Guidelines for Symposium Organizers (Guidelines "O") Rel. 2

ICE2024 calls symposia for 20 Scientific Sections (19 for specific and one for "Others") from February 1 to June 16, 2023 on the ICE2024 web site: https://ice2024.org/. Time for a symposium is 2 hours for one time slot or 4 hours for two time slots. Each presentation should be 15 min including discussion, thus each symposium has up to 8 speakers (in one slot) or 16 speakers (in two slots) including some general speakers. Please submit your proposal of one symposium by the following guideline.

ICE2024 will be held ON SITE in Kyoto, basically in accordance with the Japanese government's safety standards for infectious diseases. Due to budgetary constraints, Symposium Organizers, or Symposium Speakers for each symposium are not provided with honoraria, travel expenses, etc. We would appreciate your thoughtful understanding and kind cooperation regarding this matter.

1. "Call for Scientific Symposia" (February 1 - June 16, 2023)
2. A single person can be the organizer (or the co-organizer) of two or more separate symposia. But we would ask you not to be the principal organizer in two or more symposia. It may impose restrictions on the program because the organizer or one of the co-organizers will chair the symposium (see 5.1).

1.1 For a symposium proposal submission, each Symposium Organizer should select one Scientific Section among the 20 Sections. No. 20 will be for "Others".

1.2 Input the title (in 100 characters) and the justification (in 600 characters) of the symposium.

1.3 Symposium Organizers can invite up to 2 co-organizers (up to 3 co-organizers per symposium in total). Input the following information of each Symposium Organizer: name, email address, and affiliation.

1.4 Please invite Symposium Speakers in agreement with them. Five or six Symposium Speakers per 2-hour time slot is preferred, because some general talks should be included to your symposium later (see the step 4.1-4.3). If your symposium needs 4-hour time slots, list some more Symposium Speakers (up to 15). Input the following information of each Symposium Speaker: name, tentative topic of the talk, email address, affiliation, and so on. The abstract of each presentation is not necessary, yet.

2. Reviewing (June 17 - August 20, 2023)
2.1 The Convenors of each Scientific Section review the submissions. They will evaluate

the proposal of the symposium based on the justification and diversity of the Symposium Speakers. Consideration of a better balance of affiliation, gender, and age of the speakers is preferred.

2.2 Convenors may contact the Symposium Organizer if they find any points to suggest or discuss to improve.

2.3 After the review by the Convenors, the decision of acceptance or rejection will be made with permission from the ICE2024Kyoto Local Organizing Committee in August 20, 2023.

3. Registration after acceptance

3.1 The titles of accepted symposia will be opened and the Scientific Program Committee starts a call for papers from September 1, 2023. Symposium Organizers will be asked to register for participation on the ICE2024 website: https://ice2024.org/ and to inform the Symposium Speakers.

3.2 After registration of the Symposium Organizer, Symposium Speakers can register on the website: https://ice2024.org/.

3.3 Each Symposium Speaker needs to submit a presentation abstract (3000 characters).

4. Assignment of the Symposium Speakers and the program (December 16, 2023 - February 10, 2024)

During "Call for Papers" (September 1 to December 15, 2023), general presenters submit their oral or poster presentations to a symposium of a certain section to which they want to be invited. After December 16, Symposium Organizers can invite some speakers from the general presentations to fulfill time for necessary symposium slots. This process can be carried out on the website: https://ice2024.org/. Scientific Section Convenors will support the organizer, if necessary.

4.1 Firstly, Symposium Organizers can invite speakers who prefer to present in their own symposia as Symposium Speakers in January 1-10, 2024.

4.2 Secondly, if there is no suitable speaker from process 4.1, Organizers can look for candidates in the list of other symposia in the same scientific section in January 11-20, 2024.

4.3 Thirdly, if there is no suitable speaker from process 4.2, Organizers can look for candidates in the list of other scientific sections in January 21-30, 2024.

4.4 Each Organizer needs to determine the order of presentations by February 10, 2024. A symposium can use one slot of 2 hours or two slots of 4 hours for the presentation time (including discussion). If you plan to have a long talk, one 30-min talk as the

first presentation is preferred. An opening remark by Organizer should be a part of time for the first presentation. Each of the presentations should be 15 min including discussion. General discussion and/or concluding remarks should be included in the discussion time of the last presentation. For instance, a typical symposium may have a 30-min first presentation followed by six 15-min talks.

5. At the symposium (August 25-30, 2024)

5.1 Symposium Organizer is expected to be the chairperson at the symposium.

5.2 Some staff members of LOC of ICE2024 will support handling the equipment of the room for each symposium.

5.3 Sessions will be 9:45 -11:45 in morning, 13:30 -15:30 in afternoon, and 16:15 -18:15 in the evening. One coffee/tea break is scheduled in the middle of each session.

(Rel. 1: Dec. 30, 2022/ Rel. 2: Revised in Apr. 28, 2023)