



## **STRUCTURE, COMPOSITION, AND APPOINTMENT OF COMMITTEES IN IES CONFERENCES**

Only people who have explicitly accepted an invitation to serve in the committees of a given IES conference can be listed on them.

Committees in IES Majority Sponsored (MS) conferences report to IES Conferences Committee. They must consist at least of:

- One General Chair (the leading person and main contact point) and one or more General Co-Chairs.
  - ✓ At least one of them must be an IES member with significant experience in the organization of IES conferences, ensuring liaison with the Society and consistency of the conference series. Unless they have served in similar capacities in the last 3 years, they must attend IES Conference Organizers Education Day for the bid to be approved (see Document #5).
  - ✓ No individual can serve as General Chair / Co-Chair of a given IES conference for more than two consecutive years or 3 times in 5 consecutive years.
  - ✓ It is strictly forbidden that the General Chair or any of the General Co-Chairs serve also in any other position within the committees of the conference and, in particular, as Finance Chair or Co-Chair.
  - ✓ The General Chair may be (and usually is) part of the local team organizing the conference. It is also possible for conference centers or conference management companies to support bids for an IES conference. In such cases, the Society would appoint volunteers to all technical positions in committees, and the local team would just serve for local organization issues (such as venue and social functions).
- One Technical Program Chair and one or more Technical Program Co-Chairs.
  - ✓ They share the workload in order to ensure a quality and timely review process, as well as the proper handling of conflicts of interest (except those affecting them).
  - ✓ At least the Technical Program Chair must have experience working with the designated conference management tools (see Document #5) or have attended an IES Web and Information Committee (WIC) training session within IES Conference Organizers Education Day.
- One Special Sessions Chair and (for large conferences), one or more Special Sessions Co-Chairs.
  - ✓ They promote Special Sessions on timely topics that may complement regular topics / tracks to enrich the program of the conference.
  - ✓ They analyze and make acceptance / rejection decisions about the Special Session proposals received.
  - ✓ They provide support and guidance to organizers of approved Special Sessions on the use of the designated submission and review system (see Document #5) and the quality standards of reviews in IES conferences. At least one of them must have experience working with the designated submission and review system or have attended an IES WIC training session within IES Conference Organizers Education Day.
  - ✓ They handle conflicts of interest in Special Sessions (except those affecting them).
- One Finance Chair, preferably member of the local team, to ensure liaison with local institutions and a proper handling of financial aspects in accordance with local regulations, and one Finance Co-Chair, who must be an IES member with significant experience in the financial aspects of IES conferences. The IES Financial Advisor (see Document #4) serves as Finance Co-Chair for designated IES conferences (IECON, ISIE, ICIT, and INDIN).

- One Publication Chair, who must be endorsed by IES WIC, to ensure proper generation of the IEEE Xplore® package and its timely submission to IEEE. Additionally, a member of the local team can be appointed as Publication Co-Chair. It has to be noted that generation of the IEEE Xplore® package requires the identification of “No-show” papers (see Document #7), which in turn requires involvement from the local team.
- One Publicity Chair, in charge of advertising the conference to an audience as wide as possible of potential attendees. This includes placing an ad in IES Magazine (see Document #5) and spreading the word among attendees of conferences with similar or related scopes (e.g., by distributing Calls for Papers). The Publicity Chair must be endorsed by IES WIC, to ensure timely delivery of conference-related messages to the IES database of authors and to IES membership through IEEE eNotice (see Document #5).
- International Advisory Committee, including active distinguished individuals in the topics of the event.
- Local Organizing Committee.
- Technical Program Committee.
  - ✓ In large conferences, whose program is structured in technical tracks, for each of them there is a Track Chair and, if required considering the expected number of submission to that track, one or more Track Co-Chairs. They will share the workload associated to the review of papers in their track, and will handle conflicts of interest (except those affecting them).
  - ✓ In small conferences, the Technical Program Committee may simply consist of a list of members serving for all conference topics, under the direct coordination of the Technical Program Chair.
- One Tutorials Chair and, if required, one or more Tutorials Co-Chairs, in case Tutorials are offered in the conference program (see Document #6).

In addition, committees may include one or more Honorary (Co-)Chairs

Appointment of committee members:

- Experienced and active IES volunteers must be involved in all types of positions.
- The proposal for General Chair and Co-Chairs must be part of the bidding materials (see Document #2).
- All other committee members are proposed by the General (Co-)Chairs<sup>1</sup>. The proposal can be submitted as part of the bidding materials or at a later stage (see Document #7). In the second case (or for subsequent updates) the list of committee members must be included for possible approval in the report to be presented at the next IES Conferences Committee meeting. In such cases, approval of the report implies that of committee members.
- IES Technical Committees (TCs) must provide support to the General (Co-)Chairs to identify potential Track (Co-)Chairs and Special Session (Co-)Chairs among their members. They must also promote Special Sessions to be organized by their members.

Committees in IES Non-majority Sponsored conferences and Technically Co-Sponsored conferences should, to the extent possible, have a structure and operation similar to those of IES MS conferences.

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<sup>1</sup> The proposals for Publication Chair and Publicity Chair must be endorsed by IES WIC