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 ICOTS-8 Invited Paper (IP) sessions with an understanding of the prescribed Rules and time restrictions to be adhered to in the period preceding ICOTS-8.

Background

The scientific programme of the Conference has been prepared by the IASE International Programme Committee, IPC, for ICOTS-8 on the basis of suggestions received from many members.

The IPC has agreed on a list of topics for the Invited Paper sessions. These are available on the IPC Web site http://icots8.org/

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 for in a two hour session. In such cases the Session Organizer is to contact the Topic Convenor who will consult with the IPC Executive to decide if this is possible.

b) Each invited speaker will normally have 25 minutes for his/her presentation, including discussion. If the topic of a session is controversial, the Session Organizer may decide to decrease the time for presentation of Invited Papers, in order to allow for more general discussion.

c) 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, their Topic Convenor and the IPC Executive.

2. Responsibility of the Session Organizer

It is the responsibility of the Session Organizer:

a) to write an abstract for the session for information and to guide the Invited Papers,

b) to suggest the invited speakers and to suggest which aspects 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 to communicate 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 IPC Executive.*

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, for example country balance.

3. The Session Organizer is requested to look for speakers of Invited Papers in the first place among the members of the IASE (see http://www.stat.auckland.ac.nz/~iase/) or other ISI Sections. If no suitable speaker on a desired aspect can be found among the members, it would be appropriate to invite a non-member.

4. 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 at least one speaker from developing countries.) The Session Organizer should preferably not invite more than one speaker from any one country (of residence) to a particular session.

5. Session Organisers are requested to keep in mind the objective of the ISI Committee on Women in Statistics to promote and strengthen the representation of women statisticians in all ISI activities. 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.

6. There will be a general call for papers beginning August 2008 so 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 Convenor and the Programme Chair, Roxy Peck, the Scientific Secretary, Helen MacGillivray or the IPC Chair, John Harraway.

7. No person may organize more than one Invited Paper session at the Conference. No person may present more than one Invited Paper but may author or co-author another as a contributed paper or poster.

8. All participants have to register for the Conference. There may be some assistance for young statisticians from developing countries.

9. The Session Organizer may present a paper in their session, say as an introductory overview, but if this occurs another person must be appointed as the session chair.

10. 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. By 15 July 2008, Session Organizers are to send their contact information including name, title (e.g., Mr./Mrs./Dr./Prof.), affiliation (e.g., university or research establishment), email address, and website to John Shanks, the IPC Information Manager (jshanks@maths.otago.ac.nz).

2. By 15 August 2008, Session Organizers are to send an abstract of their session, less than 300 words, to their Topic Convenor and the IPC Executive.

3. By 30 November 2008 Session Organizers are to submit a list of possible invited speakers to their Topic Convenor, and to the IPC Executive who will assess the total picture and avoid overlap. This may result in some revisions to ensure a balanced programme. This revised list will be sent to all the IPC members for general approval. After approval by the IPC, Session Organizers will formally invite the speakers by 31 January 2009. The IPC Executive will provide a sample invitation letter for the speakers.

4. By 31 March 2009, each invited speaker is to present a (provisional) title and a draft abstract (less than 150 words) of his/her presentation to their Session Organizer. 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 it available to all the IPC. The ICOTS-8 website (http://icots8.org/) 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 2009.

5. In order to help the organizer to co-ordinate the contents of the Invited Papers in his/her session, it would be helpful for each author to submit a draft version of the paper including a finalized abstract by 31 August 2009.

6. By 31 October 2009, 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.

7. By 15 December 2010, 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 Convenor and submit it to the Editor of the Proceedings.

8. By 15 January 2010, referee reports will have been sent to Authors. Any modified paper must be submitted to the Editor of the Proceedings by 31 January 2010.

9. 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 Convenor. If the paper has not been received by the due date, the Session Organizer, with the approval of their Topic Convenor, may cancel the speaker from the programme.

    Note: Guidelines for Authors of Invited Paper and Contributed Paper manuscripts, submission arrangements, etc, will be on the conference website (http://icots8.org/).

10. It is important that Session Organizers carefully edit the papers in their session and make suggestions for improvements. Papers are not automatically included in the proceedings if they do not meet certain standards of content and presentation.

11. All papers given at the conference will appear in the Proceedings which will be on CD and also freely available on the IASE website. Some authors may subsequently want to submit 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://icots8.org/).

12. By 15 January 2010, abstracts of posters should be submitted to the Poster Convenors and the IPC Executive.

13. By 31 January 2010, 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 2010, the Session Organizer should be able to provide all speakers with a session schedule, indicating the specific time allocated for the presentation of their paper.

2. The Session Organizer normally acts as Chair of his/her session. If this is not possible, the Topic Convenor 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 Convenor.

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 the 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 Convenor immediately.

5. The Session Organizer must also report any changes to the IPC Executive immediately, in particular, any cancellations of Invited Paper speakers, including the names of their replacements.

Summary of ICOTS-8 Important Dates

15 July 2008	• Session Organizers submit contact information to IPC Information Manager (jshanks@maths.otago.ac.nz).
15 August 2008	• 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.
30 Nov. 2008	• Session Organizers submit list of suggested invited speakers to Topic Convenors and the IPC Executive.
15 Dec 2008	• IPC Executive prepares a list of invited speakers for the IPC. • Submission of keynote abstracts
15 Jan. 2009	• IPC members approve the invited speaker list and return it to the Session Organizers. • IPC Executive provides a sample invitation letter for speakers.
31 Jan. 2009	• Session Organizers formally invite the speakers.
31 March 2009	• Invited speakers submit a (provisional) title and draft abstract (less than 150 words) to Session Organizers.
April 2009	• Session Organizers submit provisional titles and draft abstracts to their Topic Convenors, who send them to the IPC Executive (by 15 April). • IPC Executive makes the coordinated list available to IPC (by 30 April). • Budget approved.
31 August 2009	• Invited speakers submit draft version including finalized abstract to Session Organizers. • Draft timetable available for invited speakers. • Authors of contributed papers are encouraged to send a draft version including a finalized abstract (less than 150 words) to convenors of Topic 11 for suggestions and comments.
30 Sept. 2009	• Second Announcement available: includes lists of Invited Paper session titles and authors, local details, keynote speakers and their abstracts, general timetable and detail about registration procedure including dates, registration fee and accommodation.
31 Oct. 2009	• 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 Nov. 2009	• Authors of non-refereed Contributed papers who have not contacted Topic 11 convenors previously should submit an abstract to them now.
15 Dec. 2009	• Referees return comments to Proceedings Editor.
15 Jan. 2010	• 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 Jan. 2010	• Authors who do NOT want their papers to be refereed submit final manuscript to their Session Organiser who will share it with their Topic Convenor and submit it to the Proceedings Editor. • Notification of acceptance of contributed non-refereed papers. • Final version of refereed papers to be submitted to Proceedings Editor.
March 2010	• Poster abstracts finalized (by 15 March). • Detailed timetable and scientific programme announced (by 31 March).
July 2010	• **ICOTS-8** (11–16 July 2010)

ICOTS-8 Local Organising Committee

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Chris Reading (Australia), creading@une.edu.au, Editor of Proceedings

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

Committee: Topic Convenors and Topics

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