IES Conferences Policies and Guidelines

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

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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 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, ...

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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