

Minisymposium Proposal Instructions

A **CAIMS Minisymposium** normally consists of one session of four related talks of 30 minutes each (including introductions and discussion). If strongly justified, a CAIMS Minisymposium may be expanded to two such sessions (eight talks of 30 minutes).

An **CAIMS Minisymposium Proposal** requires a title and a short abstract for the session as a whole (to be printed in the program), plus a short justification (accessible only by the referees and the conference organizers). The justification should, in particular, contain a list of suggested speakers and their affiliations. Titles and abstracts of the individual talks can be submitted at a later stage by the speakers themselves. A participant may organize only one minisymposium.

The deadline for receipt of CAIMS 2007 minisymposium proposals is **31 October 2006**. Notification of acceptance will be given by November 30, 2006.

Here are some additional guidelines for a minisymposium (adapted from those of SIAM):

- A minisymposium is a session of four (or, possibly, eight) coordinated presentations on a single topic of substantial current interest.
- In conducting the minisymposium, the session organizer should provide an overview of the minisymposium, introduce the speakers, and provide an opportunity for discussion among the speakers and the audience. The organizer may also be the chair and one of the speakers. He or she may also speak in another minisymposium that is organized by somebody else.
- Organizers will select the topics to be addressed, obtain speakers for those topics, decide with each speaker on the title of his/her presentation, and provide other information as needed.
- Organizers are especially encouraged to include speakers from more than one country and from underrepresented groups, whenever appropriate.
- CAIMS and the conference organizing committee will **not** be able to waive the registration fee for minisymposium organizers and speakers, or reimburse their expenses. Therefore, organizers should make no financial commitments on behalf of CAIMS to speakers when organizing their minisymposium.
- Minisymposium organizers should seriously consider the following recommendations when selecting speakers in a minisymposium.
 1. Speakers should be selected primarily for their current contributions to the topic.
 2. Speakers should represent the current research in the area as broadly as possible.
 3. The first speaker should provide an overview of the topic, put the whole area in perspective, also with regard to applications.
 4. CAIMS does not accept minisymposia in which most of the speakers or all the coauthors come from the same organization.