

## **Proposed Guidelines for Minisymposia at the APS/DFD Annual Meetings**

**Definition:** A minisymposium is a session consisting of talks of 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.
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.
4. *Focus session:* a series of talks on an exciting and important area of current research.

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. 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 prior to January 15 in the year of the intended annual meeting. A call for proposals will be placed on the Division’s website and in the Fall Newsletter. 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. In general the expenses of the invited speakers are not paid by the Division, nor are the registration fees waived.

**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 general practice is for the local organizing committee to select minisymposia for approval by the Program Committee. Some preference should be given to proposals for *Educational* and *International* minisymposia. Once the selection of minisymposia has been made, the local organizing committee shall notify all proposers. For each selected minisymposium an organizer (or organizers) will

be appointed, who normally are the proposers of the minisymposium. These organizers are 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 *non-Educational* minisymposia are deemed to be research presentations, and hence speakers in these minisymposia are not permitted also to be first authors on contributed abstracts nor to present additional talks in the sessions of contributed talks.

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