

XXIX URSI General Assembly

Chicago, Illinois, USA

7-16 August 2008

GUIDELINES FOR SESSION CONVENERS

Evaluation of Submitted Papers

The deadline for submissions is January 31, 2008. Thereafter, the evaluation of submitted papers will begin. In consultation with their commission Chairs, all session Conveners are advised to get these papers reviewed for their respective sessions, preferably by at least two referees. Based on the referees' report, the paper will be accepted or rejected. Please note that the **number of oral slots available to your session is well known to you** and is also listed on the web site of the General Assembly. If, therefore, the number of accepted submissions exceeds the number of available oral slots, you may assign some papers (both Invited and Contributed) to a Poster Session. If you feel that a paper does not belong to your session, the paper should be sent to your commission Chair by e-mail so that it may be assigned to another session or commission.

Oral Sessions

In selecting the order of presentations, please keep in mind not only the subject matter but also the possibility that some authors may not show up, in which case their papers should be scheduled at the end of the session to minimise disruption. Select two Co-chairs for each session, and make sure that you have obtained their agreement to serve.

Each oral paper is allotted twenty minutes according to a timetable to be strictly followed, that includes fifteen minutes for presentation, three minutes for discussion, and two minutes for hand-over and introduction of the next speaker.

All presentations should be prepared in electronic format, as will be specified in instructions to all authors of accepted oral papers. Presentations are to be loaded on the room computer thirty minutes before the starting time of the session. Authors should bring their presentation on a memory stick or CD-ROM. The use of personal computers for presentations will not be allowed. Authors will be advised to bring back-up viewgraphs in case of electronic malfunctions.

In the event that there is a "no-show" (i.e. a presenter does not come to the GA and has no replacement) you are urged to still adhere to the schedule for the papers, including the exact start times. Please do NOT change the running order of the papers as printed in the Final Program. Fill the gap due to a no-show by prearranging for certain authors of poster session papers to bring adequate material to make an oral presentation. As an alternative, be prepared to lead a discussion on papers presented up to that point or on other aspects

of the session topic. The room assistant will mark a copy of the program on a board outside the room to show which papers have been presented to that point in time.

If the presentations start running late, try to recover that delay, e.g. by shortening the coffee break. When your session is followed by a Tutorial of your Commission or by a General Lecture or Business Meeting, the program generally includes a short time gap to enable participants to move to a different room. Please do not use up this time by allowing the presentations to run late!

Commission Chairs will give you and collect from you a report form to record statistics and your opinions on the session. Please fill out the form immediately after your session and deposit it in the designated box by the registration booth.

Finally, please keep in mind that timeliness is essential in reviewing the submissions and forming the sessions, as authors must be notified of the disposition of their submissions according to a strict timetable. If some reviewers are not responding promptly, do not delay the process: seek alternate reviewers, or review the submission yourself.

Poster Sessions

There is unlimited room for poster papers. Therefore, all papers that are scientifically sound but cannot be housed in an oral session should be assigned to a poster session without concern as to space availability. All poster papers will be listed in the GA program and included in the GA Proceedings on CD-ROM.

Since we anticipate a large number of poster papers, it is important that they be grouped into poster sub-sessions by topic, either within a commission or jointly between commissions. Conveners of oral sessions should be proactive in suggesting groupings of accepted papers that have been diverted to poster presentation to their commission Chair.

Instructions on poster preparation will be sent to all authors of accepted poster papers.

Commission Chairs will give Conveners of poster sessions a report form to record statistics and opinions on the session. The Conveners should fill out the form immediately after the poster session has ended, and deposit it in the designated box at the registration booth.