

Guidelines for Special Sessions
(Minisymposia and Focus Sessions) at the APS/DFD Annual Meetings
Revised May 2019

MINISYMPOSIA

Definition: A minisymposium is a session consisting of invited talks that are twice the length of contributed talks. Typically there are six 26-minute talks.

Number: At each Annual Meeting there may be up to four minisymposia.

Types: A minisymposium may fall into one or more of the following categories:

1. **Educational:** talks on education of undergraduate and graduate students in fluid dynamics.
2. **International:** talks by US and non-US researchers on a sub-topic of fluid dynamics. International minisymposia are intended to encourage more cooperation between societies, and interactions and collaborations among their members. Preferably the proposal for such a minisymposium is made jointly with a non-U.S. society.
3. **Tutorial/Review:** a series of tutorial and/or review talks aimed at communicating the state of the art in an area of particular current interest.

In general it is not appropriate to have a minisymposium “in honor” of a colleague.

Proposals: A one-page proposal for a minisymposium may be submitted by any DFD member. Such proposals should be sent by e-mail to the Chair of the DFD Program Committee (usually the Chair-Elect of the DFD) prior to March 15 in the year of the intended annual meeting. Calls for proposals will be sent by e-mail to the members of the DFD. The local organizing committee may also propose one or more minisymposia.

Speakers: Proposals should contain a list of possible speakers, but the suggested speakers should not be invited by the proposers. In the event that the minisymposium is selected, the appointed organizer will invite speakers. The registration fees of the invited speakers are usually waived, although this is up to the discretion of the local organizers.

Selection: As stated in the bylaws of the Division, “the Program Committee shall have final responsibility for the selection of invited talks and minisymposia ... Generally, the Program Committee works with the local organizing committee that makes recommendations on these matters.” The usual practice is for the local organizing committee to suggest additional minisymposia beyond those proposed by

the DFD membership, and participate in the selection process as members of the Program Committee. Some preference should be given to proposals for *Educational* and *International* minisymposia. Once the selection of minisymposia has been made by the Program Committee and approved by the Executive Committee at their Spring meeting, the local organizing committee shall notify all proposers. For each selected minisymposium an organizer (or organizers) will be appointed, who are usually the proposers of the minisymposium. These organizers are then responsible for inviting the speakers for the minisymposium.

Multiple talks: Talks in *Educational* minisymposia are deemed not to be research talks, and hence speakers may also present one talk in the sessions of contributed talks. Talks in all other types of minisymposia are considered to be research presentations, and hence speakers in these minisymposia should not be first authors on contributed abstracts, nor present additional talks in regular sessions of contributed talks.

FOCUS SESSIONS

Definition: A focus session is a session consisting of talks that are the same length as regular contributed talks, or 13 minutes. The length of the focus session is the same as that for the regular sessions at the same time.

Types: Focus sessions are usually a series of talks on an exciting and important area of current research. In general it is not appropriate to have a focus session “in honor” of a colleague.

Proposals: A one-page proposal for a focus session may be submitted by any DFD member. Such proposals should be sent by e-mail to the Chair of the DFD Program Committee (usually the Chair-Elect of the DFD) by mid-March in the year of the intended annual meeting. Calls for proposals will be sent by e-mail to the members of the DFD. The local organizing committee may also propose one or more focus sessions.

Speakers: Proposals should contain a list of possible invited speakers; each focus session is limited to one invited speaker. In the event that the focus session is selected, the appointed organizer will invite the speaker. The registration fee of invited speakers are usually waived, although this is up to the discretion of the local organizers. Focus sessions are similar to regular sessions in that any member of the DFD can choose to submit an abstract for the session.

Selection: See Minisymposia section.