

**TECHNICAL AND COMPLEMENTARY CONTENTS AND MATERIALS IN IES CONFERENCES**Index:

1. Technical papers
2. Keynote speakers, tutorials, and panels
3. Activities for Students and Young Professional (S & YP)
4. Involvement from industry
5. Social functions
6. IES committee meetings
7. Contributions from IES Technical Committees
8. Conference materials and membership promotion

1. Technical papers

Technical papers for IES Majority Sponsored (MS) conferences must be submitted in PDF format, and prepared in strict accordance with the set of format requirements posted on IES web. Taking into account that conciseness is an important requirement of any technical document, the recommended maximum length for IES MS conference papers is 6 pages. This has to be clearly stated on the conference's web, together with a note informing authors that overlength papers will be charged a fee per extra page (see Document #4). No papers with more than 8 pages (the standard page count limit for IES journals) must be allowed in any case. It is important to emphasize that this is not intended to be a means for conferences to increase income or to reduce the size of the conference proceedings (since no printed proceedings are produced, this is not an issue), but to encourage conciseness.

Papers not complying with the required format, as well as those that are found not to be IEEE Xplore® compliant, will not be included in the conference proceedings. A note has to be posted on the conference's web with the following (or similar) content: "Accepted and presented papers will be copyrighted by IEEE and published in conference proceedings, which will be submitted for potential inclusion in the IEEE Xplore® Digital Library. Papers not complying with IEEE Xplore® or format requirements will not be included in the proceedings and, therefore, will not be submitted to IEEE Xplore®".

In terms of presentation formats, session organization, and schedule, there is no difference between regular papers and those submitted to Special Sessions. Most papers in IES MS conferences are currently presented in "classical" oral sessions. "Classical" poster sessions are discouraged in general, in favor of "interactive" sessions, divided in two parts. In the first one, papers are briefly introduced (2-3 minutes per paper) to the audience. In the second part, each author has a place available in the room to interact with people specifically interested in his / her work, dynamically show contents in a display (rather than using a static poster attached to a board), or making a simple demo of an actual system.

Recommendations about the organization of sessions in IES conferences:

- Schedule 2-hour slots, with 6 papers presented in oral sessions (15 minutes presentation + 5 minutes Q&A per paper) and no more than 15 papers in dialogue sessions (up to 45 minutes for the first part; not less than 75 minutes for the second one). Instruct session chairs to strictly keep the schedule, and wait until the designated time for the next paper in case there is a "no-show".
- Two chairs must be appointed per session. Organizers of a given Special Session must chair the corresponding conference session. Chairs for regular track sessions must be invited as soon as possible once registration data are available and a preliminary program has been drafted.

- Keep the number of parallel sessions as low as possible (targeting no more than 10 in large conferences), through the right combination of oral and dialogue sessions. Scheduling 10 parallel sessions still means that people can roughly attend just 10% of the presentations.
- Avoid to the extent possible sessions about similar topics to be scheduled at the same time slot.

## 2. Keynote speakers, tutorials, and panels

Major IES conferences (IECON, ISIE, and ICIT) must include 1-hour keynote speeches in their programs, and all other IES conferences are recommended to do similarly. For major conferences, it is recommended (but not required) to have a keynote speech per day. Keynote speakers must be distinguished professionals addressing current topics in the areas of interest of IES. It is strongly recommended to combine speakers from academia and industry, as well as, if possible, government, research agencies, or policy makers. It is recommended to schedule keynote speeches not first time in the morning, but after the first set of parallel sessions.

IES major conferences must include tutorials covering fundamentals, advanced issues, and challenges of selected IES technologies. They must be offered for free to registered attendees, and may be offered for a fee to people willing to attend them but not the conference (see Document #4). Tutorials are optional for other IES conferences.

It is recommended to consider inclusion of panel discussions in the program. Two possible areas to be covered on a regular basis are:

- Academia-industry cooperation, discussing how IES technologies can help, and the challenges faced by industry that require new technological solutions in the areas of interest of IES to be developed.
- IES Publications, discussing the different characteristics and requirements of Transactions and Magazine papers, review criteria, scope, or minimum substance, among other issues.

Permission should be sought from speakers, lecturers, and panelists for keynotes, tutorials, and panels to be recorded. Recordings would be used for educational purposes and future conference promotion.

## 3. Activities for students and young professionals (S & YP)

IES promotes participation of S & YP in several ways. Most of them are directly sponsored by the Society, so they do not impact conference finances, but they require support from local organizers in other ways.

- An S & YP Forum (SF) is organized in conjunction with IECON and ISIE. This is a special track specifically devoted to works from S & YP, which has to be integrated in the conference program. The SF includes an S & YP Lunch / Dinner intended for S & YP to mingle with IES officers and volunteers. Students participating only in the SF register at a special reduced fee (see Document #4).
- IES S & YP Paper Assurances (financial support to attend IES conferences). The number of S & YP supported depends on the size of the conference and the number of submissions from S & YP. They may be presented during either the Conference Banquet or the Students Lunch / Dinner.
- Student Tutorials conducted by prestigious lecturers, preferably YPs. Within this framework, the IES S & YP Activity Committee (S&YP-AC) may invite YPs from industry to promote interaction among young people from both academia and industry.

IES conference organizers must collaborate with the IES S&YP-AC to ensure the successful implementation of these activities. In particular, they must be visible on the conference's web and included in the Call for Papers. Proofs of student status have to be requested and checked for participation in student activities and access to reduced student fees.

## 4. Involvement from industry

IES conferences must strongly promote participation from industry. Conference organizers are required to contribute in this regard. Some initiatives have already been implemented and should be reinforced:

- The IES Industry Forum (IF) is usually co-located with major IES conferences. It features talks and panels from industry leaders in areas specifically defined according to current industrial trends and adapted to the interests of companies in the area where the conference is held. IF sessions have to be integrated in the conference program and highlighted on the conference web.
- In some conferences, these activities are scheduled in 1-2 days before the conference itself, in the form of an Industry Summit / Industry Day, offering complimentary access to people registered for the conference.

Industrial exhibitions were not historically included in IES conferences on a regular basis. To promote them, the support from companies willing to participate in a co-located exhibition is given a significant weight in the conference approval process (see Document #2).

## 5. Social functions

The following social functions must be included in IES MS conferences:

- Welcome reception.
- Conference Banquet, where time must be scheduled for speeches and award presentations, as well as for the presentation of the following edition of the conference. Including some content (such as music, dance, or theatrical representations) showing the culture of the city/region/country is recommended (budget limitations permitting). Conference banquet must not be held the last day of the conference.
- Lunch, all days of the conference. As exceptions, if a conference starts in the afternoon of the first day or is closed after the morning sessions of the last day, offering lunch those days is optional.
- Coffee breaks between consecutive session slots (lunch time excluded).

In addition, it is strongly recommended (budget limitations permitting) to organize specific audience engagement activities (such as games, “fun” competitions, or draws).

Organization of complementary activities, such as visits to local industries, research labs, or universities is encouraged.

## 6. IES committee meetings

IES AdCom meetings are usually held in conjunction with a major IES conference. The last one in the year is always organized in conjunction with IECON. The AdCom meeting is a 1-day event, scheduled the day immediately after the conference (although in some exceptional cases it is organized at a different time, typically the day immediately before the conference). The day before the AdCom meeting, all IES Standing Committees must also hold preparatory meetings. These meetings have to be integrated in the conference program and publicized, since they are open to all conference attendees. Conference organizers must collaborate with IES President-Elect in the organization of these meetings, and book the meeting rooms required for them to be held. All costs associated to AdCom and preparatory meetings are paid by IES, not by the conference.

IES TCs usually take advantage of IES conferences (particularly major ones) to organize meetings of their members. This is the case for all of them in IECON, where meetings of all IES TCs must be held. These meetings have to be integrated in the conference program and publicized, since they are open to all conference attendees. Conference organizers must collaborate with IES VP for Technical Activities in the organization of these meetings, and book the meeting rooms required for them to be held.

## 7. Contribution from IES TCs

Under the leadership of IES VP for Technical Activities in coordination with IES VP for Conference Activities, IES TCs must contribute to IES MS conferences at least by:

- Identifying both new and outdated technical tracks or specific topics that should be included in or removed from the conference program. This affects Calls for Papers and Conference Application

Forms. The IES VP for Technical Activities launches twice a year, at the request of IES VP for Conference Activities, a call to update conference contents. For a current list of tracks in IECON, ISIE, and ICIT, see Appendix B.

- Identifying topics for Special Sessions, submitting the corresponding proposals to conferences where they fit, promoting submissions from their members, and providing reviewers to handle them.
- Identifying among their members potential keynote speakers and tutorial lecturers. This should be done not only at the request of conference organizers, but as part of regular TC operation.
- Providing chairs / reviewers for the technical tracks / papers covering their fields of interest.

#### 8. Conference materials and membership promotion

The minimum set of materials to be distributed to registered attendees in IES MS conferences are the conference proceedings and a conference guide, as well as a certificate of attendance. Currently, the two first ones can be automatically generated from the IES-PCT tool (see Document #5) and the third one will be developed, including IEEE and IES logos and the signatures of General Chair, IES VP Conference / Workshop Activities (depending on the conference) and IES President. General Chairs and IES officers will have to provide IES WIC with a scanned version of their signatures.

- Proceedings must be made available online<sup>1</sup> (i.e., no printed, USB, or similar proceedings will be generated) for download (password-protected) by registered attendees at least 5 days before the start of the conference.
- The conference guide may be provided in either print or digital format. In the second case, it must be made available online<sup>2</sup> at least 5 days prior to the conference start date, so registered participants can download it in advance, again aiming at avoiding problems related with on-site bandwidth limitations.

It is also possible to generate an Abstracts Book from IES-PCT (either separate or integrated with the conference guide). IES WIC needs to be notified well in advance<sup>3</sup> for the proper system configuration to be made. The Abstracts Book may be provided in either print or digital (with the same timing requirements as the conference guide) format.

IES requires promotion of the Society to be made in all conferences where it is involved financially or technically. Organizers must collaborate with IES VP for Membership Activities in this regard. As part of this promotion, a membership desk must be set up by local organizers in a visible area of the conference venue (typically close to the registration area or to the session rooms). A link to the online IES Membership application must also be clearly available on the conference's web.

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<sup>1</sup> IES WIC provides support for this

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<sup>3</sup> Before the authors' notification deadline (see Document #7)