**Special Session Proposal Template**

**Deadline: September 30, 2017**

This document is a template for all the information relevant to a special session proposal for BHI 2018. Special sessions will feature invited talks from leading researchers covering recent trends on a specialized topic in multi-disciplinary and cross-disciplinary areas of Bioinformatics, Imaging Informatics, Sensor Informatics, Clinical Informatics, and Public Health Informatics. Non-technical talks on topics such as research funding, entrepreneurship, or technology transfer may also be included. Special sessions will be scheduled under a Conference Theme and Track with 90 minute time slots during the conference. A typical special session should consist of 6 invited talks, each with a 12-minite oral presentation slot, followed by panel-type discussion on all the presented papers at the end of the session.

The following template should be filled and **submitted** by September 30 through the Papercept management system (**embs.papercept.net**), selecting the option “*Submit a contribution to BHI 2018*” and then in the Type of Submission “*Special Session Proposal”*. The system will then guide you to submit your proposal.

**IMPORTANT: please read carefully the guidelines at the end of the template.**

* **Organizers’ Names**

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| --- | --- |
| **Organizer 1 (main contact person)** | **Organizer 2** |
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* **Organizers’ Affiliations (include postal address and phone number)**

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| **Organizer 1 (main contact person)** | **Organizer 2** |
|  |  |

* **Organizers’ Email Addresses**

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| **Organizer 1 (main contact person)** | **Organizer 2** |
|  |  |

* **Organizers’ CVs (up to 200 words)**

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| **Organizer 1 (main contact person)** | **Organizer 2** |
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* **Session Title**

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* **Motivation and Context (up to 10 lines)**

Please explain why you think that the proposed topic is suitable for a special session at BHI 2018

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* **Conference Theme & Track**

Please indicate the best suited theme and track under which your proposed special session should be scheduled; refer to the corresponding list at the conference web site.

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* **Papers**

Please make a preliminary suggestion of authors and tentative paper titles.

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| **Author(s)** | **Affiliation, Country** | **Tentative paper title** |
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* **Expected Number of Attendees**

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**List of Potential Reviewers**

Please provide a list of potential reviewers; at least as many as the number of papers but preferably more.

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| **Name** | **E-mail** | **Affiliation, Country** |
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 **Guidelines for Special Sessions**

**Rules for Organizers**

The proposal must be submitted using the template that includes a mandatory provisional list of authors, **no later than the deadline (September 30, 2017)**. Please submit your special session proposal by September 30 through the [Papercept management system](http://embs.papercept.net/conferences/scripts/start.pl), selecting the option “*Submit a contribution to BHI 2018*” and then in the Type of Submission select “*Special Session Proposal”*. The system will then guide you to submit your proposal.

**Selection Criteria for Proposals**

The selection process of invited special session proposals will be based on a set of criteria:

* Qualifications of the solicited authors.
* Topic of the proposed session, taking into account the scientific content, the timeliness of the topic, the level of expected audience.
* Existence of competing proposals.

**Paper Submission and Review**

All submissions in special sessions will be required to follow the 1-page abstract format and use the identification code assigned to the session, upon acceptance of the special session proposal. Special session organizers should communicate the special session code to their invited authors. The submission deadline for 1-page abstracts is September 30, 2017. One-page submissions will undergo review and will be included in the digital program, but they will not appear in IEEE Xplore Proceedings. Authors of special session papers may submit, in addition to their 1-page abstract, a 4-page paper with a slightly different title, following the guidelines for regular submissions. Four-page paper submissions will undergo the peer-review process of regular papers and, upon acceptance, they will be published in IEEE Xplore Proceedings.