

IEEE Signal Processing Society

Key Roles and Responsibilities for Conference Organizers

Role	Responsibilities	Resources
General Chair	<ul style="list-style-type: none"> - Full responsibility of fiduciary, legal, quality and IEEE brand use - Oversees Conference Planning - Appoint members of organizing committee - Assures compliance of conference by following IEEE and SPS Policies 	IEEE Conference Application Conference Guidelines and Overview Guiding Principles for Conferences Organizers Conference Planning and Business Management
Finance Chair	<ul style="list-style-type: none"> - <i>Oversee Conference budget; escalate any budget issues to GC and Society</i> - <i>Ensure all IEEE financial, tax and audit requirements are met.</i> 	SPS Budget Template Guiding Principles for Finance Chairs Tools and Resources for Finance
Program Chair	<ul style="list-style-type: none"> - <i>Manages Technical Program including paper submission, review, selection and final program</i> - <i>Handles Plagiarism Cases</i> - <i>recruits/organizes technical program committee and reviewers</i> - <i>Coordinates scheduling of session rooms and helps with local arrangements for the program</i> 	Intro to the Guidelines for Handling Plagiarism Complaints Tools and Resources for the Technical Program Chair
Publications Chair	<ul style="list-style-type: none"> - <i>Responsible for the production of all material that is published in relation to the conference</i> - <i>Coordinates production of conference content</i> - <i>PoC for IEEE Xplore related topics</i> - <i>Responsible for submitting the conference proceedings to post-conference publishers</i> 	IEEE Conference Publication Form Tools and Resources for Conference Publications
Publicity Chair	<ul style="list-style-type: none"> - <i>Coordinate plan of action for publicizing conference through various media channels</i> 	Tools and Resources for Conference Publicity
Exhibits Chair	<ul style="list-style-type: none"> - <i>Develops the exhibitor prospectus and exhibitor agreement</i> - <i>Exhibits logistics planner for the conference</i> - <i>"Sales Person" for the exhibition of the conference</i> 	Managing Exhibits
Local Arrangements Chair	<ul style="list-style-type: none"> - <i>Assist with logistics and Social Events for the conference</i> - <i>Works with local vendors, universities, communities, etc</i> 	Managing On-Site Activities