Guidance for Preparing an Invited Session Proposal

A concise guide for first-time invited-session organizers

Purpose: An invited session should present a timely, coherent technical theme supported by a well-integrated set of invited papers—not simply a collection of unrelated papers.

Recommended Proposal Components

1. Proposed Session Title. Use a concise title that clearly reflects the common technical theme and is broad enough to cover all invited papers.

2. Session Organizers. List organizer names, affiliations, and contact information. If relevant, identify the sponsoring technical committee or professional society group.

3. Motivation and Significance. In one or two short paragraphs, explain why the topic is timely and important, the key technical challenges or emerging opportunities, and why a dedicated session would benefit the conference community.

4. Contributions and Session Organization. Explain how the papers collectively address the session topic. Group the papers into approximately 2–4 subthemes and briefly describe how the papers within each theme complement one another. This section is especially important because it demonstrates the technical coherence of the session.

5. Diversity of Contributions. When applicable, highlight participation from multiple institutions, academia and industry, different technical approaches, application areas, or geographic communities.

6. Summary of Invited Papers. For each paper, provide the tentative title, authors/affiliations, and abstract. The organizer can usually obtain these directly from the prospective authors.

A Simple Process for First-Time Organizers

1. Identify a timely topic with a clear common technical theme.
2. Invite approximately six strong papers/research groups in closely related areas.
3. Confirm participation and collect tentative titles, authors, affiliations, and abstracts.
4. Group the papers into several related technical subthemes.
5. Write the motivation and explain clearly how the papers fit together.
6. Submit the session proposal and ensure all invited authors follow the conference paper-submission instructions and deadlines.

Key Point

A strong invited-session proposal is built around four elements: a timely topic, a coherent set of papers, strong contributors, and a clear explanation of why the papers belong together in one session.

Support available: I would be happy to provide guidance or review a draft proposal, especially for organizers or technical committees with limited prior experience preparing invited sessions.