

Side event or special session,
what are the differences?

The Side Event

The side event is a parallel event to the conference which takes place **before the official start of the conference** (25 and 26 August) on **the Agro-Paris Saclay campus (Palaiseau)**.

The organisation of this event is the sole responsibility of the people proposing the side event. The conference organisers simply check beforehand that the side event programme is consistent with the conference objectives. Rooms for a maximum of 50 people are reserved and available free of charge for this event.

The *Side Event*

- **How long does a side event last?**

1 ½ days is available for the organisation of side events before the conference (Monday 25 August morning and afternoon and Tuesday 26 August morning). The duration of the side event is between ½ day and 1 ½ days.

- **Who manages the sessions programme?**

The programme of sessions is drawn up by the side event organisers and validated by the organisers beforehand.

- **How many sessions are there in a side event?** A side event may contain one or more sessions (maximum 1 ½ days).
- **How long do the sessions last?** This duration is defined by the side event organisers.
- **What is the typical format of a session?** The format of the sessions is defined by the side event organisers.

- **Who manages the logistics of the side event (catering, registration, welcoming, etc.)?**

The side event organisers are entirely responsible for organising the sessions, except for room reservations, which are handled by the conference organisers. (The conference organisers can also provide you with catering options).

How much does it cost for a participant to register for a side event?

The registration fee is set by the side event organisers.

How to organise a side event ?

Step 1

- Define a **theme** (justifying its relevance to the conference)
- Identify a **target audience**
- Identify **speakers**
- Define **the objectives, duration, programme and organisation** of the side event

Step 2

Send the conference organisers (fsd8@inrae.fr) a **1-2 page document by 8 March 2025** explaining the side event project, specifying the number of participants expected and the number of rooms required (and their capacity).

Step 3

Once the project has been validated by the organisers (**by the end of March at the latest**), **launch the registration procedure for your target audience**. (The conference organisers will not be responsible for registration, but will announce the event on the conference website, with the contact details of the side event organiser).

Step 4

Organise the event and keep the organisers informed as you go along!

The Special Session

The Special Session is a session **held in parallel with another official session of the conference** (on 26, 27, 28 or 29 August).

The organisation of this session is shared between the scientists proposing the special session and the conference organisers.

The special session

- **How long does a special session last?**

A special session lasts the same as a traditional conference session: 1h30 or 2h

- **What is the typical format of a session?**

The session can take the form of an oral presentation or workshop.

- **Who manages the session programme?**

The session programme is drawn up by the special session organisers in collaboration with the conference organisers and approved by the Scientific Committee.

- **Who manages the logistical organisation of the special session (registration)?**

Organisation is managed by the conference organisers, with the support of the special session organisers.

- **How much does it cost to register for a *special session*?**

Registration is included in the conference fee.

How to organise a special session ?

Step 1

- Plan a **theme** (justifying its relevance to the conference)
- Define the **objectives of the session**
- Identify **participants**
- Define the **format of the session** (oral presentation, workshop, etc.)

Step 2

Inform the conference organisers (fsd8@inrae.fr) of your plans for a special session as soon as possible and **by March 1 at the latest**, and give them a brief description of your plans (theme, type of session, number of participants expected).

Step 3

As soon as the project has been validated by the conference organisers (**by 03 March at the latest**), **invite the identified participants to submit an abstract via the website before 8 March, specifying the theme of the special session in the submission form** (see next slide).

Step 4

The abstracts will be validated by the conference scientific committee. The programme for the special sessions will be drawn up at the same time as the programme for the other sessions of the conference by the scientific committee.

The special sessions will be co-organised with the conference organisers.

submit an abstract via the website before 8 March, specifying the theme of the special session in the submission form

Presentation type:

Session*:

Theme(s) chosen*:

If you wish to submit an abstract for a special session, please specify the name of the special session below:

Title of communication:

Name of the speaker or author:

Organization of the speaker:



	Side events	Special Session
When ?	Before conference (On Monday, August, 25th and Tuesday, August, 26th, Morning)	During conference (From Tuesday, August, 26th Afternoon to Friday, August, 29th, morning)
Duration	Half a day, a day, or a day and a half	1h30 -2h
Type of session	Free	Oral presentations or workshop
Number of sessions	Free	One
Who defines the program ?	The side event organisers will send the preliminary programme to the conference organisers for validation of the scientific content.	The special session organisers and the conference organisers
Logistical organisation (catering, welcoming, room reservation...)	By the side event organisers	By the conference organisers supported by the special session organisers
Registration of participants	Via the Side Event organisers	On the FSD site via the submission form
Registration fees	Not included in the conference – to be defined by the organisers of the side event	Included in the inscription to the conference
Proposition to be sent to the organizers	In 1 or 2 pages, describe the Side Event project, specifying the number of participants expected and the number of rooms required (and their capacity)	Briefly describe the Special Session project (theme, type of session, number of participants expected)
Deadline for proposing side event/ special session project (brief description)	8 March	1st March
Review of the proposal by the conference organisers	End of March	5 March at the latest