

Instructions and Considerations for Special Sessions Proposals

1. Considerations

- 1.1** IEEE WF-IoT2021 would like to invite researchers, scientists, and industrial engineers involved with the Internet of Things (IoT) to organize **Special Sessions** that will concentrate on emerging and important topics in IoT. Special Sessions should address topics of broad-interest. A key aspect of Special Sessions is that they should be coherent, relevant to an aspect of IoT, timely and informative, while not overlapping with the content of the traditional technical paper program.
- 1.2 The deadline for Special Session Proposals is April 25th, 2022.**
- 1.3** The Special Session Tracks are expected to consist of two (2) hour sessions, each including four or five (4-5) papers. The Special Sessions can contain multiple such sessions with allocation of 2, 4, 6, or 8 hours.
- 1.4** The organizers, as part of the Special Session Track, can provide an overview of the topic area and invite other contributors to explore different facets of the chosen topic. We expect that these Special Sessions will raise visibility on topics of focused interest in particular scientific, technology, or application areas, establish synergies, and explore new opportunities.
- 1.5** The organizers can also designate one paper per session as a Keynote Talk.
- 1.6** The submission of papers from industry to a Special Session Track is highly encouraged as is the organization of Special Session Tracks by industry.
- 1.7** The organizers of the Special Sessions are responsible for soliciting and selecting papers. They are also responsible for ensuring publication quality in the session.
- 1.8** As part of the activity involved, the Special Session organizers are expected to issue a Call for Papers (CfP) for their Track, and to actively pursue paper submissions.
- 1.9 The deadline for paper submissions is June 13th, 2022.**
- 1.10 Special Sessions will be scheduled for the weeks of October 31st – November 4th, 2022, and November 7th – November 11th, 2022.**
- 1.11** If you would like to organize a Special Session, please follow the directions for submitting proposals.

2. Instructions

2.1 Please be prepared with all the material that you will need to make the proposal for a Special Session. That includes information about you as the Special Session Organizer (Chair) well as information about your Co-Organizers and content for the Special Session. **Deadline 11th April 2022.**

2.2 To enter the submission please go to the **eWorks** website which can be reached from the authors/proposer's tab from the main conference website page at <https://wfiot2022.iot.ieee.org> and follow instructions for a proposal submission.

2.3 The information about you and your Co- Organizers consists of: (1) Name and Salutation; (2) Institutional Affiliation; (3) Location; (4) Contact Information; (5) Your IEEE Membership Number if you are a member and your ORCID Number if you have one; (6) A recent high resolution headshot photograph in JPEG format; (7) a short biography (up to 250 words).

2.4 The additional information we will need includes: (1) a title for the Special Session for which you are making the proposal; (2) a short abstract that describes the content of the Special Session; (3) Key Words that are descriptive of the topic covered by the Special Session; (4) Please upload a narrative description of the Special Session in Word (.docx) format. The narrative should be **limited to four (4) pages** and include:

- *Title of Special Session*
- *Abstract (250 words)*
- *Description of the Special Session Proposal*
 - *Objectives and motivation*
 - *Novelty, highlighting the technical innovations presented in this Special Session*
 - *Special Session content, indicating the topics that the Special Session will cover in detail*
 - *Tentative timeline schedule*
 - *Special Session Length: 2 hours (1 session), 4 hours (2 sessions), or 6 hours (3 sessions)*
 - *Intended audience*
 - *Paper submissions you have already identified*
 - *Prior history of the Special Sessions organized and number of past attendees, if applicable*

2.5 You will be issued a unique **Proposal ID** number (**PID**) upon completion of your submission. Please retain a record of the number as it will be used for notification of acceptance or rejection and subsequent steps.

Notification after Acceptance

2.6 Once the proposal has been evaluated you will be notified whether the proposal has been accepted or rejected. Accepted proposals will be notified and assigned a Special Session identifier (Spes-01, Spes-02, ...Spes-10) and issued an invitation to Chair the Special Session at the conference and further instructions.

If you need any further clarification or information, please contact one of the Special Sessions Committee Chairs:

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