when possible. It is the Society's goal to have the program be comprised of 70% members.

### **Proposal Requirements**

Symposium proposals should be well-developed before submitting, meaning that the agreement of the chair(s) and speakers has already been obtained. Those who do not have a developed proposal should submit a Session Suggestion. The submission site will direct you to provide the following (all character limits include spaces):

- Contact information (institutions, emails, addresses) chairs and speakers
- Titles of the overall symposium and the individual presentations
- Session Description: The description should include a statement that begins with, "This session will...". Descriptions for accepted symposium proposals will be used in ENDO promotional materials. (500 characters)
- Learning Objectives: Provide up to three unique learning objectives describing what attendees will gain from attending your session (150 characters each)
- Timeliness: Provide a statement on why your topic is timely or important to address at ENDO 2026. Describe any recent scientific, clinical, or public health developments that make this proposal especially relevant now. (500 characters)
- Appeal: Provide a statement on how the proposed topic is relevant to the Endocrine Society's membership as a whole, and explain its clinical and/or translational significance. (500 characters)
- Statement on participants: Provide a statement describing how the proposed speakers reflect a range of lived and learned experiences, perspectives, and professional backgrounds. The



inclusion of individuals with varied experiences across geography, career stage, and practice or research settings is strongly encouraged. (500 characters)

- Other considerations: Provide any additional details that the Annual Meeting Steering Committee should consider when reviewing this proposal. (500 characters)
- Recent citations of a published work for each speaker, where available
- Web links to recent speaking engagements, where available

Consider mentioning when the topic and speakers were last represented in an ENDO educational program. You can review past ENDO programs using the links below.

[ENDO 2025](#)

[ENDO 2024](#)

[ENDO 2023](#)

[ENDO 2022](#)

Note that the AMSC does not permit speakers who have spoken at a symposium in the past two annual meetings (ENDO 2024 or 2025) to speak in symposia at ENDO 2026.

You are required to note the general theme classification into which the proposal fits best, as well as any potentially secondary themes. The committee will ensure that all the themes are represented in the final ENDO program.

Scientific rigor is the structured and controlled application of the scientific method using the highest standards in the field, including considerations in experimental design, data analysis, and reproducibility. The Endocrine Society expects selected speakers to transparently report a study's experimental design, analytical methods, and financial support in their presentation.

### **Selection Process**

The Annual Meeting Steering Committee (AMSC) will meet in October 2025 to make the final selection of ENDO symposia. Their primary considerations are determining what will best serve the interests of the Endocrine Society, its members, and the overall success of ENDO. To that end, the committee may make changes to symposia deemed necessary for the benefit of the ENDO program. Endocrine Society staff will share feedback from AMSC about accepted symposia with symposium proposal submitters.

The Society does not retain non-selected submissions in a given year for future consideration at future ENDO events. However, a proposal may be resubmitted the following year and will receive the same consideration as all other proposals.

Submitters of symposium proposals will receive notice of their session's acceptance status in late-October.

For more information, contact Endocrine Society staff at [endofaculty@endocrine.org](mailto:endofaculty@endocrine.org).



### **ENDO Code of Conduct**

By accepting the invitation to participate in an ENDO digital or in-person event, you are agreeing to follow the [ENDO Code of Conduct](#).

### **Contact Information**

To make sure that you receive all Endocrine Society program-related correspondence, please add [eventeducation@endocrine.org](mailto:eventeducation@endocrine.org) and [endofaculty@endocrine.org](mailto:endofaculty@endocrine.org) to your e-mail "safe senders" list.