

IEEE Region 8

Conference guidelines and rules

(“conference organizer’s handbook”)

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Version 0.3, April 2013

Objective of the document

This document describes the rules which are valid for conferences that are sponsored by IEEE Region 8 (Europe, Middle-East and Africa), and it provides a number of rules and guidelines to help conference organizers in their organization. The rules described in this document are relevant to IEEE Region 8 sponsored conferences, not binding for conferences which enjoy IEEE support and take place in Region 8, but are not supported by IEEE Region 8. However, it might provide useful help to them.

This document is an additional document to the rules and guidelines as described on the IEEE conference and events pages (http://www.ieee.org/conferences_events/index.html). In order to get IEEE Region 8 support, the IEEE rules need to be followed.

IEEE Region 8 will act through the conference coordination subcommittee in all conference related matters.

Types of sponsorship:

IEEE Region 8 can participate in your/a conference in three ways:

1. **As a sponsor of the conference:** In this capacity, the IEEE Region 8 is the main owner of the conference. There are only a limited number of such conferences and they are considered to be the IEEE Region 8 flagship conferences (Eurocon, Melecon, EnergyCon, AfriCon and HistelCon). All decisions related to such a conference is with the IEEE Region 8 committee. IEEE Region 8 sponsored conferences are allowed to bear the name IEEE in its title (e.g. “IEEE conference on...”).
2. **As a co-sponsor and co-organizer of the conference:** in this capacity, the conference is co-organized by IEEE Region 8, and the IEEE Region 8 takes an

active part in the financing, budget discussions, committees,... As a financial partner, IEEE Region 8 also shares in the profits. Such a conference is allowed to bear the name IEEE in its title (e.g. "IEEE conference on...").

3. **As a technical co-sponsor of the conference:** in this capacity, the IEEE Region 8 is providing only support in the technical program (including involvement in the technical program committee), and there is no financial involvement in the conference. Typically the logo and url of IEEE Region 8 is placed on the website, and the publications are submitted for possible inclusion in IEEEExplore (no guarantee to be published).

Conferences of the second and third option typically are initiated by an organization or institute and they seek support from IEEE. Both options require that a Memorandum of Understanding is signed between the organizers and IEEE (MOU:

http://www.ieee.org/conferences_events/conferences/organizers/memorandum_of_understanding.html).

Organizers that want to organize one of the flagship conferences are invited to contact the IEEE Region 8 conference organization subcommittee. More information on those conferences can be found at the website of the IEEE R8 CoSC

<http://www.ieee8.org/technical-activities/conference-coordination/conference-coordination-subcommittee-cocsc/>, and more specifically on the bidding procedures for IEEE R8

Flagship conferences:

http://www.ieee8.org/wp-content/uploads/2012/04/IEEE_Region_8_CoCSC_Proposals_v4.doc).

The remainder of this document is only focussed on conferences of types two and three.

Choosing the right sponsorship model for the conference

Benefits of IEEE Region 8 Financial Co-Sponsorship

1. Use of "IEEE" in the title of the Conference.
2. The IEEE Region 8 will support the conference by appointing members to form part of the Organizing Committee of the Conference.
3. The IEEE Region 8 will appoint members on the Technical Committee to help in the organization of the event.
4. The IEEE Region 8 will assist the Conference with the publicity in the Region 8 News magazine (shipped with IEEE Spectrum)
5. The IEEE Region 8 will encourage its members to participate in the Event by reaching out to its membership base using the e-notice system. The number of outreaches per conference should be limited. The level of publicity support could enable the conference

towards increasing the envisaged conference surplus.

6. The Event can display the IEEE Region 8 logo on its publications, websites, etc., as defined within the IEEE policy. The logo needs to be placed in locations reserved for “Financial Co-Sponsors”.
7. The IEEE Region 8 can advise on the logistics of the conference, including support for IEEE membership development/marketing.
8. IEEE Region 8 can advise on general conference organization such as suitable keynote speakers etc.
9. **Possibility of publishing** in IEEE Xplore (IEEE/IET Electronic Library (IEL))¹.

Requirements for IEEE Region 8 financial co-sponsorship

If the organization of a conference desires IEEE Region 8 to financially co-sponsor a conference, the following requirements need to be satisfied:

- As any IEEE co-sponsored conference, an MoU must be signed and supported by two IEEE Organizational units (of which IEEE Region 8 can be one)
- IEEE Region 8 will assign representative(s) for the organizing committee
- IEEE Region 8 will assist in assigning additional members to the technical committee
- IEEE Region 8 will have full disclosure of the budget. The budget will be made according to IEEE standards, and the IEEE Region 8 representative(s) in the organizing committee need to approve the budget.
- IEEE Region 8 support shall be acknowledged by the conference (e.g. logo on the website, necessary links in the program book, etc.)
- IEEE Region 8 will participate as a financial partner in the conference, sharing in the financial profits (and losses)
- The conference organizers will assure that the conference will not discredit the name and reputation of IEEE or IEEE Region 8

Benefits of IEEE Region 8 Technical Co-Sponsorship

1. The IEEE Region 8 will assist the Conference with publicity in the Region 8 News magazine (shipped with IEEE Spectrum)
2. The IEEE Region 8 will encourage its members to participate in the Event by reaching out to its membership base using the e-notice system. The number of outreaches per conference should be limited and is never more than 3.
3. The Event can (shall) display the IEEE Region 8 logo on its publications, websites, etc., as defined within the IEEE policy. The logo needs to be placed in locations reserved for “Technical Co-Sponsors”.
4. The IEEE Region 8 will appoint members in the Technical Committee to help in the organization of the event.
5. The IEEE Region 8 can advise on the logistics of the conference, including support for

¹ see IEEE Xplore publishing policy

IEEE membership development/marketing.

6. **Possibility of publishing** in IEEE Xplore (IEEE/IET Electronic Library (IEL))².

Requirements for IEEE Region 8 technical co-sponsorship

If the organization of a conference desires IEEE Region 8 to technically co-sponsor a conference, the following requirements need to be satisfied:

- As any IEEE co-sponsored conference, an MoU must be signed and supported by at least two IEEE Organizational units (of which IEEE Region 8 can be one, the other is often a section or a chapter)
- IEEE Region 8 will assist in assigning members to the technical committee
- IEEE Region 8 will receive 500 \$ for their support if there is no financial involvement of any IEEE entity (not necessarily IEEE Region 8). An invoice will be sent after the MoU has been approved.
- IEEE Region 8 support shall be acknowledged by the conference (e.g. logo on the website, necessary links in the program book, etc.)
- IEEE Region 8 will not participate as a financial partner in the conference, and is not accountable for financial aspects of the conference (losses, sponsorships,...)
- The conference organizers will assure that the conference will not discredit the name and reputation of IEEE or IEEE Region 8

IEEE Xplore publishing policy

IEEE no longer accepts conference publications from IEEE supported conferences by default, but the conferences and papers will be subject to a quality check. All supported conferences (those that have signed an MoU) can submit their publications where they will be subjected to a screening. Furthermore, **the service provided by IEEE is likely to be no longer free of charge in the future.**

In order to get the conference proceedings being placed in IEEE Xplore, the following requirements need to be fulfilled:

- The conference must have obtained official support from an IEEE entity (financial or technical co-sponsorship, with MoU signed)
- Complete the Conference Publication Form. This form is your request for approval to submit your conference papers to the CPP and IEEE Xplore. Submit the form at least six months before the conference.
- Read, sign, and return the Letter of Acquisition (LoA) to Conference Publication Operations at IEEE, which is sent to you after the Conference Publications Form is received and approved by IEEE.
- Copyright must be transferred to IEEE
- The publications must be in a format that is IEEE Xplore ready (correct PDF and format)
- **The submissions need to be approved by IEEE (quality check, new)**

For more information, please refer to:

² see IEEE Xplore publishing policy

http://www.ieee.org/conferences_events/conferences/organizers/publishing_conference_papers.html

Guidelines for conference organization

This section provides an incomplete list of guidelines and help to organize an IEEE conference. Please feel free to send us updates and additional links which help future conference organizers.

A conference organizers manual is listed here:

http://www.ieee.org/conferences_events/conferences/organizers/conference_education.html

Venue

The venue is essential to the success of the conference. A good conference location:

- Is attractive to visitors
- Has sufficient conference facilities for the intended number of attendees (and the necessary flexibility if the attendance is lower)
- Has places/rooms to network
- Short distance to the lunch locations
- Well reachable: both the city (airport) and the distance from nearby hotels to the venue
- Wifi?
- Adequate multimedia facilities and support during the meeting
- Technical support
- Sufficient space for organizational activities (e.g. room to store conference materials)
- Correct price

Food and beverages

Food and beverages offered at conference can vary significantly. Food and beverages can take a considerable part of the budget. It is always a difficult exercise to balance hospitality with the economics of organizing a conference. Please mind the following:

- Determine well in advance when and where food and beverages will be offered
- It is possible to determine the exact offerings based on sponsorship and number of registrations (fix the caterer well in advance, but fix the menu only closer to the conference)
- Determine whether the food/beverages are included in the conference fee (e.g. conference dinner)
- Not all participants are allowed to eat all kinds of food (due to religion or health). Ensure you enquire about this and act accordingly!
- When receiving attendees from abroad, not all food and beverages might be considered appropriate
- Make sure to align the registration deadlines with the deadlines for ordering food and beverages.
- Is there a special seating arrangement for the conference dinner?

Sponsorship

- Sponsorship from industry (or other organizations) might influence the financial outcome of your conference significantly!
- Make sure to communicate clearly what the sponsoring party can expect, and at what price!
- Find the correct person to contact within companies to get the best results
- Sponsorship should not influence the technical quality of the conference (in a negative manner)

Website

- Make sure the website is up to date, attractive and compatible with all relevant standards (different browsers etc.).
- Some persons might want to visit the site using tablet or smartphone?
- All payments through the website should use encryption.
- Use well known and trusted organizations to ensure that the payments are safe (both for the website development and the merchant bank).
- Make use of social media

Tools

A number of tools exist to organize conferences.

These tools differ in functionality:

- registration (including the number of payment options)
- paper submission
- paper reviewing
- paper bidding
- website content
- producing procedures,
- Configurability
- Support
- ...
- and price

Depending on the conference, local requirements and the available volunteer or staff support, a different tool might be chosen. Often, the conference management tool reduces the workload for the organizing team significantly. Some of the existing conference organization tools are listed here:

- <http://www.conftool.net/>
- <http://www.linklings.com/>
- <http://edas.info/>
- <http://www.regonline.org>
- <http://www.openconf.com/>
- and many more

Volunteer or staff involvement

- Know what to expect from the different volunteers or staff members and communicate clearly what the expectations are
 - Identify those that will actually do the work, and those who will facilitate the work due to their connections
 - Volunteers are volunteering: they deserve respect and sufficient acknowledgment
 - Identify responsible persons: logistics, registrations,...
- When hiring staff (but also for volunteers), discuss the work schedule (what, when, where) and discuss possible changes (e.g. conditions for working additional hours).

Technical committee and reviewing papers

The technical committee assures the level of the conference and is responsible for the paper reviewing process. As such, it is essential that the committee that is chosen is able to perform this task and is fully aware of the requirements.

Some guidelines:

- For the technical/scientific committee:
 - All members of the technical committee must have approved being a member of the committee
 - Provide sufficient information concerning the expectations you have of them while contacting the committee (nr of papers to review, reviews by themselves or should they select reviewers, spreading information,...)
 - Search for a sufficiently diverse (in scope) and international committee. A strong involvement of local scientists is normal, but aim for more than 50% of the committee to be international
 - Make sure that your technical committee covers the entire scope of the conference
 - Communicate clearly and on time to the committee members of their responsibilities
 - Send reminders
- For the reviews and reviewers:
 - Have a guideline regarding the reviewing process (abstracts review, full paper review, options to resubmit,...)
 - Authors will be late, and reviewers will be late as well. Include delays in your planning.
 - Provide reviewer guidelines (which are the main items to pay attention to,...).
 - Have a guideline regarding the reviewer profile (e.g. only professors, only people with a phd, one academic and one industry person,...)
 - Have a guideline regarding the number of reviews per paper you want (and the number which is still acceptable). For IEEE conferences, an average 3 reviews

- per paper is aimed for
 - Keep a number of emergency reviewers at hand
 - If possible, assign papers according to the reviewer competences or preferences (e.g. allow for paper bidding if available in the selected tool)
 - Use the available tools to manage papers and communication with reviewers and authors
- Conference papers and program
 - Depending on room available, expectations and actual paper submissions, a decision must be made on the number of papers presented (either as presentation or poster)
 - If poster and paper, what is the basis for the distinction (topic, reviewer score,...)
 - Make sure all presentations (and posters) have sufficient possible visibility (e.g. don't organize the poster session at 8h in the morning after the conference dinner...)
 - Assign rooms and sessions well in advance
 - Same topic in a single session
 - When one topic covers multiple sessions, have them not in parallel sessions (but maybe in the same room)
 - Foresee popular sessions (if rooms are not equal in size)
 - Foresee time for questions and switching of the authors
 - Presentations can be sent in advance, but usually they need to be uploaded at the spot (latest version). (note: using dropbox might allow you to centrally manage all presentations)
 - Assign a chair (and co-chair) of the session and provide him/her with instructions
 - Clearly communicate what the expectations are towards the authors
 - Duration (presentation + questions)
 - Format (e.g. size of the poster)
 - ...
 - Keynotes may be an essential part of the success of a conference
 - Contact them well in advance
 - Identify the correct person to approach this person
 - Technical person or political person or company representative?
 - Clearly communicate with the keynote speaker throughout the process with respect to expectations, timings,...
 - If needed, provide the necessary assistance (contact at airport, hotel reservation,...)
 - Offer the keynote a token of appreciation
 - Place at the VIP table during conference dinner?