



CHOW 2024: Plenary Session Guidelines

Thank you for your interest in participating in CHOW 2024. As a plenary session sponsor, your name and logo will be recognized in the CHOW agenda, promotion, and during the session. In addition, you will have the opportunity to provide opening remarks during a CHOW plenary session. Opening remarks are typically between 2-3 minutes.

Deadlines

- DATE: Submit a session request to Shannon Colbert by the close of business Friday, April 12th
- DATE: If showing a video, submit the video to the Foundation by close of business Wednesday, May 22nd

Submitting a Session Request

If you would like to sponsor a plenary session, please email Shannon Colbert, shannon@marinesanctuary.org to express your interest and confirm your session.

When submitting your session request, please include the following information:

- Point of contact name & email.
- A list of the top 3 sessions you are interested in sponsoring.
- Speaker name, title, and contact information (if known).
- Whether you are interested in showing a video during the opening remarks.

Session Confirmation

Once a completed session request has been received, the Foundation will follow up with you to confirm which session you will be sponsoring. If you haven't done so already, remember to complete your profile in the [CHOW Sponsor Hub](#) where you will upload your logo, website, and other materials for sponsor recognition.

Speaker Information

After your session is confirmed, you will need to identify who will provide opening remarks. Please have your speaker complete the Speaker Listing Info Submission in the [CHOW Speaker Hub](#).

Video Information

If you would like to display a video during your opening remarks, please provide the Foundation with your video by the close of business on Wednesday, May 22.

Day of Logistics

Please arrive 15 minutes ahead of the plenary start time and check in at the registration table. At registration, an escort will take the speaker to the Amphitheater green room where they will wait prior to the session starting. There will be a podium and microphone set up on the stage for the speaker to provide opening remarks.