Conference Organizer **Newsletter**

Technical Co-Sponsorships

By Nicole Allen

The IEEE Policy 10.1.5 requires SPS to define, among other things, how SPS will be directly and substantially involved in the technical program. To comply with this policy we developed a Technical Co-Sponsorship (TCS) application form.

The new TCS application was approved by the SPS Conference Board. The new application standardizes and simplifies the TCS process for both the applicant and the Conference Board Executive Subcommittee.

Applicants for TCS are now required to list at least three members of the corresponding SPS Technical Committee (TC) who will serve on the technical program committee. This requirement ensures TC involvement.

The TCS application is located on the SPS website under the Conference Resources tab. If you know of a non-SPS conference that would like to have technical, non-financial support from the Society please have them contact me.

If you would like to bring a technical co-sponsor to your conference please contact me for assistance.

2011 Conference Board Roster

V. John Mathews	Chair	31 Dec 2011
Min Wu	VP-Finance	31 Dec 2011
Ali Sayed	VP-Publications	31 Dec 2011
Mercy Kowalczyk	Executive Director	
Lin-Shan Lee	ICASSP 2009	31 Dec 2011
Scott Douglas	ICASSP 2010	31 Dec 2012
Magdy Bayoumi	ICIP 2009	31 Dec 2011
Wan-Chi Siu	ICIP 2010	31 Dec 2012
Uday Desai	Member-at-Large	31 Dec 2012
Carlo Regazzoni	Member-at-Large Secretary	31 Dec 2012
Jean-Christophe Olivo Marin	Representative	31 Dec 2011
Ahmed Tewfik	Representative	31 Dec 2012
Panos Papamichalis	Representative	31 Dec 2013
Alex Acero	Director, Industrial Relations	31 Dec 2012
Shuvra Bhattacharyya	Director, Membership Services	31 Dec 2012

What Attendee Surveys Teach Us

By Lisa D. Schwarzbek

Going into a conference, both you as the conference organizer and the attendees have pre-conceived notions of how the conference will go and what you will get out of it. After the conference, it's important to follow-up with attendees to find out if it met or exceeded the attendees' expectations. Surveys teach us what if anything should be done differently in the future.

We use surveys to rate everything from the logistics of a conference to the quality of the program to whether attendees would want to attend the event in the future or if they will recommend it to a colleague.

The surveys conducted in 2010 taught us that the most important part of a conference is the technical program. The attendees want the paper quality to be high and the presentations to be well-done. The attendees also want quality food and an easy way to get from one session to another. Also, attendees would like reliable, convenient wireless internet connectivity.

"The attendees want the paper quality to be high and the presentations to be well-done."

Conference Financial Procedures

By Lisa D. Schwarzbek

In December 2010 a memorandum form Mos Kaveh, Society President and V. John Mathews, VP Conferences was sent to all active IEEE Signal Processing Society conference organizers.

You can find the complete memo in the online version of this newsletter. Please read it carefully as this procedure applies to all conferences and workshops that take place after 31 May 2011.

IEEE PDF eXpress® PLUS

By Linda Skeahan

IEEE has for some time offered, free of charge to conference organizers, a convenient publishing tool called PDF eXpress.

Recently IEEE introduced PDF eXpress PLUS.

PDF eXpress Plus is a secure, Web-based application that assists IEEE conference organizers in obtaining IEEE Xplore® -compatible PDFs from their authors. PDF eXpress PLUS differs from PDF eXpress in that, within PDF eXpress PLUS, each author deposits his or her validated PDF on the site for collection by the conference's publication or technical program chair. This eliminates the need for the author to submit the final paper to the chair for inclusion in the program and helps the chair ensure that the collected papers have not been changed after they have been validated.

The IEEE Conference Publications Operations and eXpress Conference Publishing teams are actively recruiting new users to take advantage of PDF eXpress PLUS. For more information on either PDF eXpress, or to register your conference to use PDF eXpress PLUS, please visit our information page at:

http://www.ieee.org/conferences_events/conferences/publishing/pdfexpress.html.

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Welcome to Our Newsletter…

Welcome to the IEEE Signal Processing Society Conference Organizer Newsletter. In each bi-monthly edition you will find informative articles about planning and implementing a sponsored conference including information about the Conference Organizers Solutions, conference policies, best practices, and the Society's conference business.

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Upcoming Conferences	Call-for-Paper Submission Deadlines	Locations	Conference Dates
2011 IEEE International Symposium on Biomedical Imaging: From Nano to Macro (ISBI)	October 28, 2010	Chicago, IL, USA	March 30-April 2, 2011
10th International Conference on Information Processing in Sensor Networks (IPSN)	October 28, 2010	Chicago, IL, USA	April 12-14, 2011
The 12th IEEE International Workshop on Signal Processing Advances in Wireless Communications (SPAWC)	February 7, 2011	San Francisco, CA, USA	June 26-29, 2011
2011 8th IEEE International Conference on Advanced Video and Signal Based Surveillance (AVSS)	March 1, 2011	Klagenfurt, Austria	August 30-September 2, 2011
2011 IEEE Thematic Meetings on Signal Processing (THEMES)	February 2, 2011	Brussels, Belgium	September 11, 2011
2011 IEEE Workshop on Applications of Signal Processing to Audio and Acoustics (WASPAA)	May 13, 2011	New Paltz, NY USA	October 16-19, 2011
2011 IEEE International Workshop on Multimedia Signal Processing (MMSP)	April 15, 2011	Hangzhou, China	October 17-19, 2011
2011 Automatic Speech Recognition and Understanding Workshop (ASRU)	July 1, 2011	Hawaii, USA	December 11-15, 2011