Conferences: Policies & Guidelines

VP-Conferences
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Executive Summary

This set of general guidelines provides a high level overview of the conference organizing process. One of the primary factors that contribute to a successful conference is holistic planning. An organizing team must consider all key aspects of a conference such as the integrity of the technical program, community building, an affordable and enjoyable experience, and healthy financial performance. A good conference is one that (i) fulfills the objectives of the SP Society, (ii) provides authors with an opportunity to announce, discuss, publish and share their research results, (iii) encourages authors to submit papers and (iv) attracts a good number of attendees who attend again in the coming years. Our goal is to have a successful, quality conference.
No Show Policy

For the **paper submission system**: we must write clearly that there is a policy of not posting a paper on Xplore for no shows.

For **poster session**: in case there is **no speaker in front of a poster**, this implies “no show” (one of the authors should be present at the beginning and for most of the entire poster session, for the introduction of the paper and answering questions).
Each conference must maintain a certain level of established practice. **The general acceptance rates, scope, and paper review procedures shall carry over to each consecutive occurrence with little change. Changes to an acceptance rate greater than +/- 3% from the norm shall be reported to the VP-Conferences long before the final approval/rejection notices are sent to authors.**

- **Conference Board decision (30 May 2013)**
- **Nominal acceptance rate: 45% with ±3%**
- **Absolute cap: less than 50%**
All solely owned IEEE Signal Processing Society conferences and workshops should be arranged to allow authors to include a 5th page for references. This applies to all conference and workshops that use the 4-page submission rule.
Plagiarism

Authors are required to submit material that is original and that has not been published, or submitted for consideration, elsewhere. Author misconduct, including fabrication of results and plagiarism of the work of others, shall be subject to sanctions by IEEE under the rules of Member Conduct.
SP-L papers presented at conference

If your conference will allow authors of a paper published in IEEE Signal Processing Letters to present their papers at your conference within the upcoming year, please make the following information clear to authors and attendees:

- A copy of the original SP-L paper will be included in the digital proceedings provided to conference participants.
- Digital proceedings need to include a disclaimer that this paper "has been published previously in IEEE SPL, …" AND that the copy for Xplore MUST NOT include these papers.
Additional Information

- Statements for Plagiarism, No Show Policy, 5th Page for Conference Papers and SP-L paper(s) in proceedings need to be posted on the conference website

- Recordings of Plenary speakers is compulsory
  - Highly recommended that Tutorials and/or special sessions are recorded
Conference attendance of Incoming Chairs/OC Members

One year before the conference: most OC members are expected

Two or more years before: at least a few, especially key officers are expected
Members of the organizing committee cannot be selected to present a **keynote or plenary** address.

The **integrity** of the review process depends upon the proper adherence to the IEEE PSPB guidelines and the Society policy.

The policy for handling author misconduct such as **plagiarism** must be followed without exception.
Paper Registration

- Each full registration covers 4 papers.

- Note that this should have been written on the Web system; hence a change could be difficult. It is also now a sensitive issue, and needs some discussions in the future.

- “Each full registration can cover at most 3 papers” can be a good choice, but this practice needs advanced announcement, approval and further discussion.

- In order to secure good presentation quality, each speaker is advised to present no more than two papers.
Registration of OC Committee Members

- Members who do not need to cover accepted paper(s): **free registration**, and eligible to enjoy all benefits of full registration (we must appreciate their volunteer work, ….)

- Members who have to make use of the registration to cover accepted papers: **full registration fee** must be paid.
Further points

- A review committee shall be diverse in nationality, gender, and affiliations.

- Members of the technical program and organizing committee can submit papers; however their papers must be handled with great care to avoid any risk of conflict of interest. Papers submitted by committee members must be handled by other committee members, and the names and other identifying information may be omitted if possible.
A professional organizer company is usually employed.

- Do you know *how much they can do* for you?
  - (Much? But usually not more than 70%)

- Do you know that if you heavily rely on them, your conference will be *very expensive*?

- The *registration fees are restricted* by the IEEE SP Society
  - (We have received some complaints about high registrations, …)
Before the Paper Submission Deadline

Organizing Committee:
- Re-confirm membership as early as possible, 24 or 18 Months before the conference.

Budget:
- Create a healthy budget, **20% surplus required**.
- Maintain *continuous monitoring* of the budget and have a contingency plan in place.

Contingency Plan:
- Venue
- Management company
- Finance
- Natural disasters
Immediately before paper acceptance due date

Visiting VISA:
- advise attendees to apply for VISA early, hence our acceptance letter must be sent early enough

Acceptance Letter, and Preliminary Program:
- in line with above point, a preliminary program schedule must also be sent early (ideally together with the acceptance letter, or within a week after acceptance letter has been sent)
Local Arrangements (some before & some after paper acceptance)

Accommodations (Hotels):
- **High Charge Problem**: Do not give ill feeling to our attendees
- **Good hotels, inexpensive ones**
- Inexpensive accommodation for students? (take care of student attendees)

Transportation:
- *Direct help, if convenient* to do so
- Good and sufficient guides, on your website

Banquet:
- a good one, but it depends on your budget and financial situation

Entertainment: depends on your budget and financial situation

Special Features: good to have at least some special features
Conference Venue/Facilities

- **Poster Board:** must check size carefully
- **Poster Area:** check this during the site inspection, diagrams/drawing/ are very different from a real scene.
- **Conference Rooms:** Good size, check facilities
- **Coffee Breaks:** Sufficient, but not excessive food & beverage.
- **Internet:** should be available, **must be tested** well before the conference, …
Discussion Tables: good to arrange tables of various sizes for attendees, to take breaks, to discuss with internet access.

Call-for-Papers of the next conference: hardcopy to be included in the registration kit.

Committee Meeting Lunch/Dinner: expected to have reasonable quality food (but no need to be extravagant), it is better to change the menu each day.
Student Helpers (mainly local students):

- *not students with accepted papers* (and with presentation(s))
- free student registration
  - not eligible to cover accepted paper presentation
- to encourage attendance and collaboration among local universities, etc.

**Tutorials:** (make final commitment only with sufficient registrations)

- Basic Idea: Self-financed (Open only with sufficient number of attendees)
- Free? (up to you if you can manage the finances...)
- Free for all students, or free for selected/local students.
Message to Speakers and Session Chairs:

- Message to authors/speakers for quality presentation
- Message to Session Chairs, on how to chair session
  - Speakers transition time
  - Speaker preparation room
  - Power point Compatibility test...
  - etc.

Quality Presentations:

- Your way to encourage good presentations.
- How?
Conference Period
(immediately before and during the conference period)

Run-down: Must be produced one or two weeks before the conference

Walk-through: Must be done with various parties three days or one week before the conference

Work of TPC (Chair(s)) during Conference Period:
There are many roles to play during the conference period:
- to entertain urgent matters
- to make replacement of no show session chairs
- to check and to manage recording no show papers, …
Items to be done after the conference

- No-show Handling
- Posting papers on Xplore
- Closing Account
No-show Handling

- Collect attendance records from RA/Helper/Section Chair on no show papers.
- Write to all (if possible) authors of no show papers to make confirmation.
- Make decisions upon receiving their explanations.
- Exclude no show papers for submitting to Xplore
- Must be done very timely (within three weeks or at most a month after the conference)
Posting papers on Xplore:

- Within 30 days if possible
  - (check with the SPS office)
- After posting on Xplore provide link on your Website

** Late submission will affect our citations of the conference, and affect even citation indices of our journals.
Closing Account:

You must close conference within six months otherwise the SP Society will impose financial penalties.
Extracts from Guiding Principles for Conference Organizers

Holistic Planning

An organizing team should consider holistically the key aspects of a conference such as paper quality, community building, affordable and enjoyable experience, and healthy financial performance. A good conference is one that (i) fulfills the objectives (quality and finance) of the SP Society, (ii) provides authors with an opportunity to announce, discuss, publish and share their research results, (iii) encourages authors to submit papers and attend again in the coming years, and (iv) attracts a good number of attendees who find the conference educational and enjoyable.
Documents/Resources for Conference Organizers

**Guiding Principles for Conference Organizers**
Important Overview for Conference Organizing Committee

**Guiding Principles for Finance Chairs**
Information for Finance Chair(s) and General Chair(s)
- Finance Chair(s) manages financial administration and works with General Chair(s) for final decisions

**Conference Budget Guideline**
Conference organizers to set a reasonable budget and manage to that budget

**Volunteer Conference Organizers Agreement**
Agreement between SPS and General Chair(s)
If you have additional conference questions, please contact Signal Processing Staff at:

sp.conferences.info@ieee.org