

## **Information for organisers of special sessions or tracks on EUROSIM 2007 congress**

Special sessions cover specific fields within the scope of the congress. They should consist of 5-6 papers with not more than two from the research group of the session organiser. Sessions can start with a short survey on the state-of-the-art if organiser finds it appropriate. In such cases even a double amount of time can be used (app. 40 minutes with discussion). Choice of authors and papers is up to the session organiser who is completely responsible for the topics and also for the reviewing.

Organisation of special sessions tracks is also welcome (two or three sessions with not more than one third of papers from the research group of the organiser). Of course international structure of the sessions is preferable.

All papers proposed by the session organiser will be accepted for presentation and will be included in the congress proceedings - Volume 1: Book of Abstracts (printed, one page abstracts) and Volume 2: DVD volume with full papers. Moreover, these papers are also subject to the standard copyright regulations.

Contributors to special sessions are treated as every participant in the congress what means that they are expected to pay the appropriate fee. However, the fees for the special session organisers will be reduced.

Potential special sessions organisers are kindly asked to send preliminary information about the session they intend to organise as soon as possible to the programme chair.

At that stage we expect besides the name of the special session organiser (short CV is preferable) and the tentative title (brief area description preferable) of the proposed session also the following information:

- complete names and titles of authors,
- complete e-mail addresses of authors ( in case one paper has several authors, please indicate the corresponding author i.e. to whom typing instructions etc. are to be sent ),
- name of person presenting the paper,
- if possible – also mailing address and phone number of the authors, and
- (tentative) titles of papers (if available).

Moreover, the complete final list of authors and titles of all papers to be presented in special session(s) must be sent to the programme chair by May 15, 2007 at latest. This will allow informing contributors in due course (together with other participants - May 30, 2007 acceptance notification).

The procedure for final papers submission (instructions for preparation, deadlines, submission via conference management system, ...) is the same for all contributors. The major difference is therefore in the revision process: regular papers will be reviewed by members of IPC on the basis of 2 page extended abstracts or draft papers (sent through conference management system), however papers in special sessions will be reviewed by session organisers in their own way.

Session organizers are assumed to chair the session(s) they have arranged for the congress. In case of prevention they are kindly asked to provide names of colleagues who can chair the session.

Since the congress is organised without an important financial assistance from the government or scientific societies, also session organisers are expected to pay conference fees. However, in order to give a small indication that the work of a session organiser and his assistance in the preparation of the congress are appreciated, app. 20 % reduction of the fees is offered to each organiser of a session where at least 3 contributors are neither session organisers themselves nor contributors to another special session. In case a session has two or more organisers, the 20% reduction can be divided or is applicable to only one of them.

Looking forward for your kind cooperation and assistance and thanking in advance,

Rihard Karba, IPC chair  
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