

## Guidelines for Special Sessions

The purpose of Special Sessions is to provide a more interactive and focused platform for presenting and discussing new and emerging ideas. The format of paper presentations may include oral and poster presentations.

### Submission, Reviewing, Acceptance and Registration

- The Session Chairs are responsible for getting 4 or more registered paying participants otherwise the session will be cancelled, and the papers included in the general session of the conference.
- All the Session non-scientific processes, including paper submission, registration, publication, and other logistics are managed by the organization of the conference.
- The Session paper submission guidelines (same as the conference) are specified in the conference website. The Session Chair will have permanent access to the submitted papers' list.
- The deadlines for submission of papers, author notification, camera-ready submission and registration are the same for all the conference papers.
- The Session Chairs have the responsibility to build a high-quality program committee that will ensure adequate paper reviewing.
- The Session Chair will take in charge the review process of the papers submitted for the Session, ensuring that each paper gets at least two reviews.
- The results of the review process, along with the acceptance decisions proposal, must be communicated to the conference secretariat by the Session Chair at least 2 days before the notification deadline.
- Each paper must be registered and subsequently presented at the conference.
- The Session Chairs are responsible for controlling the reviewing process, even if it is eventually cancelled.
- The Session Chairs are the primary responsible persons for the publicity and dissemination of the Session, especially to potentially interested research groups as well as within their own research circles.

### Financial Support

- If the Session is not cancelled, one of the Session Chairs will have her/his basic registration fee waived out, covering one paper publication at the Session or at the conference; additional accepted papers authored by the Session Chairs will need to be registered as additional papers.
- If and only if the Session gets at least 6 paid registrations, the conference organizing committee provides a special financial fund to support the Session Chair (**only 1 Chair**) for accommodation for the duration of conference (3 days) at the conference designated hotel.
- If and only if the Session gets at least 8 paid registrations, the conference organizing committee provides a special financial fund to support the Session Chair (**only 1 Chair**) also for travelling expenses. Expense receipts are mandatory and the total amount for accommodation and travel must not exceed € 600.