

Conferences: Policies & Guidelines



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 continue to attend.

Our goal is to have a successful, quality conference

Organizing Committee

- Should be diverse in nationality, gender, and affiliations
- Cannot be selected to present a keynote or plenary address
- Can submit papers; however their papers must be handled carefully to avoid any conflict of interest

General Guidelines

- Ensure the registration fees are competitive
 - Should not vary +/- 5% from the norm without Society approval
 - Specific registration pricing policies for IEEE members, SPS members, and students
- Create a healthy budget, 20% surplus recommended and continuously monitor
 - Include a contingency plan
- Recordings of Plenary speakers is mandatory
 - Expense for recordings should be built into budget
 - Highly recommended that Tutorials and/or special sessions are recorded
 - Content available on SigView/Resource Center/IEEE.tv
 - Some funding may be available in certain circumstances
 - Obtain necessary consent and copyright forms

General Guidelines (cont.)

- Clearly post policies on conference website
 - Plagiarism
 - No Shows
 - 5th Page references
 - SP-L paper(s) in proceedings
 - Number of SP-L accepted papers capped at 5% for ICASSP and ICIP
 - Opt out policy

Ensure Continuity

- Show & Tells
 - Nominal fee can be charged if additional set up requirements needed
- Luncheons
 - Women in Signal Processing
 - Student/Employer Networking
 - Author Education
- Student Contests
- Industry Sessions
- Content on SigPort
- Social media accounts from year to year
- Domain names for websites have been purchased
 - Contact SPS Staff for URL information

Events held in conjunction with Conference

- SPS Administrative meetings
 - ICASSP and ICIP or GlobalSIP
 - Part of conference budget
- Women in Signal Processing Luncheon
 - Antonia Papandreou-Suppappola antonias@asu.edu
- Young Professionals networking event
 - Mahsa Pourazad pourazad@ece.ubc.ca
- Student Career Luncheon
 - Patrizio Campisi patrizio.campisi@uniroma3.it
- SP Cup
 - Patrizio Campisi patrizio.campisi@uniroma3.it
- Conference Best Paper Award for Industry
 - <http://www.signalprocessingsociety.org/awards-fellows/awardspage/the-conference-best-paper-award-for-industry/>

Items to Consider

- Early Access/Open Preview
 - SigPort
 - Xplore®

- Upload slides, posters and supplemental material
 - SigPort
 - Resource Center
 - IEEE.tv

- Preferred vendor for conference app
 - Guidebook

Items to Address Prior to the Conference

- Venue
 - Ensure conference rooms can accommodate number of attendees
 - Poster Area
 - Internet access, break areas, banquet and entertainment
- Professional Conference Organizer (PCO)
 - Can assist with logistics, venue and paper management issues
 - Cost of service will vary

Paper Registration

- Each full registration can cover up to 4 papers.
- To ensure quality presentations, speakers are advised to present no more than two papers
- Members of the OC who do not need to cover an accepted paper(s) may receive a free registration
- Members of the OC who need to cover an accepted paper must pay the full registration fee

Paper Acceptance Rate

General acceptance rates, scope, and paper review procedures shall carry over to each consecutive occurrence with minimal deviation. Changes to an acceptance rate greater than $\pm 3\%$ from the norm shall be reported to the VP-Conferences well in advance of the author notifications.

- ***Conference Board decision (30 May 2013)***
- ***Nominal acceptance rate: 45% with $\pm 3\%$***
- ***Absolute cap: less than 50%***

Items to Address After the Conference

■ **No-show Handling**

- Collect attendance records
- Proxy authorization form
- Compile list of “No-Shows” and submit to SPS Staff
- Exclude no show papers for submitting to Xplore

■ **Posting papers on Xplore**

- Submit the Conference Proceedings to the IEEE Conference Publication Program within 30 days (if not Early Access) from end date of the conference
- Late submission can affect citations of the conference

■ **Conference Closing**

- Conference should close within six months; close bank account, distribute surplus, repay loans, submit final report, complete audit.

Documents/ Resources for Conference Organizers

[Key Roles and Responsibilities for Organizers](http://www.signalprocessingsociety.org/uploads/conferences/Key_Roles_Responsibilities_for_CO.pdf)

http://www.signalprocessingsociety.org/uploads/conferences/Key_Roles_Responsibilities_for_CO.pdf

[Conference Resource Page](#)

Resources for conference organizers and authors such as:

- Conference Timeline

Key Dates, Tasks and Contact Information

- Guiding Principles for Finance Chairs

Information for Finance Chair(s) and General Chairs(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

- Author Posting Policy

Display on website for authors

If you have additional conference questions,
please contact Signal Processing Staff at:

sp.conferences.info@ieee.org

ADDITIONAL DETAILS

No Show Policy

Clearly indicate policy on paper submission page

For poster session: if there is no speaker in front of a poster, that is considered a “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).

Refund Policy Guidelines

Clearly indicate policy on website

All registration fees covering a paper are non-refundable. For registration fees not covering a paper

1) A full refund, after a US \$50 (equivalent) processing fee, will be given, provided the request is applied for prior to the last day of the Advance Registration deadline.

2) Refunds will not be issued after the Advance registration deadline, unless in extreme cases (i.e. medical or family emergencies, visa issues). In such cases, the organizers must be alerted prior to the conference start date. To obtain a refund, an email must be submitted containing proof of the extenuating circumstance, up to one week after the conference end date. Any visa related issues must provide proof that the application was submitted at least 30 days prior to the conference start date.

Note: Final decision on refund will be at the discretion of the conference organizers

5th Page Reference

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.”

Include statement within paper submission system and on webpage

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 the copy for Xplore MUST NOT include these papers

Opt out Policy

■ Clearly state policy on website

"IEEE may send you emails containing information about products or services that may be of interest to you. If you do not wish to receive further emails from IEEE that are promotional in nature, you may follow the opt-out instructions included in the email. Some non-marketing communications are not subject to general opt-out, such as communications related to your IEEE membership; product downloads; sales transactions; product and service updates; event registrations; changes to the IEEE Constitution, By-Laws, or Policies; election information for IEEE Societies and administrative bodies; and surveys."

http://www.ieee.org/about/help/security_privacy.html

Travel Reimbursement for Incoming OC Members

- The total budget for reimbursement is \$7.5K (i.e., 1.5K per person) for travel to conferences prior to the Organizing Committee's conference year.
- As an active SPS members, it is expected that the Chief Organizers (General Chair(s), Technical Program Chair(s) and Finance Chair(s) attend the conference each year. Travel reimbursement should only be used if there is a financial hardship that would prevent a Chief OC member from attending. (i.e., no paper in conference, job unable to reimburse travel, etc)
- The \$7.5K should be included in the conference budget
- Travel reimbursement should not be used for registration to cover a paper