



# 1<sup>st</sup> International Conference for CBM in Aerospace

24-25 May 2022 in Delft, The Netherlands

<https://cbmacademy.eu/>

## Technical Session Organizers – Guidelines

Thank you for expressing your interest to organize a Technical Session at the 1<sup>st</sup> International Conference for CBM in Aerospace (ICCBMA22). The Session Organizers will be an integral part of promoting and organizing the conference. The success of the individual sessions, and of the conference in general, is heavily dependent upon the organizers.

The primary goal of an ICCBMA22 Technical Session Organizer should be to promote the discussion around the topic of the session, preparing a strong session with the presentation of influential works on the topic. Organizers have the freedom to solicit works and coordinate abstract submissions with other colleagues to present a coherent discussion during the session. The organizers should work closely with the ICCBMA22 staff to address deadline issues or other hurdles to help in achieving this goal.

### Technical Session Organizers

Each Technical Session can be organized by a single person or a group of co-organizers, from the same or multiple institutions. However, in the case of a group of co-organizers, one of the organizers should be indicated as the main coordinator, being responsible for the communication with the ICCBMA22 staff, and the guaranteeing the smooth organization of the sessions.

### Tasks and commitment

It is expected that the Technical Session Organizer promotes the conference and, in particular, the Technical Session, beyond the means used by the ICCBMA22. The Technical Session Organizer could also be asked by the Technical Committee to indicate individuals for the review of abstracts (and papers) submitted to the Technical Session. Finally, the Technical Session Organizer should be present at the conference to chair or support the conference session on-site.

The time commitment can vary based on the number of papers in each session and the number of co-organizers, if any.

### Session format

The sessions are planned to have a duration of 1h30, with a minimum number of 3 and a maximum of 5 presentations per session. In the case of having multiple works submitted to the Technical Session, the organizer can propose the division of the session into multiple conference sessions, up to 3 sessions on the same topic. The session (or each conference session in case of multiple) should not have more than 2 presentations from the same research group, including the research group from the organizers.

In the case no more than 3 works are accepted to be part of the Technical Session, the session will be cancelled and the accepted works will be presented in regular conference sessions.

### Communication

Communication is key to guarantee that the goal of the Technical Session is achieved. The organizers should be in contact with the ICCBMA22 staff ([cbmacademy-LR@tudelft.nl](mailto:cbmacademy-LR@tudelft.nl)) and propose a session title and short description of the topic (maximum 150 words) by October 22<sup>th</sup>. The proposed topic should be aligned with the general topics proposed by the conference - <https://cbmacademy.eu/>.

The Technical Session Organizer should also be in contact with the authors allocated to their session, promoting that authors meet critical deadlines in the abstract (and, eventually, paper) and session preparation process. In the preparation of the conference, the ICCBMA22 staff may request support from the Technical Session Organizer to collect information about the Technical Session or the presenters.

### Works review process and acceptance

The works to be submitted to the Technical Session need to be submitted using the conference management system used by ICCBMA22 - <https://easychair.org/my/conference?conf=iccbma22>. All works will be subjected to standard peer review process of the conference. The acceptance of the works is subjected to the approval of the abstract by the Technical Committee of the conference, following the references obtained by the reviewers.

### Chairing the session

It is expected that the Technical Session Organizer will chair the respective conference session, or designates other individual to do it. In the case the Technical Session is divided into a set of conference sessions, it is advisable that different chairs are chosen for each session.

During the session itself, the conference session chair should function as moderator, introducing the presenters, coordinating the Q&A, managing the time per presenter, and stimulating the discussion in the room. Session should run on time and at the room(s) allocated, following the schedule defined by the ICCBMA22 staff.

### Timeline

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|---------------------------|--|
| – Session title & summary | <b>October 22<sup>th</sup>, 2021</b>             |
| – Abstract Due            | <b>November 26<sup>th</sup>, 2021</b>            |
| – Abstract Acceptance     | December 28 <sup>th</sup> , 2021                 |
| – Papers Due (optional)   | March 26 <sup>th</sup> , 2022                    |
| – Papers Acceptance       | May 7 <sup>th</sup> , 2022                       |
| – Conference              | <b>May 24<sup>th</sup>-25<sup>th</sup>, 2022</b> |