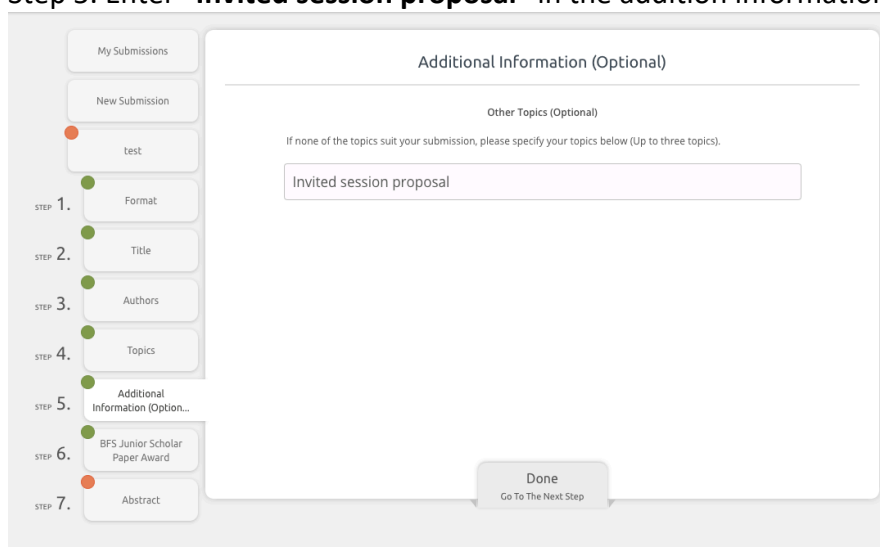


Guideline for the Submission of Invited Session Proposals

If you would like to organize an invited session, please submit your proposal using the same entry of abstract submission before the deadline (<https://bfs2020.exordo.com/>). Please register in the system and click “Start New Submission” under the tab of submit abstract. To distinguish the proposal and abstract submission, you need to specify some details in the submission system. We highlight the difference in the follow 7 steps.

- Step 1. Choose **Oral** as your proposal format;
- Step 2. Enter Title;
- Step 3. Enter names and email addresses of all organizers;
- Step 4. Select **Others** as your proposal topics.
- Step 5. Enter “**Invited session proposal**” in the addition information.



The screenshot displays a web interface for submitting a proposal. On the left, a vertical sidebar lists seven steps: 'My Submissions', 'New Submission', 'test', 'STEP 1. Format', 'STEP 2. Title', 'STEP 3. Authors', 'STEP 4. Topics', 'STEP 5. Additional Information (Option...)', 'STEP 6. BFS Junior Scholar Paper Award', and 'STEP 7. Abstract'. Step 5 is currently selected and highlighted with a green dot. The main content area is titled 'Additional Information (Optional)' and contains a section for 'Other Topics (Optional)'. Below this, a text box contains the text 'Invited session proposal'. At the bottom right of the main area, there is a 'Done' button with the text 'Go To The Next Step' below it.

- Step 6. Select **No** in BFS Junior Scholar Paper Award.
- Step 7. **Upload your proposal** by click upload abstract.

Noted:

An invited session should be organized by one or two organizers, which generally consists of **five** presentations. A single organizer cannot be the organizer/co-organizer of more than **2** invited sessions. Session proposals in which most of the speakers come from the same institution are discouraged.

The organizer(s) should submit a session proposal by the same deadline as the contributed talk submission. The following information should be provided in the proposal:

- Title: Describe the session subject as accurately and specifically as possible.
- Organizer(s): Full name, affiliation, country and, email address.
- Summary: Describe the session plan in **no more than 1,500** characters. The following points are recommended to be covered:
 - Define the aim and scope of the session
 - Explain briefly the problem area to be addressed by the speakers and the importance/significance/relevance of their works

- Speakers: Provide the full name, affiliation, and email address of each speaker and the title of his/her presentation.

All the session proposals are subject to screening and acceptance by the Scientific Committee.