

General Guidelines for Mini Symposium(MS) Organizers

1). Title of the organized Mini symposium:

MS Organizers may decide the title of his/her MS to reflect the contents of the organized MS. However, the title should be as concise as possible

2). Joint organization:

MS Organizers may jointly organize a MS if he/she wishes.

3). Number of papers in a MS:

A mini symposium may have a single or multiple sessions and each session will be constituted with 6-8 accepted papers.

4). Source of papers:

It is preferred that the source of papers such as countries or affiliations of authors are diversified but by no means it is mandatory.

5). Submission of Abstracts/Full Papers:

Authors are asked to submit their abstracts/ papers to the conference secretariat electronically through [TeMUS system](#). After being recorded the basic information (such as paper ID, Title, Authors, Date Received, etc), papers will be immediately transferred to the MS organizers. For the author's reference, the [Instructions to Authors](#) is provided.

6). Review/Acceptance:

The MS organizers have the authority and responsibility to solicit, review, and decide the final acceptance of papers that he invites. The referees may use the [Referee Review Form](#) if he wants to use.

7). Preferred Conference:

When several International Conferences are running simultaneously, MS organizers should indicate the preferred conference.

8). Support:

In case of successful organization by at least 6 registered authors (incl. organizers), MS organizers will be provided a registration fee exemption. The organizers will be reimbursed the registration fee (in full or in part) depending on the number of registered authors in their MS. When an MS is organized by multiple co-organizers, the fee reduction rates are adjusted by the number of co-organizers. A partial registration fee reduction will be provided for those MS organizers who had at least 3 registered authors.