



# IES Conferences Policies and Guidelines

IES Conference Organizers Education Day, Washington D.C., USA, 10/22/2018

Juan J. Rodríguez-Andina, VP Conference Activities



# Contents (I)

- Document #2: Bidding / agreement / reports
  - ✓ Bidding to organize an IES conference
  - ✓ Operating agreement with IES conference organizers
  - ✓ Reports from IES conference organizers
- Document #3: Committees
  - ✓ Structure
  - ✓ Composition
  - ✓ Appointment
- Document #4: Budgeting and finances
  - ✓ Finance tracking
  - ✓ Income
  - ✓ Expenses

# Contents (II)

- Document #5: Management and awareness
  - ✓ Designated conference tools
  - ✓ Review process and accepted papers
  - ✓ Special Sessions
  - ✓ IES Conference Organizers Education Day
  - ✓ Web pages and templates
  - ✓ IES conference awareness



# Contents (III)

- Document #6: Technical and complementary contents and materials
  - ✓ Technical papers
  - ✓ Keynote speakers, tutorials, and panels
  - ✓ Activities for Students & Young Professional
  - ✓ Involvement from industry
  - ✓ Social functions
  - ✓ IES committee meetings
  - ✓ Contributions from IES Technical Committees
  - ✓ Conference materials and membership promotion

# Contents (IV)

- Document #7: Timeline
- Document #8: IES Technically Co-Sponsored conferences
  - ✓ Requirements
  - ✓ IES participation
  - ✓ Application and approval
- Document #9: Miscellaneous topics in IES conferences
- Appendices:
  - ✓ (A) Operating agreement with IES Majority Sponsored conference organizers
  - ✓ (B) Lists of current tracks in IECON, ISIE, and ICIT
  - ✓ (C) Timeline chart for IES Majority Sponsored conferences
  - ✓ (D) Post-conference survey for IECON, ISIE, and ICIT participants.

# Bidding

- Targeting 3 years ahead
- Eol (optional) 3.5 years ahead
- Materials:
  - ✓ Location, dates, General Chair(s), budget
  - ✓ Budget not required for Eol
  - ✓ Presentation:
    - Committees
    - City and venue
    - Travel and accommodation
    - Support from companies and local authorities
    - Previous experience

# Operating Agreement

- Must be signed by General Chairs of all IES Majority Sponsored conferences
- On-line form
- Commitment to comply with IEEE / IES rules



# Reports

- At every IES Conferences Committee meeting from conference approval
- 1-1.5 years ahead, interim budget
- If AdCom meeting → on-site report
- Final report: financial data



# Committees

- Explicit acceptance
- Key volunteers must attend IES Conference Organizers Education Day
- General (Co)-Chairs propose committees composition. Changes must be reported to IES Conferences Committee
- Some positions require endorsement by IES WIC: Publication and Publicity Chairs
- Support from IES TCs to identify suitable volunteers
- Financial advisor

# Management and Awareness

- Current designated tools: IES-Submit & IES-PCT
  - ✓ Experienced volunteers required
- IES database of authors and IEEE eNotice
- Review process
  - ✓ 3 quality reviews (2 non-conflicting)
  - ✓ Conflicts of interest
  - ✓ Track and SS Chairs to provide backup reviews
  - ✓ Requests for specific citations strictly forbidden, except for seminal papers not authored by the reviewer
  - ✓ Conflicting reviews & extreme scores must be carefully checked
  - ✓ Changes in contents / authors' lists
  - ✓ CrossCheck
  - ✓ Submission of extended versions to journals

# Management and Awareness

- Special Sessions
  - ✓ Conflicts of interest
  - ✓ Successful SS:
    - At least 6 accepted papers
    - From at least three different institutions
    - An individual cannot be co-author of more than 2 papers in the same SS
    - An individual can organize up to 2 SSs
    - Papers from organizers cannot exceed 60% of the contents
  - ✓ Unsuccessful SSs may be cancelled
  - ✓ Complimentary registration if at least 6 accepted papers not authored by organizers
  - ✓ Support from TCs

# Web Pages and Templates

- Guidelines for web content
- Information to fill IEEE Conference Application Forms and Conference Publication Forms



# Awareness

- Advertise in IEEE Industrial Electronics Magazine
- Contact local IES chapters and sections
- IES database of authors and IEEE eNotice
- Designated conference app
- Social media



# Contents and Materials

- Technical papers
  - ✓ PDF, strictly following formatting requirements
  - ✓ 6 pages, up to 8 for a fee (conciseness)
  - ✓ Detailed information on the web
  - ✓ Note about Xplore
  - ✓ Recommended formats: oral and interactive
  - ✓ Keep number of parallel sessions as low as possible
  - ✓ Avoid to the extent possible parallel sessions on the same topics
- Keynotes, tutorials, and panels
- Activities for S&YP
- Promote involvement from industry: exhibitions, Industry Forum, industry day, ...

# Contents and Materials

- Social functions
  - ✓ Welcome reception
  - ✓ Conference Banquet. Presentation of next edition. Not the last day
  - ✓ Lunches
  - ✓ Coffee breaks
  - ✓ Audience engagement activities
  - ✓ Technical tours
- IES committee meetings
  - ✓ AdCom and preparatory meetings
  - ✓ IES TCs
  - ✓ Support by local organizers, planned and paid by IES
- Contributions from IES TCs

# Contents and Materials

- Conference materials
  - ✓ Conference proceedings (online)
  - ✓ Conference guide (online or print)
  - ✓ Abstracts book (optional)
- Membership promotion





# Miscellaneous

- Support for visa applicants
- Identify significant volunteer involvement
- Technical Co-Sponsorship from other organizations or IEEE OUs
  - ✓ Publicity, involvement in committees
  - ✓ Consent from IES