IEEE Signal Processing Society

Guiding Principles for Conference Organizers

This guideline presents a set of formal principles for conference organizing committee members. Every member of the committee is charged with the responsibility to prevent and report improper choices in the process of planning a conference or workshop. Misconduct affects the reputation of the IEEE Signal Processing Society therefore the Society's Executive Committee has oversight of the principles herein while the VP-Conferences has the duty to notify all conference organizers of the principles. The Executive Committee has the final say as to what constitutes an infraction of these principles and they will establish sanctions if needed.

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 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 attendees who find the conference enjoyable.

An organizing committee must prepare for several possible scenarios regarding paper acceptance rate, the respective financial and logistics management, and trade-off among these factors. By understanding these scenarios, the committee will be prepared with workable, holistic plans and should be able to avoid piece-meal actions for individual problems.

Know and Follow Policy

SPS Policies that every conference organizing committee member should know are:

7.6   E-mail and Other Mailing Lists
7.9   Author Registration
7.13   Technical Meeting No-Shows
7.14   Handling of Manuscripts Authored by Technical Meeting Volunteers
7.16   Logos on Technical Meeting Websites
(See Appendix)

A conference organizing committee cannot change or amend IEEE or Society policy and regulations. Such changes require discussion and approval of an exception to policy at a formal Conference Board meeting.

Managing the Budget

All members of the conference organizing committee are responsible for the financial performance of a conference or workshop. The General Chair has the ultimate authority and responsibility over the budget and the funds. S/he shall grant a certain level of authority to the Finance Chair or Treasurer. Both committee members should be completely familiar with IEEE and Society policy regarding budgets and financial procedures. Both committee members are responsible for the on time and accurate closing of the conference books.

Technical Program Integrity

The Technical Program is the most important part to a Signal Processing Society conference. A conference organizing committee must treat the integrity of the technical program with the highest level of deference and principle. The following rules apply to the governance of the organizing committee and the technical program committee:

1. A review committee shall be diverse in nationality, gender, and affiliations.
2. 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.
3. Members of the organizing committee cannot be selected to present a keynote or plenary address.
4. The integrity of the review process depends upon the proper adherence to the IEEE PSPB guidelines and the Society policy.
5. The policy for handling author misconduct such as plagiarism must be followed without exception.
6. 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. Please contact the Manager, Conference Services for the norm and the most recent acceptance rates.

Conference Paper Awards

The awards given to authors' conference papers shall be judged with impartiality and great care to avoid any appearance of a conflict of interest. Therefore the following rules apply:

1. Papers by key conference organizers (Conference Chairs, TPC Chairs) are not eligible to receive an award because of their close role in leading the review process and their ability to influence the awards selection process.
2. The criteria for selecting the paper awards shall follow the same general feeling as described the policy Signal Processing Society Awards (Policy 2.16).
   a. Self-nominations are not accepted or considered.
   b. Judging shall be on the basis of exceptional merit and quality.
3. Prizes shall be equally divided among all authors and each shall receive a certificate.

Society Brand Recognition

The IEEE and Signal Processing Society logos achieve "brand recognition" and represent quality. Misuse of either logo is a violation of policy. The logos must appear on all print and web materials in the original approve form. Recoloring of the logo or other modifications of the logo is not generally permitted.

ICASSP® and the ICIP logo ® are trademarks registered with the US Patent and Trademark office. Therefore the letters, I-C-A-S-S-P and I-C-I-P within the cube, cannot be obscured and replaced by images or artwork.

What to do when a member of a conference organizing committee defies the guiding principles and or policy?

If you are confronted with a colleague who has defied the guiding principles or gone against policy, please contact the VP-Conferences or the President of the Society. The matter will be handled discretely and confidentially.

The policies below are abridged for simplification purposes. To read the full policy please visit:
http://www.signalprocessingsociety.org/about-sps/governance/policy-procedure/part-2/

7.6.   E-mail and Other Mailing Lists.
All e-mail and postal mailing lists generated by technical meetings sponsored solely by the IEEE Signal Processing Society are solely owned by the Society and may be used only in conjunction with normal IEEE Signal Processing Society sponsored activities.

7.9.   Author Registration.
Every regular paper accepted by a technical meeting sponsored by the IEEE Signal Processing Society must have attached to it at least one registration at the full member/non-member rate.

Thus, for a manuscript for which all authors are students, one student author will be required to register at the full registration rate.

For manuscripts where at least one author is already registered at the full rate, this fulfills the obligation for up to four papers.

7.13. Technical Meeting No-Shows.
No-show papers are defined as papers submitted by authors who subsequently did not either themselves or via proxy present the paper at the technical meeting. No-show papers that were not withdrawn and were published in the Proceedings must be identified as "No-Show" in the files submitted to IEEE for further publication (IEEE Xplore). No-shows will not be available on IEEE Xplore or other public access IEEE forums. IEEE will maintain an archive of no-shows.

Exceptions to this policy will be made by the Technical Program Chair of the conference only if there is evidence that the no-show occurred because of unanticipated events beyond the control of the authors, and every option available to the authors to present the paper was exhausted. The no-show authors may appeal the decision of the Technical Program Chair to the Vice President-Conferences.

7.14. Handling of Manuscripts Authored by Technical Meeting Volunteers.
All IEEE Signal Processing Society technical meetings have established procedures to ensure that no one can acquire unauthorized access to privileged information. The procedures ensure that the identities of reviewers for papers authored by editors or other technical meeting volunteers are not divulged to the authors and cannot be accessed by them. In particular, manuscripts submitted by editors and other technical meeting volunteers are handled by another member of the technical meeting; reports and recommendations for volunteer-authored papers, when submitted to the author, omit the names and other identifying information for reviewers; and access restrictions to ensure reviewer privacy from authors are also enforced in the electronic publication management systems used for IEEE Signal Processing Society technical meetings.

7.16. Logos on Technical Meetings Websites.
No logos of institutions of technical meeting volunteers may appear on any Society solely-owned technical meeting material, including websites.   The main web page for technical meetings may not have any logos other than that of the approved sponsoring entities for the technical meeting. This would mean IEEE and IEEE Signal Processing Society logos only would appear for technical meetings solely owned by the Society.