IEEE R8 Conference Leadership Workshop

Monday 2 February 2026
16:00-17:30 (GMT+2)

Cairo, Egypt

Co-located with the IEEE MELECON 2026

https://2026.ieee-melecon.org/workshop-on-ieee-r8-conference-leadership/

Program

Room PAVILLON 1, Hotel Pyramisa, Cairo, Egypt
(Time zone GMT+2) Join TEAMS meeting

16:00-16:10
Objective and introduction (slides 3-11)
Tiziana Tambosso

16:10 - 16:30
Why run an IEEE Conference and how to organize a successful conference (slides 12-33)
Tiziana Tambosso

16:30- 17:15
Managing Your Technical Program – Best Practices (slides 34-73)
Filippo Sanfilippo and Ahmed Yousef Hassan

17:15 - 17:30
Q&A

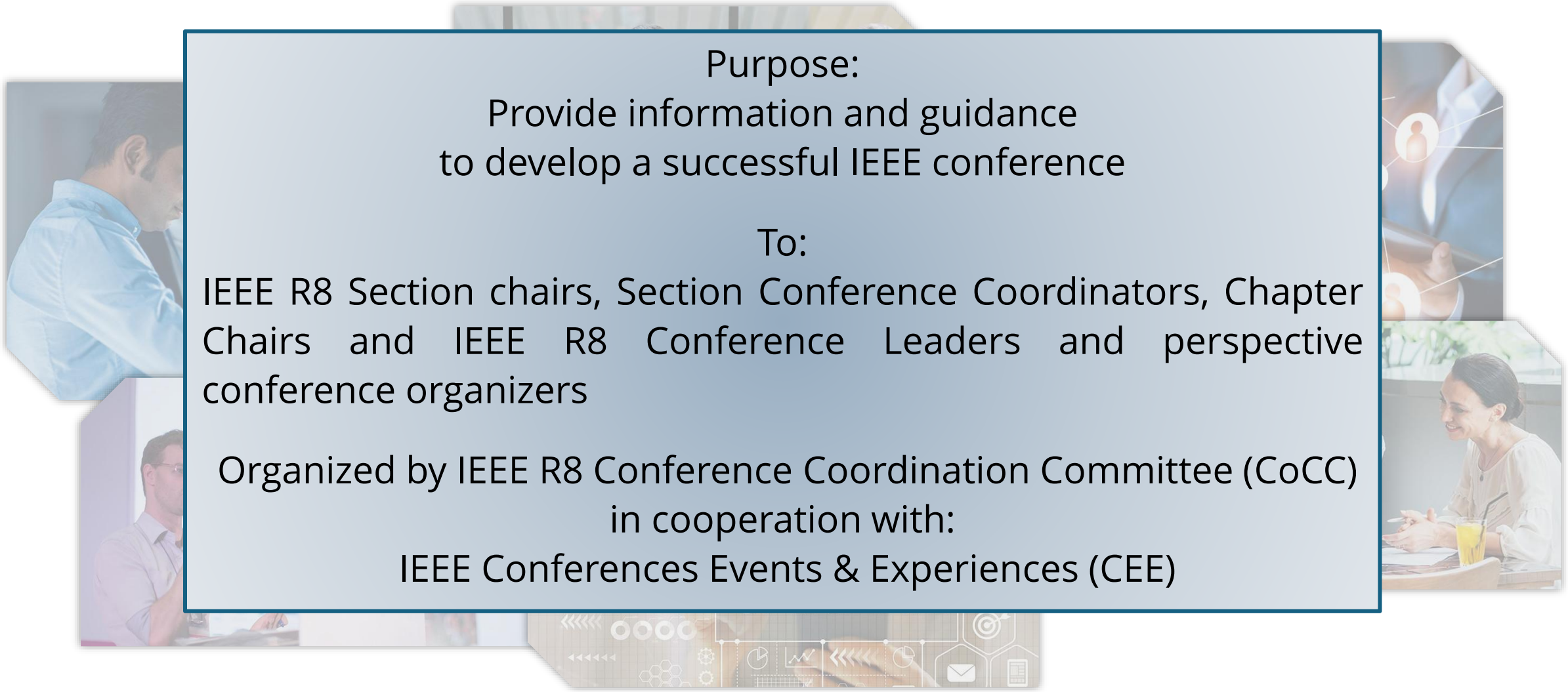
Conference Leadership Workshop on different topics will be organized and announced in the next months

Conference Leadership Workshop

Tiziana Tambosso

IEEE R8 Vice-Chair Technical Activities

Purpose of this workshop



Purpose:
Provide information and guidance
to develop a successful IEEE conference

To:
IEEE R8 Section chairs, Section Conference Coordinators, Chapter Chairs and IEEE R8 Conference Leaders and perspective conference organizers

Organized by IEEE R8 Conference Coordination Committee (CoCC)
in cooperation with:
IEEE Conferences Events & Experiences (CEE)

Conference Coordination Committee 2026

Katerina Papanikolaou
(Cyprus)
Chair

Rene Garello
(France)
Past-Chair

Ahmed Hassan
(Egypt)
Member

Ilhem Kallel
(Tunisia)
Member

Filippo SanFilippo
(Norway)
C. Member

Humphrey Muhindi
(Kenya)
C. Member

Sergio Rapuano **(Italy)**
C. Member
Liaison with IEEE S/TCs and NA

Albena Mihovska
(Denmark)
C. Member

Rodolfo Oliviera **(Portugal)**
Liaison with R8 F&P Conferences
ad hoc Committee

Tiziana Tambosso **(Italy)**
Ex-officio member

Shmuel Auster **(Israel)**
Ex-officio member

Meng Lu **(Benelux)**
Ex-officio member

R8 Flagship and Portfolio Conferences ad hoc Committee

Rodolfo Oliviera
(Portugal)
Chair, Liaison with CoCC
MELECON 2026 steering committe chair

Tuziana Tombosso
(Italy)
RTSI 2026 steering committee chair and R8 representative for HISTELCON 2026 & IHTC 2026

Albert Lisko
(South Africa)
AFRICON 2027 steering committee chair

Giambattista Gruosso
(Italy)
RTSI 2027 steering committee chair

René Garello
(France)
ENERGYCON 2026 steering committee chair

Ibrahim Kucukdemiral
(Uk & Irland)
EUROCON 2027 steering committee chair

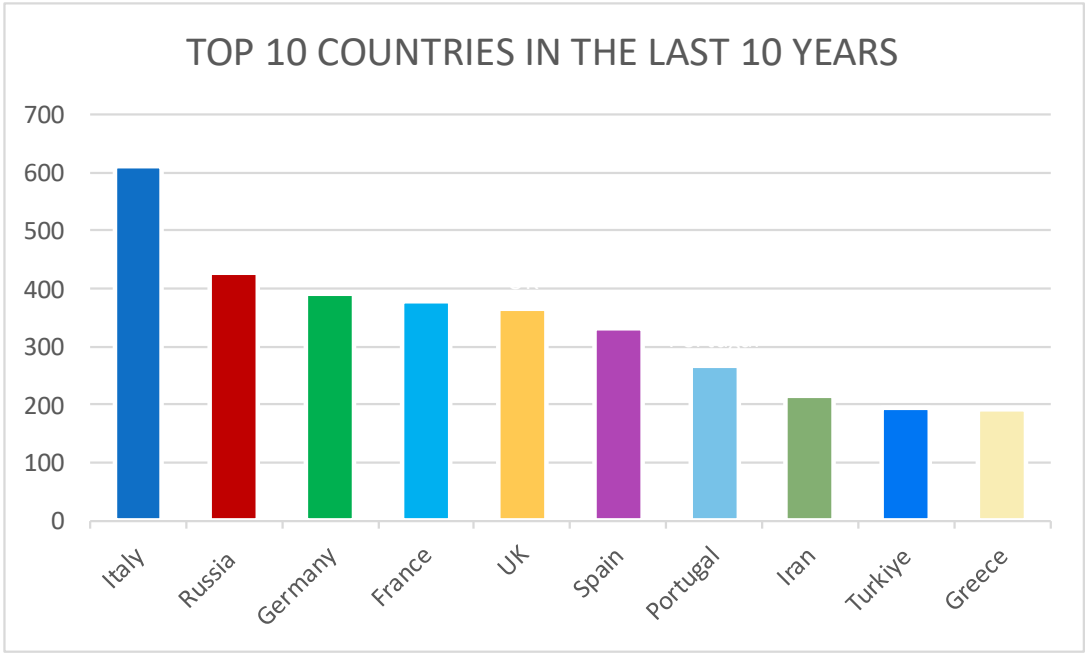
tba
( )
IHTC 2027 steering committee chair

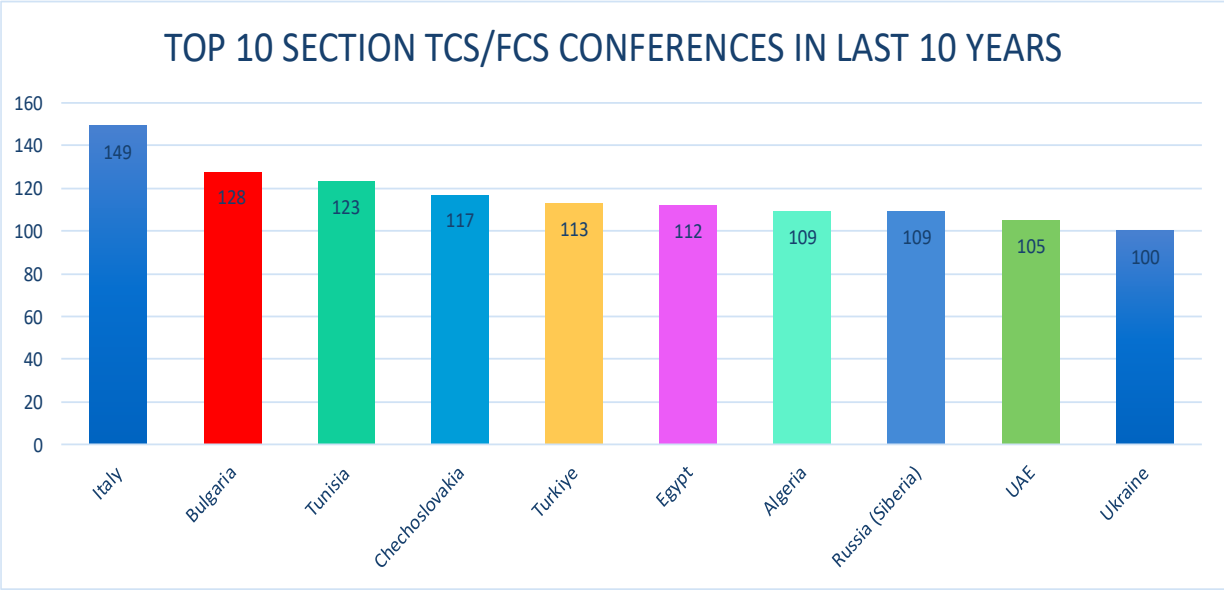
Vinko Lešić
(Croatia)
Liaison with finance committee

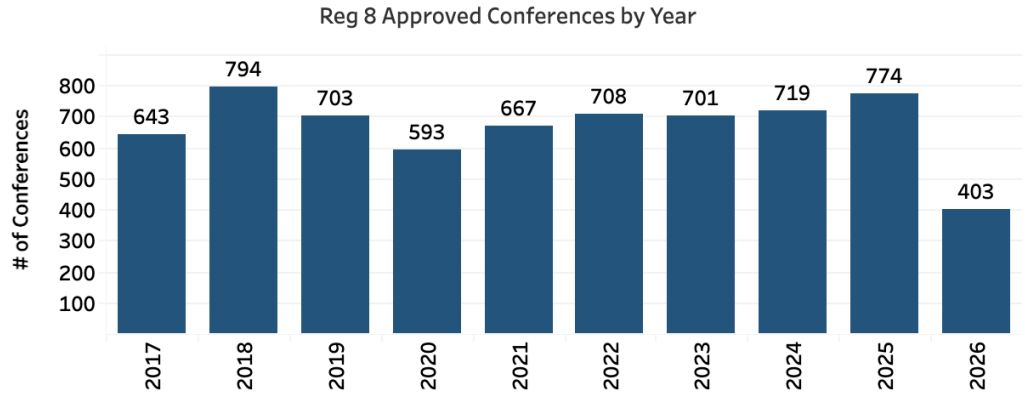
Statistics

In the last 10 years (2017- Jan. 2026)

- **6,705** Conferences were organized in R8
- **2,521** TCS/FCS by R8 Sections (37,5 %)
- **199** TCS/FCS by R8 (3%)







Recommendations

- Appoint Section's Conference Coordinator (for Section chairs)
- Increase your involvement in the IEEE Society conferences organized in your country (for Section and Chapters – be involved as TCS or FCS)
- Cooperate with other R8 Sections to organize conferences/events
- In your TCS/FCS conferences, always plan to organize one or more of these events:
  - IEEE Booth
  - Industry oriented workshop
  - Entrepreneurship Workshop
  - Humanitarian workshop
  - Professional and Education Activities
  - WIE and SYP events and competitions
  - Student Paper Contest/Competitions/hackathons

Benefits for R8 Conference Sponsorship

	Flagship	Portfolio	FCS	TCS
Repayable Loan -seed funding (to be returned after conference closing)	USD 5k	USD 5k		
R8 Steering Committee	x	x		
Guidance of the organizing committee (by an assigned CoCC liaison member)	x	x	x	x
E-notices to R8 members	5	5	~~4~~	3
R8 media publicity (R8news, social media, R8Today, ...)	x	x	x	
Organizing side R8 CoCC workshop/session/meeting	x	x		
Assistance for conference Application/MoU	x	x		
R8 Director participation in the opening session	x	x		
Participation of a R8 CoCC representative	x	x	x	
IEEE R8 booth	x	x		
Announce conferences in R8 website	x	x	x	x
Organizing special events in cooperation with R8 Committees (SAC, YP, WIE, AfI, etc.)	x	x#	x+	
Free plagiarism check provided by IEEE	x	x	x	x
IEEE Web hosting and IEEE domain for the conference website and email address provided by IEEE for each flagship/portfolio conference	x	x		

Requirements for R8 Conference Sponsorship

	Flagship	Portfolio	FCS	TCS
Region 8 FCS (%)	>=30%	>=30% *	>=5%	0%
Local Organizing Section FCS (%)	>=50%	>=50% *	>=5%	
Local OU officer(s) involved as program committee co-chair(s)	x	x		
R8 Senior/Fellow members involved as conference co-chairs (CC), technical program co-chairs (TPC), program committee (PC) members	all CC and TPC	all CC and TPC	at least 1 CC, 1 TPC, 5 PC	at least 1 TPC, 5 PC
Program committee members from different R8 countries	x	x	x	x
Progress meetings of the organizing committee with the R8 CoCC representative (liaison)	Monthly	at least 4	at least 2	email
Involvement (FCS/TCS) of local Section and at least two local Chapters (or Societies / Councils/ IEEE Technical Communities/IEEE OUs) in the conference field	x	x	x	x
Free Registrations for R8 representatives (including R8 student paper contest – SPC) that conference must provide	Up to 8	Up to 4	Up to 2	1
Submit R8 Conference Final report (link)	x	x	x	x
Previous R8 involvement	NA	at least 1 edition as R8 FCS	At least 1 edition as R8 TCS	
Promote the R8 Voluntary Contribution Fund (VCF)	x	x	x	

Useful links and training material

Contact Information

conferences.officer@ieeer8.org

IEEE R8 CoCC website

https://ieeer8.org/conference-coordination

IEEE CEE website

https://events.ieee.org/

Center for Leadership Excellence

https://ieee-elearning.org/totara/dashboard/index.php?id=5





Why Run an IEEE Technical Conference

2 February 2026

Tiziana Tambosso - IEEE R8 VC-Technical Activities

IEEE
Advancing Technology for Humanity

Agenda

- Reasons to Run a Conference
- Timing
- Goal Setting
  - Quantitative
  - Qualitative
- Getting Started

Why Run a Conference?
Goals and Objectives

IEEE

- To Benefit Humanity
  - Advancing engineering and technology
  - Create forums for idea sharing and discussion
- IEEE Growth
  - IEEE brand exposure, growth and relevancy
  - Sustaining IEEE Xplore® as a premier content source
- Operating surplus
- Recurring IP revenue

IEEE Organization Units (OU)

- Organization Unit Vitality
  - Generate operating surplus
  - Reach potential new members
  - Create member engagement opportunities
  - Provide collaboration opportunities with other groups
  - Enhance the awareness, credibility and esteem of OU
- Organizers
  - Skill building
  - Provide opportunities for others
  - Give back to the community
  - Fun

Why Run a Conference?

Goals and Objectives

Individuals

- Share their work with peers and obtain feedback
- Become published and recognized for their work
- Connect with colleagues and the community
- Identify potential collaborators

Conferences Matter to IEEE

- Conferences are vital to IEEE
- Conferences provide major financial contributions to IEEE
- IEEE conferences contribute much of the content to IEEE *Xplore*
- And 2300+ opportunities for member engagement

- Conferences are also a major sources of risk to IEEE – financial, legal, quality and reputational
- Conferences require significant volunteer attention and effort
- OU leadership support and oversight is essential

Getting Started

Getting Started: Review Event Fundamentals

Goal Setting

You Can't Manage it, if You Can't Measure it...

IEEE

Advancing Technology for Humanity

Goal Setting - Quantitative

Examples

- Number of papers submitted, acceptance rate (#,%)
- Number of attendees, authors, exhibitors, patrons, reviewers, volunteers
- Surplus returned to IEEE ($)
- OU Engagement - # of IEEE members involved in conference/on committee
- New IEEE memberships (#)
- Develop new list of potential attendees
- Industry representation (%)
- Women representation (%)
- Young Professionals (%)
- Press coverage, articles published, social media activity

Goal Setting - Qualitative

Examples

- OU learning and skill attainment
- Overall event quality
- Outstanding Networking Events
- Prominence of Keynote/Invited speakers/Esteemed Reviewer
- Prestigious Sponsors
- Professional development, Learning Labs
- Site tours, social and student activities
- Effective sponsor coordination and working relationships
- Food and beverage, event execution
- Cutting edge topics
- Highest quality conference proceedings
- Social Media Buzz

Pick a Subset and Focus

Develop Your Financial Plan

- Financial Planning
  - **Draft budget – determine breakeven, plus with surplus**
    - This helps you evaluate if you need a sponsor, which can bring additional attendees
  - Acquire loan-seed monies – Section/Region
  - Project results
  - Identify areas of concern
- Define Conference Tool Set
  - Financial Management
  - Paper management
  - Paper Format
  - Copyright Collection Registration
  - Plagiarism Screening

Conference Strategies

- Develop a Detailed Conference Plan
  - Define the conference point of difference, what makes your event unique?
  - Goals and objectives
- Create the Management Plan and Structure
  - Evaluate the number of people required to execute conference
    - # reviewers, skill of reviewer
    - experienced and learning members
  - Identify candidates for key roles
    - Can they work together?
    - Do we have the skills to achieve the plan?
    - Do we need help? What type? How much?

Section Leadership Role Conferences

Leadership in Section Sponsored Events

Your role in Conferences as a Section Leader

- Review & approval of all conferences sponsored by your Section
- Ensuring quality of any conference cosponsors
- Technical content quality
- Ensuring a sound financial plan
- Engagement in the approval process with CEE
- Synergies with IEEE Society fields of interest
- No conflict with other conferences in timing and naming
- Adequate resources identified
- IEEE Brand Protection

OU Approval – Financial

- IEEE Organizational Units are ultimately responsible for the financial and technical accountability of their solely sponsored and co-sponsored conferences, *therefore they must also approve the conference budget prior to submission to IEEE CEE for approval*

- Criteria for organizational unit approval should include:
  - Sound financial planning
  - Effective event planning principles
  - Benefit to the membership
  - No conflict with other conferences
  - Technical content quality
  - Adequate OU resources - financial and people
  - IEEE brand protection

Key Steps

- Identify Partners
  - Co-Sponsors
  - Review and vetting process to determine suitability
    - Understand roles, responsibilities and working relati
  - Contributors / Exhibitors
  - Volunteers
- Implementation Planning
  - Location and venue needs
  - Communications and marketing
  - Registration
  - Event logistics
- If you need help, contact CEE

Get to Know your Leadership Teams

Due Diligence – Team Building

- It is best to conduct due diligence when building your team
- Review of past accomplishments
- Review of past roles
- Discuss with peers on volunteer soft skills and interactions
  - communications, written/spoken, reliability
- Does the volunteer have the time – a key question that should always be asked
  - Provide estimated weekly workload in hours (example: 15 hrs/week typically)
- Confirm the volunteer is in good standing as it relates to publishing and conference management
  - Contact CEE to verify individuals are not on the prohibited authors list (PAL) or the prohibited organizer list (POL)

Summary

- Planning process begins 12 to 18 months in advance of conference date for conferences less then 200 attendees
- Goal setting is critical
- Take the time to define your target market, it will impact success, develop a detailed conference Plan
- Team Building is extremely important, create a strong management plan and structure
- Evaluate the number of people required to execute conference
  - # reviewers, skill of reviewer, experienced and learning members
- Develop a daft budget to determine breakeven, as it will help you evaluate if you need a sponsor, which can bring additional attendees

IEEE Governance and Oversight

IEEE Policy Shapes Conference Activity

IEEE Policies

- IEEE Policies Section 10 contains the policies within which all IEEE conferences are to be governed
- https://www.ieee.org/documents/ieee_policies.pdf

MGA Operations Manual

- The IEEE Member and Geographic Activities Operations Manual also provides detailed information regarding IEEE Member and Geographic Activities (MGA) governance, policies, geographic unit operations, and committee reporting structure, including conferences
- https://mga.ieee.org/board-committees/operations-manual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IEEE
Advancing Technology for Humanity

Conferences, Experiences & Events (CEE)

Managing your Technical Program – Best Practices

Filippo Sanfilippo and Ahmed Hassan Yousef- IEEE R8 CoCC members

IEEE R8 Conference Leadership Workshop
2 February 2026, Cairo, Egypt

Agenda

- Managing the Conference Technical Program
  - The Role of the Technical Program Chair
  - Communication guidelines
- IEEE Conference Scope
- Peer Review
  - Team Building
- Plagiarism Screening
  - Similarity check
- Resources

Managing your Conference Technical Program

The Technical Program Chair Manages the Peer Review Process for a Conference

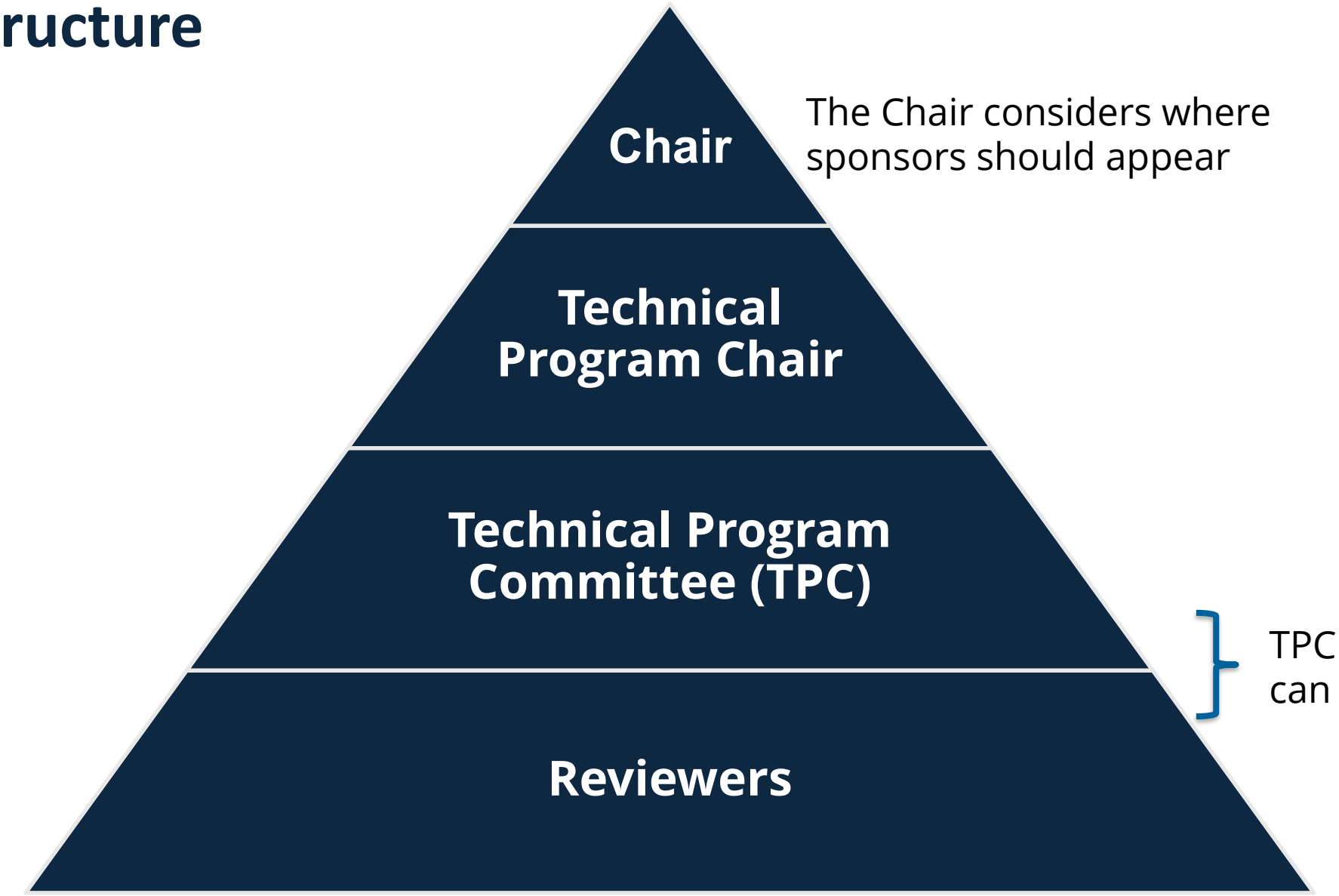
- Ensure a well-balanced, high-quality program is organized and presented
  - The Technical Program Chair manages the Call for Papers through peer review and ultimate selection of every accepted paper, including non-presented paper and Plagiarism policies as set by IEEE and the Conference Chair
  - Recruiting/organizing/managing a Technical Program Committee and reviewer team
  - Coordinates scheduling of session locations/formats and determining needs for the local arrangements of the program
- Plagiarism Screening – Similarit :k)

  - **This is NOT a part of, or a substitute for, the Peer Review process!**

The Technical Program Chair's Role

- Discuss key learnings with prior Conference Technical Program Chair
  - What challenges were encountered? Were goals met?
  - Review technical areas from previous year. Determine if additional technical areas should be included or removed.
  - Were the reviewers overburden or was the workload acceptable?
  - What peer review tool was used and was it effective? Consult with CEE for recommendations if needed.
  - Which key contacts would you recommend for this conference's Technical Program Committee?
  - Did you utilize CrossCheck for plagiarism screening?
- Develop tracks when there are multiple, significant topics within the overarching conference scope
  - Assign a track chair if one is warranted
  - How many tracks did you have last year?

Structure



The Chair considers where sponsors should appear

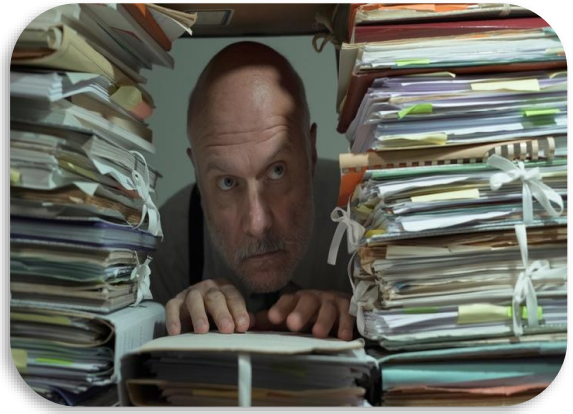
TPC and reviewers can overlap

Technical Program Development

- Allocate and schedule time for all accepted papers
- **Plan 20 minutes per presentation***
  - **15 minutes for the oral presentation**
  - **5 minutes for answering questions**
- Typically. invited/tutorial speakers receive a longer presentation time
- Assign appropriate space to meet anticipated interest
- If planning a poster session, decide how many you want displayed & how (e.g., digital)
- Determine number of poster sessions and length of time for poster session/s. Most poster sessions run the time span of a regular technical session or longer.
- Sizing your peer review team will be covered later in this presentation
- * Or consider alternate formats that retain adequate time for presenters and the audience to interact
  - This can be done virtually

Technical Program

Peer Review Systems



- Select a Peer Review, paper management system – check IEEE recommendations. Check in with Conference Chair if costs need to be covered in overall budget.
- Find out upfront if your peer review system has a mobile app if you require one
- Consider conference size and complexity
- Develop a non-presented paper policy
- Gain committee and chair agreement
- Communicate the policy in the call-for-papers and all author communications
- Make sure the IEEE sponsor is engaged in developing the technical program

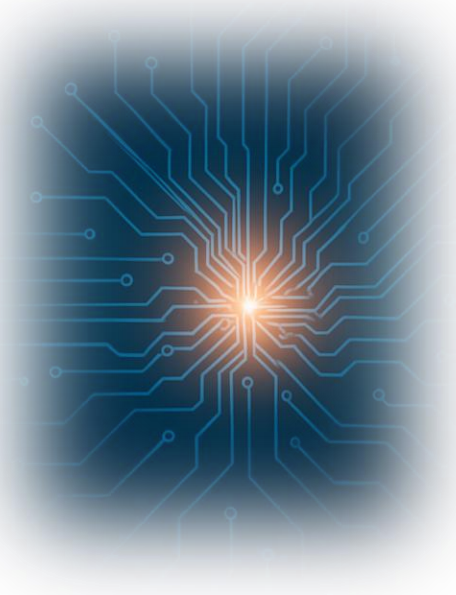
Get to Know Your Leadership Teams

Due Diligence – Team Building

- It is best to conduct due diligence when building your team
- Review of past roles, experience and performance
- Consider training and mentoring for those that may benefit
- Discuss with peers on volunteer soft skills and interactions
    - Communications, written/spoken, reliability, thoroughness
- Does the volunteer have the time – a key question that should always be asked
    - provide estimated weekly workload in hours needed (example: 15 hours per week typically)
- Confirm the volunteer is in good standing as it relates to publishing and conference management
    - Contact CEE to verify individuals are not on the prohibited authors list (PAL) or prohibited organizer list (POL)
- Think about succession planning, so your TPC doesn't need to start from scratch each year
    - Let volunteers know that when joining the TPC they are expected to serve in the role for a certain amount of time. Reviewers are often required to serve a certain about of time before being promoted to topic/track chair or eventually serving as program chair.

IEEE Conference Scope

Conference Scope



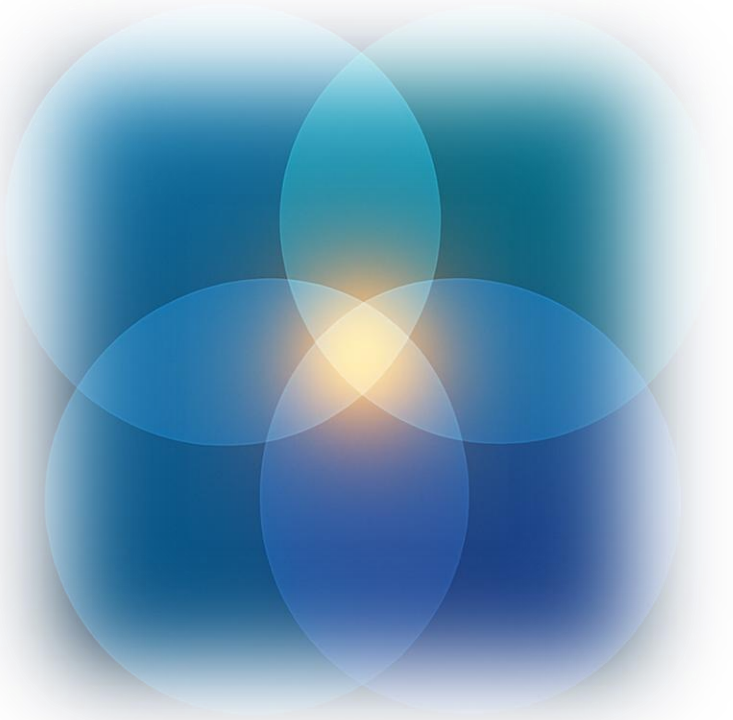
- IEEE is a technical publisher –

readers and commercial partners look for works in IEEE's technical areas

  - Each Society and Technical Council has a Field of Interest
  - Full listing: https://ta.ieee.org/operations/governing-documents
  - Additional guidance can be found in the "Aims and Scope" of IEEE Journals, found on each journal's page on *Xplore*

- Conference attendees expect content in the scope of the conference which may be more broad than technical areas
- **The conference's reviewers must be expert in the subject area of each paper they review**
  - Reviewer pools are developed for the technical scope of the conference
  - With a wide range of science disciplines included in your conference scope – do you have enough reviews for so many different topics? How will you handle related topics outside the field of IEEE?

Conference Scope & IEEE Scope



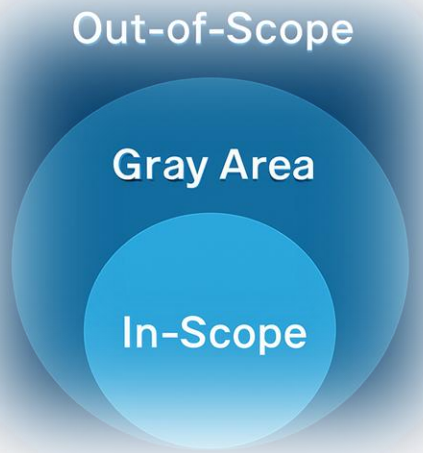
- The technical scope of the conference should have significant overlap with the technical scope of IEEE
- The conference scope that was approved by IEEE should be clearly stated in the conference promotional materials (e.g., web site) and should not change without permission from IEEE
- The papers that the conference sends for inclusion into IEEE *Xplore* must be within the scope of IEEE *Xplore*

How Content is Categorized in IEEE *Xplore* - Suitability

- Aerospace
- Bioengineering
- Communication, Networking & Broadcasting
- Components, Circuits, Devices & Systems
- Computing & Processing (hardware/software)
- Engineered Materials, Dielectrics & Plasma
- Engineering Profession
- Education Engineering
- Geoscience
- Nuclear Engineering
- Photonics & Electo-Optics
- Power, Energy Industry Applications
- Robotics & Control Systems
- Signal Processing & Analysis
- Transportation
- Fields, Waves & Electromagnetics
- General Topics for Engineers (Math, Science & Engineering)

Scope Boundaries

Gray Areas/Defined Relevance



- **Agriculture**
  - Intelligent systems or remote sensing
- **Architecture**
  - Control and electrical systems
- **Arts**
  - Intersection with engineering and/or impact of technology
- **Biology**
  - Related engineering in medicine
- **Chemistry**
  - Applicability to semiconductor processing
- **Economics & Finance**
  - Related to Engineering Management
- **Human Behavior & Sociology**
  - Related to Engineering Education or Engineering Management
- **Logistics**
  - Related to Engineering Management or Intelligent Systems
- **Management**
  - Engineering or technical management
- **Mathematics**
  - Ensure applicability to engineering
- **Mechanics**
  - Related to MEMS or Robotics

How to Conduct the Peer Review Process

What is Peer Review ?

- The process of evaluating a scholarly work by a group of experts in the same field to make sure it meets the necessary standards before it is accepted or published.

Common Types of the Review Process

- Single Anonymous Review **Most Common**
  - Reviewers' names are hidden from the author
- Double Anonymous Review

- Reviewers' names are hidden from the author and author's names are unknown to the reviewers
  - The double-anonymous review process is intended to prevent bias (or the perception of bias) towards any author

Sizing Your Peer Review Team

- **Determine the number of reviewers required based on:**
  - Expected number of papers submitted
  - **Three reviews per paper (3)**
  - Define the maximum number of papers per reviewer
    - suggested: 12 full papers - maximum per reviewer
    - At least 4-week review time period
- Review previous conference history

- **Example:**
  - Anticipated full paper submissions = 200
  - Reviews per paper = 3
  - Total reviews = 600
  - Full papers per reviewer = 12
  - **Number reviewers needed = 50**

Assembling Your Reviewer Team

- Experience level – a mix
- Areas of expertise
- Geography mix
- Institution
- Industry/academic

Your goal is to have the reviewer pool reflect all those that may to submit a paper, including expertise.

Peer Review Process Systems

- The Technical Program Chair manages this process
  - Selects Paper Management System
- Papers are organized by topical areas
  - Match topics with reviewers' expertise

- Paper assignments are managed within a peer review system (same as paper management system)
  - Reviewers provide feedback to authors
  - Reviewers ultimately provide a final score for the paper and send it back to the Technical Program Committee (TPC)
- TP Chair monitors and communicates number of accepted papers / acceptance rates to the Conference Chair throughout the process

Verify the Conference Scope

- Reviewers should make sure that the **scope of the papers that they review are within the stated scope of the conference**
- Papers that are outside the scope of the conference should be rejected

Privacy: Reviewers Responsibilities

- Participants in the review process (i.e., referees and anyone else who is authorized to handle conference submissions) **shall treat the contents of conference submissions under review as confidential information not to be disclosed to others before publication**
- No one with access to a submission shall make any inappropriate use of the special knowledge that access provides

IEEE Publication Services and Products Board Operations Manual 2019

Conference Publications Policy: PSPB Operations Manual – 8.2.2.B (page 99)

Reviewer Questions

EXAMPLE: Paper Scoring Feedback

Result 1

Relevance to the conference	7	Technical strength	4
Originality	6	English writing	4
Overall	**5**		

Comment

This paper mainly shows us the test result of SVM (support vector machines) method, which is a new type of learning method based on statistical learning theory, for transient stability analysis of power systems. The result of the test has proved the superiority of the SVM method and more needs to be done to perfect this method.

The test program needs to be enriched based on the test result gathered. From the result of two tests we can see that in small scale of training and testing, the performance is perfect while in large scale test faults appeared. In this case, staged experiments needed to be conducted to find out the critical point of the test number and get to know the reason of fault appearance.

This is a good start for this kind of method, but more needs to be done to perfect this algorithm.

- Relevance to conference **(scope)**
- **Novelty:** is this original material distinct from previous publications?
- **Advancement:** is this a significant contribution to the field?
- **Validity:** is the study well designed?
- **Data:** interpreted and analyzed correctly?
- **Clarity:** are the ideas expressed clearly, concisely, and logically?
- **Compliance:** are all ethical and conference requirements met?
- **Format:** Which presentation format do you believe is most appropriate for this submission? (Oral vs. Poster)
- **Reviewers Confidence Score** - on a scale
  - Highest level: direct expert knowledge
  - Lowest level: general familiarity

Peer Review Process

- Considerations during process
  - Do I have enough submissions?
    - If No, do I need more promotion?
  - Do I have an adequate number of accepted papers?
  - Do I need any extensions?

- TP Committee validates that all reviews have occurred and develops three groupings of papers
  - Reject
  - Accept Oral
  - Accept Poster
  - Maybe Accept

Ongoing Challenges in Reviews

Critical role for the sponsoring OU!

Receiving enough high-quality papers by the submission deadline

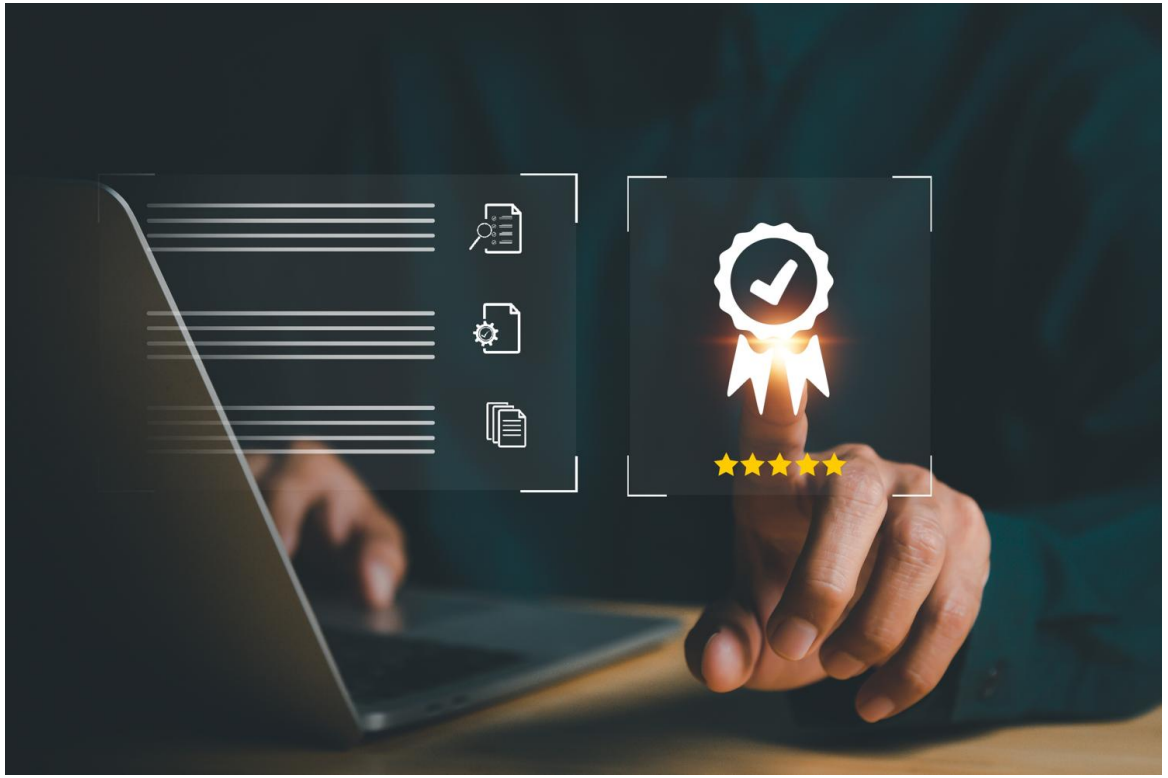
Finding enough experts to provide quality reviews by the deadline

- Expert in the subject of the papers
- Consider prior year authors
- Qualified students can serve as reviewers

Managing conflict of interest.

- **Reviewers should recuse themselves from conducting a review if they interact closely with any of the authors or if any authors are from the same institution**

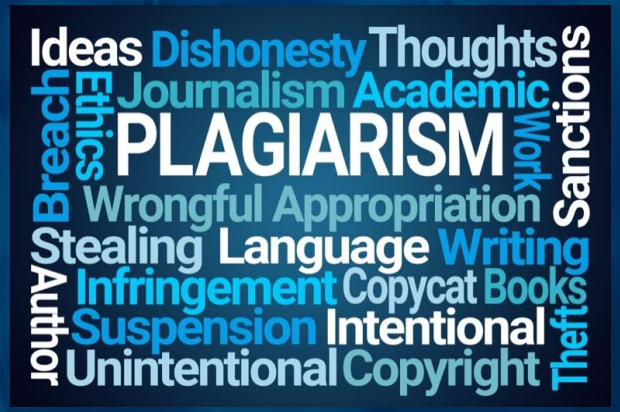
Reviewer Expectations



- Reviewers are experts in subjects of the papers that they review
- They provide a high-quality review and evaluation of the technical content
- They review and evaluate the presentation quality of the papers
- They are unbiased
- They make sure that the authors have met their responsibilities

Expert Evaluation of Submitted Papers

CrossCheck Portal



https://www.ieee.org/publications/rights/cross-check-portal.html

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Intellectual Property Rights (IPR) Team

Tips

- IEEE has enabled use of the CrossCheck Portal as a stand-alone web application that can be used by any publications volunteer at any time.
- Save time by avoiding duplication of efforts
    - Coordinate your process before your get started, have dialogue with the IEEE IPR Staff to see if anything has changed
- Submitting content in a timely fashion is integral to your success

Plagiarism and Similarity

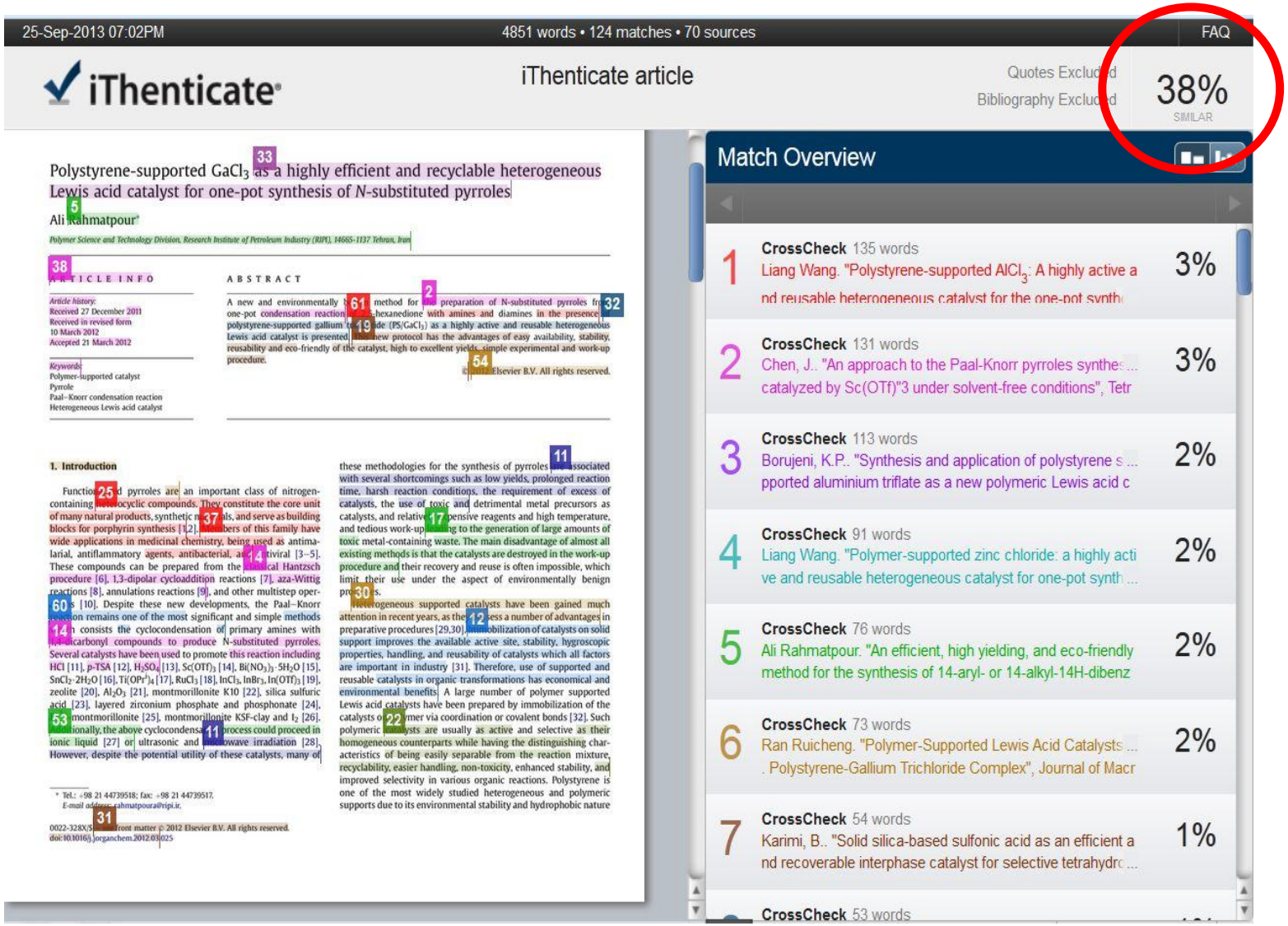
- IEEE defines plagiarism as the reuse of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source
    - It is a serious breach of professional conduct, with potentially severe ethical and legal consequences
- IEEE prohibits republication of substantially the same material, even by the same author(s)
- IEEE requires that all content be screened for possible plagiarism or republication
- IEEE provides all Publication Editors and Technical Program Chairs complimentary access to CrossCheck, a premier plagiarism detection tool

Crosscheck

Sample Similarity Report

Assign resources to assist the Technical Program Chair if necessary – **the reports requires a human eye to review and judge.**

Each accepted paper must be screened for plagiarism



Similarity Check is Not Peer Review

Requires Interpretation

- The Technical Program Chair or designee manages CrossCheck and plagiarism reviews
  - needs coordination with Publications Chair
- Similarity Check does not replace the peer review process
  - Similarity screening is a separate function from the peer review process
- Subject matter experts must separately review the paper to determine suitability, novelty, quality and communication
- **Similarity scores are just that, they require human review and analysis**
- Similarity scores should not be the only basis for reject (or accept) decisions
  - **Similarity score should not be given as feedback to authors**
- Similarity Check can be used on IEEE-copyrighted content only

Similarity Check – When to use it?

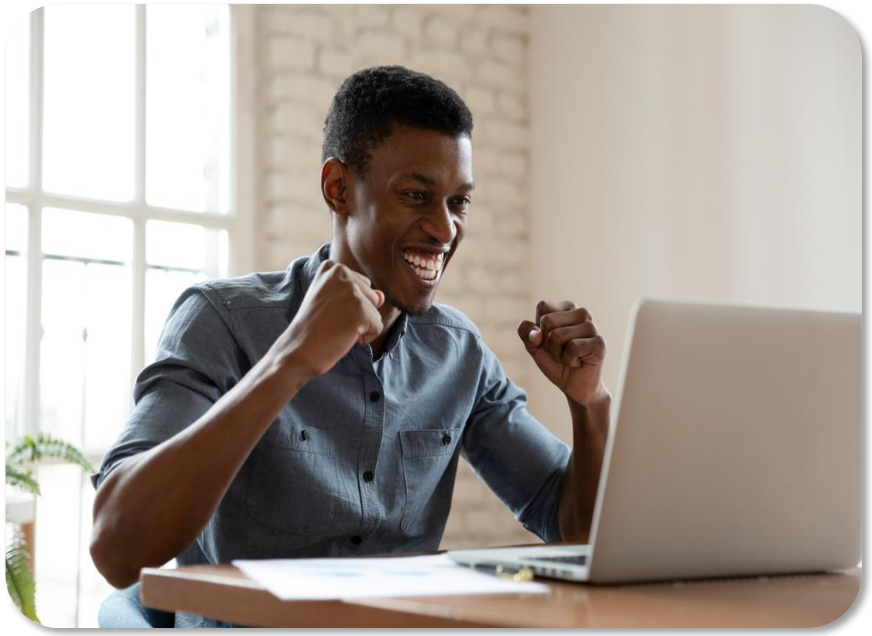
- CrossCheck must be separate from the Peer Review process
- Options
  - Screen all papers before peer review
  - Screen accepted papers immediately after peer review
  - **Conduct two screenings** - the first screening is **before peer review**; and the 2nd screening is upon receipt of **final paper submission** (this is after acceptance has gone out and the author needs to submit a final paper for publication).
  - Screen papers in parallel with peer review (not ideal)
  - Screen papers after the conference (only as a last resort)

Final Decision

Accepted Papers

Acceptance Rate

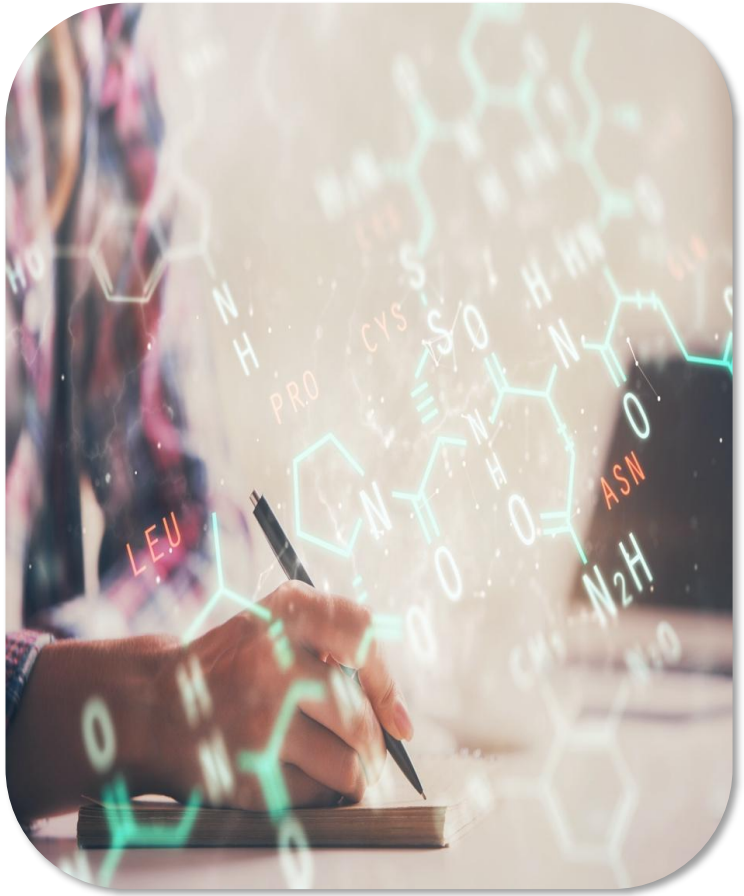
There is no Universal Standard



- If your conference, or OU, has a traditional acceptance rate, follow that guidance.
- In general, 50% is a reasonable target
  - Avoid the temptation to increase the acceptance rate to increase attendance. Quality is the primary objective.
  - Consider reducing the acceptance rate to **avoid too many parallel sessions**
- Factors that affect the acceptance rate
  - The reputation of the conference, and the quality of the papers submitted
  - The participants that are targeted – e.g., student papers vs. established researchers
  - The intent of the conference – e.g., workshop of work in progress vs. presentation of finished work
  - The intention to publish the proceedings in *Xplore* is also a factor

Author Feedback

- For accepted papers
  - Clear instructions for text and/or figures requiring revision or correction
  - Indication of what additional content is required
  - Suggestions to improve that paper
  - Instructions for the final paper submission – deadline, template
- For rejected papers – 2 schools of thought:
  1. Simply communicate that the paper was “not accepted”
     - This is thought to minimize complaints from rejected authors
  2. Indicate why the paper was not accepted, with general indication of shortcomings
     - This is intended to help authors with future papers submissions
     - This is thought to invite arguments from rejected authors



Similarity Check Scores should not be shared with authors

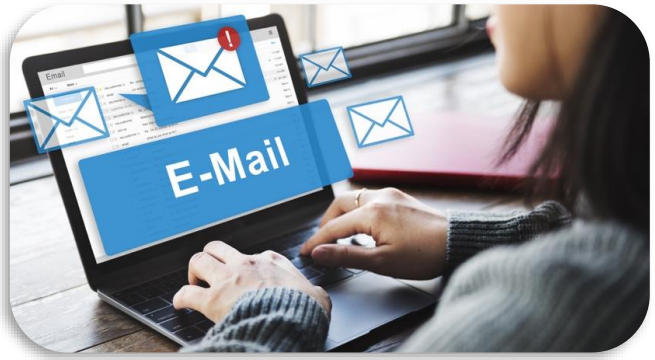
Final Paper Submissions

We aren't Finished Yet!

- Submitted on an IEEE template, or on a conference custom template (compliant with IEEE standards)
- **eCopyright is required**
- Final papers should be reviewed for compliance
  - Assign a team member be accountable for proofing the final submissions for template language etc.
  - Conduct another round of cross check screening
  - Were reviewer requirements addressed?
  - Was anything significant changes of added?
  - Is any *template instruction text* still in the paper?
- Typically, the author is required to register for the conference before the final version of the paper is accepted
  - Part of a no-show policy (Non-Presented Paper Policy)

Non-Presented Papers

Call for Papers



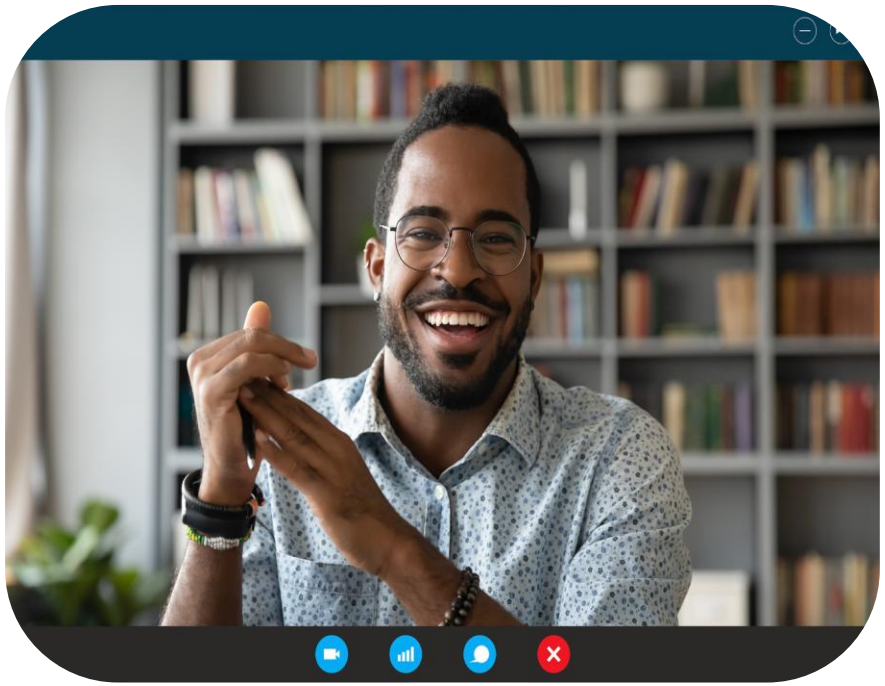
- Your “Call for Papers” must include the conference’s policy on non-presented papers, if you are intending to withhold those papers from *IEEE Xplore*®
- IEEE suggests you add the following statement in the call for papers:

"**IEEE reserves the right to exclude a paper from distribution after the conference, including IEEE *Xplore*® Digital Library, if the paper is not presented by the author at the conference.”**

- Poor quality is also a valid reason for excluding a paper from distribution

Non-Presented Papers – Hybrid Events

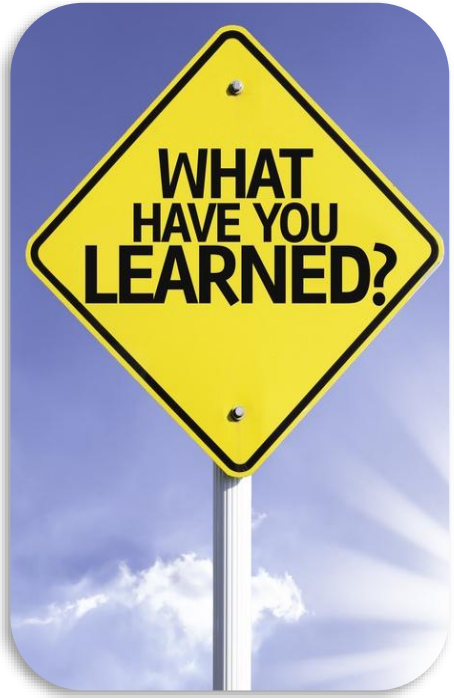
Call for Papers



- **If your event is hybrid,** consider whether authors will be allowed to present virtually or if the hybrid format is intended only for attendees.
- **In some cases**, exceptions for virtual author presentations may be granted with approval from the General Chair.
- **To avoid misunderstandings**, it is recommended to include clear wording in your call for papers stating that papers must be presented on-site by a registered presenter in order to be published.

Technical Program Summary

- The Technical Program is the heart of the conference
- The Technical Program Chair is responsible for developing and executing a high-quality technical program
- Each submitted paper should receive a minimum of three (3) reviews
- Reviewers should not be assigned more papers than they can reasonably review
- Plagiarism checking is required



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