



CHOW 2025: PARTNER-HOSTED VIRTUAL SESSION GUIDELINES

Thank you for your interest in participating in CHOW 2025. The Foundation offers the opportunity for high-level sponsors and key partners to organize their own CHOW virtual breakout session as part of the conference agenda.

The virtual session is a collaborative process, and the Foundation will have final approval on session topics and speakers. Hosted sessions must align with key priorities related to CHOW 2025's theme **The Next Wave**. Partner organizations will develop and host a live, 45-minute session using Zoom (link provided by the Foundation). The session will be integrated into the CHOW 2025 virtual platform for conference attendees to join.

Deadlines

- [Draft Virtual Session Submission](#) – By the close of business Friday, April 18
- [Final Virtual Session Submission](#) – By the close of business on Friday, May 2
- CHOW Speaker Hub – All speakers complete their profile by Friday, May 16

Commented [SC1]: @Diana Garcia - is this feasible?

Submitting a Session Proposal

Draft Submission - The submission process will be two steps with a draft and a final submission form. The [Draft Virtual Session Submission](#) form must be completed by Friday, April 18. This submission will be for internal use. The CHOW Manager will review each submission for coordination and approval of the session's theme and potential speakers.

Final Submission - Once the Foundation approves the draft submission, the partner must complete the [Final Virtual Session Submission](#) form by Friday, May 2. The session title, description, and speakers provided in the final submission will be added to the official CHOW platform.

Session Speaker Info - The CHOW Manager will follow up with speakers inviting them to the CHOW Speaker Hub to upload their bio and photo by Friday, May 16. If you have any questions, please email Diana Garcia at dgarcia@marinesanctuary.org for further assistance.

When submitting your breakout sessions, please include the following information:

- Point of contact name & email
- Session Title
- Brief session description of 2-3 sentences
- Session format
- Name, title, and email for each panelist

Commented [SC2]: @Diana Garcia - should also put a character limit

- Example: Diana Garcia, PhD, Capitol Hill Ocean Week Manager, National Marine Sanctuary Foundation, dgarcia@marinesanctuary.org