

# **SPECIAL SESSION PROPOSAL**

Thank you for your interest in organizing a special session for **ICETET 2008**. Outlined below are the guidelines for organizing and submitting a special session.

## **PAPER SUBMISSION**

- a. For a session to be considered as a Special Session, it must include a minimum of 7 papers.
- b. All papers for the special session will be submitted directly to the organizer. NO special session papers are to be submitted through the ICETET website.
- c. Special Session papers accepted and presented will be included in the conference proceedings to be published by **IEEE Computer Society, USA**.
- d. All accepted papers will appear in **IEEE Computer Society online store, IEEE-Xplore, IEEE Computer Society (CSDL) digital libraries, IEE INSPEC, EI(Compendex), Thomson ISI** and other indexing services

## **PAPER REVIEW AND SELECTION**

- a. The special session organizer(s) team is responsible for having each paper reviewed by at least two independent reviewers through double-blind review process.
- b. The special session organizer(s) team will make the final selection of papers for the session.
- c. The special session organizer(s) team must email all accepted authors information to [publication\\_chair@icetet.org](mailto:publication_chair@icetet.org), by the general notification deadline (Notification of Acceptance date: 22<sup>nd</sup> March 2008). ICETET will then send official invitation letters and registration information to the authors.
- d. The special session organizer(s) team and all authors accepted for the special session are required to register and provide full payment by the conference registration deadline. Each paper must be registered and subsequently presented at the conference.
- e. All final papers must be received by the conference final submission deadline and must adhere to the ICETET final paper formatting requirements outlined at [www.icetet.org](http://www.icetet.org).
- f. One of the special session organizer(s) team will act as chairman of the special session at the conference.
- g. The special session organizer's paper can be reviewed by ICETET upon request.

## **IMPORTANT DATES TO BE REFERRED:**

Special Session Proposal Submission: January 15, 2008

Proposal Acceptance Notification: January 22, 2008

Authors Paper Submission: February 22, 2008

Authors Paper Acceptance Notification: March 22, 2008

Final camera-ready submission: April 30, 2008

Early Bird Registration: April 15, 2008

General Registration April 30, 2008

## **PROPOSAL SUBMISSION**

In order to submit a special session proposal, please email SSP-ICETET as subject at [publication\\_chair@icetet.org](mailto:publication_chair@icetet.org) with the following information:

Each proposal should clearly indicate:

- Title of special session (Topics falling within the scope of the ICETET)
- One paragraph description of your special session
- One paragraph biography of special session chair
- One paragraph biography of special session organizer(s) team
- CV of organizer(s) team along with contact information and affiliations.
- Probable participants' contact information, affiliations, presentation/paper titles and short abstracts (max 100 words per abstract). This list should contain at least 5 people who have confirmed their intention to participate should the paper be accepted.
- Reviewer panel details with contact information and affiliations.
- Call for Paper for Special Session
- Preferred email address for receiving paper submissions

The special session organizer(s) may use the ICETET website to call for paper submissions. When a proposal is accepted, the special session organizer will be informed of the designated web-link. The organizer's name will appear in the conference program as "Special Session Organizer."

If you have further questions regarding special sessions, please contact ICETET via e-mail at [publication\\_chair@icetet.org](mailto:publication_chair@icetet.org).

## **GUIDELINES FOR SUBMITTING A SPECIAL SESSION PROPOSAL**

All contributions should be written in English. International Special Sessions (i.e.; in which participants come from different universities and countries) are strongly encouraged. Acceptance of a special session will take into consideration the following criteria:

1. Relevance of the Special Session: Is the topic of the proposed Special Session related to the main themes of the conference?
2. Significance of the Special Session: Is the topic of the proposed Special Session a major, minor, or a trivial scientific problem? Has the problem been solved before? Do the papers cover the problem domain well? Are there many research communities that will care about the solutions proposed in the Special Session papers?
3. Originality and Significance of the Special Session papers: Are there any new ideas proposed? Are there any significant results presented?
4. Overall rating.