



# ICCHP 2018 - Special Thematic Sessions (STS)

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## Rules and Procedure

### Rules and Guidelines

1. Each STS is organised by one or several chairs.
2. Each STS works autonomously. Each STS will set up its own Call for Contributions. The text describing the subject and the topics of the STS has to be published on an own web site or on the ICCHP web site. The link should be sent to the STS co-ordinator (Klaus Miesenberger: klaus.miesenberger@jku.at). The ICCHP web site will link to STS web site, the STS web site links to the general ICCHP web site. The description includes:
  - STS chair name, affiliation, contact details and (if possible) a portrait photo of the chair
  - Title of the STS
  - Description of the STS
3. Authors submitting to a STS have to follow the general submission, publishing and registration procedure of the conference. The STS will be a selection option in the online submission form. Authors have to select the STS title in the submission procedure. Chairs should inform authors on this.
4. STS contributions have to pass the standard peer reviewing process of the conference. The STS chair is invited to take part in the review process. Review results will be discussed with the chair.
5. Each STS will publish its papers in a special section of the proceedings by Springer Lecture Notes in Computer Science. The chair is invited to publish an introduction (four pages maximum) as an introduction and overview.
6. The STS chair is free of organisational matters. (registration, conference rooms, or whatever needed for the organisation of the STS)
7. Each STS consist of at least 4 papers and will be integrated as a special track into the conference programme.
8. If other papers addressing the thematic field of the STS are submitted, the Programme Committee of the Conference together with the STS chair may assign it to the STS.
9. Only if 4 papers or more are accepted to the STS a session will be allocated. It is up to the conference organisation and the STS chair to decide how to proceed in case of a lower number of papers.
10. ICCHP STS sessions will be chaired by the STS chair person. If the chair person is not able to attend, another chair has to be nominated by the chair of the STS.
11. Each STS must be proposed and approved not later than January 15, 2018.
12. STS chairs will have access to the papers submitted to their STS and are invited to act as additional reviewers for these papers.



## Procedure

1. Please get in contact with the STS co-ordinator ([klaus.miesenberger@jku.at](mailto:klaus.miesenberger@jku.at)) and provide the following information:
  - Name, affiliation and email of chair(s)
  - Description of the STS and submission expected
  - Link to your own web page for the STS (optional but recommended; this information could also be included under b) in more detail)
  - A portrait of the chair(s) (optional)
2. The STS co-ordinator will announce your STS at [www.icchp.org](http://www.icchp.org) and ask you to check the announcement; this page will link to your personal STS page or to your affiliation page; your page should link to ICCHP.

## STS co-ordinator:

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