

SDPS 2012 Session Developer's Guide

Berlin, Germany: June 11-14, 2012

Conference Allotment for Sessions:

The Conference Planning Committee has scheduled all paper SESSIONS each afternoon from 1:30 PM to 5:30 PM (4 hours) following the lunch period. Allowing for a 30-minute break, this means 105 minutes are allocated to each SESSION. If additional time is needed, a SESSION may be continued with a second, third etc., SESSION on the same theme. Concurrent sessions will be run each afternoon to accommodate a sufficient number of papers for the Conference.

	June 11	June 12	June 13	June 14	
	Mon	Tues	Wed	Thurs	
9:00 AM - 12:00 AM	Invited Speakers	Invited Speakers	Invited Speakers & Workshops	Invited Speakers & Workshops	
12 NOON – 1:30 PM	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
1:30 PM – 3:15 PM	Concurrent Paper Sessions	Concurrent Paper Sessions	Concurrent Paper Sessions	Concurrent Paper Sessions	105 Minutes
3:15 PM – 3:45 PM	Break	Break	Break	Break	30 Minutes
3:45 PM – 5:30 PM	Concurrent Paper Sessions	Concurrent Paper Sessions	Concurrent Paper Sessions	Concurrent Paper Sessions	105 Minutes

General Description and Organization of Sessions:

A SESSION is a series of papers related to a particular theme or topic. A SESSION is coordinated by a SESSION CHAIR. The SESSION CHAIR may name one or more SESSION CO-CHAIRS for the SESSION to assist the Chair as needed. The CHAIR is responsible for identifying authors, compiling a Program Committee (PC), inviting authors, organizing the SESSION, managing the development of papers, and ensuring the presenters come to the conference to present their papers. Most of these tasks will be performed with the help of *ConfTool*, the online conference management system generally used by this conference (see the section on Paper Reviews below).

The PRESENTER(s) of a paper should be one or more of its AUTHORS or alternate(s). The SESSION Chair is also responsible for the proper review of all papers, before final submission, and for checking whether all reviewer comments were respected.

The SESSION Chair runs the SESSION at the conference, which includes introducing the SESSION, announcing each speaker and paper in succession, ensuring adherence to the schedule, and directing the Q&A period after each paper. Papers authored by SESSION Chairs should be reviewed by PC members from related SESSIONS and they should satisfy particularly high standards, meaning that borderline papers from SESSION chairs should preferably be rejected.

General SESSION Design:

A SESSION should fill the 105 minutes time period allotted. This typically means:

1. 4 Papers @ 25 minutes each which includes a 5 minute Q&A period or
2. 3 Papers @ 35 minutes each which includes a 5 minute Q&A period.

If there are more than 3 to 4 papers, multiple SESSIONS can be assigned to accommodate the larger number of papers. Each SESSION or group of SESSIONs has a topic and must fit into one of the major themes of the conference called a TRACK. These are listed in the PROGRAM. (Please note that *ConfTool* does not support the notion of a SESSION *per se*, hence, single SESSIONs and SDPS tracks are defined as *ConfTool Tracks*.)

Conference Program:

The Conference Program is the primary document that defines the conference. There are three versions of the Program issued during the period leading up to the start of the Conference. Each release contains more definite and detailed information concerning the conference:

- Preliminary Program
- Advance Program
- Final Program.

The Programs are made available for download on the SDPS site (<http://www.sdps.info>) or the SDPS Conferences website (<http://sdps.co>) as they become available. In these documents you will find all the contact information for each major topic area or track.

Submitting Papers:

Conference papers for the SESSION should be submitted through the online conference management system called *ConfTool* (<https://conftool.com/sdps2012>). This system requires a

login which is available on the front page by clicking "Register New" (please note this "registration" should not be confused with actual conference registration which is a separate process. "Register New" merely let's a user obtain a login to use the *ConfTool* system).

There is a simple procedure for submitting a paper to the conference. Once an author has registered, he or she can login, select the item "Your Submissions" and follow the instructions of the page that next appears. This will upload the paper(s) and enter them under the submitter's account.

Reviewing Session Papers:

Once a SESSION developer is registered in *ConfTool*, the *ConfTool Administrator* will assign him or her the role of a *PC Chair* of a track named after the SESSION (ConfTool does not know the concept SESSION but uses tracks to organize a conference along different topics). Hauke Coltzau at FernUniversität in Hagen (hauke.coltzau@FernUni-Hagen.de) is serving as our SDPS 2012 ConfTool Administrator. Please contact him with any questions.

The easiest way for SESSION developers to set up their PC is to prepare an Excel table with last names, first names, institutions, country, and email address of all PC members, save it a CSV file and import this file into *ConfTool*. The entries are thereby assigned the proper SESSION, which has to be introduced as a Track in *ConfTool*. The system will then automatically create an account per PC member and send an email with their login name and preliminary password.

Once the PC is defined and paper submission is closed, the SESSION developer will assign 3 reviewers to each paper. *ConfTool* allows the SESSION developer to specify conflicts of interest so that a paper including author A from institution B cannot be assigned to reviewer A or C from institution B. PC members have to submit their review through *ConfTool*. After login they select the item "Edit Reviews" and enter their review into a predefined form. (Please note that this item is only visible after reviews have been assigned to the person logged in.)

Conference Registration and Attendance:

Those SESSION Chairs, Co-Chairs, Presenters and Authors who are planning to attend the conference are expected to register for the Conference and pay the registration fee. At a minimum, one separate author for each paper must attend. It is preferable the SESSION Chair attends, but a SESSION Co-Chair may be substituted. The conference registration system will be opened November 1st, 2011. As stated above, the Conference Registration is not the same as ConfTool registration but persons registered in ConfTool will find a link to the registration system. When activating this link, personal data will be communicated to the registration system unless the person is already known to the registration system from earlier events. Please watch the SDPS website for a link to the registration site. It is a simple online process to complete and ensures your place at the Conference.

We look forward to your participation.