**SPECIAL SESSIONS PROPOSAL FORM**
**Format:** Maximum 5 pages. All pages are formatted to 8.5×11” or A4 paper with margins of one inch on every side. All texts use single space, Times New Roman, and a font size of 11 or 12.

**Recommended Sections:**

**1. Special Session Title**

**2. Proposed Session Format** (Choose from “formal presentations”, “informal talks”, “full Q&A panel”, “debate”, or create own style – see Call For Proposal. Describe the format at a high level, and note any creative activities such as software/hardware demonstration, virtual tours, interactive audience polls, etc.)

**3. Proposed Timing** (Choose “100 minutes” or “2 x 100 minutes).

**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. 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.)

**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.)