Web and Information Services to Conferences

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Process flow

- Step 1. Setup web page
- Step 2. Setup submission site
- Step 3. Collect initial papers
- Step 4. Assign reviewers
- Step 5. Make decisions
- Step 6. Collect final papers
- Step 7. Registration
- Step 8. Transfer copyright
- Step 9. Organize program
- Step 10. Send PDFs to Xplore
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Use of IEEE and IES logos

IEEE Master Brand rules

IEEE template for conferences optional

Be sure to follow IES rules

Logos available for download at IES website
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SUBMIT, the IES submission and review system


Needed info: tracks, people

Two contact WIC persons will be assigned. Please address both
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Promotion of conference

IES database of potential authors

Rules in place by IES Conferences Committee

Two common announcements:
- Submission system open
- Deadline close (or will be extended)
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PDF is the only allowed format. Papers must comply with IEEE requirements.

95% of the failures due to missing embedded fonts

Be careful with Asian characters with old browsers

PdfXpress can be setup for free. Ask IEEE at the Conf Pub Form Only for final versions
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Track Chairs and Special Session organizers can view the submissions.

General Chairs can monitor the overall submission rate.
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Conflicts of interest. Involved people must declare

- no reviews
- invite one
- manage
- suggest reviewers
- my review
- conflict

Disables viewing of reviewer names or scores

Automatic check based only on email. Don't rely completely on it

TPCs should check and notify
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Questions about:
- Clarity of presentation
- Technical innovation and relevance
- Reviewer expertise

Scores from 0 to 10

Weighted average of scores, according to declared expertise

Formula developed over the last years

Reviews can be discarded
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TCs and SSs should assign reviewers. Aim is to have at least 3 reviews per paper.

Database of potential reviewers. Need to check, though.

Letter of invitation can be customized.

Important to specify deadline.

TC and SS can perform review (no need to invite).
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TPCs decide on acceptance / rejection

Mark papers in the system

Letters are not automatically sent. Must request.

Provide the text of the letters. Examples are available

Decisions can be made in batches, but if so, provide the list with the new decisions
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Authors log in and see the reviewers comments

They will use the comments to change the paper for final version

Final version is not reviewed anymore
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Even stricter requisites for PDFs

Configure pdfXpress so that it lasts beyond the deadline

Each paper to be included must:
- Have final version
- Have one registered author
- Have copyright transferred

Marked in **green background**

Maximum length and size are configurable
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No provision for payments. Must use IEEE concentration banking (fee) or local bank

Registered papers can be marked in the system to check for requisites

API for local programmers to interface with payment gateways
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Copyright transfer form signed in the system

Authors must upload final version first

**Plagiarism check!!!**

Crosscheck is set up for free
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The Program Chair Tool (PCT) is an online system oriented to help the technical program chairs and the publication chairs on organizing the conference schedule.

- Schedule of sessions
- Generation of proceedings, abstract book, conference guide, signs for doors, etc.
- Generation of packing list for Xplore
• Submit stores the draft versions (manuscripts) and the reviews
• From the reviews, technical program chair decides what to accept → Final decision on general chair
• Then submit is reopened for *camera ready* papers (definitive) and copyright forms
• Registration desk people can mark papers → manually and remote

• In the mean time, we can start figuring out how to organize the conference
  • How many sessions? Where? When?
• Helps from big to small
• From the venue, the rooms, the sessions, the papers

• The system helps
• The system provides suggestions
• There are no impositions → we update, upgrade
• All can be done asynchronously, by more than one person at the same time
• The venue, can be more than one building
• The rooms, joined or divided for sessions
• On every room, the sessions → the system voids overlapping
  • Oral, Poster, Dialog
  • Other sessions: round tables, panels, tutorials (more than 40!)
  • Can be divided by coffee breaks, continuation!
• The papers can only be assigned once to one session
  • Avoid to forget one paper → check lists
  • Do not duplicate allocation
  • Can easily move from one session to another, change order in session
  • Status: registered, draft / definitive, copyright, format check
• **The schedule** can be exported to web site and included in the proceedings → HTML + CSS

• **Abstracts Book** (deprecated) and **Conference Guide** can be obtained in open format (ODT) from the schedule data and the papers (definitive and draft) → can be edited

• **Posters for doors**, with different looks, in PDF format → we update, upgrade

• **Check lists** for show/no show, with sessions chairs names and, if wanted, evaluation fields → we update, upgrade
• **The proceedings** could be generated for three formats: usb, online and pack to send to Xplore → **usb is discouraged**

• No proceedings can be generated if only one paper lacks of copyright → the publication chair can send emails to authors when this is detected

• If the conference adhere to the IEEE conference format (PDF eXpress can help), we can check PDF files for
  • Embedded fonts
  • Page size (Letter or A4, all others are warned)
  • Margins
  • Number of pages
  • Again, the publication chair can send emails to authors when something wrong is detected
• The proceedings can include
  • Welcome message from the chairs
  • Digital version of the abstract book or conference guide
  • List of reviewers
  • The schedule, linked to papers and authors list
  • Papers organized by technical tracks and special sessions
  • List of authors, linked to papers
  • List of IEEE keywords, linked to papers → ontologies?
  • If any:
    – Tutorials' materials
    – Invited papers (keynotes)
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Understand usual IES no-show policy and note no-show papers

Lots of work to handle particular cases in large conferences

Mark no-show papers, and pack PDFs for Xplore
When the conference is over
- Mark show / no show on papers
- Generate the packing list
- Generate the set of files to be sent to IEEE Xplore, including the collection of electronically signed copyright forms

All in one system (more than 50 conferences and counting)
- From author to Xplore click by click
- No worries about missing papers or data
- Wrong data: If authors have introduced it
Communications

Request submission setup
Promotion using IES list
Add Tracks/Special Sessions
Close initial submission (partially, late submission...)
Send notification letters. Provide text. Papers marked. Open final submission
Close final submission
Setup PCT
General support
Useful Links

IEEE master brand usage https://brand-experience.ieee.org (IEEE Web account required)

IES logos http://www.ieee-ies.org/about/logos

Setup submit http://submit.ieee-ies.org/php/setup/submit.php

IEEE PDF requirements To be found, outdated link

Submission address for authors http://vps.ieee-ies.org/submit/conf

Recover password for TCs http://vps.ieee-ies.org/submit-cgi-bin/tracklogin.pl?event=CONF