



IES CONFERENCES MANAGEMENT AND AWARENESS

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1. IES designated conference tools

Given the large amount of conferences organized by IES every year, the increasing number of submissions, and the extremely high number of people involved in review processes, IES Majority Sponsored (MS) conferences must use a set of designated tools for managing the technical part of the conference (as well as some other related ones), ensuring coherence among IES events and allowing the high quality standards required by IES in all aspects of its conference business to be achieved. Because of this compulsory requirement, some key conference committee members must have demonstrable suitable experience with these tools (see Document #3), either because they have already used them in previous conferences or by attending at least one of the training sessions conducted by IES Web and Information Committee (WIC) volunteers within IES Conference Organizers Education Day (see Section #4).

The current designated IES conference management tools are:

- The IES web-based paper submission and review system (IES-Submit).
- The IES technical program development system (IES-PCT)

These tools have been developed, and are maintained and continuously enhanced, by IES WIC volunteers, which provide support on their use to conference organizers.

IES-Submit is available free of charge for use by Non-majority Sponsored (NS) and Technically Co-Sponsored (TCS) conferences upon request (subject to availability of WIC volunteers), and its use is encouraged.

In addition to these tools, IES maintains a database of authors, exclusively used for promotion of IES MS and NS conferences. MS conferences can send up to two messages, whereas NS conferences can send one. One additional message may be sent if approved by IES President or VP for Conference / Workshop Activities (depending on the conference).

Use of IEEE eNotice¹ to send conference announcements to IES membership is permitted. MS conferences can send up to two messages, and NS and TCS conferences can send one. One additional message may be sent if approved by IES President or VP for Conference / Workshop Activities (depending on the conference).

2. Review process and accepted papers

In order to ensure a high-quality (timely and fair) review process in IES MS conferences (in turn ensuring a high technical quality of the conferences themselves), the review process is conducted as follows:

¹ http://www.ieee.org/conferences_events/conference_email_marketing.html

- Papers submitted to a technical track are handled by the corresponding Track Chairs, who invite experts in the area to review them. Similarly, papers in a Special Session are handled by its organizers. For small conferences where no tracks are defined, the Technical Program (Co-)Chairs are responsible for inviting Technical Program Committee members to review papers within their areas of expertise.
- Three quality reviews are required for the acceptance / rejection decision about a paper to be made. Thus, Track Chairs and Special Session organizers are advised to invite at least four reviewers per paper.
- Under special, well justified circumstances, two consistent reviews in good agreement may be enough for the decision to be made. This just applies to situations where it has not been possible to get three review reports by the authors' notification deadline. It must be noted that thousands of reviews are required in IES major conferences, and review time is limited.
- When not enough reviews are received for a paper, Track Chairs and Special Session organizers must provide their own reviews.
- Conflicts of interest affecting a Track Chair / Special Session organizer are managed in principle by other Chairs of the same track / the Special Session Co-Chairs (NOT by other Special Session organizers). If they also incur conflict of interest, the affected papers are handled by the Technical Program (Co-)Chairs. If the conflict persists, papers are handled by the General (Co-)Chairs.
- Although IES-Submit has some capabilities for detecting and flagging conflicts of interest, as an additional safety measure affected people must explicitly declare them.
- It is strictly forbidden that reviewers coerce, recommend, suggest authors, or otherwise include in their comments to them, the citation of specific papers. The only exception are seminal papers not authored by the reviewer. Generic recommendations to include additional references about a given aspect of the paper are acceptable.
- Reviews are first checked by Track Chairs and Special Session organizers, who make an acceptance / rejection recommendation to the Technical Program and Special Session (Co-)Chairs, respectively. The Special Session (Co-)Chairs further analyze reviews in Special Sessions and make a recommendation to the Technical Program (Co-)Chairs. After further analyzing all review results, the Technical Program (Co-)Chairs make a preliminary decision and send it for approval of the General (Co-)Chairs.
- Special attention must be paid to significant disagreement in reviews for the same papers, and to papers with extremely high or low scores.
- IES liaisons must ensure similar procedures are followed for NS and TCS events.

Authors must be made aware of the following important issues, and compliance with them must be carefully checked by the Technical Program Chair:

- As a general rule, the list and order of authors in the final version of an accepted paper must be the same as those of the version submitted for review. As an exception, an author has the right to withdraw his or her name from a paper at any time before the final version is submitted, by sending a withdrawal request to the Technical Program Chair. If, for any reason, any other modification is deemed necessary by all living authors, they have to submit to the Technical Program Chair a request justifying the need for the changes. The decision of the Technical Program Chair will be final.
- Any substantive changes (beyond those required to respond to reviewers' comments) introduced in the final version of an accepted paper with regard to its initial version must be communicated to the Technical Program Chair. This includes addition or removal of any citations (in this case, even if done in response to reviewers' comments). Failure of such notification may be considered as author misconduct, and at the discretion of the Technical Program Chair may be reported as such to IES Ethics Committee and to IEEE.

The final step of paper review is performed by submitting all accepted papers to CrossCheck, for plagiarism checking. Conference organizers must inform authors about how seriously IES takes plagiarism issues and of the checking that will be applied to accepted papers.

Authors must also be informed about the possibility for them to submit extended versions of their conference papers to IEEE journals².

3. Special Sessions

Special Sessions are intended to attract contributions in emerging or specific topics, not reflected in regular tracks, within the conference's scope. Special Sessions have been very successful in IES conferences over the years, and the Society is always looking for ways of enhancing them by applying specific policies:

- IES MS conferences must include a call for Special Sessions, requesting proposals to provide not only a technical description justifying the interest of the Session for the conference, but also the organizers' backgrounds, and lists of potential authors and reviewers. In this way, the organizers' expertise in the area, as well as their chances to attract authors and their ability to organize a quality, fair review process can be assessed.
- Special Sessions (Co-)Chairs are appointed within the conference's committees (see Document #3). They evaluate and decide whether to approve or not Special Session proposals.
- Once a Special Session proposal is approved, its organizers must invite prospective authors and handle the review process (except in case of conflict of interest, see Section #2).
- If a Special Session achieves less than 6 accepted papers, it may be cancelled and the papers moved to regular technical tracks or to other Special Sessions.
- Organizers of successful Special Sessions (as defined below) must register for and attend the conference, and chair the corresponding sessions. One complimentary full registration will be provided to successful Special Sessions with at least 5 papers not authored by any of their organizers (see Document #4).
- IES TCs are encouraged to run specific sessions inside conferences or to organize specific workshops to ensure the portfolio covers all IES fields of interest.

In addition to achieving at least 6 accepted papers, for a Special Session to be considered successful (and, as such, included in the program) it must consist of papers from at least three different institutions. Institutions jointly participating in the same paper are considered the same institution for the purposes of checking if an SS accomplishes this requirement.

The following requirements also apply to Special Sessions:

- An individual cannot be (co-)author of more than two papers submitted to the same Special Session.
- An individual can be (co-)organizer of up to two Special Sessions.
- Papers from organizers cannot exceed 60% of the contents of the Special Session.

4. IES Conference Organizers Education Day

IES Conference Organizers Education Day is a one-day event organized every year, in conjunction with a major IES conference (preferably IECON), to provide IES conference organizers with training on all aspects of the IES conference business. It consists of two parts:

- Presentations by IES Officers (VPs for Conference Activities, Workshop Activities, Technical Activities, Membership Activities, and Treasurer). Whenever possible, presentations by IEEE MCE.
- Training sessions by IES WIC volunteers.

Conference organizers must collaborate with IES VP Conference Activities in the organization of these activities, and book the meeting rooms required for them to be held. All costs associated to IES Conference Organizers Education Day are paid by IES, not by the conference.

² https://www.ieee.org/publications/rights/Section_822f.html

Attendance to IES Conference Organizers Education Day is compulsory for General (Co-)Chairs willing to bid³ for IES MS conferences, except if they have served in the same capacity in the last 3 years, as well as for volunteers in some key committee positions (see Document #3) with not enough experience with IES designated conference tools.

5. Web pages and templates

From 2018 persistent links may be provided by IES WIC for web pages of IES MS conferences (e.g., <http://iecon.ieee-ies.org/>). Organizers (not WIC) will be responsible for web management of the respective conferences. Web pages for each conference must include the minimum contents specified by IES WIC, but organizers will be free to add specific content.

Organizers must fill the IEEE Conference Application and Conference Publication Forms (see Document #7) from the information that will be made available for them in IES web after conference approval.

Templates and known correct information allow brand image to be provided to IES MS conferences (including correct use of IEEE and IES logos) and, very importantly, ensure a coherent naming is used in all editions of a conference, improving IEEE Xplore[®] access, as well as allowing the proceedings of each conference series to be considered as a periodical publication and get an ISSN.

6. IES conference awareness

Given the large number of competing events, making potential attendees aware of as many details as possible about IES MS conferences is becoming a main concern to ensure their success. Actions to be conducted in this regard are:

- An ad⁴ must be published in IEEE Industrial Electronics Magazine (IEM) announcing the conference. The ad must be paid by the conference, which must request the special reduced rate for in-house ads. In addition, a post-conference news must be submitted as soon as possible after the conference to the Society News column of IEM, where it will be published at no cost.
- Local IES chapters and sections must be contacted inviting them to contribute to the organization and publicity of the conference.
- The IES database of authors and IEEE eNotice (see Section #1) must be used to publicize the conference among IES members and authors who have contributed in the past to IES conferences. In the case of IES conferences for which technical co-sponsorship is obtained from other IEEE OUs (see Document #9), eNotice messages may be also sent to their members.
- The conference app designated by IES WIC must be used. IES WIC will provide support for its customization for each particular conference.
- Social media (FB, Twitter, LinkedIn) must be used for conference-related announcements and news (before and during the conference), as well as for publishing post-conference highlights.
- Opportunities for involvement in IES conference activities (others than authoring or reviewing papers) must be publicized on IES web, webs of IES conferences, and IES social networks.

³ A bid will not be approved if this requirement is not met by at least one of the General (Co-)Chairs. The General (Co-)Chairs not meeting it must attend IES Conference Organizers Education Day at its first occurrence after the bid is approved, otherwise approval may be reconsidered.

⁴ At least ½-page size. Full-page ads are encouraged.