Organizing - TCS Conferences: Responsibilities of Sponsoring OUs and Organizers

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Technically Cosponsored Conferences

- Co-Sponsorship - a shared involvement among several organizations, one of which is an IEEE OU. Other co-sponsoring organizations could be IEEE OUs or other "Not-for-Profit" non-IEEE organizations.
- It indicates a shared and significant involvement in the technical, financial, publicity and administrative areas of the conference.

- Technical Co-Sponsorship - direct and substantial involvement by the IEEE OU solely in the organization of the technical program. The IEEE OU has no financial involvement in the conference.
- Technical Co-Sponsor - responsible for defining the scope of the conference and managing the technical program, including oversight of the program development and review process and participating in peer reviews
- Requires specific approvals as indicated in IEEE Policy 10.1.4.

Approvals (IEEE Policies 10.1.4)

Following conference actions must be sought

- OU approvals from all sponsoring IEEE OUs
- IEEE Conferences, Events & Experiences (CEE) review and approvals
- IEEE OU cross endorsement

All approvals and endorsements should be obtained at least a year in advance of the proposed conference.

Technical Co-Sponsorship Fees (TCS Fees)

- Applies to TCS conferences in which IEEE has no (0%) financial interest.
- IEEE OU that technically co-sponsor the conference can have the OU, the conference, or a combination of both pay the TCS fees.
- This fee is $1450 plus $22 per paper submitted to Xplore®. If multiple IEEE OUs technically co-sponsor the same conference, the cost will be divided equally among the OUs.
- TCS fees recover IEEE's costs to provide organizational support to process conference content.
- If IEEE chooses not to publish content due to quality or scope issues, these fees are not refunded since IEEE still incurs these costs.
- TCS fees are not publishing fees and do not guarantee publication in IEEE Xplore®.

Conference Scope

Defining Scope of the conference – responsibility of the the conference committee – Technical Program Chair leads

The scope may be an existing field of interest, a subset of that field, closely related fields of interest, or a new technology. The scope should fit within the overall IEEE scope, which includes:

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

Conference Application

Before submitting your IEEE Conference Application, outlining conference's technical program including symposia, workshops, tutorials, expositions, or other events.

A good application should have following tentative information:

- Expected number of papers
- Paper review process
- Workshops or tutorials planned
- Plenary sessions
- Criteria of selecting peer reviewers
- Program dates: Timeline related to the technical program, paper submission deadline & author notification.
- Paper review process: How will you assign reviewers/accept papers/session papers?
- Communication plan: How will you communicate with authors/session chairs?
- Program-at-a-glance: Develop a high-level overview of your program.

Program-at-a-Glance
Full Program
Technical Sessions
Panels
Keynotes
Workshops
Posters

Developing Technical Program

Points to be considered

- Define the Scope of the Technical Program
- Call for Papers
- Define Quality Standards
- Schedule Technical Program Activities
- Communicate IEEE Guidelines
- Manage the Paper-Review Process
- Determine Plagiarism-Checking Policy
- Coordinate with Conference Publication Chair
- Transfer Copyright to IEEE
- Conference Presentation Types

- Guidelines for managing the quality of the technical program:
- Establish standards for judging the quality of accepted papers
- Develop reviewer guidelines
- Estimate the number of papers to be submitted
- Identify the number of reviews for each paper
- Identify the number of papers assigned to each reviewer
- Establish the acceptance rate for submitted papers
- Choose tools to manage papers, validate formatting, and check for plagiarism
- Determine conference policy for non-presented papers

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- IEEE requires all publications to be submitted to a plagiarism-detection process prior to being uploaded to IEEE *Xplore*® to ensure the originality of content.
- Organizers are encouraged to sign up for CrossCheck, a plagiarism-detection tool that is offered at no cost to all IEEE publications.
- If a paper is removed due to plagiarism, the conference will be responsible for notifying authors of the decision to remove the paper.

Expectations: IEEE Sponsoring OUs

Have Significant Oversight Responsibilities

- Carefully considers and evaluates requests for sponsorship
- Only sponsors conferences that will meet IEEE standards
- IEEE sponsoring OUs must provide direct and substantial involvement … in the organization of the technical program" - IEEE Policy 10, Section 10.1.2.
- Educates organizers on IEEE policies and expectations
- Participates in and influences the technical program development
- Contacts CEE events@ieee.org if assistance needed

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Expectations: Conference Organizers

- Follow IEEE policies and expectations
- Assemble a qualified review team
- Provide reviewers with instructions for review, only ask them to review papers within their technical expertise, and provide them with sufficient time to perform a good review
- Provide authors of accepted papers with the ability to present their work, the audience to see the presentations, and the presenters and audience sufficient time and opportunities to interact

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Expectations: Reviewers: a combined responsibility

Reviewers Should Provide High-Quality Evaluation of Submissions

- Be qualified to review the submissions assigned to them (i.e., subject matter experts)
- Provide unbiased, impartial, timely reviews
- Return papers (to organizers) that they are not qualified to review, or for which they cannot provide an unbiased review (including submissions for which they have a conflict of interest)
- Evaluate the technical content of the submissions
- Also evaluate non-technical aspects, such as writing quality, legibility of figures, appropriateness of references, etc.

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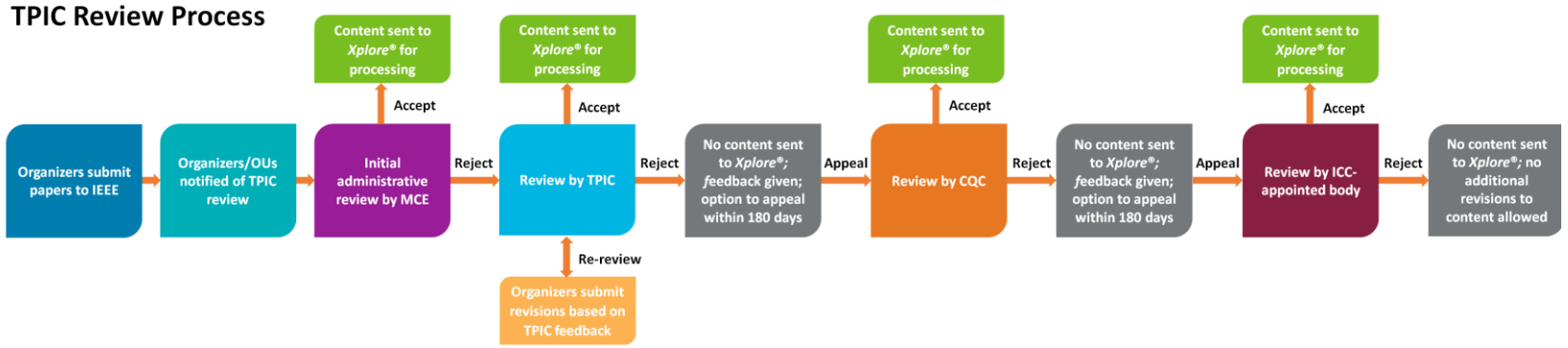
TPIC review process

Technical Program Review Committee - a standing subcommittee of the Conference Quality Committee (CQC) of the IEEE Conferences Committee (ICC).

- Purpose to maintain and ensure the high quality of the technical programs of all IEEE conferences.
- Primary activity is to review the technical programs of conferences that have already occurred.
- If it finds the program of a conference lacking, it has the authority to prevent some or all of the content of that conference from being posted in Xplore®.
- It also works to educate all those involved in the conference, in order to prevent future issues.



How Is A Conference Selected For TPIC Review?

- Specific complaints
- History
  - Previous years of conference
  - Organizers
  - Sponsoring OUs
- Random

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How Does TPIC Make Its Decision?

- Qualifications of reviewers
- Acceptable load on reviewers (number of papers given to review and time to review)
- Acceptance statistics
- Authors have reasonable time to present
- Attendees have opportunity to view presentations and interact with authors
- Quality of EVERY paper sent to IEEE for publication
  - One sub-standard paper
    ⇒ entire review process is flawed

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How Is Paper Quality Evaluated?

- Technical scope
  - Within stated scope of the conference
  - Within the scope of IEEE
- Basic presentation quality
  - Writing is understandable
  - Figures are legible
  - Formatting is acceptable
  - References and author list are appropriate

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Other Warning Signs

- Machine-generated papers
- Papers on pseudo-science
- Plagiarized content
- Citation stacking (papers with large numbers of irrelevant citations)
- Papers with gross presentation quality problems (e.g., missing figures or sections)
- A large fraction of the attendees and reviewers from the same institution
- AI, Tortured Phrases and many more…

One Sub-Standard Paper ⇒ Entire Review Process is Flawed

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TPIC Review Points:

Conference Information

- Title, Acronym and Record Number
- Dates
- Location/Venue
- Information Contact
- Conference Scope

Chairs

- Conference Chair
- Treasurer
- Technical Program Chair
- Publication Chair

Conference Program

- Total Papers Presented
- Oral Papers
- Oral Minutes
- Min/Oral Presenter
- Poster Papers
- Poster Minutes
- Papers on Xplore CD
- Extra Papers on CD

TPIC Review Points:

Conference Inspection

- Scope Keywords
- Website
- Program
- Technical Program Committee
- Venue/Hotel
- IEEE Xplore claim?
- Registration Policy
- Attendee/Paper
- Acceptance Rate
- Papers/Reviewer
- Min/Oral-Presentation
- Time for Posters

Sponsorship

- Sponsorship Type
- IEEE Sponsor(s)
- Non IEEE Sponsor(s)
- Reason for Hold
- Restricted OU
- Restricted Organizer

TPQ: Papers

- Attendees
- Papers Submitted
- Papers Accepted
- Papers on Xplore CD
- Oral Papers
- Poster Papers
- Not Presented
- Reviewers
- Reviews/Paper

TPIC Review Points:

Innodata Audit/Notes

- Failed for Quality
- Failed for Scope
- Total Failed
- Marginal on Scope
- Template Text
- Readability Issues
- Possible AI Concern

Review of Select Papers

- Quality/Format
- Conference Scope
- IEEE Scope
- Innodata Note
- TPIC Comment
- TPIC's note to organisers
- TPIC recommendation
  - Accept
  - Discuss
  - Reject

Thank you

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