Operational Manual for the Organizers of the International Geoscience and Remote Sensing Symposium (IGARSS)

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B	2011/11/14	Completion and revision by Adriano Camps.
C	2011/11/28	Revision by Adriano Camps, including John Kerekes and Nancy Sutta
C	2012/02/27	M. Ingg: Comments from Bryan added, waiting on feedback for next major release.
D	2014/04/25	Irena Hajnsek: Complete revision and comments added obtained from CAC
E	2018/11/12	J. Chanussot: add information about TIE forum and the summer school.
F	2019/09/20	S. Tjuatja: general review, reorganization and update; added childcare service information and IGARSS conference timeline
G	2021/10/15	CAC: J. Judge, A. Camps, F. Melgani, F. Stambouli, V. Liesenberg; general review and update, added virtual implementation, YP activities; Code of Conduct (IDEA)
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EXECUTIVE SUMMARY

The goal of the IGARSS Operations Manual is to provide Local Organizing Committees (LOCs) with IEEE Geoscience and Remote Sensing Society (GRSS)-specific guidelines and protocols for proposing, planning, and implementing a successful IGARSS. With Administrative Committee's (AdCom's) support and oversight, the LOC is in-charge of organizing and managing the conference.

At the time of writing this document in January 2023, Conference Management Services Inc. (CMS) is appointed as the Professional Conference Organizer (PCO) for advising LOC on key events and scheduling, receiving registration payments, controlling finances via IEEE, and maintaining the technical contribution management system, and generating conference proceedings.

The IGARSS LOC selection is a two-stage process: (i) open solicitation and review of pre-proposals, and (ii) down selection to two preferred options, invitation to submit and present during AdCom meeting, and final review of full conference proposals.

Pre-proposal selection criteria:

1. Capabilities of the organizing team, suitability of the host city, conference venue, lodging, dining, support from local institutions, and preliminary budget
2. A pdf document not to exceed 20 pages with minimum 11-point font, including appendices to be submitted electronically to the GRSS Vice-President of Meetings and Symposia (VP M&S) by January 31, four years prior to the year of proposed IGARSS.

Full proposal submission and preparation:

1. Same information as the pre-proposal, but expanded with updated information and details, submitted electronically to the VP M&S at least 30 days before the summer AdCom meeting four years prior to the year of proposed IGARSS. No page limit.
2. Provide a 15-minute presentation at the summer AdCom meeting.

Organizing and running an IGARSS:

1. Conference timelines and reporting schedules.

2. LOC and the Technical Program Committee
3. Budget and financial responsibilities
4. Technical program, networking and social events, and other non-technical activities

1 Scope

1.1 Identification

This important document is a MANUAL for IGARSS proposing teams and Local Organizing Committees (LOCs). It details the necessary steps and required procedures to be followed for proposing, planning, and running an IGARSS.

1.2 Purpose

The purpose of this document is to provide GRSS specific guidelines to teams that are going to host an International Geoscience and Remote Sensing Symposium (IGARSS), in addition to the general guidelines provided in the IEEE web site: https://ieeemce.org/planning-basics/

This document is a living document based on experience of previous organizers, conference management personnel, and the GRSS Conference Advisory Committee (CAC). The Conference Advisory Committee of the GRSS Administrative Committee (AdCom) would like this document to be revised after every IGARSS.

1.3 Introduction

The first IGARSS was held in 1981. A historical table of particulars from each of the conferences is provided in Appendix A. For many years, the conference location alternated between North America and the rest of the world. In 2009 the GRSS AdCom decided to adopt a three-year rotation between North/South America, Europe/Africa/Middle East, and Pacific/Asia. Table 1 shows the location of IGARSS from 2022 to 2026.

Table 1 . Upcoming IGARSS location cycle.

Year	Region	Location
2022	Asia/Pacific	Kuala Lumpur, Malaysia
2023	North/South America	Pasadena, California, USA

2024	Europe /Africa/Middle East	Athens, Greece
2025	Asia/Pacific	Brisbane, Australia
2026	North/South America	Washington DC, USA

The rotation cycle set up is at the discretion of the AdCom and may be changed in the future through formal review and deliberation processes.

2   Proposing an IGARSS

2.1   Context

It is important to understand the delegation of an IGARSS, which is the flagship event of the GRSS, and hence, a strong focus of AdCom, the governing body of the Society. Some activities such as the conference components have a more established structure, whereas others are governed either by AdCom or IEEE Headquarters. The latter, in particular, has to conform to financial audit, and must thus pass on the requirements for financial control to conferences that involve significant sums of money and risk.

GRSS has adopted a two-stage process for the delegation of an IGARSS: (i) open solicitation and review of pre-proposals, and (ii) down selection, invitation to submit, and final review of full conference proposals. A general call for pre-proposals is made approximately 5 years prior to the conference date. A team wishing to bid for an IGARSS must submit a pre-proposal, and if shortlisted, submit a full proposal. Requirements for pre-proposal and full proposal are defined in Sections 2.3 and 2.4.

2.2   Important Functions in the Implementation of an IGARSS

During the pre-proposal phase, the proposing team is expected to identify core members of the Local Organizing Committee (LOC), including the General Chair(s), Technical Program Committee Chair(s), and Finance Chair(s). Following is an overview of roles and

responsibilities of the two conference operating entities: LOC and Professional Congress Organizer (PCO).

2.2.1 Local Organizing Committee (LOC) Responsibilities

With AdCom's support and oversight, the LOC is in-charge of organizing and managing the conference. The LOC is expected to provide the local flavor of the conference, and, more importantly, links to the local scientific community (research and training), industry and government. These links are for mutual benefit i.e., the GRSS members meet new colleagues, and equally, the local community has the opportunity to interact with a global community of Remote Sensing experts. This is especially important to the young scientists, the future members of GRSS. Access to the local community is an important source of GRSS recruitment.

The LOC also provides a large body of volunteer effort, required to run something as large and complex as an IGARSS. The LOC needs to anticipate and prepare for the high level of effort required to run an IGARSS. The LOC may be as large as 15-20 volunteers to cover various aspects of IGARSS. To ensure continuity of some programs and well-established aspects of IGARSS, GRSS AdCom (working with the LOC) will be responsible for certain conference functions.

Since 2008, the GRSS Conference Advisory Committee has been conducting attendee surveys for IGARSS. These surveys are a useful resource for feedback and comments from attendees and conference statistics. Please contact the Chair of the Committee for updated information.

2.2.2 Conference Management – Professional Congress Organizer (PCO) Responsibilities

GRSS AdCom appoints a PCO, who is responsible for the following items:

1. Advising the LOC on key events and their scheduling

2. Receiving attendee registrations and payments

3. Controlling Finances via IEEE

4. Maintaining technical contributions (oral and poster papers) management system and generating conference proceedings.

5. Maintaining online/virtual presentation platform

At the time of writing this document, Conference Management Services Inc. (CMS) is appointed as the PCO. The contact information is provided in Appendix B. However, the LOC is free to propose its own approach to the Conference management functions in order to meet local requirements and needs. An important consideration is that the system used to receive technical contributions (abstracts and full papers), and much of the operation of the Technical Program Committee (TPC), is embedded into the PCO conference management software system. The paper submission processing system is also linked to the registration process (including registration fee collection). Note that conference registration fees can be collected locally in the country where IGARSS takes place, provided the LOC adheres to IEEE rules and requirements.

2.3   Pre-Proposal to Host an IGARSS

The pre-proposal is a written document of 20 pages or less and is typically prepared by the proposing LOC with minimal outside assistance and should not entail major expenses in effort and cost in its production[1]. The pre-proposal must address the following items, and will be evaluated based on the following criteria:

- **Organizing team** – capabilities, involvement with the Society, experience with IGARSS and/or other conferences. The leadership of IGARSS is very important and must be comprised of experienced and dedicated volunteers.

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[1]   Often the proposed venue city has a convention centre or similar and will provide a wide range of assistance to prepare the material needed for the proposal (e.g. statistical data for transport, hotels, etc.) and might even help the funding of proposal production, and supply supporting pamphlets.

- **Host city** – including easy domestic and international accessibility, security, cost, appeal of local attractions/climate including the season of the event.

- **Venue** – suitability, cost, appeal, accessibility for differently-abled attendees or attendees with special needs.

- **Lodging** – Availability of adequate, suitable **hotels** for participants. Including:

  - Host hotel facilities that can accommodate the meeting room requirements (in case the conference venue is a hotel) and sleeping room needs; and must be booked easily at least three years in advance.

  - Nearby overflow hotels for additional meeting space and to provide alternative, generally less expensive lodging for attendees.

- **Dining** – Easy access to multiple, cost-effective dining opportunities.

- **Other relevant factors**, as determined by the AdCom, such as:

  - Local government, industry or university support

  - Support and involvement of the local IEEE Organizational Unit

  - Concurrent events which may impact the conference

- **Budget** – Preliminary conference budget, which includes 10% contingency and 10% surplus, for 1600–3500 attendees that highlights the value propositions, potential risks and mitigation strategies.

2.3.1 Pre-Proposal Format

The following information is required for the pre-Proposal, which should not exceed 20 pages, minimum 11-point font, including appendices. There is no fixed template or format.

1. Proposed Year: The year of the conference execution.

2. Proposed Dates: IGARSS is typically scheduled in the period from late June to early August due to weather and convenience for academic participants in the Northern Hemisphere. This is not a requirement, but inevitable tradeoffs associated with other dates should be considered carefully if alternatives are proposed. National and religious holidays, and dates of other IEEE conferences which involve remote sensing or signal processing should be avoided to maximize attendance.

3. Name of Proposed City, Country, Venue: Complete Affiliation of the Venue

4. Proposing Team Names and Affiliations: The General Chair(s) must be a member(s) of the IEEE GRSS Society; the Chair has considerable latitude in the organization of the Committee. The **General Chairperson(s)**, the **Technical Program Chair(s)**, and the **Finance Chair(s)** should be identified at the time of submission of the bid. Though co-location is beneficial, members of the LOC need not to be located in the same city as the proposed IGARSS. Some members may even be from different countries and work together virtually to plan for the conference through video conferencing and in collaboration with the AdCom appointed PCO.

The General Chair should take care in selection of the members of the Local Organizing Committee for the conference, considering diversity and inclusivity that is representative of IGARSS attendee demographics. Each volunteer should be aware of any potential conflict of interest in voting or making decisions and notify the General Chair if there is any such potential conflict of interest. Please indicate whether any of the organizing committee members have conference or meeting planning experience, particularly with IEEE conferences.

The final LOC will include:

- General (co-)chair(s)
- Technical program (co-)chair(s)
- Finance chair(s)
- Local arrangements chair(s)
- Publicity chair(s)
- Publication chair(s)

- Exhibits chair(s)
- Other Team Members

2.3.2 Justification for the Site Selection:

- Statement outlining the advantages of conducting IGARSS in the specific location. Important issues include suitability of space, access by delegates, cost, and appeal to delegates.

- Description of the proposed conference center or hotel venue. Considerations should include:

  - IGARSS attendance is now typically between 1600 and 3500. Proposed venues must be able to handle a minimum of 12 parallel sessions. A suitable range of room sizes should be available for oral sessions (min seating of 100 to max seating of 350).
  - An appropriate venue must be proposed for the opening/plenary session, which may be attended by about 1200 delegates. The venue must meet the session presentation staging and audio/visual requirements.
  - Easy access to appropriate space for the poster sessions (~350 posters per day) and the exhibit area (30-40 booths) is also required.
  - Appropriate facilities for tutorials (~8 rooms of ~20-50 people) on Sunday prior to the conference.
  - Wireless Internet access and charging stations
  - Online/virtual presentation platforms
  - Areas for side meetings to encourage networking and collaborations
  - Availability of childcare and emergency medical care facilities[2]

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[2] At the time of writing this document, IEEE does not allow childcare facilities/charges due to liability concerns. GRSS AdCom is working with IEEE to resolve this.

- Rooms for dinners (~100 people)

- Accessible rooms for supporting staff and meetings which may occur during the conference.

- Off-site hotel (if the proposed venue is not a hotel) that is suitable for the AdCom meeting the prior weekend and various committee meetings (possibly lunch or dinner meetings) during the week. If the venue is a hotel, committee meetings lunches will be held at the conference venue due to schedule restrictions.

    - The venue must be affordable to participants. Current rates must be provided for use of the proposed conference site. Site negotiations will be conducted by the professional staff of the GRSS conference management company after the venue is selected. Note that IEEE has a generic standard hotel template and specific hotel chain standard templates for contracts: https://ieeemce.org/planning-basics/finance-contracts/contracts-guidelines-templates/

        There are National Account Representatives for many of the international chains, such as Hilton, Hyatt and Marriott, who are responsible for monitoring all IEEE business for the hotel chains. They can be valuable partners in the contract process.

    - The site being proposed must be conveniently accessible from hotels offering a broad range of rates. Affordable accommodation for students is also highly recommended. Provide current rates of properties around the conference site.

- Information pertinent to travel to the venue. Is the proposed site near major airports? Is the airport located within a reasonable distance from the venue? Provide information on the airport relative to the venue and current airfare costs from major cities in Asia, Europe, North America, and South America. Also provide information on local transportation.

- Information on unique aspects of this location for attendees. What are the technical advantages to this location? What are the cultural and leisure activities available?

- Statement of the professional interest in the local area related to the broad field of geosciences and remote sensing.

- Preliminary budget analysis including the amount of potential and/or confirmed support from corporate/government/other organizations, potential sponsorships and grants, and other supports for conference venue and activities.

- Indication of any other technical communities that might attend and enrich the conference with their participation. A joint conference with another society can also be proposed. Information relative to this should be provided in the proposal.

- Additional descriptive and visual materials which provide information on the venue are welcome. Note that development and shipping of extensive packets of material could be time consuming to prepare, costly to ship, and generally not useful in the preliminary proposal review. Such material can be incorporated in the presentation of the finalists to the AdCom, typically during the July meeting. Inclusion of a URL that provides visual information on the venue may be effective but is not required.

2.3.3 Pre-Proposal Submission and Process Timeline

The pre-proposal must be submitted electronically in PDF format to GRSS Vice-President of Meetings & Symposia (VP M&S) by **January 31, four years prior to the year of proposed IGARSS**. Current contact information for GRSS VP M&S is available through the GRSS AdCom web page (http://www.grss-ieee.org/about/society-operations/adcom/). The pre-proposal will then be distributed to the AdCom for consideration at their spring meeting, usually held in early March. If there are more than two pre-proposals, the AdCom will downselect to two preferred options. The selected team(s) will then be invited to prepare a full proposal and a presentation to the AdCom at their summer meeting in July, which is typically held the weekend prior to IGARSS conference.

2.4   Full Proposal to Host an IGARSS

The full proposal design and format are at the discretion of the proposing teams, although it should be only sufficient in length to make the case. It should contain the same information as the pre-proposal, but expanded and updated with better estimates of the budget, the full LOC, and additional details. The written documents are often prepared with the help of local convention bureau and may contain supporting letters from local officials. It is highly recommended that the team review past IGARSS proposals, which can be requested from GRSS VP M&S, during the proposal preparation. Past budgets are particularly useful, bearing in mind the differing cost structures in different parts of the world.

2.4.1   Full Proposal Submission and Presentation

The full proposal must be submitted electronically in PDF format to the VP M&S at least 30 days before the summer AdCom meeting **four years prior to the year of proposed IGARSS**. Teams who are invited to submit full proposals must provide a short (15 minutes) presentation during the summer AdCom meeting. The presentation file shall be submitted to the GRSS VP M&S at least one week before the scheduled presentation.

3   Organizing and Running an IGARSS

3.1   Background

The proposing team/LOC needs to commence IGARSS planning/preparation activities as soon as the team is delegated to host the conference. The LOC must work with GRSS VP M&S in initiating the conference, which include completion of a Conference Operating Agreement (COA) between GRSS and the host institution, IEEE conference registration, hiring of a PCO (and, for outside USA, a local PCO may also be included), review and approval of conference budget, and conference bank account set up. IEEE has comprehensive guidelines and documents for planning and organizing a conference which are accessible through the IEEE Conference Organizer Portal website (https://ieeemce.org/planning-basics/). IEEE provides

an overview of conference management activities with a 24-month pre-conference timeline. However, the GRSS emphasizes longer interaction between the IGARSS LOC and the AdCom, as detailed in the IGARSS Conference Timeline below.

IEEE documentation also indicates the contractual issues that arise in running a conference. Cash advances are typically needed to run a conference, and the IEEE Headquarter needs assurance that this funding will be carefully managed and repaid to IEEE after the conference. Conferences are expected to have at least a 10% surplus, which would enable GRSS to expand its services and activities. A 10% contingency must also be included in the budget. To handle cash flow for each conference, IEEE sets up a subset of its bank account, where cash flows in and out. Please review the IEEE Conference Planning and Management Toolkit website for general details on how the process is carried out at https://ieeemce.org/planning-basics

3.2   IGARSS Conference Timeline and Reporting Schedule

To ensure successful planning and running of IGARSS, GRSS has over the years adapted and fine-tuned the suggested IEEE conference timeline. The IGARSS conference timeline and guidelines information is provided in Appendix C. A list of generic deadlines for IGARSS is shown in Appendix D. Table 2 provides a summary of IGARSS proposal and reporting schedule. IGARSS is traditionally held during the long academic breaks of the Northern Hemisphere, from June to early August.

Table 2: Summary of IGARSS proposal and reporting steps. Y denotes the year of the proposed conference. The numbers 1, 2, and 3 denote the first[3], second, and third AdCom meetings, respectively. Meeting Y-3.1 is the first AdCom meeting, three years before the proposed IGARSS

When	Activity
Y-4.1	Pre-Proposal: if short-listed, start preparing a full proposal.

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[3]   The first AdCom (and Technical Program Committee (TPC) meeting for the upcoming IGARSS) is usually held in the beginning of March. The second is the Friday through to Saturday before the IGARSS of that year, and the final meeting is in the beginning of November of that year.

Y-4.2	Proposal: AdCom decides between short-listed teams.
Y-4.3	General Chair(s) provide short status report to AdCom on long lead arrangements; attendance at meeting not required unless requested by VP M&S
Y-3.1	Technical Chair(s) to attend TPC meeting, and present update on conference arrangements to the AdCom.
Y-3.2	General Chair(s) attends summer AdCom, makes progress report.
Y-3.3	General Chair(s) provide short status report to AdCom on long lead arrangements; attendance at meeting not required unless asked by VP M&S
Y-2.1	Technical Chair(s) to attend TPC meeting. Attend AdCom meeting and give update on arrangements.
Y-2.2	General Chair(s) attends summer AdCom, makes progress report.
Y-2.3	General Chair(s) presents status report to AdCom
Y-1.1	Technical Chair(s) to attend TPC meeting. Attend AdCom meeting and give update on arrangements.
Y-1.2	General Chair attends summer AdCom, makes progress report, key elements of budget, requests for advances for AdCom approval.
Y-1.3	General Chair attends Fall AdCom, makes progress report, key elements of budget
Y-0.1	Technical Chair(s) run the TPC meeting for their conference, technical program is established, commensurate with the conference venue space allocation. General chair attends AdCom meeting and presents key elements of budget. The tentative technical program summary & schedule is also presented at the AdCom meeting.
Y-0.2	LOC runs the IGARSS. General Chair updates AdCom.
Y-0.3	After the event, core LOC members attend and present final statistics of the Symposium to the AdCom

3.3 Local Organizing Committee – Detailed Roles and Responsibilities

Running an IGARSS is a complex endeavor and requires a dedicated team that function in a well-coordinated manner. IGARSS planning and management activities cover six major areas: Venues, Finance, Technical Programs, Social Programs, Outreach, and Exhibits. In addition to these core areas, it is recommended that the LOC appoint a liaison to work with AdCom and relevant GRSS committees to ensure proper coordination and scheduling. A high-level diagram of these activities for IGARSS 2017 is show in Appendix E. General conference organizer roles and responsibilities are described in the IEEE Conference Organizer Portal website: https://ieeemce.org/planning-basics/getting-started/assembling-your-committee/

It is strongly recommended that the LOC contract a PCO (and, for outside USA, a local PCO) and involve them as early as possible in planning and running the conference. More detailed PCO's roles and responsibilities are listed in Appendix F. Roles and responsibilities of IGARSS General Chair(s) and Technical Program Committee Chair(s) are highlighted briefly below.

3.3.1 General Chair

The General Chair may select a Co-Chair(s), or there may be two General Co-Chairs with shared responsibilities. The General Chair has overall responsibility for the conference. They have the responsibility of selecting and overseeing all other LOC positions. After a site has been selected, one of the first tasks for the General Chair(s) is to sign the Memorandum of Understanding between the LOC and IEEE GRSS in the person of the President. This document will define the financial responsibility for the conference and any arrangements for sharing any possible surplus. An example MOU from the most recent IGARSS is a good template for this document.

3.3.2 Technical Program Committee (TPC) Chair(s)

The Technical Program Committee Chair(s) are in a very important position as they are responsible for the quality of the entire Technical Program, albeit that they are assisted by a Technical Program Committee (TPC). The TPC's core memberships evolve with time. The TPC is a reservoir of good conference practices. If possible, past TPC Chairs can be asked to participate or provide guidance to the present TPC Chairs. It is strongly advised that TPC Chairs attend at least one of the TPC meetings for IGARSS that are held prior to the proposed conference year.

3.4 Technical Program Committee

Members of the TPC consist of TPC Chairs, Theme Coordinators (TCs), and Session Organizers (SOs). The TPC is responsible for selecting the themes/topics for the IGARSS and organizing the oral and poster sessions. The TPC Chairs are responsible for the coordination among general themes and the timely development of the schedule for the Technical Program. The

TCs and the SOs contribute to the IGARSS program by managing paper reviews and organizing and allocating accepted papers to relevant sessions. The number of TCs and SOs depend upon the number of papers received for each topic. For example, in IGARSS 2020, there were 17 TCs, and 96 SOs. Multiple topics within a theme may be assigned to one TC and an SO may be assigned across topics and themes, based upon their expertise. The selection and invitation for the TCs and SOs are conducted for every IGARSS in September/October prior to the general paper deadline, typically in early January. In addition to the GRSS TPC Chairs, TCs, and some SOs, the TPC meeting is also attended by the AdCom members and invited experts.

3.4.1   Selection of Theme Coordinators (TCs)

Since TCs play an integral role in ensuring the novelty and quality of the Technical Program, it is essential to select a diverse group of subject matter experts, who have been consistently engaged as SOs in previous IGARSS. It is recommended that two coordinators are assigned for each theme, a TC and an Associate TC, with the TC serving for one year and the Associate TC serving for two years, including one year (i.e., second year) as a TC. The person serving as the TC, after serving as an Associate TC for one year, may not serve for more than two consecutive years. The performance of all TCs and Associate TCs is evaluated by the TPC Chair(s) after every IGARSS and submitted to the CAC.

3.4.2   Selection of Session Organizers (SOs)

TPC Chair's work closely with the TCs and Associate TCs to select SOs from a database of diverse experts who have expressed interest and commitment to collaborate with other SOs and the TCs assigned to their topics. The performance of the SOs is evaluated by the TCs after every IGARSS and their recommendations provided to the TPC Chair(s), to be submitted to the CAC to help keep the database updated.

3.5   Technical Program Development

3.5.1   General and Special Themes

IGARSS technical program is traditionally organized around themes that carry on from year to year. These are not mandatory, but indicate current active areas of research, and hence, areas likely to attract paper submissions. Two types of themes are distinguished: the general themes and the special themes. The general theme topics are defined by the Conference Advisory Committee and are revised every year. The special themes are organized by the LOC and should add some local flavor to the conference IGARSS themes. The general theme topics are provided to the LOC after the March AdCom meeting one year prior to the conference. The general IGARSS technical themes are listed in Appendix G.

It is advised that the overall design of the IGARSS Technical Program in terms of session structure and length and number of presentations per session remain consistent with previous IGARSS. Any significant changes to these should be approved by AdCom.

3.5.2   Oral Sessions

There are two kinds of oral sessions during IGARSS – Regular and Community-driven

3.5.2.1   Regular Oral Sessions

These sessions are traditional sessions organized by the TCs & SOs based upon peer-reviewed abstracts submitted to the general themes listed on the IGARSS website (see Appendix G, for example), in response to the call for abstracts through general submission.

3.5.2.2   Community-driven Oral Sessions

The topics and presenter suggestions for these sessions are solicited from the general community, including the GRSS Technical Committees. The themes/topics for these sessions may match the general themes or may represent emerging topics relevant to the GRSS community. The proposers of these sessions are strongly encouraged to suggest diverse presenters and limit number of their own (or coauthored) submissions to the sessions. The

TC down-selects appropriate Community-driven sessions in accordance with the overall theme of IGARSS and relevance to the GRSS community. The timeline and process for abstract submission and peer-review for these suggested presenters is the same as that for the regular oral sessions.

3.5.2.2.1 Invited Papers/Presentations

Each Community-driven oral session may have up to two Invited Papers. These are intended to be overview or visionary presentations of high quality and are generally supported by the GRSS Technical Committees. Updated information of current GRSS Technical Committees is available on IEEE GRSS Website (http://www.grss-ieee.org/community/technical-committees/). The abstracts and approval/review of these papers/presentations will be conducted by a special review committee appointed by the General Chair(s) and TPC Chair(s).

3.5.3 Receiving, Reviewing, and Allocating Papers

The reception of the papers and the review process is handled by the PCO but the design of the five-day technical program is the sole responsibility of the TPC Chair(s) in conjunction with the TPC. The paper review process is facilitated by an online conference paper and technical program management system. However, the TPC Chair(s) must work closely with the PCO to help vet and update the database of reviewers and might wish to expand or contract it. It is important to ensure that sufficient reviewers are available for each theme and commensurate with the expected number of papers in the theme. Note, that each submitted abstract must be reviewed by at least two reviewers.

3.5.3.1 In-person IGARSS

The TPC Chair(s), in conjunction with their colleagues on the LOC, must decide on the number of parallel oral and poster sessions. Over the last few years IGARSS has included 12 parallel oral sessions and 18 parallel poster sessions. The number of sessions may be adjusted, after close consultations with AdCom, based on unique circumstances of the conference. The exact number is dependent upon what the venue can offer in terms of rooms of adequate size, and

the response to the call for papers. At IGARSS, a rejection rate for papers of 15-20% is common, but not mandatory. Typically, a higher rejection rate typically improves the technical quality of the conference and the value of its papers. Another consideration is that a conference that is too large could make it impersonal, but a conference that is too small might not be financially viable.

3.5.3.2 Virtual IGARSS

IGARSS 2020 and 2021 were held virtually due to the COVID-19 pandemic. Virtual conference format is a viable option for future IGARSS under extraordinary circumstances (including pandemic or other Force Majeure events).The timeline of activities for a virtual IGARSS such as selection of TCs, SOs, call for papers, submission deadlines, are similar as the in-person activities until the TPC meeting in March. Appendix H provides a suggested timeline of additional activities beyond March (Figure H.1), specific to a virtual conference. However, a few modifications and additional activities that are needed for a successful virtual implementation are highlighted below:

- Larger number of parallel sessions can be conducted, in absence of any space constraints of a host venue. For example, there were 20 parallel sessions in IGARSS 2020, 22 in IGARSS 2021, and 21 in the virtual parts of IGARSS 2022. In addition, the timing of the sessions need to be conducive to global participation. Appendix H (Figure H.2) provides an example session schedules during IGARSS 2020.

- The virtual sessions could be conducted following multiple models, as seen in Appendix H.

- Training of Session Chairs and authors in conducting sessions using video-conferencing application is critical for successful virtual implementation. The timing of these synchronous training sessions should encourage global participation and should be recorded. Additionally, demonstration videos regarding the session management software are helpful.

- Session Chairs may receive assistance from Session Managers to ensure that the sessions are conducted smoothly. For example, during IGARSS 2020, about 80 Young Professionals volunteered as Session Managers. The Managers conducted audio-visual checks, monitored the chat, discussion, and questions from the audience, and provided necessary software support to the authors. The Session Managers also went through a training in session management and video-conferencing software, like the Session Chairs.

3.5.3.3 Hybrid IGARSS

IGARSS 2022 was held as a hybrid symposium, which is a mix of both in-person and virtual mode. The timeline of activities such as selection of TCs, SOs, call for papers, submission deadlines, are similar to the virtual mode as in appendix H (Figure H.1). When it comes to symposium day, the in-person and virtual sessions require separate attention. In addition to following the guidelines for in-person (3.5.3.1) and virtual (3.5.3.2) , few modifications and additional activities that are needed for a successful hybrid implementation are highlighted below:

- Adequate number of papers are needed for the in-person presentations. In IGARSS 2022, there were at least 200 in-person oral papers organized into 55 sessions. There were 3 slots per day (from 9am to 5.30pm), each with 4 parallel sessions. There were 9 multimedia sessions over 3 days.

- The same as virtual IGARSS, hybrid also allows a larger number of parallel sessions being conducted, in absence of any space constraints of a host venue. In IGARSS 2022, there were up to 22 parallel sessions. The timing of the sessions needs to be conducive to global participation. In IGARSS 2022, that meant scheduling the virtual presentations from 7.50pm to 00.30 after midnight. An additional constraint in hybrid mode is that virtual sessions should begin after the in-person session has begun and ends before the last in-person session. This puts a time-constraint on the virtual

sessions. In IGARSS 2022, virtual sessions were conducted on Monday to Thursday (4 days). The in-person session lasted 5 days.

- Hybrid IGARSS requires that in-person presentations are simultaneously shared online to virtual participants. In some instances, an in-person presenter may not be able to travel at the last moment and may need to present his/her paper remotely. Thus, all in-person sessions must also support online presentations. In IGARSS 2022 all in-person sessions were shared in zoom live to online participants.

Due to the complexity and significant resource requirements, at this time, hybrid conference mode is not recommended for IGARSS.

3.5.4 Tutorials and Workshops

Tutorials covering technical topics are advanced courses, allowing GRSS practitioners to learn about new techniques in the field of Geoscience and Remote Sensing, or to advance in the fields in which they work. Working with the GRSS Director of Education, the LOC of the IGARSS (specifically TPC Chair(s) and/or Tutorials Chair(s)) establishes and manages the technical tutorial and workshop program. Technical Tutorials/Workshops are restricted to half-day or full day events and held on the Sunday prior to IGARSS. In case virtual tutorials are being considered, they need to be included in the call for Tutorial proposals. The document describing the operation of technical tutorial and workshop program can be obtained from the GRSS Director of Education.

Industry oriented tutorials and workshops are organized as parts of the Technology, Industry, and Education (TIE) Forum. Details on the TIE Forum are provided in Section 3.8.

3.6 IGARSS Side Meetings

There are several GRSS activities (side meetings, most of which are funded directly by GRSS – marked with *) held during the IGARSS week that need to be included in the conference planning:

1. *GRSS Technical Committee Meetings (VP of Technical Activities)
2. *GRSS Technical Committee Chairs Luncheon (VP of Technical Activities)
3. *GRSS Technical Committee Luncheon (VP of Technical Activities)
4. *GRSS Chapter Chair Luncheon or Dinner (VP of Professional Activities)
5. *Chapter Chairs Meeting (VP of Professional Activities)
6. *Student Prize Committee Luncheon (VP of Professional Activities)
7. *GRSS Editors Luncheon (VP of Publications)
8. *Women in GRSS/IDEA Luncheon (VP of Professional Activities)

The LOC needs to coordinate and manage these activities in collaboration with the AdCom liaison to IGARSS, the respective GRSS VPs and Directors. The LOC may be asked to host/enable other meetings, which may not be directly related to IGARSS. For example, side meetings by Editors-in-Chief conducting workshops on writing manuscripts and the journal review process.

Funding for these events is coordinated with GRSS President, EVP, and CFO for book-keeping. Some of these events may be subsidized further by charging a ticket price for general attendees.

3.7   Social Events and Attendee Support Services

Along with a high-quality technical program, social events are also important for a successful conference.

3.7.1   Evening Social Events

IGARSS facilitates social interaction and networking opportunities for participants through several social events during the conference. Followings are the main social events that typically take place during IGARSS and are recommended.

1. Welcome reception: Free for registered participants and takes place on the Sunday evening prior to IGARSS

2. Soccer Game (and/or other fun and competitive group activities): For registered participants (with minimum registration cost) and held on Wednesday evening during the conference.

3. Award Banquet: For registered participants and scheduled on Thursday evening.

Additional social events that highlight local culture and experience are strongly encouraged. These events can be scheduled in the remaining evenings of the conference.

3.7.2 Childcare Services[4]

GRSS is committed to culture of inclusiveness and to broaden IGARSS participation. To that end, GRSS seeks to minimize barriers for a full and rewarding experience for all IGARSS participants. Childcare service is one of the attendee support services that was highly valued in past IGARSS. IGARSS Childcare services can be arranged by:

1. Providing a list of childcare providers in the location of the conference; the list is generally provided by either the local tourism board or via the hotel itself.

2. Contracting with one centralized childcare service at the event location. The contract would need IEEE legal and IEEE's office of risk management's engagement to review and provide specific commentary as to the terms of service and in how that service will be administered.

Note that due to potential liability, insurance, and legal issues, the LOC must work with GRSS VP M&S, IEEE Legal, and IEEE Office of Risk Management in planning and setting up childcare services.

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[4] At the time of writing this document, IEEE does not allow childcare facilities/charges due to liability concerns. GRSS AdCom is working with IEEE to resolve this.

3.7.3   Social Program for Accompanying Persons

The LOC is also encouraged to offer social programs/activities for accompanying persons during IGARSS. These programs can be established in collaboration with the local convention and visitor bureau, tour operators, and/or local establishments. Example programs include local culture and arts, daily-tours, wellness activities, and local cuisine experiences.

3.8   Exhibition and Sponsorships

3.8.1   List of sponsors and exhibitors

The LOC should secure the list of sponsor and exhibitors from the previous year IGARSS (through the Exhibits/Sponsorships Chair) and GRSS Director if Industry Relations. In addition to existing sponsors/exhibitors, the LOC is strongly encouraged to engage potential/new sponsors and exhibitors, for example from local companies and agencies. IGARSS prospectus for sponsors and exhibitors should be finalized and readied for dissemination by September of the year before IGARSS.

3.8.2   IGARSS booth

IGARSS LOC members are expected to promote their conference by setting up a booth at the preceding year IGARSS. The booth is provided by the preceding year IGARSS at no charge. The IGARSS booth should typically contain the following items by the time the booth is ready for display.

1. Flyers with website information
2. Call for Papers and Themes
3. 1-2 Gift items with IGARSS logo that represents the theme or city
4. Important Dates

3.8.3   GRSS booth

IGARSS as part of a financially co-sponsored IEEE GRSS conference is expected to provide a free booth space to the sponsoring society GRSS. GRSS booth activities are coordinated with

the VP of Information Resources at GRSS. An LOC member (typically the Exhibits Chair) is expected to be the liason between the VP of IR and their team to help with booth logistics. In most cases, GRSS will handle other booth logistics such as –

- GRSS swag item (The LOC might be expected to get GRSS in contact with local vendors)
- GRSS membership sign up
- GRSS TC/newsletter sign up
- GRSS senior membership forms

GRSS might hold local events that are required to be catered at the booth. The LOC shall help with such accomodations.

3.8.4 Complimentary booth for the following year's IGARSS

The current year's IGARSS is expected to support the LOC of the following year's IGARSS in promoting the upcoming meeting by providing a complimentary booth. LOC of the following year's IGARSS is responsible for the booth set up/display and promotional materials.

3.9 Technology, Industry, and Education (TIE) Forum

3.9.1 General Information

The goal of the TIE Forum is to leverage Society-wide expertise to enhance conference content and is intended as a conference track that runs in parallel to the technical tracks of IGARSS. It hosts a series of workshops, talks, competitions, and social activities designed to teach new skills and extend the reach of the IGARSS conference beyond its traditionally academic audience and to promote networking among academic and non-academic conference participants. IGARSS provides complimentary one-day registrations to invited TIE speakers who do not have papers at the conference.

The LOC of IGARSS will appoint TIE Forum Chair(s) to organize and run the TIE Forum, integrating it with the broader conference and other activities developed by LOC . The Chair(s) are responsible for coordinating and integrating content among key stakeholders in GRSS and the non-lecture content of interest to the LOC. They will coordinate with the TIE Forum Coordinator[5] and various AdCom working group members to plan the agenda, flesh out operational details (logistics), enlist speakers, and find moderators. These include, but are not limited to, the Director of Space Agencies Relations, Director of Education, Director of Global Activities, Director of Industry Relations, and the IDEA (Inspire, Develop Empower, and Advance) and YPs (Young Professionals) committee chairs.

Example of the TIE activity poster advertisement

The TIE Forum and regular conference tracks need to be equally advertised and publicized via inclusion in the conference schedule and booklet, email/social media outreach, and inclusion in the IGARSS app. In addition, core TIE Forum activities should be advertised on-site with poster boards. These should be approximately A2-sized poster boards displayed in high traffic areas, similar to as shown here.

The TIE track activities may evolve over time based on the need of the GRSS membership. Appendix I provides a list of activities from past IGARSS. Any additional activities must include the TIE Forum Chair(s) at early stages of planning for smooth implementation of all TIE

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[5] The TIE Forum Coordinator is appointed by the AdCom and is responsible for working across AdCom portfolios to develop activities that support the broader GRSS strategic direction.

activities at IGARSS. Changes to the activities shall be discussed with and approved by the AdCom working groups.

3.9.2 Planning the TIE Forum

Planning of the TIE events commence 6-12 months before IGARSS. It is important to have non-GRSS speakers in the TIE events as it broadens the participation of companies, government agencies, etc. who traditionally do not attend IGARSS, and it also amplifies the visibility of IGARSS and GRSS. The LOC needs to contact and work with AdCom members (working group) who traditionally organize these non-technical events. The initial engagement should be made at IGARSS or at the AdCom meeting one year prior to the conference. The LOC and AdCom working group are strongly encouraged to schedule a break-out session during the November AdCom Meeting for planning the TIE Forum logistics for IGARSS of the following year. Table 3 provides a typical planning timeline for some of the activities in TIE Forum.

Table 3: Planning timeline for TIE Forum activities

Months	Activities
January – March	- The AdCom working groups will contact speakers for the panels and the coding workshop - The LOC will scout for locations where the requested event can be organized (usually close to the conference venue), organize buses to shuttle participants between the event location and the conference venue, and provide a budget estimate for the event
March-April	Speakers and lead of the workshops are confirmed. The GRSS GRSS working groups and LOC (TIE Forum team) will search for industrial sponsorships to cover most of the cost of the events. A funding proposal to GRSS in the form of Pilot Project can be

	submitted to cover the cost of the events in case the sponsorship funding is lower than projected.
April – May	• This is the timeframe when the majority of attendees register to attend IGARSS. The LOC publicity chair, the GRSS social media ambassadors, and the GRSS webmaster will publicize the TIE events heavily through all channels. Emails should be sent to GRSS member list to encourage attendance at the events.
May – July	• All organizational details of the events should be finalized. For TIE Forum events with limited capacities (such as YP Mixer and WinGRSS Luncheon), usually about 10% of the capacity is reserved for GRSS invitees. IGARSS PCO (CMS) needs to be notified of the number of event tickets to be held for GRSS. If the event is externally sponsored, an additional 10% of the tickets are held for the sponsoring company. Selected AdCom members (such as the President, Executive Vice President, Technical Committee chairs, etc.) are invited at the discretion of the respective TIE Forum event Chair. If tickets are not sold out, the TIE Forum events should be advertised at the plenary presentation and at the GRSS booth at IGARSS.
During IGARSS	• IGARSS app, Twitter, and Facebook reminders should be pushed in the morning of the event and 10 minutes before each TIE activity.

3.9.3   TIE Forum – Young Professionals (YP) Activities

The YP activities are intended to engage and motivate the young professionals and students attending IGARSS. Some examples include:

- competitions to enhance skills and gain recognition/ awards, e.g. Three-Minute Thesis competition, photo/image contest, Startup pitch competition.

- networking events to strengthen connections for career advancement, e.g. the YP Mixer.

- panel discussions & empowering talks to benefit from the advice of experts from industry and academia.

These events are hosted between or after the technical sessions during the IGARSS. In case of a virtual IGARSS, the YP activities will be virtual events.

The organization of the YP activities is led by the GRSS YP Committee with the contribution/support of the IGARSS LOC (IGARSS TIE Forum Chair(s)/YP Activities Chair(s) if applicable).

All required logistics for the proposed events such as the location, catering, and A/V equipment should be coordinated with the LOC. The LOC can propose other YP activities to the GRSS YP Chair and work together to organize them. See Appendix J for details of YP activities conducted in past IGARSS.

3.10 GRSS Summer School (GR4S)

A GRSS Summer School (GR4S) is organized and hosted by the IGARSS LOC during the week prior to IGARSS. The primary goals of the GR4S are to provide a pre-conference educational opportunity for students, retain student members of GRSS, and recruit future professional members to GRSS. Key aspects of GR4S are listed below.

- The GR4S is typically a week-long educational event with undergraduate and/or graduate students as the primary target audience.

- The GR4S is promoted via the IGARSS promotional venues, including the IGARSS website where the IGARSS registration page is located, and all promotional materials clearly identify GRSS as a sponsoring organization.

- The LOC designates an individual who serves as the Chair for the GR4S. The GR4S Chair works with and has a monthly planning teleconference with the GRSS Director of Education and Chair of GRSS Schools (who leads the GR4S activities).

- The GR4S is held at a location near the IGARSS venue. Typically, the venue is a nearby university.

- The GR4S is organized as a budget neutral event (i.e. no net profit or loss). The primary goal is to provide a high-quality and low-cost educational experience for students.

- Registration fees for the GR4S are kept as low as possible (typically no more than USD$100). The fees can be lower for student than for non-student participants.

- Low-cost housing options are provided to participants. Typically, university student housing is arranged by the LOC.

- Low-cost local transportation options are made available to the attendees.

- A GR4S typically has 30-50 attendees from multiple countries.

- The GR4S is widely advertised, for example via GRSS social media (FB, Twitter, LinkedIn), emails to GRSS chapters, emails to student registrants of IGARSS, and within IGARSS promotional materials.

- GR4S emphasizes on topic(s) of interest to students. For example, a GR4S can have an emphasis on emerging technologies, such as small-satellites, drones, or deep learning, or on particular applications, such as precision agriculture, disaster response, etc. The level of the materials should be aimed at students who are not yet experts in the field.

- Often, a GR4S is a mixture of class-room style lectures and hands-on activities. The lectures are typically given by a mixture of local experts and speakers who are active within GRSS who are attending IGARSS.

- Student participants of the GR4S are provided opportunities to serve as volunteers at IGARSS with the benefit of reduced conference registration fee.

More detailed information about GR4S is available in the GR4S Handbook, which can be requested from GRSS Director of Education.

3.11 Budget and Financial Responsibilities

IEEE/GRSS is the sole financial sponsor of IGARSS. IGARSS General Chair and Finance Chair have full responsibility of the conference finances and are responsible for managing the conference budget. The LOC must be cognizant of potential risks and challenges, including potential conflict of interest, in preparing and managing the conference budget. Risk mitigation strategies must be considered early on in the conference planning processes. After the conference, the Finance Chair and the PCO are responsible for preparing and submitting all materials for post conference financial auditing (typically two months after the conference). Conference financial auditing will be conducted by IEEE or by a certified accounting firm. To comply with auditing requirements and also to ease the preparation of audit materials, the use of IEEE budget and reporting worksheet is strongly recommended. Excel file of the IEEE Budget Worksheet is available from GRSS VP of Meetings and Symposia. There are many IEEE requirements and procedures regarding conference financial management. The LOC (specifically the Finance Chair and the General Chair) should consult and work closely with the GRSS Chief Financial Officer (CFO) on operational and financial matters.

Followings are major budget categories of an IGARSS budget:

- Revenues:
  - Conference registration fees
  - Tutorial fees
  - Exhibits, sponsorships, grants, and donations
- Expenses:

- o Conference venues and local arrangements

- o Food and beverages

- o Conference management/services and administration

- o LOC and in-person TPC meetings

- o General Chair(s)' or designated representative's travel to attend AdCom meetings

Often the conference will need a loan (cash advance) from GRSS in order to secure the venue and other long lead items prior to receipt of any registration revenue. Requests for GRSS advance loan should be submitted in writing to GRSS CFO. An example detailed budget is provided in Appendix K.

3.12 Code of Conduct

In addition to the IEEE policies that registrants must agree to as outlined in the IEEE Conference Organizer Portal website, the registration system must display the IEEE GRSS Code of Conduct and require all IGARSS attendees to agree to adhere to the Code of Conduct, shown in Appendix L.

During IGARSS, two individuals (preferably of different gender) will serve as on-the-ground contacts to report incidents and to aid in reporting of events to IEEE. They will be provided with a copy of the Code of Conduct and instructions on how to report any violations of the Code of Conduct to IEEE as outlined below. They shall be listed on the IGARSS website with contact information. They shall monitor their communication for Code of Conduct violation reports to ensure prompt response.

On the IGARSS website in a visible and easy-to-find location, the Code of Conduct shall be displayed along with instructions for how to report violations of the Code of Conduct, shown in Appendix L. All IGARSS volunteers (e.g., organizing committees, session chairs, session managers, etc.) shall be provided with a copy of the Code of Conduct along with instructions of how to report violations to the Code of Conduct.

3.13 A Typical IGARSS Week

The conference has evolved to a schedule that has been followed by IGARSSs over the last few years. Events start the Friday prior to the week of IGARSS with the AdCom meeting and conclude with the closing ceremony on Friday afternoon. Note that for AdCom Meeting, the agenda and venue requirements are set by the AdCom, through its administrator, but the venue will be provided by the conference contractor, as part of the IGARSS. A typical schedule for an in-person conference for the days of the IGARSS week is shown in Table 4.

Table 4: Typical weekly schedule for an in-person IGARSS

Day of the Week	Items
Friday	AdCom meeting 8 am to 6 pm; President's reception in evening
Saturday	AdCom meeting 8 am to 5 pm; AdCom dinner in evening
Sunday	Tutorials and associated workshops 8 am to 5 pm; Plenary rehearsal, Plenary Speakers lunch, Welcome reception in the evening
Monday	VIP/plenary speakers breakfast; Opening/Plenary Session; VIP Luncheon; Technical (oral & poster) Sessions PM; TIE Forum; evening social event
Tuesday	Technical (oral & poster) sessions AM and PM; WinGRSS Luncheon; Technical Committee and Chapter Chair Meeting ; TIE Forum; evening social event
Wednesday	Technical (oral & poster) Sessions AM and PM; TIE Forum; Young Professionals Luncheon; Technical Committee Meeting; soccer game or other group sport event; Technical Committees and Chapter Chairs Dinner
Thursday	Technical Sessions (oral & poster) AM and PM; TIE Forum; Editor's Luncheon; Technical Committee Meeting, Awards Banquet in the evening
Friday	Technical (oral) Sessions AM and PM; Poster session AM; Closing ceremony

There are often a number of additional side meetings that should be accommodated such as workshops related to a specific future or current mission and other spontaneous meetings.

The LOC has the option to move or add events to this nominal schedule but should do so after consultation with the VP for Meetings and Symposia as attendees have come to expect this type of format. Examples of "Schedule At-A-Glance" for IGARSS 2017 and 2022 are provided

in Appendix M. Tables 5 and 6 provide the general list of events and locations that the LOC must take care:

Table 5: List of events during IGARSS

(to be taken care of by GRSS appointed PCO and AdCom with LOC support)

Friday, MM DD-3	
AdCom Meeting	Host Hotel or Convention Center – TBD
President's Reception	Host Hotel or Convention Center – TBD
Saturday, MM DD-2	
AdCom Meeting	Host Hotel or Convention Center – TBD

Table 6: List of events during IGARSS (to be taken care of by the LOC and PCO)

Sunday, MM DD-1	
Tutorials	CONVENTION CENTER
Opening Ceremony/Plenary Rehearsal Participant Lunch	TBD
Opening Ceremony/Plenary Rehearsal	CONVENTION CENTER
Registration	CONVENTION CENTER
Welcome Reception	CONVENTION CENTER
Monday, MM DD	
Registration	CONVENTION CENTER
Exhibit Hall Opening	CONVENTION CENTER
VIP/Plenary Breakfast	TBD
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Opening Ceremonies and Plenary	CONVENTION CENTER
VIP Lunch	TBD
Parallel Oral Sessions PM	CONVENTION CENTER
Technical Committee Meeting PM	CONVENTION CENTER
Poster Session PM	CONVENTION CENTER
TIE Forum PM	CONVENTION CENTER

Tuesday, MM DD+1	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Women in GRSS Luncheon	TBD
Exhibit Hall	CONVENTION CENTER
Technical Committee Meeting	CONVENTION CENTER
Poster Sessions AM & PM	CONVENTION CENTER
TIE Forum	CONVENTION CENTER
Wednesday, MM DD+2	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Young Professional Luncheon	CONVENTION CENTER
Technical Committee Meeting	CONVENTION CENTER
Exhibit Hall	CONVENTION CENTER
Poster Sessions AM & PM	CONVENTION CENTER
TIE Forum	CONVENTION CENTER
Technical Committees and Chapter Chairs Dinner	TBD
Soccer Match or Other group sport event	TBD
Thursday, MM DD+3	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Editors Luncheon	TBD
Technical Committee Meeting	CONVENTION CENTER
Exhibit Hall	CONVENTION CENTER
Awards Banquet	TBD
Poster Sessions AM & PM	CONVENTION CENTER
TIE Forum	CONVENTION CENTER

Friday, MM DD+4	
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Registration	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Poster Session AM	CONVENTION CENTER
Closing Ceremony	CONVENTION CENTER

4   Updating this Documentation

This document is maintained by the GRSS Conference Advisory Committee (CAC) with contributions/inputs from IGARSS organizers. This document is generally reviewed and updated annually. Questions and suggestions pertinent to planning and operating of an IGARSS should be referred to the GRSS CAC. Contact information for the current Chair of GRSS CAC is listed below.

Current Chair of GRSS Conference Advisory Committee:

Jasmeet Judge

Center for Remote Sensing,
Agricultural and Biological Engineering Department
The University of Florida
1741 Museum Rd
Gainesville, FL 32607, USA
Email: jasmeet@ufl.edu

Appendix A Information on Past IGARSS

Table A.1: Summary of Past IGARSS

Year	Location	Technical Attendance (co-authors/presenters)	Total Participation
1981	Washington DC, USA		
1982	Munich, Germany		
1983	San Francisco, California, USA		
1984	Strasbourg, France		
1985	Amherst, Massachusetts, USA		
1986	Zurich, Switzerland		
1987	Ann Arbor, Michigan, USA		
1988	Edinburgh, UK		
1989	Vancouver, BC, Canada		
1990	College Park, Maryland, USA		
1991	Helsinki, Finland		
1992	Houston, Texas, USA	500	600
1993	Tokyo, Japan		
1994	Pasadena, California, USA		
1995	Florence, Italy		
1996	Lincoln, Nebreaska, USA		
1997	Singapore		
1998	Seattle, Washington, USA		
1999	Hamburg, Germany		
2000	Honolulu, Hawaii, USA		
2001	Sydney, Australia		
2002	Toronto, Canada		
2003	Toulouse, France		
2004	Anchorage, Alaska, USA		

2005	Seoul, South Korea		
2006	Denver, Colorado, USA		
2007	Barcelona, Spain		
2008	Boston, Massachusetts, USA	1721	2071
2009	Cape Town, South Africa	1020	1201
2010	Honolulu, Hawaii, USA	1502	1883
2011	Sendai/Vancouver, Canada	1152	1461
2012	Munich, Germany	2700	3000
2013	Melbourne	1049	1383
2014	Quebec City, Canada	1500	1917
2015	Milan, Italy		
2016	Beijing, China	1602	1857
2017	Fort Worth, Texas, USA	1600	1900
2018	Valencia, Spain	1889	2355
2019	Yokohama, Japan	2800	3100
2020	Virtual (Hawaii, USA)	2106	3126
2021	Virtual (Belgium)	1959	2949
2022	Hybrid (Kuala Lumpur)	1930	2575
2023	Pasadena, California, USA		

Appendix B   GRSS PCO to Support IGARSS Events

Company:

Conference Management Services, Inc.
3833 S Texas Ave, Ste 221, Bryan, TX 77802, USA
Contact person: Ms. Billene Cannon, CEO
Tel: +1. 979.846.6800
E-mail: billene@cmsworldwide.com

Appendix C   IGARSS Conference Timeline

Sections: **PRE - CONFERENCE** (48+ MONTHS through 2 DAYS) | **HOLD CONFERENCE** | **POST - CONFERENCE** (1 WEEK through 3–12 MONTHS)

48+ MONTHS	48–42 MONTHS	48–42 MONTHS	42–36 MONTHS	42–36 MONTHS	36–24 MONTHS	36–24 MONTHS	24–18 MONTHS	24–18 MONTHS	18–15 MONTHS	15–12 MONTHS	12–9 MONTHS	9–6 MONTHS	6–4 MONTHS	4–3 MONTHS	2 MONTHS	6–4 WEEKS	2 DAYS	HOLD CONFERENCE	1 WEEK	3 WEEKS	1 MONTH	3–12 MONTHS
Establish the core conference committee	Complete the MOU with GRSS	Review IEEE Insurance coverage and determine if additional coverage is required	Submit conference budget with written GRSS approval for IEEE headquarter review	Develop communications plan and marketing materials	Submit Conference Publication Form to obtain Letter of Acquisition (LOA)	Develop exhibitor prospectus	Develop conference website	Send request for proposal (RFP) to exhibit decorators	Establish a Visa process for international attendees and post on the conference website	Promote CFP and exhibit prospectus at Y–1 IGARSS (conference booth)	Establish the TPC	Finalize the Tutorial and workshop Programs	Complete paper review process; Finalize technical program; Notify speakers	Organize and prepare for production of conference publications per Letter of Acquisition (LOA)	If applicable, review room block with hotel against attendance and contracts	Deadline for early registration	Confirm onsite logistics with venue	Onsite registration	Submit conference proceedings/content (Xplore CD and other media types) per LOA			Close conference bank account; submit proof of account closure
Contact IEEE Section and GRSS local chapters (if applicable) where conference will be held.	Register the conference with IEEE	Review tax information to ensure IRS and international compliance VAT and GST	Establish conference bank account		Register for Electronic IEEE Copyright Form (eCF)	Plan social activities and tour program, if applicable	Coordinate/plan with TCs, GR4S, WiGRSS, TIE, and other AdCom activities	Set up conference deadlines	Prepare conference booth at Y–1 IGARSS and order marketing giveaways	Call for Tutorial and Workshop proposals	Establish registration process and ensure registration service is Payment Card Industry (PCI) compliant	Finalize TIE Forum, WiGRSS program, and confirm resource allocations for YP, TCs and AdCom activities	Activate registration functions on conference website	If applicable, request weekly reports from hotels on room block	Send final program, advertising, publicity and registration reminders	Preliminary specifications to conference site; Order signage and recognition products	Set-up registration area, exhibit space, information booth, office area	Monitor budget	Committee members submit final statistics and lessons learned to GRSS	Registration clean up: process refunds, receipts and balances due	Process outstanding bills	Repay loan to GRSS
Conduct Venue Site Visit	Contract conference management company	Venues site visit, selection, and contract review	Complete the IEEE compliance training		Meet with the Y–3 (in the same region) IGARSS OC and observe conference operations				Develop plenary program and invite speakers	Establish the second Call For Papers (CFP)	Send out RFPs for ground transportation and finalize contract, if applicable	Conduct venues site visit; confirm space and room assignment/set up	Order attendee giveaways, speaker gifts, and/or conference shirt		Develop and finalize volunteer job functions and onsite needs	Submit Pre-Conference budget forecast		Monitor daily activities and technical sessions (e.g. session chair, no-show paper, survey, paper competition)			Submit post conference forecast	Prepare and submit all audit material
Prepare a preliminary conference budget	Submit conference committee list and initial budget forecast to GRSS	Begin outreach to educational institutions, corporations, government and industry for support and patronage	Apply for loan from GRSS		Submit updated committee list					Develop/evaluate paper management process	Plan and execute GR4S		Update exhibitor space assignments and finalize coffee break (F&B) set up			Ship final program to conference site		Monitor F&B and make adjustment as needed				Submit final financial report with Certification of Accuracy
Submit the full proposal to host IGARSS		Apply for grants for conference support	Submit conference venue contracts for IEEE approval						Activate conference website for paper submissions			Finalized space/room assignment an set-up for technical sessions and social events						Hold post-conference wrap up meeting				Archive conference information and records

Appendix D   General IGARSS Deadlines

Tasks	Due Date (Note: 20YY-1 indicates the year before 20YY)
IGARSS 20YY Website (version 1.0) material send to PCO (CMS)	18 months before the conference
IGARSS 20YY website on-line	After the banquet of IGARSS 20YY-1
General invitation to IGARSS 20YY (1st announcement)	After the closing ceremony of IGARSS 20YY-1
Send calls for invited sessions & tutorial proposals (2nd announcement)	August 20YY-1
3rd announcement: info updates & due dates reminder	1st week of October 20YY-1 (a few days before proposal deadline)
Invited Session proposal deadline	1st week of October 20YY-1
Invited Sessions acceptance notification	1st week of November 20YY-1
Abstract submissions system on-line	1st week of November 20YY-1
4th announcement: info update & due dates reminder	1st week of November 20YY-1
Tutorial Proposal deadline	2nd week of November 20YY-1
Invitation to join the science committee (reviewers)	1st week of December 20YY-1
5th announcement: info updates & items due in January of 20YY	1st week of December 20YY-1
Tutorial Proposal acceptance notification	2nd week of December 20YY-1
6th announcement: updates & due dates	1st week of January 20YY (a few days before Abstract submission deadline)
Abstract submission deadline Travel Support Application deadline Student Paper Competition deadline	1st week of January 20YY
Abstract review system on-line	3rd week of January 20YY
Notification: abstract reviewers and assignment	3rd week of January 20YY
Reminder for reviewers: review progress and deadline	4th week of January 20YY
7th announcement: updated venue and transportation info	1st week of February 20YY
Notification: invited session organizers	1st week of February 20YY
Abstract review deadline	2nd week of February 20YY
TPC: Paper assignment and session organisation	3rd week of February 20YY
TPC: paper assignment and session formation deadline	4th week of February 20YY
TPC Meeting - complete Phase-1 technical program	1st week of March 20YY
TPC: Phase-2 technical program deadline	3rd week of March 20YY
Abstract status available on-line Registration system on-line Notification: Abstract status & registration info	4th week of March 20YY
8th Announcement: Prelim technical program, venue, early registration	1st week of May 20YY
Reminder for authors: early registration and full paper deadline	3rd week of May 20YY (a few days before early registration deadline)
Early Registration deadline Full Paper Submission deadline	3rd week of May 20YY
TPC: Final technical program deadline	2nd week of June 20YY
9th Announcement: Final tech program, social programs, venues	Four weeks before the conference
10th Announcement: Updated info, online registration deadline	Three weeks before the conference
Reminder for authors: presentation & poster info	Two weeks before the conference
Online registration deadline	One week before the conference
IGARSS 20YY	Conference Week

Appendix E   IGARSS 2017 Project Diagram
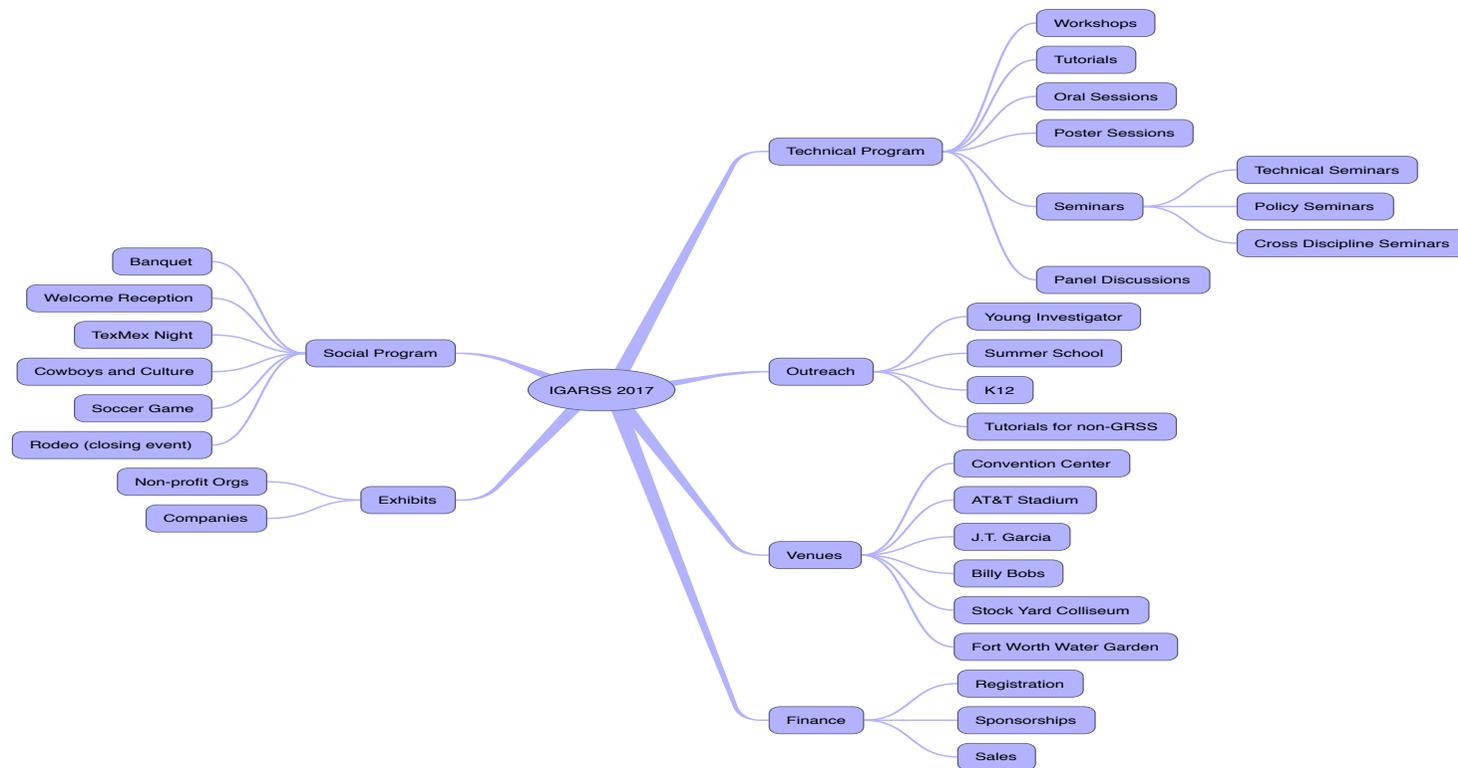
Appendix F   Conference Management Contractor's Role and Responsibilities.

Sample split of responsibilities between GRSS' PCO and the local PCO (L-PCO) for IGARSS conducted outside North America. In North America, GRSS PCO (CMS at the time of writing) usually takes the role of the conference PCO.

Summary of tasks and coordination (responsibilities) between the LOC, PCO and L-PCO

IGARSS 20XX			
Task	**Contact Person(s)**	**Start Date**	**Deadline**
Local Contracts			
Convention Center	GRSS/LOC/PCO		
AdCom/Host Hotels	GRSS/LOC/PCO		
Food & Beverages (F&B) – coffee breaks	LOC/PCO/L-PCO		
Transportation	L-PCO		
A/V	L-PCO		
Off-Site Venues	L-PCO		
Additional Hotels (if required or requested)	L-PCO		
Decorator/Drayage Companies	L-PCO		
REMINDER THAT ANY CONTRACT OVER $25,000 USD MUST BE APPROVED AND SIGNED BY IEEE HEADQUARTERS. ADDITIONALLY, ALL CONTRACTS UNDER $25,000 MUST BE SENT TO IEEE FOR THEIR FILES.			
Web			
Development of Conference Website	LOC/PCO		
Abstract submission	TPC Chair(s)/PCO		
Travel support application deadline	GRSS/PCO		
Student paper competition deadline	TPC Chair(s)/PCO		
Accommodation info	LOC/PCO		
Registration - Attendees	LOC/PCO		

Registration - Exhibitors/Sponsors	LOC/PCO		
Prepare Letters of Invitation re: Visas	PCO		
Accepted paper list and email	TPC Chair(s)/PCO		
Full paper instructions	TPC Chair(s)/PCO		
Advanced program	TPC Chair(s)/PCO		
Ability to search by author, title, session	TPC Chair(s)/PCO		
TIE Forum program	TIE Forum Chair/LOC/PCO		
Finance			
Establish Concentration Banking Account with IEEE and/or a local account	LOC/PCO		
Preparation of preliminary budget and maintain ongoing budget.	LOC/PCO/L-PCO		
Prepare and submit audit material to auditor	Finance Chair/PCO		
Submit financial report			
Conference Guide			
Front matter (introduction)	General Chair(s)/TPC Chair(s)/PCO		
Organization of session information	TPC Chair(s)/PCO		
Indexing	PCO		
Print Master	PCO		
Print Production	L-PCO		
Conference Proceedings			
Front matter	General-Chair(s)/TPC Chair(s)/PCO		
Organization of session information	TPC Chair(s)/PCO		
Indexing	PCO		
USB Production	PCO/L-PCO		
Gifts for attendees			
Gifts selection	LOC/PCO/L-PCO		
Procurement	L-PCO		
Coffee break location and quantity			

Set up, monitor, and quantity adjustment	PCO/L-PCO		
Support staff and volunteers"			
Student volunteers	LOC		
On-site registration staff	PCO/L-PCO		
Signage			
Signage for Technical Session (oral and poster) - master	PCO		
Signage for Technical Session (oral and poster) - production	L-PCO		
TIE Forum signage – master & production	TIE Forum Chair/L-PCO		
General conference signage - master	PCO/L-PCO		
General conference signage - production	L-PCO		
CVB information to be distributed at registration time	L-PCO		
Technical program			
Specific Topics	TPC Chair(s)		
Solicit for invited sessions	TPC Chair(s)		
Establish panels	TPC Chair(s)/General Chair(s)		
Abstract Submission System On-line	TPC Chair(s)/PCO		
Invitation to reviewers	TPC Chair(s)		
Reply from reviewers	TPC Chair(s)		
Compile/update reviewer database	TPC Chair(s)/GRSS CAC/PCO		
Appoint/update theme coordinators	TPC Chair(s)		
Student prize paper sessions	TPC Chair(s)/LOC/AdCom		
Confirm invited session organizers	TPC Chair(s)		
Papers to reviewers	TPC Chair(s)/PCO/Session Organizers		
Confirm session chairs	TPC Chair(s)/PCO		
Sessions defined by Session Organizers	TPC Chair(s)		
Sessions reviewed by chairs	TPC Chair(s)		

Additional communication with authors	TPC Chair(s)/PCO		
A/V, recording, and webcasting	PCO/L-PCO		
Mass email reminders about deadlines			
Submission Deadline	TPC Chair(s)/PCO		
Review Deadline	TPC Chair(s)/PCO		
Author Registration Deadline	TPC Chair(s)/PCO		
Final Abstract Submission Deadline	TPC Chair(s)/PCO		
Early Registration Deadline	PCO		
Full Paper Submission Deadline	TPC Chair(s)/PCO		
Sponsors & Exhibitors			
Identifying potential sponsors	LOC/GRSS/PCO/L-PCO		
Follow-up	LOC/GRSS/PCO/L-PCO		
Sponsorship packages	PCO		
Exhibitor Prospectus (development and promotion)	PCO/L-PCO		
Outreach Activities			
TIE Forum	TIE Forum Chair/GRSS		
Other Activities	LOC/AdCom		
Social events			
Social events/tours selection	L-PCO/LOC		
Events and tours arrangements	L-PCO/LOC		
Events and tours advertisements	L-PCO/PCO		
TPC Meeting			
TPC meeting location	GRSS/LOC/PCO		
Room requirements	TPC Chair(s)/GRSS/PCO		
Hotel block	PCO		
A/V	PCO		
Meals	PCO		
Evening activities	TPC Chair(s)/GRSS/PCO		
AdCom meeting			

location	AdCom/PCO		
A/V & Internet access	PCO		
Room reservation	PCO		
Attendees confirmation	GRSS President/PCO		
Meeting room setup	PCO		
F&B	PCO		
GRSS President Reception	GRSS President/PCO		
Notification to AdCom Participants (with meeting agenda)	GRSS President/PCO		
AdCom Dinner	GRSS President/PCO		
Tutorials			
Tutorial Proposal Deadline	TPC Chair(s)/PCO		
Tutorial Notification	TPC Chair(s)/PCO		
CEUs from IEEE	Tutorial Chair/GRSS Dir. Education/PCO		
Collecting Tutorial Booklet Material for Publication and permission to post on GRSS web	Tutorial Chair/PCO/L-PCO		
Production/Printing of Tutorial Booklets	PCO/L-PCO		
Room, A/V, F&B	PCO/L-PCO		
Parallel oral session logistics			
Technical Session design	TPC Chair(s)/PCO/L-PCO		
Oral session room assignment	TPC Chair(s)/PCO		
Oral session room set up	TPC Chair(s)/L-PCO		
Poster session logistics			
Sessions set up and number of poster boards	TPC Chair(s)/PCO/L-PCO		
Supplies: pins, adhesive tape, velcro	L-PCO		
Social Events – Sunday (the day before IGARSS)			
Welcome/Plenary session rehearsal - Sunday morning or afternoon	GRSS/LOC/PCO/L-PCO		
Rehearsal lunch - Sunday	GRSS/LOC/PCO/L-PCO		

Welcome Reception (Sunday evening) – space, F&B, A/V, entertainment	LOC/L-PCO		
Technical session/program management			
Session chair packet/instruction	TPC Chair(s)/PCO		
Speaker preparation room	L-PCO		
Session room monitors (help with set up, timer, survey, etc.)	LOC/L-PCO		
Opening ceremony and Plenary session			
Program of events	General Chair/ TPC Chair(s)/AdCom/PCO/L-PCO		
A/V and room set up	General Chair/ TPC Chair(s)/PCO/L-PCO		
VIP lunch - Monday	LOC/L-PCO		
GRSS Technical Committee meetings			
Meeting room assignment	LOC/GRSS VP TA/L-PCO		
F&B (if applicable)	L-PCO		
A/V	L-PCO		
Student paper competition award committee luncheon			
Location	L-PCO		
F&B	L-PCO		
Editors' luncheon			
Location	L-PCO		
F&B	L-PCO		
List of attendees	EICs/LOC		
Invitation	EICs		
Technical Committee and Chapter Chair Dinner			
A/V	GRSS VP TA/GRSS VP PA/L-PCO		
Location	L-PCO		
F&B	L-PCO		
Invitation	GRSS VP TA/GRSS VP PA		
Young Professionals' Lunch and/or Mixer			
A/V (if needed)	GRSS IDEAS Chair(s)/L-PCO		
Location	L-PCO		
F&B	L-PCO		

Invitation	GRSS IDEAS Chair(s)		
Soccer game or other group sports (Wednesday evening)			
Location	LOC/L-PCO		
T-shirts & supplies	LOC/L-PCO		
Transportation	L-PCO		
Snacks and beverages	L-PCO		
First Aid/Medical Emergency	LOC/L-PCO		
Banquet (Thursday evening)			
Location	LOC/L-PCO		
Transportation	L-PCO		
F&B	LOC/L-PCO		
A/V & staging	LOC/L-PCO		
Entertainment	LOC/L-PCO		
GRSS Awards	AdCom/LOC/L-PCO		
Closing Ceremony			
Program	LOC/next IGARSS Chair(s)		
Location	L-PCO		
F&B	L-PCO		
Gift/memento for next IGARSS Chair(s)	General Chair(s)		
Entertainment	LOC/L-PCO		
Miscellaneous Needs			
Public relations	L-PCO		
Internet/WiFi access	L-PCO		
Special rooms (admin, storage, etc.)	L-PCO		
VIP and accompanying person's lounge	L-PCO		

Appendix G   IGARSS Technical Themes for 2023

The general IGARSS themes are defined by the Conference Advisory Committee for each year.

It is important that the themes are attractive both in terms of bringing in good, relevant

papers, as well as encouraging large numbers of attendees.

Summary of general themes of IGARSS

Categories	Themes	
Techniques Code T	SAR Imaging and Processing Techniques	
	T.1	Interferometry: Along and Across
	T.2	Differential SAR Interferometry
	T.3	Multi-Channel DBF Imaging Techniques
	T.4	PolSAR and PolInSAR
	T.5	Bistatic SAR
	T.6	Tomography
	T.7	Sub-surface sensing
	Data Analysis	
	T.8	Feature Extraction and Reduction
	T.9	Image Segmentation
	T.10	3D Mapping
	T.11	Object Detection and Recognition
	T.12	Classification and Clustering
	T.13	Inversion Techniques
	T.14	Change Detection and Temporal Analysis
	T.15	Hyperspectral Data Processing and Analysis
	T.16	RFI Detection and Mitigation
	T.17	Data Fusion
	T.18	External Calibration
	AI and Big data	
	T.19	Data Management Systems and Computing platforms in RS
	T.20	IoT in Geoscience and Remote Sensing
	T.21	Spatio-temporal Data Harmonization
	T.22	Data Analytics and AI Techniques in Remote Sensing
	Modeling	
	T.23	Electromagnetic Modeling
	T.24	EM Emission Modeling
	T.25	EM Scattering Modeling
	T.26	EM Polarimetric Scattering and Emission Modeling
	T.27	EM Modeling for Signals of Opportunity (e.g. GNSS-R)

Earth and Planetary Remote Sensing	Cryosphere	
	C.1	Snow Cover
	C.2	Ice Sheets and Glaciers
	C.3	Sea Ice
	C.4	Permafrost
	Land	
	L.1	Land Use Applications
	L.2	Land Cover Dynamics
	L.3	Forest and Vegetation: Application and Modelling
	L.4	Forest and Vegetation: Biomass and Carbon Cycle
	L.5	Agriculture
	L.6	Urban and Built Environment
	L.7	Land Surveying, Geodesy and Topography
	L.8	Soils and Soil Moisture
	L.9	Wetlands
	L.10	Inland Waters
	L.11	Geology and Geomorphology
	Atmosphere	
	M.1	Precipitation and Clouds
	M.2	Numerical Weather Prediction and Data Assimilation
	M.3	Atmospheric Sounding
	M.4	Aerosols and Atmospheric Chemistry
	M.5	Ionospheric Remote Sensing
	Oceans	
	O.1	Ocean Biology (Color, coral reefs) and Water Quality
	O.2	Ocean Surface Winds and Currents
	O.3	Ocean Temperature and Salinity
	O.4	Coastal Zones
	O.5	Ocean Altimetry
	Remote Sensing of Planetary and other Celestial Bodies	
	P.1	Moon
	P.2	Mars
	P.3	Other Celestial Bodies
	Missions, Instruments, and platforms	
	S.1	Spaceborne SAR Missions
	S.2	Spaceborne Passive Microwave Missions
	S.3	Spaceborne GNSS-R Missions
	S.4	Spaceborne Hyperspectral Missions
	S.5	Spaceborne LIDAR Missions

Instrumentation Code S	S.6	Exploration Missions (other Planets)
	S.7	New Space Missions
	S.8	UAV and Airborne Systems
	S.9	Ground based Systems
	S.10	High Altitude Platforms
		Sensors, Instruments and Calibration
	S.11	Sensors Using Signals of Opportunity (e.g. GNSS-R)
	S.12	Lidar Sensors
	S.13	Passive Optical Multi- and Hyperspectral Sensors and Calibration
	S.14	SAR Instrument
	S.15	Advanced Future Instrument Concepts
	S.16	Microwave Radiometer Calibration
	S.17	SAR and Radar Instrument Calibration
	S.18	Microwave Radiometer Instruments
	S.19	Ground Penetrating Radar
	S.20	Onboard Signal Processing
	S.21	Scatterometer, Clouds and Rain Radar
Education and Societal Impacts		Education and Policy
	D.1	Data Management and Systems
	D.2	Remote Sensing Data and Policy Decisions
	D.3	Education and Remote Sensing
		Societal Engagement and Impacts
	D.4	Citizen and Open Science
	D.5	Risk and Disaster Management (Extreme Weather, Earthquakes, Volcanoes, etc)
	D.6	Food Security
	D.7	Remote Sensing for Sustainable Development
	D.8	Standardization in Remote Sensing
	D.9	Remote Sensing for Climate Change Impacts

Appendix H   Virtual and Hybrid implementation of Technical Program
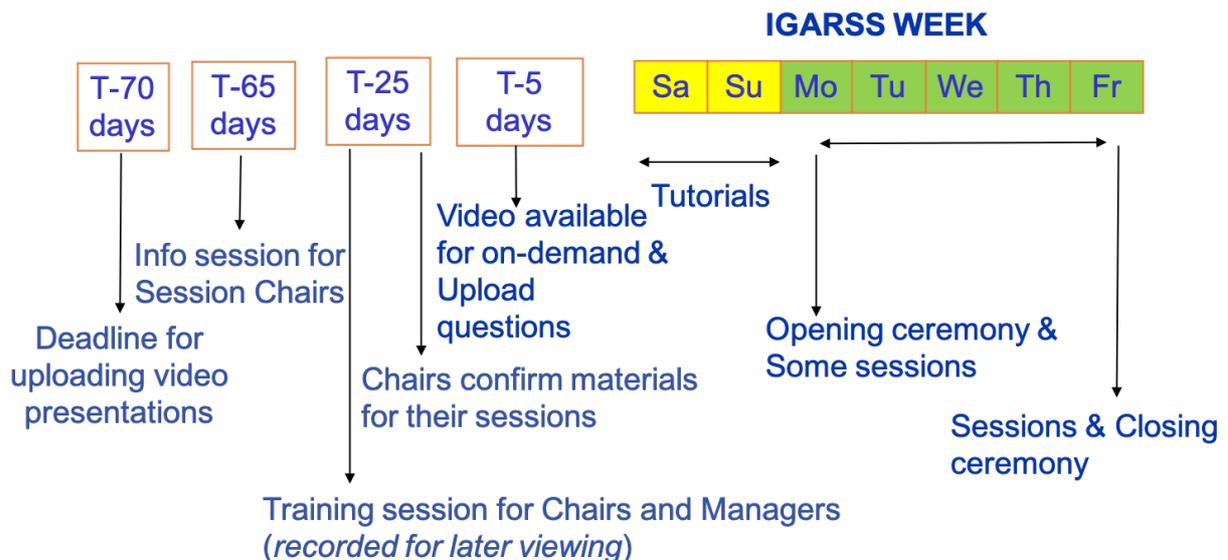
Figure H.1: Suggested timeline of activities after March AdCom meeting for virtual implementation of the Technical Program
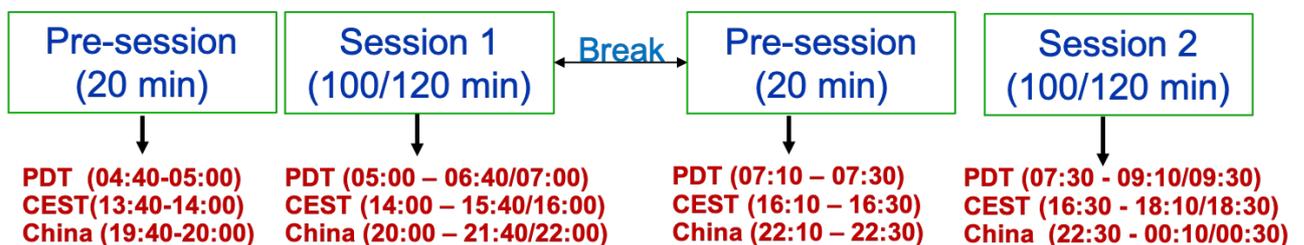
Figure H.2: Example of a 1-day session schedule during IGARSS 2020

Examples of oral and invited session formats:

- During IGARSS 2020 (see Figures below), each regular session consisted of ten to twelve 10-minute-long presentations. Each presentation included a 5-minute video, followed by a 4-minute live discussion. On the other hand, each invited session included a longer, introductory presentation of 20-minutes, and eight 10-minute presentations.
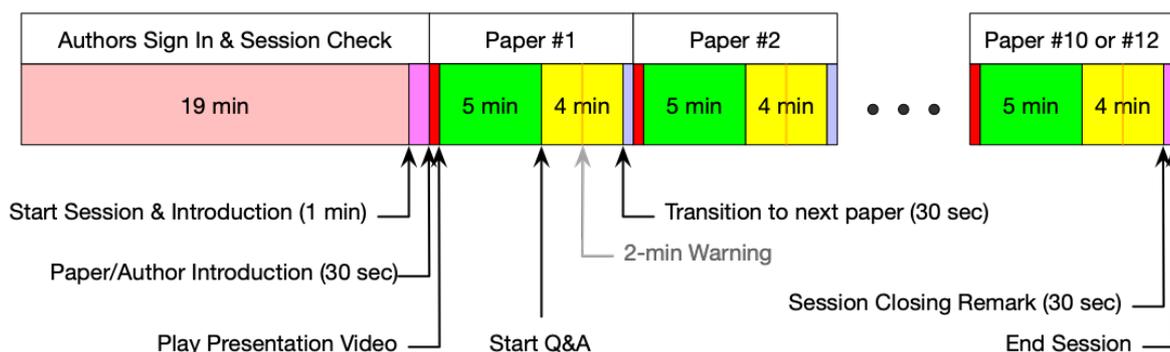
FIGURE H.3:An example of virtual implementation of a regular session during IGARSS 2020.
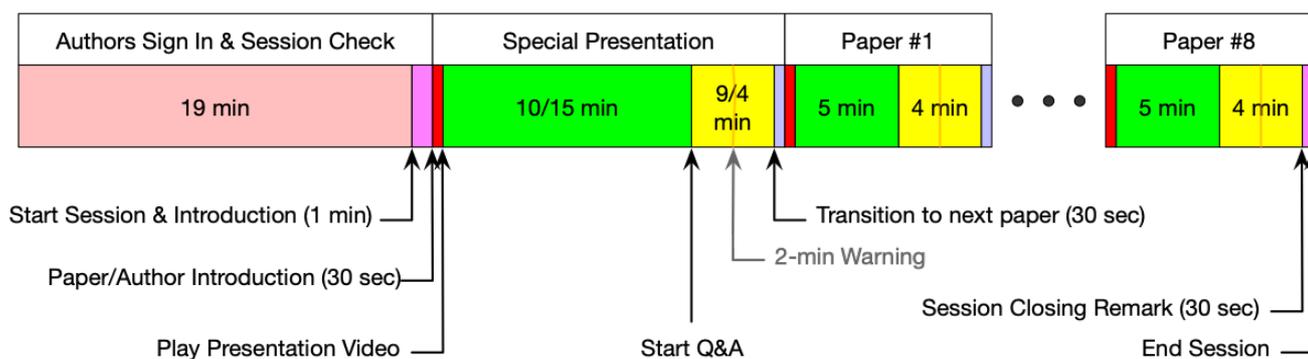
FIGURE H.4: An example of virtual implementation of an invited session during IGARSS 2020.

- During IGARSS 2021 and IGARSS 2022, each regular session was composed of six 10-minute live or recorded presentations with 5-minute discussion, a multimedia session consisted of ten 5-minute recorded videos with a 20-minute group discussion period,

while the invited session included a one 20-minute presentation with 10-minute discussion and four 10-minute presentations followed by 5-minute discussion.

Appendix I TIE Forum Activities

Example list of TIE forum activities from the past IGARSS

1. Industry forum (e.g. Geospatial Business Startup Workshop)

2. Industry oriented tutorials

3. Women in STEM forum

4. Women in GRSS (WinGRSS) luncheon

5. Coding workshop

6. Young Professional Activities

7. Author education: How to publish IEEE papers

8. Remote Sensing Agency session

9. GRSS Chapter forum

Additional special events, roundtables, and forums can be organized if time permitting. Prior events included:

10. Industry luncheon

11. Author education: NASA ROSES proposal writing

12. GRSS from an Industry Perspective: State of the art, potential, and challenges

13. Navigating Technology Transition

14. Special topics on Earth Observation, Sustainable Goals, United Nations 2030 Program, GEO and Global Awareness

Appendix J   Young Professional Activities

1. Three-Minute Thesis Competition (3MT®)

The 3MT®, founded by the University of Queensland in 2008, is an academic competition that cultivates students' presentation and communication skills and challenges them to describe their research within three minutes to a general audience with one static slide.

Eligibility: The competition is open to all students attending IGARSS and in a research-based master or doctoral program (i.e. a program in which a final thesis is needed to graduate). In the case of a virtual IGARSS, the competition can be open to all students worldwide not necessarily presenting a paper during IGARSS.

Goal: The purpose of the competition is to encourage GRSS student members to improve their technical communication skills, public speaking, especially when presenting to an audience who are not experts in their exact research topics. This competition furthers IEEE's strategic goal of "dissemination of authoritative knowledge related to traditional technologies" by fostering the skill of communicating highly technical information to an audience who are not in the exact domain in a limited time.

Timeline:

Announcement

IGARSS / GRSS website and social media

Top 10

Selection of the 10 best submissions

Winners: Top 3

Prizes awarded at the banquet

| April | May | June | July |

Application

Submission of a 3-minute video

Competition

Final round during IGARSS with judging panel and audience
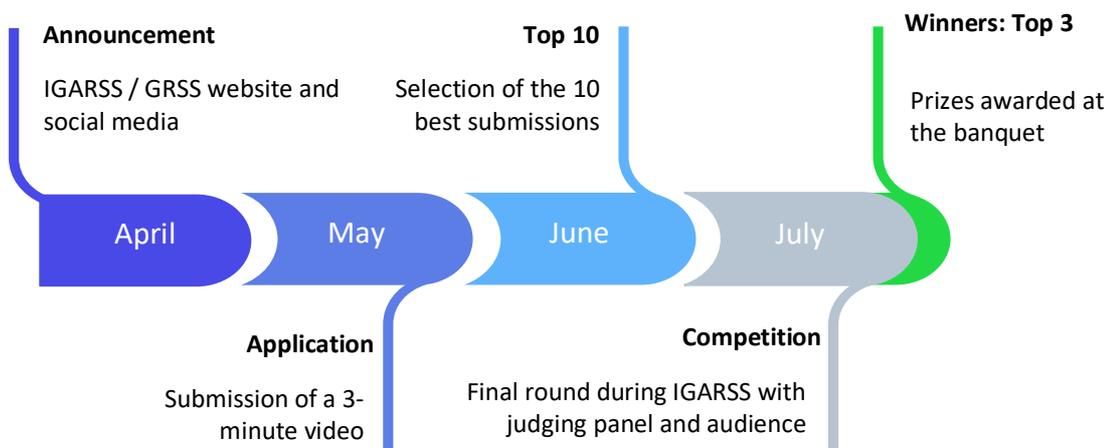
Prizes: The prizes are awarded to the 3 best presentations according to their ranking in the competition determined by the judging panel: The first prize: 500$, the second prize: 300$ and the third prize 200$. The prizes can be cash or other items of the same value. They are sponsored directly by IEEE GRSS. The winners and finalists (Top 10) will also receive certificates. A Public voting by the audience can be added to select a Public Choice winner.

Judging panel: The judges are appointed by the awards committee and can be members of the GRSS administrative committee, or experts attending IGARSS. The panel consists of 3-4 members having different research areas from academia and industry.

Award Committee: It is administered by the already existing GRSS symposium awards committee appointed by the president of the society.

Nominee Solicitation: The competition should be advertised on the GRSS website, social media channels, IGARSS Website, newsletter to IGARSS registered attendees, and GRSS monthly e-newsletter.

Competition logistics: The final round of the competition featuring the 10 finalists is hosted during the technical sessions break or poster session. It should be open to an audience and announced in the IGARSS official program. A screen projector, laptop, and microphones are needed for this event.

Award ceremony: The 10 finalists including the 4 winners should be invited by the LOC to attend the IGARSS award ceremony. The GRSS Symposium Awards Committee Chair will present the 3MT awards during the ceremony and give the certificates to the winners.

2. **YP Mixer:**

The YP Mixer is an informal networking event gathering young IGARSS attendees and GRSS invitees, industry professionals, and academic leaders. Senior GRSS members are invited to share stories about their careers and offer advice to the YPs. It can be a dinner, a reception-style event, or roundtable discussions.

Time: Late afternoon/night after the technical session.

Location: conference venue or a restaurant nearby. The LOC should help find suitable locations and propose them to the GRSS YP chair with a budget estimation for the event.

Sponsorship: The YP Mixer is now under the operational budget of GRSS. The GRSS YP Program Chair will search for additional industrial sponsorships to increase the budget of the event with the help of LOC. Fast-growing companies can use the event to advertise and recruit highly motivated YPs working in the remote sensing area. The lowest sponsorship level is usually $6K.

Event fees: Depending on the location and the type of event, the fees can be determined for IEEE members and non-members. Tickets are included within the IGARSS official registration platform. On-site tickets should also be available.

Eligibility: Anyone attending IGARSS can attend the mixer, whether they are IEEE / GRSS members or not. A limited number of tickets are available (100-150), which are sold on a first come, first served basis with the possibility to reserve extra tickets for the sponsored company if applicable and the invitees. There is also the possibility to open the event to not only IGARSS attendees and let other local YPs participate subject to approval by the LOC. In this case, the tickets can be sold independently of IGARSS registration.

Invited speakers: The mixer can also feature empowering talks from experts. They are selected by the GRSS YP chair and the LOC and can be senior GRSS members or industry professionals and professors from local companies and universities.

Timeline:
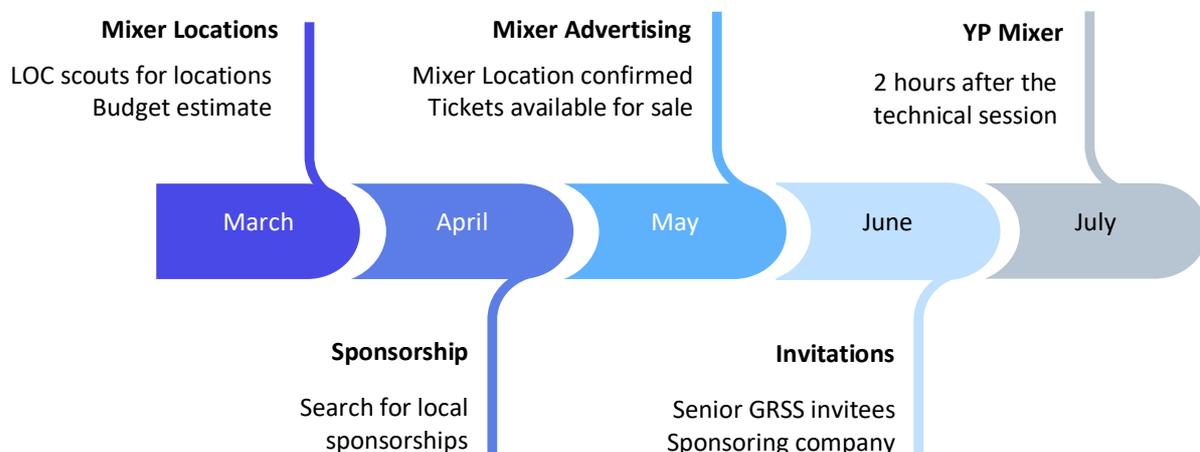
Advertising: The YP mixer should be advertised on the GRSS website, social media channels, IGARSS Website, newsletter to IGARSS registered attendees, and GRSS YP members once the tickets become available on the symposium registration platform. Flyers can be printed and distributed at IGARSS registration desk and GRSS booth.

3. **YP Panel:**

The YP panel is an event where accomplished professionals from the industry, academia, and national labs discuss best practices and the mindset needed to excel in a career in Geoscience and Remote Sensing. It is an opportunity to share their experiences that YPs can benefit from and answer their questions on the path to a successful career.

Panelists: Top experts in the field of Geoscience and Remote Sensing are selected by the GRSS YP committee with possible insights from the LOC. To add more diversity to the event, successful young professionals are also considered and invited. If the invited panelists are not attending IGARSS, a one-day pass can be offered to them.

Timeline:

Panelist candidates
List of possible panelists

Advertising
Final program confirmed
Moderator selection

YP Panel
1-hour Session during IGARSS

April	May	June	July	

5 Panelists
Selection and invitation of 5 candidates

Panel Questions
Preparation of a set of career questions
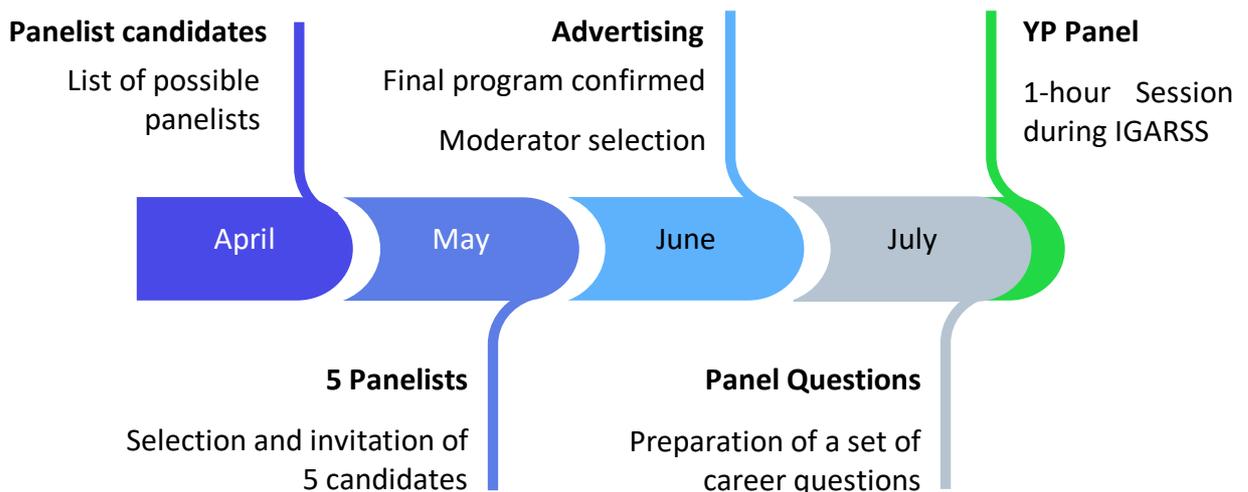
Moderator: A moderator is needed to set the control of the panel content and the questions relevant to the audience and make sure the panel is engaging and worthwhile.

Location: The panel session can be held in the conference venue, preferably in a room having a big stage or an open space.

Appendix K   Detailed Budget for IGARSS

Samples of budgets from previous IGARSS are available from the GRSS VP of Symposia and Meetings. The sample budget shown in the following pages is for reference only.

	REVENUE:			BUDGET	
	TOTAL CONFERENCE REVENUE (Without Loans)				1,326,525.00
	TOTAL REGISTRATION FEES, TUTORIALS, SYMPOSIUMS				1,186,125.00
1000	Conference Registration Fees	1750			$ 1,163,425
			# Units	Amount Per	Total Amount
1010	Registration-Member	656			486,750.00
	Subtotal Adv. Member	586			439,500.00
1011	Advance- Full	586	750.00	439,500.00
1012	Advance- Limited	0	0.00	0.00
1013	Advance- 1 Day	0	0.00	0.00
1014	Advance- Other	0	0.00	0.00
	Subtotal At Conf. Member	70			47,250.00
1015	At Conf. Regular- Full	35	850.00	29,750.00
1016	At Conf. Regular- Limited	0	0.00	0.00
1017	At Conf. Regular- 1 day	35	500.00	17,500.00
1018	At Conf. Regular- Other	0	0.00	0.00
1020	Registration- Nonmember	512			491,200.00
	Subtotal Adv. Nonmember	464			440,800.00
1021	Advance- Full	464	950.00	440,800.00
1022	Advance- Limited	0	0.00	0.00
1023	Advance- 1 Day	0	0.00	0.00
1024	Advance- Other	0	0.00	0.00
	Subtotal At Conf. Nonmember	48			50,400.00
1025	At Conf. Regular- Full	48	1,050.00	50,400.00
1026	At Conf. Regular- Limited	0	0.00	0.00
1027	At Conf. Regular- 1 day	0	0.00	0.00
1028	At Conf. Regular- Other	0	0.00	0.00
1030	Reduced Rate	0			0.00
	Subtotal Adv. Reduced rate	0			0.00
1031	Advance- Full	0		0.00
1032	Advance- Limited	0	0.00	0.00
1033	Advance- 1 Day	0	0.00	0.00
1034	Author	0	0.00	0.00
1035	Advance- Other	0	0.00	0.00
	Subtotal At Conf. Red. Rate	0			0.00
1036	At Conf. Regular- Full			0.00
1037	At Conf. Regular- Limited	0	0.00	0.00
1038	At Conf. Regular- 1 day	0	0.00	0.00
1039	Author	0	0.00	
1040	At Conf. Regular- Other	0	0.00	0.00
1050	Registration- Student Member	332			100,500.00
	Subtotal Adv. Student member	323			96,900.00
1051	Advance- Full	323	300.00	96,900.00
1052	Advance- Limited	0	0.00	0.00
1053	Advance- 1 Day	0	0.00	0.00
1054	Advance- Other	0	0.00	0.00
	Subtotal At Conf. Student Mem.	9			3,600.00
1055	At Conf. Regular- Full	9	400.00	3,600.00
1056	At Conf. Regular- Limited	0	0.00	0.00
1057	At Conf. Regular- 1 day	0	0.00	0.00
1058	At Conf. Regular- Other	0	0.00	0.00
1060	Registration- Student Nonmember	164			66,200.00
	Subtotal Adv. Student Nonmember	158			63,200.00
1061	Advance- Full	158	400.00	63,200.00
1062	Advance- Limited	0	0.00	0.00
1063	Advance- 1 Day	0	0.00	0.00
1064	Advance- Other	0	0.00	0.00
	Subtotal At Conf. Student Nonmem.	6			3,000.00
1065	At Conf. Regular- Full	6	500.00	3,000.00
1066	At Conf. Regular- Limited	0	0.00	0.00
1067	At Conf. Regular- 1 day	0	0.00	0.00
1068	At Conf. Regular- Other	0	0.00	0.00

1070	**Registration- Society Member**			**0**		**0.00**
		Subtotal Adv. Society member		*0*		*0.00*
1071		Advance- Full		0	0.00	0.00
1072		Advance- Limited		0	0.00	0.00
1073		Advance- 1 Day		0	0.00	0.00
1074		Advance- Other		0	0.00	0.00
		Subtotal At Conf. Society Member		*0*		*0.00*
1075		At Conf. Regular- Full		0	0.00	0.00
1076		At Conf. Regular- Limited		0	0.00	0.00
1077		At Conf. Regular- 1 day		0	0.00	0.00
1078		At Conf. Regular- Other		0	0.00	0.00
1080	**Registration- Life Member**			**35**		**12,650.00**
		Subtotal Adv. Life Member		*31*		*10,850.00*
1081		Advance- Full		31	350.00	10,850.00
1082		Advance- Limited		0	0.00	0.00
1083		Advance- 1 Day		0	0.00	0.00
1084		Advance- Other		0	0.00	0.00
		Subtotal At Conf. Life Member		*4*		*1,800.00*
1085		At Conf. Regular- Full		4	450.00	1,800.00
1086		At Conf. Regular- Limited		0	0.00	0.00
1087		At Conf. Regular- 1 day		0	0.00	0.00
1088		At Conf. Regular- Other		0	0.00	0.00
1090	**Special Registration**			**51**		**6,125.00**
1091		Exhibits Only		0	0.00	0.00
1092		Spouse/Guest		35	175.00	6,125.00
1093		Other		0	0.00	0.00
1094		Complimentary		16	0.00	0.00
1100	**Miniconferences/Symposiums**			**0**		**0.00**
1101		Advance- Single		0	0.00	0.00
1102		Advance- Multi		0	0.00	0.00
1103		Advance- Other		0	0.00	0.00
1104		Regular- Single		0	0.00	0.00
1105		Regular- Multi		0	0.00	0.00
1106		Regular- Other		0	0.00	0.00
1200	**Tutorial Fees**			**120**		**22,700.00**
1201		General Fees		0	0.00	0.00
1203		Full-Day - Professional		15	300.00	4,500.00
1204		Half-Day - Professional		55	200.00	11,000.00
1205		Full-Day - Student		15	200.00	3,000.00
1206		Half-Day - Student		35	120.00	4,200.00
1207		Advance - Other		0	0.00	0.00
1208		Regular- Single		0	0.00	0.00
1209		Regular- Multi		0	0.00	0.00
1210		Regular- Other		0	0.00	0.00
1211		At Tutorial - Member		0	0.00	0.00
1212		At Tutorial - Nonmember		0	0.00	0.00
1213		At Tutorial - Student Member		0	0.00	0.00
1214		At Tutorial - Student Nonmember		0	0.00	0.00
1215		At Tutorial - Other		0	0.00	0.00
1216		Tutorial Notes (sales)		0	0.00	0.00
1217		Other		0	0.00	0.00
1300	**Conf Publication Sales**			**0**		**0.00**
1301		Paper, Members		0	0.00	0.00
1302		Paper, Non Members		0	0.00	0.00
1303		To IEEE Headquarters		0	0.00	0.00
1304		From IEEE Book Broker		0	0.00	0.00
1305		Page Charges		0	0.00	0.00
1306		CD Rom/Video, Members		0	0.00	0.00
1307		CD Rom/Video, Non Members		0	0.00	0.00
		Other		0	0.00	0.00

1400	**Exhibits**				25		100,000.00
							0.00
1401		Exhibits					0.00
1402			Booths		25	4,000.00	100,000.00
1403			Tabletops		0	0.00	0.00
1404			Other		0	0.00	0.00
							0.00
1500	**Corporate Support**				4		30,000.00
1501		Patron Support			4	7,500.00	30,000.00
1502		Advertising			0	0.00	0.00
1600	**Grants, Donation**				0		0.00
1601		Grants, Donation			0	0.00	0.00
1700	**Social Event**				260		10,400.00
1701		Women Professional Lucheon			50	40.00	2,000.00
1702		YP Lucheon			75	40.00	3,000.00
1703		Editors Luncheon			40	50.00	2,000.00
1704		TC and Chapter Chairs Luncheon			50	50.00	2,500.00
1705		Soccer Game			45	20.00	900.00
1800	**Interest**				0		0.00
1800		Bank Interest		Rec	0		0.00
1900	**Miscellaneous**				1		40,000.00
1910		IEEE Society Advance Loans			1	CLICK HERE FOR	40,000.00
1920		IEEE Section Advance Loans			0	0.00	0.00
1940		Hotels Room Use Rebate (to be verified)			0	34,500.00	0.00

EXPENSE:

TOTAL CONFERENCE OUTLAYS (With Loan Repayments)					**1,241,645.93**
	LOANS				40,000.00
TOTAL CONFERENCE OUTLAYS (Without Loans)					**1,201,645.93**
2000	**Management/Services**				**120,000.00**
2002		Internal General			0.00
2004		External General			120,000.00
2100	**Registration Expense**				**2,500.00**
2101		Registration Expense			0.00
2102		Badges/tickets/evaluations			2,500.00
2200	**Promotion**				**39,500.00**
2201		Announcement			2,000.00
2202		First Call For Papers			4,000.00
2203		Call For Papers			5,000.00
2204		Advance Program			
2205		Final Program			6,000.00
2206		Advertisements			10,000.00
2207		Other	GARSS 2016 Exhibit		12,500.00
2300	**Exhibit/Vendor**		**Total Exhibit/vendor Expense**		**27,000.00**
2301		Vendor Program	**SUBTOTAL**	Exhibitors	Rate	0.00
2302				0	0.00	0.00
2303				0	0.00	0.00
2304				0	0.00	0.00
2305						0.00
2306						0.00
2307		On-Site Costs	**SUBTOTAL**			15,000.00
2308		Space rental				0.00
2309		Security				0.00
2310		Insurance				0.00
2311		Mgmt Fee				0.00
2312		**Construction/Decorator**				15,000.00
2313		Other	**SUBTOTAL**			12,000.00
2314		Exhibitor Directory				1,500.00
2315		Advertising				2,500.00
2316		Transport				0.00
2317		Dryage				0.00
2318		Carpet				8,000.00
2319		Flyers				0.00
2320		Bags				0.00
2321		Other				0.00
2350	**Tutorial Expenses**	**Num of Tutorials =**	**0**	Days	Rate	**10,000.00**
2351		**Total Tutorial Speaker Fees**		0		**7,500.00**
2352		Speaker Full day		0	0.00	7,500.00
2353		Speaker Full day		0	0.00	0.00
2354		Speaker -- Half day			0.00	0.00
2355		Speaker -- Half day			0.00	0.00
2356		Travel Expense			0.00	0.00
2357		**Total Tutorial 'Other' Expenses (Please List)**				**2,500.00**
2358		Tutorial Signage		0	0.00	0.00
2359		Audio Visual Equip/labor		0	0.00	0.00
2360		Adv Tutorial registration expense		0	0.00	0.00
2361		At Tutorial registration Expense		0	0.00	0.00
2362		Computer expenses		0	0.00	0.00
2363		Notes expense		0	0.00	2,500.00

Code			Description		#	# People	Amount Per	Total Amount
2364			Space Rental		0		0.00	0.00
2365			Tutorial Advertising		0		0.00	0.00
2366			Other Tutorial Expense:		0		0.00	0.00
2400		**Technical Digest (Pre Conference/Tutorial)**						**26,750.00**
2401			Paper			2000	5.00	10,000.00
2402			USB			2000	8.00	16,000.00
2403			Shipping					750.00
2500		**Proceedings (At or Post Conference/Tutorial)**						**55,000.00**
2501			Paper - JSTAR					25,000.00
2502			Apps					5,000.00
2503			Sessions recording (Camtasia)					25,000.00
2600		**Conference Local Arrangements**						**221,550.00**
2601			Audio-Visual					80,000.00
2602			Poster Board Rental			120	$ 50.00	6,000.00
2603			Internet Access/Communications					2,000.00
2604			Signage					3,500.00
2605			On-site Temps					3,000.00
2606			Security					4,500.00
2607			Convention Center					31,625.00
2608			Hotel Meeting Rooms					0.00
2609			Hotel Penalties					0.00
2610			Tours					0.00
2611			Attendee Gifts			1750	$ 35.00	61,250.00
2612			Transportation					27,675.00
2613			Hotel Gratuities					2,000.00
					#	# People	Amount Per	Total Amount
2700		**Food and Beverage**						**420,908.00**
				* TUTORIAL RELATED FOOD EXPENSES ------------------				3,060.00
				** EXHIBITS RELATED FOOD & BEVERAGE ---------------------------				2,000.00
2701			Total Receptions:		18000	1,666.00	62.50	230,260.00
2702	1		Welcome Reception			1532	55.00	84,260.00
2703	2		Award Banquet		18000	1800	$ 70.00	144,000.00
2704	3		Reception		0			0.00
2705			** Exhibit Move-in Beverages		0			2,000.00
2706			Are Tax (__%) and Gratuity (18%) In		0			0.00
2707			**Total Breakfasts:**		0	0.00	25.00	**0.00**
2708	1		Session Chair Breakfast (not planned)		0	0	25.00	0.00
2713			** Exhibits related Breakfasts					0.00
2714			* Tutorial related Breakfasts					0.00
2715			Are Tax (__%) and Gratuity (18%) Included??					0.00
2716			**Total Luncheons:**		0	37.86	50.00	**12,200.00**
2717	1		Award Committee Luncheon			10	$ 60.00	600.00
2718	2		VIP Luncheon			10	$ 60.00	600.00
2719	3		Women Professional Luncheon			50	$ 40.00	2,000.00
2720	4		YP Luncheon			75	$ 40.00	3,000.00
2721	5		TC & Chapter Chair Luncheon			50	$ 50.00	2,500.00
2722	6		Editors Luncheon			40	$ 50.00	2,000.00
2723			** Exhibits related Luncheons					0.00
2724			* Tutorial related Luncheon			30	$ 50.00	1,500.00
			Are Tax (__%) and Gratuity (18%) Included??					0.00
2725			**Total Dinners:**		0	#DIV/0!	#DIV/0!	**0.00**
2726	1		Dinner					0.00
2727	2		Dinner					0.00
2728	3		Dinner					0.00
2730	5		Dinner					0.00
2731	6		Dinner					0.00
2732	7		Dinner					0.00
2733			Are Tax (__%) and Gratuity (18%) Included??					0.00

			Total Breaks:		0	4,415.33	13.00	172,198.00
2734								
2735		1	Break - AM		0	6563	13.00	85,319.00
2736		2	Break - PM			6563 $	13.00	85,319.00
2737		3	Break					0.00
2747			** Exhibits related Breaks					0.00
2748			** Exhibits related Breaks					0.00
2749			* Tutorial related Break			120 $	13.00	1,560.00
2750			* Tutorial related Break					0.00
2751			* Tutorial related Break					0.00
2752								0.00
2753			Other F & B activities		2	100	125.00	6,250.00
2754			TPC Luncheon		1	50	50.00	2,500.00
			TPC Dinner		1	50	75.00	3,750.00
2755			* Tutorial related Break		0	0	0.00	0.00
2756			** Other Exhibits related Social Funct		0	0	0.00	0.00
2800	**Program**							**9,000.00**
2801			Special Speakers Fee					7,500.00
2802			Special Speakers Travel					1,500.00
2803			Program Speaker Fees					0.00
2804			Program Speaker Travel					0.00
2805			Other Program Production					0.00
2806			Paper Review					0.00
2900	**Conference Administration**							**87,333.75**
2901			Credit Card Fees					35,583.75
2902			Bank Fees (incl. wire transfer)					1,750.00
2904			Travel Grants & Awards					8,000.00
2905			Insurance & Bonding					500.00
2906			Printing/Duplication					10,000.00
2907			Postage					7,500.00
2908			Office Supplies					1,500.00
2910			Freight Shipping					3,500.00
2911			Grant G&A					0.00
2912			Phone Fax					4,000.00
2913			Admin Services					0.00
2914			Staff travel					15,000.00
2915			Other					0.00
2950	**Society Admin Fee**							**350.00**
2951			Society Admin Fee					350.00
2975	**Audit Fee**							**6,000.00**
			If IEEE is doing the audit, manually enter the EST FEE number below into the grey box on the right					
2976			Audit Fee (.6% of rev. or exp. whichever is greater)					6,000.00
3000	**Committee**					**Hours**	**Per Hour**	**65,900.00**
3001			OC & TPC Gifts					3,000.00
3002			OC & Volunteer Attire					3,000.00
3003			Travel					40,000.00
3004			Meetings, Conf Calls					17,500.00
3005			Secretary Hours			0	0.00	0.00
3006			Committee Dinner		2	20	60.00	2,400.00
3007			Committee Social Event			0	0.00	0.00
3008			Student Volunteers			0	0.00	0.00
3009			Other					0.00
3050	**Value Added Tax (VAT) Owed**							**0.00**
			VAT					0.00

3100	**Miscellaneous**					109,854.18
3101		IEEE Society Advance Loan Repayments				40,000.00
3102		IEEE Section Advance Loan Repayments				0.00
3104		CONFERENCE ADMIN FEES (% of Meeting Expenses)				0.00
3105		Contingency (10%, for Budget Only)				109,179.18
3106		Other(Soccer Game T-Shirt)		45	$ 15.00	675.00

Appendix L Code of Conduct

- **IEEE GRSS Code of Conduct**

IEEE GRSS is committed to providing a safe, productive, and welcoming environment to all participants at IEEE GRSS-related events.

- Discrimination, harassment, or bullying is not permitted in any form.

- Speech unrelated to scientific merit and/or IEEE GRSS activities (including but not limited to ethnicity and national origin, race, gender identity, age, body shape or size, disability, veteran status, marital status, sexual orientation, gender, employment status) is not permitted.

- Deliberate intimidation, sustained disruption of talks and events, inappropriate contact, and unwelcome attention is not permitted.

- All participants are expected to provide respect and consideration to other attendees.

- All participants are expected to alert IEEE GRSS officials if they notice a dangerous or inappropriate situation or harassment of any kind.

- **Instructions for reporting violations of the Code of Conduct:**

- IEEE GRSS seeks to provide a safe and academic environment at its events. Participants should report any behavior inconsistent with the principles outlined here to on site staff, security or venue personnel (specifically, [list venue personnel here]), or to https://secure.ethicspoint.com/domain/media/en/gui/20410/index.html.
- Once we have received a harassment complaint, IEEE GRSS will coordinate with IEEE to help ensure prompt implementation of the of IEEE Code of Ethics and Code of Misconduct procedures (See Section 7.10: https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/corporate/ieee-policies.pdf)
- IEEE GRSS reserves the right to remove an individual from the conference without warning or refund, prohibit attendance at future conferences, and notify the individual's employer.

Appendix M IGARSS 2017 and 2022 Schedules "At-A-Glance"

IGARSS 2017 SCHEDULE AT A GLANCE						
Time	**SUN** 7/23/17	**MON** 7/24/17	**TUE** 7/25/17	**WED** 7/26/17	**THU** 7/27/17	**FRI** 7/28/17
8:00 - 9:40	Tutorials & Workshop (8:30 - 12:00)	Opening Session (8:45 - 10:00)	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions
9:40 - 10:40		Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break
10:40 - 12:20		Plenary Session & Symposium Introduction (10:30 - 12:20)	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions
12:20 - 13:40	Lunch Break (12:00 - 13:30)	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
13:40 - 15:20	Tutorials & Workshop (13:30 - 17:00)	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions
15:20 - 16:20		Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Coffee Break
16:20 - 18:00		Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions (15:50 - 17:30) / Closing Ceremony
18:00 - 19:00				Soccer Tournament	Awards Banquet	
19:00 - 22:00	Welcome Reception (19:30 - 21:30)	Tex-Mex Dinner	Texas Night	Soccer Tournament	Awards Banquet	Rodeo Night

Date	Day	8am		9am		10am		11am		12nn		1pm		2pm		3pm		4pm		5pm		6pm		7pm		8pm		9pm		10pm		11pm		12am
		0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0	30	0

17-Jul Sunday
- Half-day Tutorial Session 1
- Full-day Tutorial Session 1
- Half-day Tutorial Session 2
- Full-day Tutorial Session 1
- Welcome Reception

18-Jul Monday
- Plenary Session and Opening Ceremony
- P Oral 1
- P Oral 2
- TIE Forum 1
- TIE Forum 2

Exact time for virtual sessions
| 19:50 to 21:20 | 21.35 to 22.45 | 23.00 to 00.30 |
| Virtual Oral 1 | Virtual MM 1 | Virtual Oral 2 |

19-Jul Tuesday
- P Oral 3
- P MM 1
- P Oral 4
- P Oral 5
- TIE Forum 3
- Technical Visit: FRIM
- Virtual Oral 3
- Virtual MM 2
- Virtual Oral 4
- Chapter Chairs Meeting

20-Jul Wednesday
- P Oral 6
- P MM 2
- P Oral 7
- P Oral 8
- TIE Forum 4
- Technical Visit: MYSA
- Fun Run
- Virtual Oral 5
- Virtual MM 3
- Virtual Oral 6

21-Jul Thursday
- P Oral 9
- P MM 3
- P Oral 10
- P Oral 11
- TIE Forum 5
- TIE Forum 6
- Technical Visit: Secret Garden
- Virtual Oral 7
- Virtual MM 4
- Virtual Oral 8
- Awards Banquet

22-Jul Friday
- P Oral 12
- Closing Ceremony

| | represents a 15 min break |

	Social Events
	Opening and Closing
	TIE workshop
	Tutorials

	Physical Oral
	Physical Multimedia
	Virtual Oral
	Virtual Multimedia