

IEEE Instrumentation and Measurement Society
2019 IEEE International Instrumentation and Measurement Technology Conference

Guidelines for Special Session Proposers

This document reports the information needed to prospective Special Session organizers to submit their Special session proposals at IEEE I2MTC 2019.

We want to make IEEE I2MTC 2019 an attractive venue, particularly for special sessions. Therefore, we want to involve Special Session organizers not only through the proposal of their own topic through a Special Session but also to give a “character” to their Session through the possibility of an opening oral presentation, a “position paper”, where main features, novelties, significance and state of the art of the Special Session topic can be presented.

We are therefore soliciting the Special Session organizers to identify proper authors and to propose, together with their Special Session, a position paper. This paper will be reviewed and, if accepted, it will be scheduled as the session’s opening paper with a double time slot if necessary (this has to be discussed with Technical Program Chairs).

The full version of the position paper has to be submitted as soon as it is ready after the approval of the Special Session proposal (in any case not later than the regular full paper submission deadline).

Immediately after the outcome of the review process, if the position paper is accepted, it will be shown in the Special Sessions page of the conference website.

If the Special Session is approved the organizers are expected to attend the conference and to chair the oral sessions where the Special Session papers will be presented.

In the following the information to be provided by Special Session proposers can be found. This information has to be sent within a single .pdf file to one of the Special session co-chairs listed below.

Special Session

- Title of the special session
- Presentation and motivation of the significance of the topic
- Special session organizer name, affiliation and short CV

Position paper

- Title
- Authors and their affiliation
- Abstract



I (We), _____, the undersigned organizer(s) of the Special Session entitled _____ state that I (we) contacted the following colleagues that are expert on the topic of the Special Session we are proposing for I2MTC2019 and that we collected their will of reviewing a maximum of 4 papers each within the deadlines requested by the technical program committee, published on the Conference website and notified to the reviewers.

I (we) will attend the conference and chair the oral sessions devoted to the proposed Special Session.

List of reviewers

Name	Surname	Affiliation	e-mail address

Date, _____

Signature(s)

Printed name _____

Printed name _____

Printed name _____