Special Sessions Guidelines

This document contains information and guidelines for organizing Special Sessions in ICITC 2020.

Special Session Proposal

The Special Session proposal must be written in accordance with the template available at the conference website, under Special Sessions [http://www.icitc2020.innotcs.org]. The proposal must include the following information:

- Special Session Title
- Aims and Scope
- Topics of Interest
- Special Session Chair
    - Complete Name
    - Designation, Department, Institution
    - Contact Details [Phone, Email]
    - Short Bio
- Program of Activities [Describe the contents of the Special Session, how to collect, review and select papers. It can also contain the topics and authors (name, affiliation, and country) of included papers]

The completed Special Session proposal form [PDF format] and other supporting documents must be sent to the ICITC 2020 conference management through intechconverge@gmail.com until October 10, 2020.

General Guidelines

The general guidelines in organizing special sessions are as follows:

- The Special Session must contain at least 5 papers.
- The Special Sessions may include one invited speaker in addition to the paper presentations [optional].

- Special session papers must be prepared according to the Paper Submission guidelines of the ICITC 2020 indicated in the paper template, maximum of 8 pages, including an abstract of up to 450 words.

- The special session chair and organizers will be responsible for
  - the review and selection of their special session paper submissions;
  - the collection and submission of full papers that will be included in the special session (with revisions according to the review results);
  - the registration for each included paper;
  - defining the full contents of the Special Session that includes the list of authors and presenters.

- It is not required that Special Sessions will be open for submissions and launching call for papers in order to attract authors or presenters. The organizers have the full privilege to select the papers to be included in the special session.

- Special Sessions will be held in parallel with other technical sessions during the conference period that will be on December 10-12, 2020.

- Accepted Special Sessions will be posted in the conference website and will be included in conference program, thus, the Special Session's details will be made public as well as the Session Chair's name, designation, department, and institution.

- The guidelines for the special session program will be as follows:
  - The session chair will be facilitating the special session presentations with the assistance of a member of the ICITC 2020 organizing committee.
  - All presentations will be made online through video conferencing, thus, attendees and presenters must have a Zoom App [https://www.zoom.us/] installed on their respective laptops, PCs, tablets, or smartphones.
  - A meeting invite will be sent with an embedded video conference link where presenters and attendees can find the meeting ID and password.
  - Video cameras, audio inputs, and Internet connectivity must be verified before setting up to join the session and to share your screen.
  - Presenters must join their respective online conference special sessions 10 minutes before the start of the presentations to report his/her attendance to the corresponding Special Session Chairs.

- o Presentation files must be submitted before all the special session starts.
- o The presentation time will be 15 minutes, that is, 10 minutes of presentation and 5 minutes of Q and A discussion.
- o The presentation will include the major research paper components [Paper title, abstract, introduction, methods and materials, results, discussions, conclusion, and recommendations]
- The registration for special session papers will be PHP 4500 [90 USD] which will be inclusive of the following:
  - o Access to all online conference agenda
  - o Entry to all technical program during the conference via Zoom, or other Internet Streaming
  - o Certificate of Participation for the Attendees
  - o Certificate of Presentation for the Presenters
  - o Certificate of Best Papers for Best Presentations
  - o Conference Proceedings to be published in the Special Session section of the first issue of a book series Emerging Trends and Technologies Digest with ISSN which will be submitted for indexing in international databases
  - o Submission processing of selected good quality special session papers to International Journals indexed by SCOPUS, Ei Compendex, or SCI(E)
- The Special Session proposals will be evaluated based on the following criteria: Relevance, Timeliness, Technical Content, Novelty, and Overall Recommendation.