

IAC 2018 Call for Special Session Proposals

Important Information

The International Programme Committee of IAC2018 solicits proposals for Special Sessions (SpS) within the technical scope of the congress.

IAC2018 Special Sessions will be a very useful tool in order to supplement the regular technical programme of the congress and provide a sample of the state-of-the-art research or development in both academia and industry in special, novel, challenging and emerging topics in the field of space. Special Sessions that emphasize on multi-disciplinary and transversal aspects, as well as cutting-edge topics are especially encouraged and welcome.

How to apply

Prospective organizers of special sessions should submit proposals using the online IAF submission system, accessible through the website www.iafastro.net.

Before submitting your proposal, please take a look to the IAC 2018 technical programme to try to prevent content overlap: <https://iafastro.directory/iac/browse/IAC-18/catalog-technical-programme>

Notification of acceptance will be sent to the organizers on 9th April 2018.

Organizers are allowed to edit their proposals before the submission deadline.

Selection Process

Special Sessions proposals will be evaluated by the IPC Steering Group for acceptance based on:

- The timeliness of the topic,
- The qualifications of the organizers and the speakers proposed in the sessions,
- The balance of the topic across the technical areas represented in Space
- Their relevance to the theme of the 69th IAC "*Involving Everyone*".

Additional Information

Special Session can last 30, 60, or 90 minutes, based on the format and the preference of the organizer.

They shall take place during all the congress week, from Monday PM to Friday PM.

We encourage more interactive, innovative and exchange-oriented meeting formats.

There are four possible formats for Special Sessions:

- **Workshops** differ from technical sessions in that they are targeted to small audiences with a focus on audience participation (e.g. question and answer sessions and group work). Workshops offer a platform for presenting novel ideas in a more interactive way than the other tracks.
- **Panels** are sessions that include a group of experts invited to debate a topic or reflect on their diverse experiences through interaction with audience. Panel sessions are not to be considered as paper sessions consisting of a set of talks by experts, but rather motivate debates and interaction among panelists and the audience.
- **Group discussions** are sessions that facilitate the attendees to discuss a theme or topic with the moderation of the session organizer. Group discussions can be semi-structured or structured around a set of questions and can be formal or informal in nature. They can also provide opportunities for the group to do more in-depth questioning of the people organizing the discussion and promote interaction between local interest groups by bringing together people who can develop new ways to function and interact with each other.

- **Open option:** We also welcome the submission of other formats as long as the organizer(s) provide a convincing rationale and structure related to the aim and theme of the IAC 2018.

The Organizer's role is to invite the speakers and chair the session itself.

There is no financial subsistence provided for session organizers and invitees. All IAC participants are required to register and pay the registration fee corresponding to their category.

Submission Form (available online at www.iafastro.net)

Please fill in each box.

<p>Title of the session</p> <p>Please provide a clear and concise title that conveys the contents of the special session</p>
<p>Session format</p> <p>Workshop / Panel discussion / Group discussion / Open option*</p> <p><i>*Provide format name</i></p>
<p>Desired time slot</p> <p>30 minutes / 60 minutes / 90 minutes</p>
<p>Topic</p> <p>Explain the session's topic and theoretical background in a maximum of 200 words.</p>
<p>Keywords</p> <p>Please supply 5 relevant keywords.</p>
<p>Purpose and relevance</p> <p>Please explain the aim of the session and its relevance for the IAC congress and community, using a maximum of 100 words.</p>
<p>Expected outcomes</p> <p>It is intended that Special Session results will be communicated to a larger audience through the annual IAF Highlights Journal. In this box, please indicate the expected outcome of the session, e.g., a new set of directions for the field, a paper about a topic, data for research, consensus on a problem, etc. in a maximum of 100 words.</p>
<p>Organizers</p> <p>Present the organizers' names, backgrounds and affiliations. Indicate the primary contact person and his/her contact details incl. Name/Affiliation/Position/Country/Email Address and Phone Number.</p>

<p>Recruitment text</p> <p>Please write a recruitment text to encourage congress participants to join the special session. The text should be a maximum of 75 words. If the Special Session is selected, the recruitment text will be published on the IAF Website and in the IAC Technical Programme.</p>
<p>Session structure</p> <p><i>For each format:</i> Give a detailed time schedule of the activities, based on the 30/60 or 90-minute. Explain the role(s) of the audience, facilitators, possible external guests, etc., and include a plan for fostering interactivity during the session.</p> <p>Provide a list of intended panel participants, with for each person a short motivation for including that person, and the level of certainty that they will be present and available at the congress: e.g., Confirmed / Likely / Uncertain</p>
<p>Ideal number of participants:</p> <p>Describe the range of participants that is ideal for the session (in order to determine the room size)</p>
<p>Desired setup of the room:</p> <p>Indicate what the desired room type and setup is for this session, such as the presence of an elevated stage, setting of chairs and tables (if applicable), etc.</p>
<p>Materials needed</p> <p>Describe all the materials and equipment that are needed for this session, e.g., 'a projector and screen'; 'three wireless microphones'; etc.</p>

Important dates

SpS submission opens: **13 November 2017**

SpS submission deadline: **16 February 2018**

Proposal acceptance notification: **9 April 2018**

Congress dates: **1st - 5 October 2018**

Contact

Should you have any questions about Special Sessions, you can contact us at sps@iafastro.org.