Guidelines for
GRSS Regional/FCS Conferences

May 2020

Welcome!

- First, on behalf of the AdCom, a warm welcome on board the volunteering ship of the GRSS community, and thanks in anticipation for the availability and time you will devote for the benefit of the community!

- This presentation aims at providing concise and important information regarding the steps to follow in order to run in the best way your Conference.

- Depending on peculiarities of your Conferences, some steps may not be needed.

- Remember that in case of any doubt or problem, you may always contact the GRSS Vice-President of Meetings and Symposia.

- Have a nice reading time!

Step 1: Application Submission to GRSS

- The very first step consists to get prior approval by GRSS AdCom.

- For such purpose, submit the following:
  - Budget estimate (excel file)
  - MoU draft (word file)
  - Online application via GRSS website

- Notification on GRSS AdCom outcome is provided to Applicants by Specialty Symposium Chair.

Step 2: MoU Approval through IEEE Conference Application Form Website

- All info have to be inserted in the form including: when, where, General Chair, Finance Chair, expected income/outcome, characteristics of the conference…

- Indicate the sponsors and with percentage of share

- The MoU has to be approved by all the financial sponsors (including those with 0% of share).

Step 3: Open Bank Account for Conference

- This is important to make early operations such as possible GRSS loan and money anticipation to the Venue.

- In case you opt for an IEEE Concentration Banking account, the Conference Treasurer has to contact Conference Finance (conference-finance@ieee.org) and CBRS (concentration-banking@ieee.org) for the creation of the account. An excel form will be needed to fill in and send back to conference-finance@ieee.org.

- Conference Finance contacts GRSS to get approval (as a credit card is delivered).

Step 4: SoW with Services Company

- In case you desire to rely on an external company (e.g., Conference Management Services) to support completely or partially the Conference activities, a Statement of Work (SoW) has to be established with the Company.

- The SoW has to describe in detail the various services offered by the Company and lists the related costs.

Step 5: Final Budget Estimate

- Send final budget estimate to GRSS Treasurer and GRSS Vice-President of Meetings and Symposia.

Step 6: IEEE Approval of SoW

- Ask IEEE Conference Contracts (<u>conference-contracts@ieee.org</u>) for approval of SoW.

- Conference Contract checks if MoU is approved in the conference system.

- Conference Contract contacts GRSS Treasurer for approval (cross-check with conference budget).

- Note that this step may take time (several months).

Step 7: Activate IEEE Conference Insurance

- All approved IEEE conferences that are 100% financially sponsored by one or more IEEE Societies/Councils/Technical Committees are automatically covered by an umbrella policy provided by IEEE.

- Ask certificate of insurance to orims@ieee.org by specifying name and description of the conference, the name and address of the third party organization requesting evidence of coverage (certificate holder), and any specific insurance requirements.

Step 8: IEEE Letter of Acquisition, Conference Publication Form, and IEEE e-Copyright Site

- Approval of the LOA confirms an agreement between your conference and IEEE for acceptance into the IEEE Conference Publication Program (CPP), and thus insertion of papers in IEEE Xplore.

- Note that all accepted papers must be checked for plagiarism. This can be accomplished through the IEEE CrossCheck Portal if copyright is owned by IEEE. All authors of accepted papers must transfer copyright to IEEE by utilizing the electronic IEEE Copyright Form (eCF).

- For such purpose, complete the IEEE Electronic Copyright Registration Form. This form will enable IEEE to open an Electronic Copyright site for the conference.

Step 8: IEEE Letter of Acquisition, Conference Publication Form, and IEEE e-Copyright Site

- You will then work with the IEEE Intellectual Property Rights (IPR) office throughout this process to ensure your Conference's Electronic Copyright site is created and your authors are able to successfully transfer copyright. Without this, it is impossible to activate the paper submission system in the conference website.

- Contact: <u>ieee-mce@ieee.org</u> (for Letter of Acquisition, and Conference Publication lifecycle)

- Contact: <u>copyrights@ieee.org</u> (for Conference Publication Form)

Step 9: Contract with Venue

- IEEE Financial Operations Manual stipulates that any payment(s) to a third-party that exceed an aggregate value of $5,000 USD should have a supporting contract. All contracts must be submitted to Conference Contracts for review prior to signature.

- Check thus if a contract with the Venue is needed. If yes, send it to conference-contracts@ieee.org for review and approval.

Step 10: Conference Website

- Setup the Conference website layout and start working on the content (banner, logo, dates, committee, topics, venue…).

- Define instruments for:
  - Emailing to Conference Organizers
  - Paper submission (including access to copyright transfer)
  - Papers review process

Step 11: Paper Submissions

- Before opening online submissions, check carefully paper submission system works, including generation of the electronic copyright form.

- Open submission window using proper mailing lists.

- Send remainder in the middle of the window and last remainder one/two weeks before the deadline (with extension if needed).

- Note that most of submissions occur typically in the last 2 weeks.

Step 12: Paper Review Process

- Collect statistics (number of submissions, regional distribution of papers, submission trend)

- Perform paper inspection

- Prepare list of Reviewers

- Send welcome email to all prospective Reviewers in bulk, asking for agreeing or not and for indicating preferences

- Assign to all papers at least 3 Reviewers

- If possible, organize TPC meeting for final decisions on papers

Step 13: Notifications & Special Initiatives

- Provide Authors with final decisions

- Open registration system (specify early/late deadline)

- Consider implementing the following special initiatives sponsored by GRSS:
  - Travel Grant Support
  - Micro-grants (IDEA Initiative)
  - YP and Women in GRSS Mixer
  - 3-Minute Thesis

- Authors submit final paper (taking into account Reviewers' revision suggestion)

Step 14: E-Copyright Transfer Report and Packing List for IEEE Xplore Submission

- IEEE Meetings, Conferences & Events (MCE) sends an email with all information regarding the status of copyrights of papers submitted.

- MCE asks to prepare and submit a packing list for final IEEE *Xplore*-compliant publication submission.

- Note that if some Authors did any mistake in the copyright transfer (e.g., used CRWN while not employees of the Crown), they will need to contact on their own copyrights@ieee.org to make the necessary corrections.

Step 14: E-Copyright Transfer Report and Packing List for IEEE Xplore Submission

- Submit CD of papers for review by GRSS. Contact Leland Pierce (lep@umich.edu) to upload the proceedings

- Cross Check by GRSS Conference Publications Committee and approval

- Submission of CD of papers by mail to IEEE MCE

Step 15: Reporting to GRSS

- <u>Within 1 month after Conference</u>, send a complete report to GRSS including following relevant information: 1) composition of the Technical Program Committee; 2) number of submissions and acceptance rate; 3) number of oral and poster papers presented, and number of no shows; 4) total attendance; 5) total budget; 6) list of sponsors; 7) if applicable, name of journal where a special issue is planned.

Step 16: IEEE Technical Program Questionnaire

- The IEEE Conference Quality Committee may ask to review information regarding the Conference.

- For such purpose, it will be needed to complete an online Technical Program Questionnaire reporting information such as:
  - Oral and poster sessions
  - A sample of papers reviewed with reviewer comments
  - A detailed Conference Program / Schedule (showing the presentation location and time of the papers)
  - Attendee list
  - Important Dates: paper submission, acceptance notification, etc…
  - List of Reviewers, including family name, first name, professional affiliation, email address

- If a fully completed questionnaire is not received within 90 days from the conference end date, IEEE has the right not to publish the conference proceedings in IEEE Xplore.

Step 17: Closing Financial Actions

- After Conference, proceed with payment of invoices. Payments from CB accounts should be done by contacting Conference Payments (conferencepayments@ieee.org).

- Submit the final financial report via the IEEE Financial Report form.

- Both Conference Treasurer and Chair are required to sign and submit Certificate of Accuracy. In case of any payments made to US Citizens, submit '1099 Schedule of Payments' (instructions provided by MCE).

Useful Web Links

- GRSS FCS Online Application:

https://to-be-completed.org

- IEEE MCE Tutorials and Resources:

https://ieeemce.org/

- IEEE Electronic Copyright Registration Form:

https://www.ieee.org/publications/rights/ecf-registration-intro.html

- IEEE Conference Publication Electronic Submission

https://mft.ieee.org/conferences_events/ConfPubFileUploadUI/

- Final Report:

https://www.ieee.org/conferences/organizers/conf-app.html?pageType=finance

Contact Persons

- GRSS Vice-President of Meetings and Symposia:

  Tjuatja, Saibun (tjuatja@uta.edu)

- GRSS Regional and Specialty Symposia Committee:

  Farid Melgani (melgani@disi.unitn.it)

  Xiuping Jia (x.jia@adfa.edu.au)

- Webmaster:

  Leland Pierce (lep@umich.edu)