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

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

Some papers are submitted to the KES Secretariat in response to general calls for papers. These papers can be on any subject that is within the scope of the conference and are placed in **General Sessions** on appropriate subjects, for example, neuro-fuzzy applications, machine vision, knowledge-based systems, etc. Chairs for General Sessions are drawn from prominent researchers attending the conference.

**Invited Sessions** are those where a researcher agrees to organise and chair a session (or sometime more than one) on a topic of interest to themselves. They are then responsible for supplying 5 or 6 papers to the KES Secretariat, that have been obtained from colleagues and other workers in the same field, and then chairing the Session at the conference.

Before the conference, the duties of Chairs of Invited Sessions are as follows:-

- To spread a Call for Papers for the Session
- To receive submitted papers
- To get these papers reviewed by two reviewers
- To inform the authors and the KES Secretariat of the results of the review process
- To get final perfect camera-ready copy from the authors
- To send the final camera-ready copy of all papers for the Session to the KES Secretariat (in one batch)

By “camera-ready” we mean that the papers must be absolutely perfect and comply with the formatting instructions in all respects. If they do not comply, we may have to reject them. We often have problems with papers that do not follow the guidelines on margins, making it difficult for us to add the header and page numbers. Papers incorrectly formatted may be rejected if there is not time to make corrections by the final deadline.

Final camera-ready papers for the Invited Session should be collected from the authors by the Invited Session Chair and sent to the KES Secretariat in a single batch. It is not acceptable for authors of papers for Invited Sessions to send papers direct to the KES Secretariat.

**At the conference**, the role of all Session Chairs is to:-

- Where possible, meet the Session presenters 5-10 minutes before the start of the session in the session room
- Introduce each speaker by name at the start of the presentation
- Ensure that the speaker keeps to time and finishes promptly at the end of the 15 minutes allowed
- Ask for questions from those attending the Session
- Ensure that the total time of 20 minutes allowed for each paper is not exceeded

The KES Secretariat and Conference Chairs extend sincere thanks to Session Chairs for their hard work in relation to the Conference.

Dr R.J.Howlett  
KES Executive Chair