

MINI-SYMPOSIUM TITLE

First A. Organizer*, **Second B. Organizer*** and **Third C. Organizer[†]**

* Affiliation, Postal Address, E-mail address, [†] Affiliation, Postal Address, E-mail address

MINI-SYMPOSIUM PROPOSAL

Keywords: *keyword 1, keyword 2, keyword 3*

1 MINI-SYMPOSIUM PROPOSAL

A mini-symposium is a session of at least five coordinated presentations on a single topic of substantial current interest. It is the responsibility of the organizers to contact the speakers they wish to invite to participate in their session and thereby to determine the feasibility of organizing a mini-symposium. The organizers are responsible for the topics to be addressed, and for the quality of the papers accepted for presentation in their session. The organizers must provide suitable reviewers for the reviews of the papers. The conference committee and co chairs will assist the organizers in managing the review process. The organizers need to attend the conference and chair their session. In conducting the mini-symposium, organizers should provide an opportunity for discussion. The organizers should make no financial commitments on behalf of CMBE to any speakers when organizing their mini-symposium. Please consult the conference web site at <http://www.combiomed.net/2021/mini-symposia.htm> for detailed information.

1.1 Submission

Those interested in organizing a mini-symposium should submit a proposal to the conference committee and co chairs **no later than 30 November 2020**. Please *send your proposal to CMBE team via e-mail (combiomed@swansea.ac.uk)*. The acceptance of the proposal will be communicated to the organisers soon after the deadline.

1.2 Guidelines

If you do not follow these guidelines, your proposal will not be considered by the conference committee.

The proposal should outline the main features of the mini-symposium, and be written in a way that is accessible to specialists as well as non-specialists. The scope of the mini-symposium should be clear, you should explain the problem area that you wish to address, and identify current research directions, methods and applications. The proposal:

- must be written in English, and submitted in PDF format;
- must not be longer than two pages including references, and must not include figures or tables.

Prospective organizers should consider the following recommendations when selecting speakers in a mini-symposium:

- speakers should be selected for their current research contributions to the chosen topic area;
- speakers who can provide an overview of the topic area, and bring new ideas for continued research and application are also welcome;
- a mini-symposium organizer may speak in the mini-symposium he or she is organizing;
- CMBE discourages mini-symposia in which all or most of the speakers come from the same school/department/institution;
- CMBE allows a ‘session keynote’ for each 9 regular talks;
- the exact format/length of each presentation is to be determined in due time by the conference committee and co-chairs, taking into account any suggestions from the mini-symposia organizers.

REFERENCES

- [1] Authors, *Book reference*, 1st. Edition, Vol. **I**, Publisher, 2016.
- [2] Authors. Journal reference. *Journal*, **number**, 1, 100-110, 2016.