IES Conferences Policies and Guidelines

IES Panel Of Conference Organizers, Beijing, China, October 31st, 2017

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Bidding

• Targeting 3 years ahead
• EoI (optional) 3.5 years ahead
• Materials:
  ✓ Location, dates, General Chair(s), budget
  ✓ Budget not required for EoI
  ✓ 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 POCO
- 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 5 accepted papers not authored by organizers
  - Support from TCs
Web Pages and Templates

- Hosting to be provided by IES
- Reference web designs
- Template Call for Papers
- 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, 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