

Guidance Notes for Invited Session Chairs at KES Conferences

There are two types of paper presentation sessions at KES conferences, **General Track Sessions** and **Invited Sessions**.

Papers on topics of general relevance to the conference may be submitted direct to the conference (via the PROSE online submission system) in response to the general call for papers. These papers are allocated to one of the sessions in the **General Track**. The review process for these papers may be managed by the Programme Committee chair, or they may be allocated to Track Chairs (if applicable) who manage the review process for papers submitted to their General Track.

Invited Sessions consist of about six papers on specific technical subjects, and are organised by Invited Session Chairs who agree to obtain papers and supervise the review process for them.

This document describes the duties of Invited Session Chairs.

Invited Sessions

Invited Sessions are organised and chaired by prominent senior researchers who have a special interest in the topic of the session. The Invited Session Chair is then responsible for obtaining about six papers for their session that have been written by colleagues and other workers in the same field, supervising the review process, and then chairing the Session at the conference.

Chairs of Invited Sessions undertake to:-

- Select a topic of interest to themselves and to conference delegates.
- Widely advertise a Call for Papers for the session to obtain a good selection of papers.
- Select enough submissions to generate about six accepted papers for the session.
- Ensure that the papers have content relevant to the track and that they are of a suitable length and quality for the conference.
- Manage the review of these papers by at least two experts in the field (supplied by the Invited Session Chair) using the PROSE online system provided.
- Ensure that the publication files are uploaded onto PROSE by the deadline e.g. the camera-ready word-processor files complying with the publishers' requirements, abstract, and other files as specified.
- Register for the conference, attend it, and chair the session.

Note: Papers incorrectly formatted may be rejected. If there are insufficient papers to make up a viable session it may be necessary to cancel it or combine it with another session.

Quality Guidelines

To help ensure the quality of papers published at KES conferences Invited Session Chairs should follow the following guidelines:-

- Each paper in an Invited Session should have a different main author.
- Every paper should be presented at the conference, ideally by the main author, otherwise by one of the co-authors.
- Any one person should not present more than two papers in a particular invited session.
- Where possible, papers for an Invited Session should come from more than one research centre, and ideally more than two different research centres in different countries.
- If the Invited Session Chair submits a paper to their own session, clear and visible arrangements should be made to ensure that the review of the paper is managed by an independent person.
- It is not acceptable for the Invited Session Chair to present multiple papers or be a co-author of multiple papers in a session chaired by themselves.

Publishers may refuse to publish papers from sessions which do not comply with the above guidelines.

Deadlines for Invited Sessions

The deadline for Proposals for Invited Sessions is published on the conference web site. Invited Session Chairs may set their own deadlines for the receipt of papers etc. However, final papers (the publication files) must be uploaded by a deadline which is also published on the web site.

The PROSE Publication Review and Organisation Systems

Submission and review of papers for Invited Sessions must be conducted using the PROSE software system. There are access points for PROSE provided on the conference web site. Details of PROSE are available on the web site (<http://www.prosemanager.com>) and there is a tutorial on the use of PROSE available at http://www.prosemanager.co.uk/Prose_Chairs_Notes.htm. Invited Session chairs are urged to work through this if they are not familiar with the use of PROSE.

Chairs should expect to receive automated email messages from PROSE about the submission of papers and the progress of the review process. The first email will contain the User Id and Password necessary to enter the system. Please note that this will be different to any other PROSE login details you might have, for example as a paper author.

Paper Submission

Papers for Invited Session must be submitted via the PROSE portal available on the conference web site. Authors, Reviewers and Invited Session chairs can log in here to access papers that have been submitted.

Please ask authors to ensure that they submit their papers to the Invited Sessions PROSE portal, as there is a different portal for General Track papers, and they must ensure that they submit to the correct portal.

When they submit a paper, an author will be presented with a drop-down box which has the Invited Sessions listed. They will be required to select the appropriate Invited Session. The paper will then be automatically allocated to the appropriate Invited Session Chair, who will receive an email notifying them that the paper is awaiting their attention.

Initial Paper Check

Invited Session Chairs are requested to conduct a preliminary check on each paper as it arrives to ensure that it

- Is within the scope of the conference i.e. that it has appropriate technical content. Papers that are out of scope should be rejected.
- Complies with the publisher's formatting requirements.
- Approximately complies with the published length limit (Note that it may be necessary for the Conference Organisers to reject over-length papers, even if they have been accepted through the review process).

Allocating Reviewers

When a paper is submitted to an Invited Session the Chair will need to allocate two reviewers to it using PROSE. Invited Session Chairs are requested to provide their own reviewers; KES does not provide reviewers for Invited Sessions. The Invited Session Chair should add the reviewers' details to the PROSE Reviewers' Database, and when this has been done, the reviewers can be allocated to papers. Please do not use reviewers that are found on the database that have been added by other Invited Session Chairs unless you obtain permission first.

Making a Decision about Acceptance

When the reviews have been completed, the Invited Session Chair needs to make a decision, on the basis of the reviews, about whether the paper is accepted without change, accepted subject to specified modifications, or rejected.

We do not wish to accept poor papers merely to increase the size of the conference. Equally, we do not wish to reject good papers, or those which have the prospect of reaching a satisfactory standard through changes that can be carried out within the time available.

Therefore, Invited Session Chairs are requested to guide authors to bring their papers to a satisfactory standard wherever possible. Papers that have no prospect of reaching a reasonable standard should be rejected.

Oral or Poster Presentation

The large number of papers to be presented makes it impossible to guarantee that every author can be given the opportunity to make an oral presentation. Poster and oral presentations at KES conferences are regarded equally highly and are considered to be of the same status. The decision about the mode of presentation will be made by the Conference Organisers after the review process has been carried out. Invited Session Chairs are welcome to make a recommendation about whether an oral or poster presentation is appropriate; however, the Conference Organisers will make the final decision.

At the Conference

The role of **Invited Session Chairs** during the conference is to:-

- Register for the conference and attend it.
- Act as the person in charge during the Session
- Where possible, to meet the presenting authors 5-10 minutes before the start of the session in the session room.
- At the start of the session, to announce the session title and welcome those attending.
- Introduce each speaker at the start of their presentation.
- Ensure the speaker keeps to time, and finished promptly at the end of the time allowed (15 minutes).
- Ask for questions to the presenter from those attending the session. If there are no questions from the floor it is polite to ask one yourself.
- Ensure that the total time of 20 minutes for each paper is not exceeded.
- At the end of the Session, thank those who have presented and those who have attended.

Our Thanks

The Conference Organisers and the KES Executive would like to extend their thanks to Invited Session Chairs for their valuable work and their contribution to the conference.