Web and Information Services to Conferences

IES Web & Information Committee
Lisbon, Portugal, October 2019
Content

Process flow for conferences
- Steps and tools used
Live demo
Process flow for a conference

*Including ONLY issues related to WIC*

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. Create proceedings
Step 11. Send PDFs to Xplore
IES tools

Submit

Planner

PCT

Track Chairs

Technical Program Chairs

Publications Chairs
Process flow for a conference

*Including ONLY issues related to WIC*

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. Create proceedings
Step 11. Send PDFs to Xplore
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

Use of IEEE and IES logos
IEEE Master Brand rules
IEEE template for conferences optional
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

SUBMIT, the IES submission and review system
You will be able to add tracks and users/permissions later
Be sure to have a LoA in advance.
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

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)
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

Goal is to have 3 reviewers per paper
Be careful with conflicts of interest. TPCs must check

Bidding and automatic assignment possible.

TC and SS can perform review (no need to invite)
Try to have last-minute reliable reviewers
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

Look at detailed reviews, not just scores.
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
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

**Check for plagiarism.** Use of IEEE Crosscheck is free and mandatory
Each paper to be included must:
- Have final version
- Have one registered author
- Have copyright transferred
Marked in green background
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

No provision for payments. Must use external provider.
IEEE concentration banking (fee) or local bank
Registered papers can be marked in the system to check for requisites
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

After submitting final version, authors must transfer copyright using IEEE eCF. An assistant will guide them through the process.
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

Planner tool to schedule slots to rooms and dates. Papers are then assigned to appropriate slots. Checks that no paper is left behind and all papers have correct status. Program can be exported to website to be published.
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

**PCT** allows proceedings to be generated for USB, online and Xplore
Strict checks on PDFs to ensure compliance
Can be made available to attendees before the conference
Process flow for a conference

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. Create proceedings
Step 11. Send PDFs to Xplore

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. Submit the package online
Questions so far?
Live demo of tools