



IES Conferences Policies and Guidelines

IES Conference Organizers Education Day, Lisbon, Portugal, 10/16/2019

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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](#)