Special Session Proposal Template

4th International Conference & Expo on Aquaculture & Seafood, Singapore

Please complete this template and submit it as a single PDF document (maximum 4 pages).  
Email submissions to: [rakshith.kumar@aquacultureconference.com.au](mailto:rakshith.kumar@aquacultureconference.com.au)

**Section 1: Principal Organizer Details**

1. Full Name and Salutation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Institutional Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Location (City, Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Phone Number (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Short Biography (max. 250 words):

# Section 2: Special Session Details (Pages 2–4)

A. Title of Special Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Abstract (max. 250 words): Summarize the focus and goals of your proposed session.

C. Keywords (5–7): List keywords that best describe your session topic

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Detailed Narrative Description: Please provide clear responses to the following

1. Objectives and Motivation:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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2. Novelty and Innovation: Highlight what is new or distinctive about this session, including any technical or policy innovations  
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3. Session Format: Indicate your preferred format (e.g., Open Session, Closed Session, Workshop, Roundtable, or Other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Session Topics: List the main topics or themes to be covered.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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5. Tentative Timeline/Schedule: Provide an outline of the session agenda (indicate length in hours): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Target Audience: Describe the expected audience and approximate number of participants.   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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7. Identified Presentations / Speakers (if any): List any confirmed or anticipated presenters.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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8. Prior Session History (if applicable): (if applicable): Include details of previous similar sessions and number of attendees.

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9. Session Outcomes: Describe expected outputs, such as recommendations, publications, or contributions to policy processes

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3: Administrative Information

A. Preferred Room Size:

☐ 30–40 participants ☐ 50–100 participants ☐ 150–300 participants ☐ 300–500 participants

B. Preferred Session Duration:

☐ Less than 3 hours ☐ More than 3 hours

C. Acknowledgement of Venue Costs:

☐ Yes, I acknowledge that venue hire and associated costs apply as per the rates provided.

# Section 4: Signature and Confirmation

I confirm that the information provided in this proposal is accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_