Conference Organizer **Newsletter**

Mobile Apps for Conferences

By Nicole Allen

Mobile Applications have become very popular in the past few years and are being created for just about everything, mobile apps for conferences are a topic of discussion in the meeting planning field. Below is just a small list showing the benefits of having a mobile application for your event.

- **Real-time access to event information** – With constant changes to conferences, updated information can be immediately available to conference attendees.
- **Less paper used onsite** - The Program Guides given out at conferences get bigger and bigger every year. The option of an electronic version of the program guide can cut down on the amount of paper used and reduce costs.
- **Real-time feedback** – Surveys can be sent to attendee's in real time. This helps to get the information while it is fresh. It can help to get an issue discovered in the survey corrected while onsite.
- **Social mobile networking** – Yet another way for attendees to network, they can arrange to meet at the conference and exchange ideas. It is also a way for meeting planners to stay on top of issues that may arise during an event.
- **Branding** – Mobile apps are extremely popular and give the impression of being-up-to-date on the newest technology.
- **Improved analytics** – Mobile apps have the ability to track page views and other attendee activity throughout the conference.
- **Management tools** - Mobile apps can also help the Professional Conference Organizers with the ability to store related information on a smart phone or mobile device.

Inside this issue:

ICASSP 2011

May 22–27, 2011
Prague
Czech Republic

ICIP 2011
Sept. 11-14, 2011
Brussels, Belgium

New Budget Form

By Linda Skeahan

SPS has developed and released a new online budget development form which may be used by SPS conferences and workshops going forward.

The new form has a preface with instructions and a new look and feel. The form provides the information in graph and chart form for those of you who prefer a quick overview of the budget details.

You can access the new Budget form directly or through the SPS Conference Resource Page under "Preparing a Budget".

The form may be completed online and should be saved and emailed to conf.budgets@ieee.org. If there are any problems encountered while using the form, please contact l.schwarzbek@ieee.org or l.skeahan@ieee.org.

The Conference Services staff are happy to assist you on developing a conference budget and preparing it for quick approval.

Conference Organizers Handbook *Guidelines*

By Lisa D. Schwarzbek

The current Conference Organizers Handbook was published in 2009. Since then several policies, procedures, and services have changed. Also, to make it easier to find the information you may need we have redesigned the handbook. The 80-page document will be replaced with a collection of 1 – 5 page guideline documents and worksheets on particular subjects.

The subjects of the guidelines range from Handling Non-Presented Papers and Handing Cases of Author Misconduct to preparing a proposal and conducting a site inspection.

In addition to the new budget form described above, there are new forms for initiating a Request for Proposal and submitting a proposal. "Templates" for conference proposals and call for papers are being prepared. We will unveil each new guideline, form, and template in this newsletter as it becomes available on the website.

Our goal is to provide you with the information and support you need to organize a conference. If you have a suggestion for a guideline or form, please send an e-mail to l.schwarzbek@ieee.org

Panel of Conference Organizers (POCO)

21 – 23 July, 2011

Beijing, China

Raffles Beijing Hotel

By Linda Skeahan

The Panel of Conference Organizers (POCO) is an annual event sponsored by the IEEE Conference Services department. The event provides an educational and networking forum for Conference Organizers, Regional Conference Coordinators, and the Vice Presidents of Conferences for all IEEE societies/councils, and representatives of other IEEE organization units (OUs).

POCO will cover new approaches to planning and developing conferences through:

- Workshops
- Breakout sessions
- Panel discussions
- Seminars and Focused Sessions
- Access to "Best Practices"
- Opportunities to meet with IEEE Meetings and Conferences staff for discussions and questions
- Network with other conference organizers & exchange ideas, success stories, and challenges.

There is no registration fee and meals are provided. However, you would be responsible for travel and lodging expenses.

Registration for 2011 POCO is open now through 15 June 2011, on a space-available basis.

Please register here.

View the 2011 POCO meeting schedule.

View information visa information.

View travel information

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WEB ADDRESS:
www.signalprocessingsociety.org

Welcome to Our Newsletter…

Welcome to the IEEE Signal Processing Society Conference Organizer Newsletter. In each bi-monthly edition you will find informative articles about planning and implementing a sponsored conference including information about the Conference Organizers Solutions, conference policies, best practices, and the Society's conference business.

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Upcoming Conferences	Call-for-Paper Submission Deadlines	Locations	Conference Dates
IEEE Statistical Signal Processing Workshop (SSP)		Nice, France	June 28 - 30
2011 8th IEEE International Conference on Advanced Video and Signal Based Surveillance (AVSS)		Klagenfurt, Austria	August 30-September 2
2011 IEEE Thematic Meetings on Signal Processing (THEMES)		Brussels, Belgium	September 11
2011 IEEE International Conference on Image Processing (ICIP)		Brussels, Belgium	September 11 - 14
2011 IEEE International Conference on Multimedia and Expo (ICME)		Barcelona, Spain	July 11 - 15
2011 IEEE International Workshop on Machine Learning for Signal Processing (MLSP)		Beijing, China	September 18 - 21
2011 International Conference on Acoustics, Speech, and Signal Processing (ICASSP)		Prague, CZ	May 22 – 27
The 12th IEEE International Workshop on Signal Processing Advances in Wireless Communications (SPAWC)		San Francisco, CA, USA	June 26-29
IEEE Workshop of Signal Processing Systems (SiPS)	April 24, 2011	Beirut, Lebanon	October 4 - 7
2011 IEEE International Workshop on Multimedia Signal Processing (MMSP)	April 30, 2011	Hangzhou, China	October 17-19
2011 IEEE Workshop on Applications of Signal Processing to Audio and Acoustics (WASPAA)	May 13, 2011	New Paltz, NY USA	October 16-19
2011 IEEE International Workshop on Information Forensics and Securty (WIFS)	June 22, 2011	Foz do Iguaca, Brazil	November 29 – December 2