

SDPS 2010 Session Developer's Guide

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 is allocated to each session. If additional time is needed, a session may be continued with another Session. Approximately 6 to 9 concurrent sessions will be run each afternoon to accommodate an anticipated 200+ papers for the Conference.

| | June 7 | June 8 | June 9 | June 10 | |
|--------------------|------------------|------------------|------------------|------------------|------------------|
| | Mon | Tues | Wed | Thurs | Fri |
| 9:00 AM – 12:00 AM | Morning Speakers | Morning Speakers | Morning Speakers | Morning Speakers | Morning Speakers |
| 12 NOON – 1:30 PM | Lunch Period | Lunch Period | Lunch Period | Lunch Period | Lunch Period |
| 1:30 PM – 3:15 PM | SESSION | SESSION | SESSION | SESSION | 105 Minutes |
| 3:15 PM – 3:45 PM | Break | Break | Break | Break | 30 Minutes |
| 3:45 PM – 5:30 PM | SESSION | SESSION | SESSION | SESSION | 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 who is responsible for identifying authors, compiling a Program Committee (PC), 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 Session Chair may name one or more SESSION CO-CHAIRS for the session to assist the Chair as needed. 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 should preferably be rejected.

General Session Design:

A session should fill the 105 minute 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 as they become available (<http://www.sdpsnet.org>). 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* (<http://conftool.net/sdps2010>). 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:

Session developers will be registered in *ConfTool* as a *PC Chair* by the *ConfTool Administrator*. Dr. Sang Suh (Sang_Suh@tamu-commerce.edu) at Texas A&M University-Commerce Texas, is serving as our SDPS 2010 *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, email address, which can then be imported in the form of a CSV 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 author for each paper must attend. It is preferable the Session Chair attend, but a Session Co-Chair may be substituted. The conference registration system will be opened about March 1, 2010. As stated above, the Conference Registration is not the same as *ConfTool* registration. 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.