



GUIDELINES FOR SPECIAL SESSION ORGANISERS

These guidelines are designed to assist organisers who wish to prepare a special session, so that they conform to the WIT Conferences practice and allow abstracts and papers to be reviewed in line with the main Conference and subsequent publication.

- i) The first step is to inform Prof. Carlos Brebbia (carlos@wessex.ac.uk) of the title of your special session.
- ii) Once the above is agreed, you should then approach colleagues to contribute to your session.
- iii) Each special session should consist of 6 to 8 papers, which in practice means that you should consider inviting double that number of colleagues to achieve this.
- iv) You will be responsible for reviewing the abstracts and ensuring that the proposed papers fit the theme of your session. You will be expected to review each abstract, with the help of one of your colleagues or a member of the ISAC.
- v) Once the abstracts have been accepted, you will need to prepare a list of the papers to be presented in your session with the names of the authors and their full contact particulars (title, address, E mail). The list should then be sent to Carlos, together with copies of all abstracts. Please include your name as Session Organiser and the title of the session.
- vi) The Conference Secretariat will arrange for the instructions to authors for preparation of their papers to be sent to all the corresponding authors in your session. For those of them who wish to start preparing their manuscript earlier, the instructions can be found on the WIT website at <http://www.wessex.ac.uk/conference-information/author-instructions.html>
- vii) Once the papers are received at WIT, it is the responsibility of the Session Organiser to review the papers in the Session.

If you have any queries, please do not hesitate to contact
Carlos (carlos@wessex.ac.uk)