

**56th SESSION OF THE INTERNATIONAL STATISTICAL INSTITUTE**  
**22-29 August 2007**  
**Lisboa, Portugal**

## **RULES AND GUIDELINES FOR INVITED PAPERS MEETINGS**

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### **1. STRUCTURE OF A MEETING**

1. Invited paper meetings will be 135 minutes (two hours and fifteen minutes) in length. There will be three meeting timeslots per day. Invited Meetings normally consist of:
  - (i) Short introductory remarks by the Organiser/Chair,
  - (ii) Presentation of three invited papers by their authors,
  - (iii) Prepared comments on the papers by one or two invited discussants,
  - (iv) General discussion of the papers,
  - (v) Short replies by the invited authors.
2. Each author will normally have 20-25 minutes for his/her presentation, and each invited discussant will normally have 7-12 minutes for comments. The Organiser may decide to decrease the time for presentation of invited papers, in order to allow for more general discussion.
3. If an Organiser would like a meeting with a different structure (e.g. only two invited papers and a panel with several invited discussants or some other proposed format), she/he should consult with, and obtain permission from the ISI Programme Coordinating Committee Chair.

### **2. CONTENTS OF A MEETING - PROGRAMME POLICY**

4. An ISI Session is not the appropriate forum for extremely specialised meetings, even though the diversification of the statistical science makes it natural and necessary to arrange conferences and meetings to discuss highly specialised topics. The unique feature of ISI Sessions is that they are attended by statisticians interested in a wide variety of statistical issues, which makes it desirable to concentrate the programme on topics of broad interest. A major objective of the ISI Session is to promote communication between specialists in different fields.
5. Each meeting in the programme should be developed with the aim of attracting a diversified group of statisticians. Although not every meeting needs to be of great interest to the entire membership of the ISI, every meeting should devote at least some of its time to attempts to inform those who are not experts in the field. This can be done;
  - (i) by the first invited author,
  - (ii) in the first portion of each presentation, or
  - (iii) during the entire meeting.



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6. Each meeting should ideally have all the following ingredients:
  - (i) expository review of the topic,
  - (ii) new theory and/or methodology,
  - (iii) applications,
  - (iv) critical assessment of the recent development of the topic,
  - (v) estimation of the needs or directions for future research.
7. The Organiser must ensure that the invited papers in his/her meeting complement each other and provide a balanced coverage of the topic. This will usually involve an exchange of information between the authors and a measure of co-ordination.

**3. RULES ABOUT SELECTION OF ORGANISERS, AUTHORS, AND DISCUSSANTS**

8. No person may organise more than one invited paper meeting at the Session.
9. In order to broaden active participation in the ISI Sessions from many members, no person should organise Invited Paper Meetings at successive ISI Sessions (except in unusual circumstances – in which case this should be discussed with the ISI Programme Coordinating Committee Chair before the invitation is made).
10. The Organiser must not invite him/herself to author a paper.
11. No person may be the principal author of more than one invited paper at the Session. Each Organiser must ascertain that invited authors have not already accepted an invitation to present a paper to another meeting in the Session.

**4. GUIDELINES FOR SELECTION OF INVITED AUTHORS AND DISCUSSANTS**

12. The invited authors and discussants should be individuals who can make a significant intellectual contribution to the meeting and can present fresh ideas.
13. The Organiser should look for authors of invited papers in the first place among the members of the ISI and its Sections. If no expert on the aspect concerned can be found among the members, it would be appropriate to invite a non-member. If a non-member is selected, it is particularly important that they visit the website and express interest in attending the ISI Session in Lisboa so that an invitation to attend the Session (and Information Bulletin #1) is issued.
14. The Organiser should attempt to recruit authors and discussants from different parts of the world, keeping in mind the need to extend participation to the developing countries (if the topic of a meeting is particularly relevant to the developing countries, the Organiser should try to invite at least one author and one discussant from developing countries). The Organiser should preferably not invite more than one



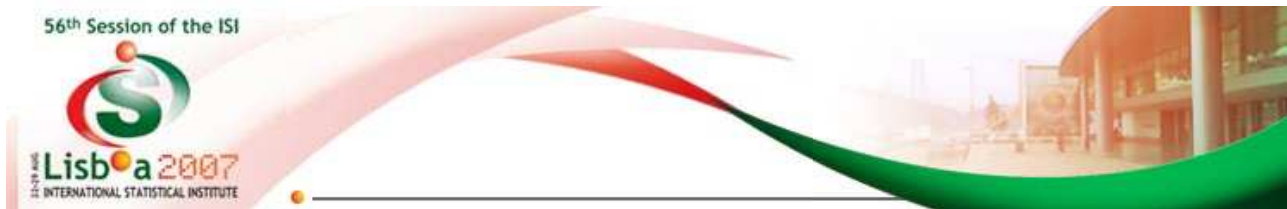
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author from any one country (of residence), or more than one discussant from any one country. The Organiser should endeavour to recruit female authors and discussants, in line with the ISI Committee on Women in Statistics objective to promote and strengthen the representation of women statisticians in all ISI activities. The Organiser should consider the possibility of inviting a young person (under 35 years of age) among the authors.

15. The Organiser should consider inviting both theoretical and applied statisticians as discussants, in order to improve communications between the groups.
16. No person should accept an invitation to be a discussant at more than one invited paper meeting during the Session. Sometimes the late withdrawal of discussants may mean that some people may be asked to be discussants at a second meeting. While this is undesirable, it is permissible if no other suitable discussant can be found.
17. Some individuals invited to author a paper will not know until later whether they will be able to attend the Session. It is, however, highly desirable that authors personally present their paper at the Session. This should be explained when issuing invitations to authors, so that invitations will be accepted only if there is a reasonable chance of attending.
18. If an invited author is unable to present his/her paper personally, the Organiser should invite another author.

## **5. PAPERS**

19. Invited papers will not exceed a maximum of eight pages, and discussants written comments will not exceed a maximum of four pages (when typed with single spacing in 11 point font on standard A4 sheets). The paper may include a brief summary, typically one paragraph in length, but this summary is considered part of the eight page maximum restriction.
20. Authors of invited papers are encouraged to submit a more comprehensive version of their papers to the *International Statistical Review*.
21. The paper should be written with the aim of making it interesting and comprehensible to statisticians in general and not only to specialists in the meeting's topic.
22. The paper may be written in any of the *working languages* of the ISI, i.e. English or French.
23. The paper must not have been presented at any conference, nor have been published, before the ISI Session.



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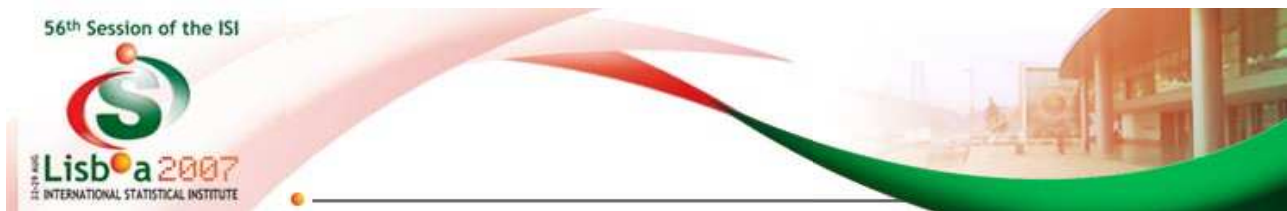
24. For each paper, an abstract will have to be produced and submitted via the Conference website. The abstract will be limited to a maximum of 300 words, containing only text (no formulas). Abstracts will be published in the 'Abstract Book' that will be printed and distributed to Session participants upon registration.
25. The full paper must be submitted as a 'pdf' file in the format prescribed in "Instructions for the Preparation of Manuscripts" (see appendix 2 of "Processes and time deadlines" or the Conference website). Templates for Microsoft Word or Latex will be available from the website, and authors are strongly encouraged to use them.

## **6. GUIDELINES FOR ORGANISERS**

26. The Organiser normally acts as Chair of his/her meeting. If you are unable to attend the Session, the Local Portuguese Programme Committee and the ISI Programme Coordinating Committee Chair should be informed immediately, and you should suggest some alternatives to the ISI Programme Chair.
27. As Organiser/Chair you should call your invited authors and discussants to a preparatory meeting during the Session in order to discuss the time schedule of the invited papers meeting, the rules of procedure and technical matters. If such a meeting is not arranged, you should meet the authors and discussants in the meeting room 10-15 minutes before the meeting.
28. During the meeting the chair should ensure that each speaker and discussant keep to their allocated time. Sufficient time should be left for questions and comments from the floor, and the chair should ensure that these are concise (i.e. only one or two minutes) and to the point. Presenters should be allowed time to respond to the discussants, and the comments and questions from the floor.
29. If you are unable to perform your duties as Organiser of an IPM properly, you should inform the Programme Coordinating Committee Chair immediately.

## **7. PRESENTATIONS**

30. As an invited author, it is expected that you will present your paper personally at the meeting. If for your paper none of the authors are able to do so, the Organiser must be informed as soon as possible. If possible you should suggest to the Organiser someone who can present the paper. In turn, the Organiser shall notify the Local Portuguese Programme Committee about any such changes as soon as possible.
31. The papers and comments will be orally presented in one of the conference working languages of the ISI, i.e. English or French. Authors inform the Portuguese Local Programme Committee, and their meeting Organiser, about their choice of language



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via the language selection that they use in the abstract submitted to the Conference website, so that the printed programme can give this information. A limited number of Invited Paper Meetings will be interpreted. The ISI Programme Coordinating Committee in consultation with the Portuguese Local Programme Committee will determine the meetings that will be interpreted.

32. The oral presentation should not be a reading from the paper but should normally explain the background and highlight the main conclusions. It should be self-contained and not based on the assumption that the whole audience has read the paper. The author should speak slowly and only into the microphone. Authors are strongly encouraged to use prepared electronic slides (PowerPoint or 'pdf') for their presentation. Graphic aids must be of sufficient size to ensure that, when projected, they are visible to the entire audience.