**SPECIAL SESSIONS PROPOSAL FORM**

**Format:** Maximum 5 pages. All pages are formatted to 8.5×11” paper with margins of one inch on every side. All texts use single space, Arial, and a font size of 12.

**Recommended Sections:**

**1. Special Session Title**

**2. Proposed Session Format**

Choose from “formal presentations”, “informal talks”, “panel discussion” , or create own style. Describe the format at a high level, and note any creative activities such as software/hardware demonstration, virtual tours, interactive audience polls, etc.

**4. Session Organizers**

List name(s), title(s), affiliation(s), and email(s).

**5. Session Speakers/Panelists**

List names, titles, and affiliations. Clearly note each speaker’s availability: choose “confirmed” or “tentative”; failure to do so will be treated as all tentative.)

**6. Abstract**

No more than 500 words. The accepted abstract will be published through the conference website and program book.

**7. Session Outline**

Only list the proposed topics/titles/activities. No detailed descriptions necessary. Indicate time allocation and speaker breakdown, if possible. Please plan for 100 minutes total session time.

**8. Organizer Biography**

No more than 200 words for each person. External website link can be included but may not be reviewed.

**9. Speaker/Panelist Biography**

No more than 200 words for each person. External website link can be included but may not be reviewed.