



Guidelines for Organizing a Special Session

Special sessions are focused sessions featuring talks of leading experts in the field. The session format includes one (1) invited talk (30 minutes including discussion) and four (4) contributed talks (15 minutes each including discussion). The complete session is 1.5 hours in length.

As the procedure for Special Sessions has changed with this year's conference, please review the following carefully.

Procedure

1. Propose a topic, brief description and proposed invited speaker for a special session on the Special Sessions Submission Form.
2. Submit your "Special Sessions Submission Form" which includes a one (1) paragraph detailed descriptive "abstract" for each of the 4 contributed talks to special.session@ieee-sensors2010.org for review by **March 9, 2010**.
3. Once you receive notification (by **April 6, 2010**) that your Special Session has been selected you will still need to have the four (4) support presentations submit actual abstracts for review. The actual "official" abstracts will need to follow the same abstract preparation and submission process as all the other abstracts being submitted for the conference. They will need to be submitted by the **May 4th** deadline. However, they should be submitted to the Special Session's category regardless of their subject matter. You will find this information on the website under authors.
4. If your Special Session is accepted for presentation, it does not guarantee that all the support abstracts will be accepted as well. Please make sure that the four (4) abstract descriptions are detailed enough to allow the committee to judge the likelihood that they will pass the review process. And, of course, the actual abstracts should have informative support graphs, figures and measurements consistent with Sensors quality submissions.

The deadline to receive this Special Session Submission Form is **March 9, 2010**. The Special Session Chairs, Stephen Bart and Oliver Brand, and the Special Session Committee will review all proposals. If your Special Session Topic, Invited Speaker and four (4) support presentations are selected for presentation at the IEEE SENSORS 2010 Conference, an "official" acceptance letter will be sent to you as the organizer, and an "official invitation" letter to your proposed invited speaker by **April 6, 2010**.

Please note that all presentations within the Special Session will be requested to submit a full paper for the technical digest that will be distributed at the conference. There is not any monetary payment or reimbursement for any of the special session presenters, but the invited speakers will have their tuition waived to attend the conference.