International
Conference Series

Innovation in Knowledge Based and Intelligent Engineering Systems

Guidance Notes for Invited Session Chairs at KES2006

There are two types of paper presentation sessions at KES conferences, **General Track Sessions** and **Invited Sessions**. This document describes the duties of Invited Session Chairs.

General Track Sessions

Papers on topics of general relevance may be submitted direct to the conference (via the PROSE online submission and review system) in response to the general call for papers. These papers will be allocated to Track or Subject Chairs, who have agreed to take responsibility for specific technical areas (for example, Knowledge Management, Agent-Based Systems, Neural and Connectionist Systems, etc). The Track Chairs will be responsible for overseeing the review process for papers within their specialist areas. The papers will be grouped into General Track Sessions for presentation at the conference. Chairs for General Track Sessions will be drawn from Track Chairs and other prominent researchers attending the conference.

Invited Sessions

Invited Sessions are organised and chaired by prominent senior researchers, who have a special interest in the topic of the session.

The Invited Session Chair / Organiser is then responsible for obtaining five or six papers for each session, that have been written by colleagues and other workers in the same field, supervising the review process for those papers, and then chairing the Session at the conference.

Organisers of Invited Sessions undertake to:-

- Select a topic of interest to themselves and to conference delegates.
- Distribute a Call for Papers for the session.
- Select five or six papers for the session.
- Check that the papers have an appropriate level of 'intelligent systems' content, and that they are of a suitable length, to make them suitable for the conference.
- Have these papers reviewed by at least two experts in the field.
- Ensure that checked final camera-ready papers are supplied to the conference Secretariat by the deadline, following the instructions that will be provided.
- Supply the conference Secretariat with the reviews.
- Register for the conference, attend it, and chair the session.

By "camera-ready" we mean that the papers must be absolutely perfect and comply with the formatting instructions (which will appear on the conference web site) in all respects. Papers incorrectly formatted may be rejected if revised versions with the correct formatting are not provided by the deadline. The conference Secretariat does not have the resources to chase authors for revised papers. If there are not enough papers to make a viable session by the deadline it may be necessary to cancel the session.

Deadlines for Invited Sessions

The Deadline for Proposals for Invited Sessions is 1 February 2006. Invited Session Chairs may set their own deadlines for the receipt of papers, etc., but final papers for Invited Sessions must be received by 1 May 2006.

PROSE Publication Review and Organisation System

Submission and review of Invited Session papers should be conducted using the PROSE software system (http://www.prosemanager.com). There is a tutorial on the use of PROSE available at http://www.prosemanager.co.uk/Prose_Chairs_Notes.htm which Invited Session Chairs are urged to consult if they are not familiar with PROSE.

You should expect to receive automated email messages from PROSE. The first of these will inform you of your User Id and Password. Note that this will be different to any other PROSE login details you may already have.

Paper Submission

The KES2006 Invited Sessions PROSE portal is available at http://kes2006is.prosemanager.com. Authors can access the online paper submission page from this portal in order to submit their papers. Authors, reviewers and session chairs can log in here to access papers that have been submitted. Note that there is a different portal for General Track Sessions available at http://kes2006gen.prosemanager.com. Please ask authors to make sure they submit their papers to the correct portal.

When they submit their papers, authors will be presented with a drop-down box which has the Invited Sessions listed. They must select the Session that their paper is to be submitted to. The paper will then be automatically allocated to the appropriate Invited Session Chair, who will receive an email notifying them that it has arrived.

Initial Paper Check

Invited Session Chairs are requested to conduct an initial check on each paper as it arrives to ensure that it

- Complies with the Springer formatting instructions;
- Approximately complies with the length limit (8 pages);
- It is within the scope of the conference i.e. that it has significant intelligent systems content and does not only rely only on classical techniques

Allocating Reviewers

As each paper is submitted the Invited Session Chair will need to allocate two reviewers to it. Invited Session Chairs are requested to provide reviewers themselves; KES does not provide reviewers for Invited Sessions. The details of the Reviewers should be added to the PROSE Reviewers' Database, and when this has been done , they can be allocated to papers. Please do not use Reviewers that you find on the database that have been added by other Chairs unless you get their permission first.

Making a Decision about Publication

When the two reviews are complete, the Invited Session Chair needs to make a decision, on the basis of the reviews, about whether the paper is accepted without change, rejected, or accepted subject to specified modifications.

We do not wish to accept poor papers merely to increase the size of the conference. Equally, we do not wish to reject good papers, or those that have the prospect of reaching a satisfactory standard through changes that can be carried out within the time available.

Therefore, Invited Session Chairs are requested to guide authors to bring their papers to a satisfactory standard where possible. Papers that have no prospect of reaching a reasonable standard should be rejected. Papers that do not have significant Intelligent Systems content are outside the scope of the conference and should be rejected.

At the Conference

The role of **Invited Session Chairs** during the conference is to:-

- Register for the conference and attend it.
- Act as the person in charge during the session.
- Where possible, meet authors who will present in the session, 5-10 minutes before the start of the session in the session room.
- At the start of the session, announce the session title and welcome those attending.
- Introduce each speaker by name at the start of their presentation.
- Ensure that the speaker keeps to time and finishes promptly at the end of the 15 minutes allowed.
- Ask for questions for the presenter from those attending the Session. If there are no questions it is polite to ask one yourself.
- Ensure that the total time of 20 minutes allowed for each paper is not exceeded.
- At the end of the session, thank those who have presented and those who have attended.

Our Thanks

The KES Secretariat and Conference Chairs extend sincere thanks to Invited Session Chairs for their hard work and valuable contribution to the Conference.

Bob Howlett, Bogdan Gabrys and Lakhmi Jain
KES2006 Chairs
10 January 2006