



GUIDELINES FOR ORGANIZERS OF INVITED PAPER SESSIONS

Programme policy

Participants in ICOTS meetings are interested in a variety of issues, which makes it desirable to construct the session programme on topics of wide interest. A major objective of the ICOTS meetings is to promote communication between people in different fields from around the world. Each session in the programme should be developed with the aim of attracting a diversified group. Although it is recognised that not every session needs to be of great interest to the entire conference, every session should devote at least some of its time to attempts to inform those who are not experts in the field.

The following document has been prepared to provide the Organizers of ICOTS9 Invited Paper (IP) sessions with an understanding of the prescribed Rules and time restrictions to be adhered to in the period preceding ICOTS9.

Background

The scientific programme of the Conference has been prepared by the IASE International Programme Committee, IPC, for ICOTS9 on the basis of suggestions received from many members. The IASE website is <http://iase-web.org>

The IPC has agreed on a list of topics for the Invited Paper sessions. These are available on the IPC Web site <http://icots.net/9/>

The IPC Executive is in charge of the overall co-ordination of the scientific programme. It has already identified Topic Convenors who in turn suggested Session Organizers for approval of the Executive. The Session Organizers will assume responsibility for the organization of each Invited Paper session.

Details

1. Structure of a session

Invited Paper sessions will normally be **90 minutes** in length, and will normally consist of:

- co-ordination by the Organizer/Chair,
- **three** presentations of the Invited Papers by their authors, (25 minutes for the paper, including up to 5 minutes discussion), and
- general discussion of the papers (10-15 minutes).

Note:

- a) Some sessions may prove very popular and the Session Organizer might like to have **four** papers in a session. In such cases the Session Organizer is to contact the Topic Convenors and IPC for approval.
- b) If a Session Organizer would like to organize his/her session with a different structure (e.g. only two Invited Papers and a panel), he/she should consult with, and obtain permission from, the relevant Topic Convenor team and the IPC Executive.

2. Responsibility of the Session Organizer

It is the responsibility of the Session Organizer:

- a) to write an abstract (< 300 words) for the session for information and to guide the Invited Papers,
- b) to suggest the invited speakers and to suggest which aspects of the abstract each should cover,
- c) to supervise the production of the Invited Papers with respect to content, quality and time,
- d) to serve as liaison between the invited speakers and the IPC / Topic Convenors, including the communication with the invited speakers about all issues involved with preparing their papers and presentations, and
- e) to run the session at the Conference.

3. Selection of invited speakers

1. Session organizers are to submit a list of possible Invited Speakers to their Topic Convener and the IPC. *Invited speakers should not be formally invited until there is a general approval from the Topic Convenors and the IPC Executive.* This process is to enable overall coherence of the conference and adherence to the ICOTS aims and objectives.
2. The selection of invited speakers should be based upon identification of individuals who can make a significant intellectual contribution to the session. The invited speakers should be chosen with a view to appropriate representation, particularly international and country balance.
3. The Session Organizer should attempt to recruit invited speakers from different parts of the world, keeping in mind the need to extend participation to the developing countries. (If the topic of a session is particularly relevant to the developing countries, the Session Organizer should try to invite speakers from developing countries.). The Session Organizer should aim not to invite more than one speaker from any one country (of residence) to a particular session.
4. Session Organizers are also requested to keep in mind the desirability of including young people (under 35 years of age) amongst the invited speakers, and to assist in broadening active participation in ICOTS and the IASE by not restricting consideration to previous ICOTS invited speakers.
5. Session Organizers may receive offers from people wishing to present papers in their session. You may decide to include these speakers, but if not please send their details to the IPC Executive for possible inclusion in another Invited Paper session, or in a Contributed Paper session. Anyone needing assistance in locating speakers should contact their Topic Convenors and the Scientific Co-ordinator, Gillian Lancaster, or the IPC Chair, Tim Dunne.
6. No person may organize more than one Invited Paper session at the Conference, except by explicit permission of the IPC Executive. It cannot be guaranteed that the sessions of the organiser are at different time slots. Where exceptions are made, the session organiser is required to give special attention to diversity of participation in the sessions.
7. No person may present more than one Invited Paper but an invited speaker may also be a non-presenting co-author of other papers, invited or contributed. Normally the number of such co-authorships can be up to 3. An invited speaker may also be an invited participant on a panel. (There are no limits on posters contributed.)
8. Invited presenters from developing countries may also present a co-authored contributed paper. Developing countries [are listed here](#) . Applications for this arrangement from countries currently experiencing high impact economic problems may also be made to the IPC Executive.
9. All participants have to register for the Conference. There may be some assistance for young statisticians from developing countries.

10. The Session Organizer may not normally present a paper in his or her session.
11. Because Session Organizers do not normally present papers in their sessions, they are requested to include consideration of other Session Organizers in their search for invited speakers.

4. Deadlines

1. Session Organisers will be selected soon after **22 March 2013**.
2. By **30 April 2013** Session Organizers are to send their contact information including name, affiliation (e.g., university or research establishment), email address, country, and (optionally) website, to John Shanks, the IPC Information Manager (jshanks@maths.otago.ac.nz).
3. By **30 April 2013**, Session Organizers are to send an abstract of their session, **less than 300** words, to their Topic Convenors and the IPC Executive.
4. By **31 May 2013** Session Organizers are to submit a list of possible invited speakers to their Topic Convenors, and to the IPC Executive who will assess the total picture and avoid overlap. However, this process will be greatly facilitated by early consultation and seeking suggestions as desired. This process and overall assessment may result in some suggestions and revisions to ensure a balanced programme. The revised list will be sent to all the IPC members for general approval.
5. After approval by the IPC, Session Organizers will formally invite the speakers by **15 June 2013**. The IPC Executive will provide a sample invitation letter for the speakers.
6. By **31 July 2013**, each invited speaker is to present a (provisional) title and a draft presentation abstract (less than **150 words**) of his/her presentation to their Session Organizer.
7. The Session Organizers will report the list of titles and abstracts to their Topic Convenor and to the IPC Executive, who in turn will make this list available to all the IPC. The ICOTS9 website (<http://icots.net/9/>) will be updated accordingly. Each author and paper title approved at this stage will appear in the second announcement, which will be available by **30 September 2013**.
8. By **31 October 2013**, Invited speakers who are having their paper **refereed** will submit final version to their Session Organizer who submits it to the Editor of the Proceedings. Contributed paper speakers who are having their paper **refereed** will submit final version to the Contributed Paper Convenors who submit it to the Editor of the Proceedings.
9. By **31 January 2014**, speakers desiring their papers NOT to be refereed are to submit the final manuscript of their paper to their Session Organizer, who will share it with his/her Topic Convenors and submit it to the Editor of the Proceedings.
10. By **15 January 2014**, referee reports will have been sent to Authors. Any modified paper must be submitted to the Editor of the Proceedings by **15 February 2014**.
11. If a speaker does not submit a suitable paper before the specified deadline, the Session Organizer should request the author to submit immediately and should inform his/her Topic Convenors. If the paper is not then received in a timely fashion, the Session Organizer, with the approval of their Topic Convenors, may cancel the speaker from the programme.

Note: Guidelines for Preparation of Manuscripts, Guidelines for Presentations, Author

Submission Forms and other resources and submission arrangements will be on the conference website (<http://icots.net/9/>).

12. It is important that Session Organizers maintain contact with their speakers and encourage them to seek assistance, e.g. with English expression, or feedback if desired on papers not to be refereed. Session organisers may make suggestions for improvements and should check that papers meet the guidelines. Papers are not automatically included in the proceedings if they do not meet adequate standards of content and presentation.
13. All papers given at the conference will appear in the Proceedings which will be freely available on the IASE website. Some authors may subsequently want to submit an expanded version of their paper to another refereed publication. The IASE is normally happy to give permission for authors to submit their papers (or a more comprehensive version) to other journals. The procedure to follow is described in detail in the document “Guidelines for Authors” on the conference website (<http://icots.net/9/>).
14. By **15 January 2014**, abstracts of posters should be submitted to the Poster Convenors and the IPC Executive.
15. By **31 January 2014**, software demonstration and other special sessions should be submitted to the IPC Executive. Afterwards, a detailed timetable and scientific programme will be announced by the IPC Executive.

5. Running the Session

1. By **31 March 2014**, the Session Organizer should be able to provide all speakers with a session schedule, indicating the specific time allocated for the presentation of the corresponding paper.
2. The Session Organizer normally acts as Chair of his/her session. If this structure is not possible, the Topic Convenors should be informed immediately. He/she should not invite anyone else to become chair in his/her place but could suggest some alternatives to his/her Topic Convenors.
3. The Session Organizer/Chair may call his/her invited speakers to a preparatory session during the Conference in order to discuss the time schedule of their Invited Papers session, the rules of procedure and technical matters. If such a session is not arranged, the Session Organizer/Chair will meet with the speakers in the session room 10 minutes before the session.
4. If any Session Organizer is unable to perform their duties properly, they should inform the Topic Convenors immediately.
5. The Session Organizer must also report any changes to the Topic Convenors and IPC Executive immediately, in particular, any cancellations of Invited Paper speakers, including the names of their replacements.

Summary of ICOTS9 Important Dates

30 April 2013

- Session Organizers submit contact information to IPC Information Manager (jshanks@maths.otago.ac.nz).

30 April 2013

- First Notice: List of topics & organizers, expanded theme, keynote names.
- Session Organizers submit session abstract (less than 300 words) to Topic Convenors and the IPC Executive.

31 May 2013

- Session Organizers submit list of suggested invited speakers to Topic Convenors and the IPC Executive.

31 May 2013

- IPC Executive prepares a list of invited speakers for the IPC.
- Submission of keynote titles and abstracts

15 June 2013

- IPC members approve and return the invited speaker list to the Session Organizers.
- IPC Executive provides a sample invitation letter for speakers.
- Session Organizers formally invite the speakers.

31 July 2013

- Invited speakers submit a (provisional) title and draft abstract (less than **150 words**) to Session Organizers.

July 2013

- Invited speakers submit/discuss provisional titles and draft abstracts to their Topic Convenors, who send those submissions to the IPC Executive (by 31 July).
- IPC Executive makes the coordinated list available to IPC.

31 August 2013

- Invited speakers submit finalized titles and abstract to Session Organizers.
- IPC Executive checks with keynote speakers for any changes to titles and abstracts.
- Authors of contributed papers desiring refereeing submit title and abstract (less than 150 words) to convenors of Topic 11.
- Budget approved.

30 September 2013

- Second Announcement available: includes lists of Invited Paper session titles and authors, local details, keynote speakers and their abstracts, and detail about registration procedure including dates, registration fee and accommodation.

31 October 2013

- Invited speakers who want their paper to be refereed submit final manuscript to their Session Organizer who sends it the Proceedings Editor after checking formatting requirements.
- Contributed paper speakers who want their paper refereed submit final version to the Contributed Paper Convenors who send it to the Proceedings Editor.

30 November 2013

- Authors of non-refereed Contributed papers who have not contacted Topic 11 convenors previously should submit an abstract to them by this date.

15 December 2013

- Referees return comments to Proceedings Editor.

15 January 2014

- Referee reports sent to Authors.
- Authors of non-refereed Contributed papers send final version to Topic 11 convenors who submit it to the Proceedings Editor.
- Submission of poster abstracts.
- Submission of abstracts for demonstrations, forums and special sessions.

31 January 2014

- Invited Speakers who do NOT want their papers to be refereed submit final manuscript to their Session Organiser who will share it with their Topic Convenors and submit it to the Proceedings Editor.
- Notification of acceptance of contributed non-refereed papers.

15 February 2014

- Final version of refereed papers to be submitted to Proceedings Editor.

March 2014

- Poster abstracts finalized (by 15 March).
- Detailed timetable and scientific programme announced (by 31 March).

July 2014

- **ICOTS9** (13–18 July 2014)

ICOTS9 Local Organising Committee

Roxy Peck (USA) LOC Chair (rpeck@calpoly.edu)
Roy St.Laurent (roy.st.laurent@nau.edu)
Allan Rossman (arossman@calpoly.edu)
Ron Wasserstein (ron@amstat.org)
Brent Burch (brent.burch@nau.edu)

International Programme Committee Executive

Tim Dunne (South Africa), IPC Chair (tim.dunne@uct.ac.za)
Gillian Lancaster (United Kingdom), Scientific Co-ordinator (g.lancaster@lancaster.ac.uk)
Katie Makar (Australia), Editor of Proceedings (editor@icots.net)
Helen MacGillivray (Australia), Programme Scheduler (h.macgillivray@qut.edu.au)
John Shanks (New Zealand), Information Manager (jshanks@maths.otago.ac.nz)
Roxy Peck (USA), LOC Chair (rpeck@calpoly.edu)

The overall IPC consists of the IPC Executive and the Topic Convenors.

Committee: Topics and Topic Convenors

Topic 1: Sustaining strengths and building capacity in statistics education

Iddo Gal (iddo@research.haifa.ac.il)
Jessica Utts (jutts@uci.edu)
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Topic 2: Statistics education at school level

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Topic 3: Education and development of staff who teach statistics

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Topic 4: Statistics education at post-secondary level

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Topic 5: Statistics education in the disciplines & the workplace

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Topic 6: Innovation and reform in teaching probability within statistics

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Topic 7: Statistical literacy in the wider society

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Topic 8: Research in statistics education

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Topic 9: Technology in statistics education

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Topic 10: Innovative collaboration in statistics education

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Contributed Papers

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