**Special Session Proposal Template**

**Deadline: August 31, 2016**

This document is a template for all the information relevant to an invited special session proposal for BHI 2017. Invited special sessions will feature invited talks and panel discussions from leading researchers covering recent trends on a specialized topic in multi-disciplinary and cross-disciplinary areas of biomedical and image informatics, behavioral informatics, sensor informatics, life science discovery, public health and clinical innovations, health analytics and informatics education. Non-technical talks on topics such as research funding, entrepreneurship, or technology transfer may also be included. Invited special sessions will be scheduled under a Conference Theme and Track with 90 minute time slots during the conference. A typical invited session should consist of a combination of 3-6 invited talks and a panel discussion.

The following template should be filled and **submitted in PDF**, by the deadline, to Konstantina Nikita (knikita@ece.ntua.gr) and Bahram Parvin (b\_parvin@lbl.gov).

**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 2017

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* **Structure (up to 10 lines)**

Please describe the format for the special session, identifying the inclusion of keynote speakers, panel, and the number of invited papers.

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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 (3-6)**

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 (August 31, 2016)**. Please submit the template **in PDF** to Konstantina Nikita (knikita@ece.ntua.gr) and Bahram Parvin (b\_parvin@lbl.gov).

**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 invited sessions will be required to follow the 1-page paper format and the corresponding submission deadline (December 20, 2016). One-page submissions will undergo review and will be included in the digital program, but they will not appear in IEEE Xplore Proceedings. Although there is no requirement for the 4-page paper format, authors of invited session papers may choose to proceed in a submission using the 4-page format (in addition to their 1-page submission), following the guidelines for regular submissions and the corresponding deadline (October 15, 2016). Four-page paper submissions will be included in IEEE Xplore Proceedings. Invited papers will be reviewed by one of the special session organizers not associated with the authors’ institutions and by other reviewers.