

## Mini-Symposia Proposals

The conference encourages the submission of mini-symposia proposals. Each proposal should have a focused topic related to “Meaningful Technology and Design”. Prospective mini-symposia organizers should consider the following items prior to submitting the proposal:

1. There are typically five presentations in a single session being six the maximum number of presentation allowed;
2. A mini-symposium is normally composed by at least three sessions with a maximum of four sessions on a single topic of substantial current interest and importance in “Meaningful Technology and Design”;
3. Speakers should be selected primarily for their current contributions to the topic area.
4. Speakers should be as representative of researchers in the area as possible;
5. A mini-symposium organizer may speak as part of the mini-symposium that he or she is organizing;
6. Mini-symposia are discouraged in which most of the speakers come from the same organization or if all co-authors on the papers being presented in a mini-symposium are from the same organization;
7. Mini-symposium organizer(s) can be researcher(s), University(ies), association(s), confederation(s) or a network partners.

The mini-symposium proposal should include the following:

- a. Title (not more than 10 words);
- b. Organizer(s) (Provide your full name, title, affiliation, address, photo and email address);
- c. Description of the targeted research area and how it fits the conference theme (not more than 100 words);
- d. Provide the full name, affiliation, address, and email address of each speaker and the title of his/her presentation. At least 15-24 speakers shall be indicated.

### Submission

The submission of mini-symposia proposals is made by sending the necessary information to the conference organizers at [secretariat@mtd2017.com](mailto:secretariat@mtd2017.com) by February 15 2016.

### Terms & Conditions

- After approved by the organizing committee the title will be posted on the MTD2017 portal (at mini-symposia) along with the organizer(s) name(s) and e-mail address(es);
- Once approved by the organizing committee, the mini-symposium organizer(s) will be free to distribute their own calls for abstracts/papers;
- The mini-symposium organizers will chair the sessions during the conference;
- The mini-symposia organizer(s) should collect the abstracts and papers, review their contents, specify the order of their presentation in the session, identify the corresponding author for each paper, and send all this elements to the conference secretariat ([secretariat@mtd2017.com](mailto:secretariat@mtd2017.com)) before the key dates referred in this document;
- Organizing a mini-symposium does not imply to be exempted from paying the corresponding fees for the Conference registration
- The proceedings will be published by Balkema (Taylor & Francis Group), including a book of extended two-page abstracts and a CD-ROM containing the full eight-page papers. The final version of the extended abstracts (two-pages) and the eight-page papers is due on December 15 2016.

- The inclusion of accepted papers in the Conference Proceedings requires that the payment of the Registration Fee is made not later than March 15 2017.

**Key dates**

Abstract submission: 15/05/2016

Paper submission: 15/12/2016

Payment deadline for authors: 15/03/2017

**Seen and Agreed**

By: \_\_\_\_\_  
(Signature of the MS coordinator)

\_\_\_\_\_  
(Title and Name of the MS coordinator)

Date: \_\_\_\_\_