



## What is a Special Session at ISM?

### Purpose and Scope

Special sessions offer a 90-minute venue for the presentation of topics of special academic, social or industrial interest, such as emerging research areas or most recent trends in manufacturing engineering. A Special Session can be also devised to include project presentations, panel discussions or non-technical talks on topics such as research funding, entrepreneurship, or technology transfer, and can receive a wide interest across different themes of the conference. As such, special sessions do not include presentation of scientific papers submitted to the conference and the session agenda will be defined by the Special Session Chair. All scheduling of special sessions is completed by the conference organisation committee. Requests may be submitted to the committee for a special accommodation but cannot be guaranteed, as the committee decisions are made with the full scope of the conference in mind.

### Terms and Conditions

#### Chairs and speakers

Special session chairs or speakers are not required to submit a paper. The special session chair is the individual who submits the proposal to the conference committee, acts as the leader and coordinator for the session development, defines the agenda of the session, is in charge of promoting the session and ensures the successful and timely execution of the session.

#### Presentation Formats and Speakers' Instructions

- Each session lasts 1.5 hours in total. Please ask the chair/co-chair of your special session for preliminary information about the session agenda and the time at your disposal for the presentation.
- We recommend the speakers to be in the session's room at least 10 minutes before the scheduled starting time, in order to upload the presentation on the conference laptop. As a general rule, speakers will not be allowed to use their own laptops, tablets or other devices to give their presentations, unless previously communicated to the conference organisation team.
- If you are a speaker, when you enter the session room, introduce yourself to the chair/co-chair, so they can take note of your presence.
- Provide your presentation in either PowerPoint or PDF format. We suggest you to always bring a PDF copy of your presentation in order to minimize any format issue.