

## **Guidance Notes for Invited Session Chairs at KES Conferences**

### **1. Introduction**

There are two types of paper presentation sessions at KES conferences, **General Track Sessions** and **Invited Sessions**.

Papers on topics of general relevance to the conference may be submitted direct to the conference (via the PROSE online submission system) in response to the general call for papers. These papers are allocated to one of the sessions in the **General Track**. The review process for these papers may be managed by the Programme Committee chair, or they may be allocated to Track Chairs (if applicable) who manage the review process for papers submitted to their General Track.

**Invited Sessions** consist of about six papers on specific technical subjects, and are organised by Invited Session Chairs who agree to obtain papers and supervise the review process for them. This document describes the duties of Invited Session Chairs.

### **2. Invited Sessions**

Invited Sessions are organised and chaired by prominent senior researchers who have a special interest in the topic of the session. The Invited Session Chair is then responsible for obtaining about six papers for their session that have been written by colleagues and other workers in the same field, supervising the review process, and then chairing the Session at the conference.

Chairs of Invited Sessions undertake to:-

- Select a topic of interest to themselves and to conference delegates.
- Widely advertise a Call for Papers for the session to obtain a good selection of papers. · Select enough submissions to generate about six accepted papers for the session.
- Ensure that the papers have content relevant to the track and that they are of a suitable length and quality for the conference.
- Manage the review of these papers by at least two experts in the field (supplied by the Invited Session Chair) using the PROSE online system provided.
- Ensure that the publication files are uploaded onto PROSE by the deadline e.g. the camera-ready word processor files complying with the publishers' requirements, abstract, and other files as specified.
- Register for the conference, attend it, and chair the session.

Note: Papers incorrectly formatted may be rejected. If there are insufficient papers to make up a viable session it may be necessary to cancel it or combine it with another session.

### **3. Quality Guidelines**

To help ensure the quality of papers published at KES conferences Invited Session Chairs should follow the following guidelines:-

- Each paper in an Invited Session should have a different main author.
- Every paper should be presented at the conference, ideally by the main author, otherwise by one of the co authors.
- Any one person must not present more than two papers in a particular invited session.
- The Invited Session should contain papers from more than one university or research centre, and ideally more than two, in different countries.
- If the Invited Session Chair submits a paper to their own session, clear and visible arrangements must be made to ensure that the review of the paper is managed by an independent person.
- It is not acceptable for the Invited Session Chair to present multiple papers or be a co-author of multiple papers in a session chaired by themselves.

**Publishers may refuse to publish papers from sessions which do not comply with the above guidelines.**

#### **4. Deadlines for Invited Sessions**

The deadline for Proposals for Invited Sessions is published on the conference web site. Invited Session Chairs may set their own deadlines for the receipt of papers etc. However, final papers (the publication files) must be uploaded by a deadline which is also published on the web site.

#### **5. The PROSE Publication Review and Organisation Systems**

Submission and review of papers for Invited Sessions must be conducted using the PROSE software system. There are access points for PROSE provided on the conference web site. Details of PROSE are available on the web site (<http://www.prosemanager.com>) and there is a tutorial on the use of PROSE available at [http://www.prosemanager.co.uk/Prose\\_Chairs\\_Notes.htm](http://www.prosemanager.co.uk/Prose_Chairs_Notes.htm). Invited Session chairs are urged to work through this if they are not familiar with the use of PROSE.

Chairs should expect to receive automated email messages from PROSE about the submission of papers and the progress of the review process. The first email will contain the User Id and Password necessary to enter the system. Please note that this will be different to any other PROSE login details you might have, for example as a paper author.

#### **6. Paper Submission**

Papers for Invited Sessions must be submitted via the PROSE portal available on the conference web site. Authors, Reviewers and Invited Session chairs can log in here to access papers that have been submitted.

Please ask authors to ensure that they submit their papers to the Invited Sessions PROSE portal, as there is a different portal for General Track papers, and they must ensure that they submit to the correct portal.

When they submit a paper, an author will be presented with a drop-down box which has the Invited Sessions listed. They will be required to select the appropriate Invited Session. The paper will then be automatically allocated to the appropriate Invited Session Chair, who will receive an email notifying them that the paper is awaiting their attention.

#### **7. Initial Paper Check**

Invited Session Chairs are requested to conduct a preliminary check on each paper as it arrives to ensure that it

- Is within the scope of the conference i.e. that it has appropriate intelligent systems content. Papers that are out of scope should be rejected.
- Complies with the publisher's formatting requirements.
- Approximately complies with the published length limit (Note that it may be necessary for the Conference Organisers to reject over-length papers, even if they have been accepted through the review process).

#### **8. Allocating Reviewers**

When a paper is submitted to an Invited Session the Chair will need to allocate two reviewers to it using PROSE. Invited Session Chairs are requested to provide their own reviewers; KES does not provide reviewers for Invited Sessions. The Invited Session Chair should add the reviewers' details to the PROSE Reviewers' Database, and when this has been done, the reviewers can be allocated to papers. Please do not use reviewers that are found on the database that have been added by other Invited Session Chairs unless you obtain permission first.

## **9. Making a Decision about Publication**

KES International takes the quality of papers presented at its conferences and published in its proceedings seriously. KES does not wish to increase or maintain the size of the conference by accepting sub-standard, inferior or seriously flawed papers. Equally, we do not wish to reject good papers just to maintain an arbitrary rejection/acceptance ratio.

All good papers should be accepted. Where papers have some flaws, but are capable of improvement, reviewers are requested to provide guidance in their reviews so that authors may bring their papers up to a satisfactory standard. Poor papers with little chance of reaching an adequate standard should be rejected.

Conference papers are often descriptions of work in progress, or part-completed investigations. It would not be expected that they would consider issues in such depth, or be as profound or complex as journal papers. However, they should be complete, satisfactorily presented and provide a reasonable depth of coverage of a subject.

### **9.1 Principles for Acceptance of Papers**

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### **9.2 Criteria for Acceptance**

The following criteria should be taken into account (both by reviewers and the Session Track Chairs) when a recommendation or decision is being made about whether a paper should be accepted. Note that the process is not intended to be formulaic and automatic. Rather, reviewers are asked to use their professional judgement based on these points and the above principles.

- Must have significant intelligent systems content
- Should describe the state of the art through a short introductory literature review
- Should make an identifiable (if small) contribution to knowledge
- Should be technically sound
- Newly presented theory should ideally be validated by experimental work
- Experimental work should be supported by suitable theory
- Must be well presented, in good English, without typos or errors
- Should contain conclusions that reflect on the work and draw on it

### 9.3 Categories of Paper

After all reviews are accepted, the Session Track Chair is asked to categorise a paper as follows:-

- **Rejected** – The paper contains significant weaknesses or flaws, or is of such a low standard that there is no prospect of the authors being able to bring it up to an acceptable level in the available timescale – OR the paper is outside the scope of the conference.
- **Accepted Subject to Revision** – The paper contains some weaknesses, but it is possible to rectify those in the available timescale. The authors should follow the recommendations of the reviewers and resubmit the paper. The re-submitted paper is checked by the Track/Session Chair, who may then accept/reject the paper, or exceptionally required further changes, although timescales are likely to make this impractical.
- **Accepted Without Change** – The paper is without significant weaknesses or flaws and meets the majority of the criteria for acceptance. The authors are asked to upload the word-processor (MS-Word or LaTeX) version of the paper together with a PDF version made from these files.

### 10. Oral or Poster Presentation

Some of our conferences attract a large number of papers and this makes it impossible to guarantee that every author can be given the opportunity to make an oral presentation. Poster and oral presentations of full papers in the general track or invited sessions are regarded equally highly and are considered to be of the same status.

The decision about the mode of presentation will be made by the programme chair(s) after the review process has been carried out. Track Chairs are requested to give their opinions on whether particular papers are best suited to oral or poster presentations.

Note that in some circumstances there might not be poster presentations at all, or they might be submitted to a separate track, for example a Doctoral Track.

### 11. At the Conference

The role of **Invited Session Chairs** during the conference is to:-

- Register for the conference and attend it.
- Act as the person in charge during the Session
- Where possible, to meet the presenting authors 5-10 minutes before the start of the session in the session room.
- At the start of the session, to announce the session title and welcome those attending.
- Introduce each speaker at the start of their presentation.
- Ensure the speaker keeps to time, and finished promptly at the end of the time allowed (15 minutes).
- Ask for questions to the presenter from those attending the session. If there are no questions from the floor it is polite to ask one yourself.
- Ensure that the total time of 20 minutes for each paper is not exceeded.
- At the end of the Session, thank those who have presented and those who have attended.

### Our Thanks

The Conference Organisers and the KES Executive would like to extend their thanks to Invited Session Chairs for their valuable work and their contribution to the conference.