

### Guide for Special Session Organizers,

- A Special Session should include two sessions of 90 min each on a special topic.
- Minimum 10 and maximum 12 papers should be presented during the Special Session in two sessions.
- Each Special Session may include one invited lecturer.
- The duration of the lecture of one invited speaker is 25 minutes (presentation) +5 minutes (Q&A), whereas the other presenters will have 12+3 minutes for their presentations and Q&A.
- Only one registration fee will be waived for each Special Session (for one of organizer, co-organizer or invited lecturer).
- One full registration covers the presentation of maximum 2 papers and a student registration covers 1 paper. If more papers are to be presented, other authors of the papers should also register.
- All papers within the scope of the Special Session should also be submitted to the symposium system which can be accessed from the symposium website. And each paper should be submitted to the system by the author. The submissions to Special Session will also be subjected to regular review procedures like all other abstracts/full papers.
- The Special Session organizer should mention the names of all authors and the titles of their papers in the Special Session Proposal.
- The deadline for the Special Session proposal is September 30th, 2022.
- If all requirements related to Special Session organization are not met, the papers submitted to the Special Session will be transferred to regular sessions of the symposium.
- In order to organize a Special Session, please complete the Special Session Proposal Form which can be downloaded from the website of the symposium, and send it via e-mail to [info@fibs Symposium2023.org](mailto:info@fibs Symposium2023.org). In the subject of the email, please indicate "fib Symposium 2023- Istanbul-Special Session Proposal".
- In Special Session, it is allowed to make a presentation without submitting a full paper. However, in any case, an abstract (not exceeding 300 words) is expected from all authors to be published in the abstract book of the symposium. Also, the abstract should be written according to the abstract template. You can find the template document which summarizes the formatting rules of the abstract on the website and the template of the full paper on the symposium website soon.

If you need further information please do not hesitate to contact us: [info@fibs Symposium2023.org](mailto:info@fibs Symposium2023.org)

