

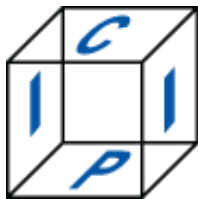
Conference Organizer Newsletter

IEEE
Signal Processing Society

August 2010

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IEEE International Conference on Image Processing

Hong Kong Skyline



Message from the VP-Conferences

I spent three weeks in India this summer and had the opportunity to visit the IEEE Signal Processing Society Chapters at Bangalore and Hyderabad. These visits renewed some old friendships and created some new ones. More importantly, it reminded me of the tremendous infrastructure the Society has in its Chapters to support its mission.

I found the membership in the chapters to be diverse (lots of students, members from both academia and industry in strong numbers), technically active locally, and brimming with enthusiasm to do more. While many of our conferences and workshops are organized by the local chapters or with active involvement of the local chapters, a large number of conferences at present do not seem to involve the local chapters. I encourage all conference organizers to engage the local chapters of the Society from the early stages of planning through the final organization of the event.

There are several reasons, both short and long term, why this is a good idea. The students often are able to provide valuable support for the organization of the event while greatly benefitting from the learning and networking environments provided by the conferences and workshop. Local organizers are able to bring in regional and cultural experiences for the conference attendees. Equally important, getting local chapters involved in our conferences helps the Society enhance its regional activities, and helps to grow a new generation of regionally diverse leadership for the Society.

ENGAGE THE LOCAL
CHAPTERS OF THE
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ORGANIZATION

The next meeting of the Society's Conference Board will be held in Hong Kong during ICIP 2010. Among the items that will be discussed at the meeting are the creation of a conference series aimed at serving our members from industry, inclusion of presentation slides in IEEE Xplore, conference presentations on IEEE.tv, (you may have already noticed that videos of several presentations from ICASSP 2010 and THEMES 2010 are available on IEEE.tv now), and the creation of regional conferences. I will report on these and other issues in later newsletters. In the meantime, if you have news that you would like me to share with the Conference Board, please send me or Lisa a note.

- V. John Mathews, VP-Conferences,
Mathews@utah.ece.edu

"Top 10" Must-Know Policies and Procedures

The IEEE Signal Processing Society's conference business continues to be successful because of conference organizers like you. Your ability to adapt to the ever-changing needs of the signal processing community, with innovation and careful attention to detail, is the foundation of our success. As you have had to adapt, so have the IEEE and SPS policies and procedures. They are constantly changing with corrections, updates, additions, and subtractions to policy.

The main policies that govern conferences are [IEEE Section 10](#) and the [SPS Section 7](#). There are more policies in the [IEEE Publication Services and Products Board Manual](#), [IEEE Procurement Procedures](#), and [IEEE Financial Operations Manual](#) that apply to you, the conference organizer. Please note that SPS policies can be, and often are, more rigorous than IEEE policy.

Below are the "Top 10" must-know policies for SPS conference organizers. They are the ones most often asked about. Rather than restate the policy, we have given you a brief overview. Visit the IEEE and the SPS websites for details.

1. NONDISCRIMINATION (IEEE Policy 9.26) - All web pages must link to the IEEE nondiscrimination policy <http://www.ieee.org/about/corporate/governance/p9-26.html>. All Web pages and printed material, such as conference call for papers, awards booklets, conference programs, etc., must include the statement: "IEEE prohibits discrimination, harassment and bullying."

The conference program should state: "Please see the staff at the registration area for help with any special needs. Or telephone (phone number)." This statement addresses the US Federal Government's requirement of IEEE regarding the American with Disabilities Act regulation.

2. CONFERENCE BUDGETS (IEEE Policy 10.1.6) (SPS Policy 7.3.6) – Please send your conference budget to Linda Skeahan, Conference Administrator. Linda will check for several criteria but the two that are critical are (1) budget must be set to generate a minimum surplus of 20% over projected expenses and (2) an expense item representing an administrative fee equal to 2% of the total (pre-loan) expense budget* must be included.

The Society cannot approve a budget with less than a 20% surplus or that does not have the administrative fee as an expense item.

*For joint meetings the 2% administrative fee comes from the SPS share of the surplus.

3. PUBLICATION REQUIREMENTS (IEEE Conference Publication Procedure) – Please complete and submit the two forms required by IEEE so that the conference proceedings can be published. The IEEE Conference Information Schedule (CIS) and the IEEE Conference Publication (CPP) forms can be found online at:

http://www.ieee.org/web/conferences/organizers/required_documentation.html. These should be among the first forms you file, as IEEE doesn't "recognize" the conference proceedings published as part of the IEEE nor the Electronic Library (IEL) without having received the forms.

4. CLOSING (IEEE Policy 10.1.10) (SPS Policy 7.3.2) – Organizers must close the conference quickly. Please contact the SPS Conference Services staff early in the planning of your conference to get the closing process started. For advice on the closing process please see the article "Closing a Conference", April 2010.

<http://www.signalprocessingsociety.org/conferences/conference-resources/>

5. CONTRACTS (IEEE Policy 10.1.18) (IEEE Procurement Procedures) – Please send all contracts, regardless of the dollar amount, to the SPS Conference Services staff. If the contract is more than US \$25,000 you can expect the review and approval process to take about four (4) weeks.

If you want to hire a Professional Conference Organizer (PCO) to manage all or part of your conference you need a signed contract with the PCO before work can begin. For more information see the article "Professional Conference Organizer Contracts" February, 2010.

<http://www.signalprocessingsociety.org/conferences/conference-resources/>

To reduce the contract review and approval time, IEEE has negotiated standard agreements with several major hotel chains as well as a 'generic' hotel. The advantage of this is that they already have the legal clauses that IEEE requires. Contract templates can be found at

http://www.ieee.org/conferences_events/conferences/organizers/contracts.html



(Continued next page)

Continued -- "Top 10" Must-Know Policies and Procedures

6. NO-SHOWS OR NON-PRESENTED PAPERS (SPS Policy 7.13) – You need to have a procedure in place for confirming the presentation of papers at your conference. Please see the article "Handling Non-Presented Papers: Before and After" June 2010. <http://www.signalprocessing.org/conference/conf-newsletter/>
7. ADVERTISING (SPS Policy 6.8) - You may place an advertisement in the *IEEE Signal Processing Magazine*. One full-page black and white ad is free for ICASSP and ICIP; other SPS conferences are charged a significantly reduced fee. Your paid ad gets you a space-available ad in the *Content Gazette*. You must submit your ad to the Magazine 4 months prior to the publication date. There are several other advertising opportunities, please contact the Society staff for more information.
8. AUTHOR REGISTRATION (SPS Policy 7.9) - Each paper accepted by your conference must be covered by one full registration; each full registration can cover up to four papers. This requirement should be included in the author information on your conference website.
9. SOCIETY ADMINISTRATIVE MEETINGS (SPS Policy 7.3) – The Society's Board of Governors and administrative boards and committees meet with ICASSP and ICIP. Having administrative meetings at your event typically increases your conference's visibility and registration. Because the Society sponsors the conference, the needs of the administrative bodies are met by the conference.
10. LOGOS (SPS Policy 7.16) – The logos of your university or institution may not appear on the conference material, including websites. Only the SPS, partner societies, financial or technical co-sponsors may appear. The IEEE and Society logos must appear.

Please note, that only financial participants are "Sponsors" (IEEE and legal definition)

If you have any questions, please contact the SPS Conference Services staff.

- Lisa Schwarzbek, Conference Services Manager, l.schwarzbek@ieee.org

- Linda Skeahan, Administrator Conferences, l.skeahan@ieee.org

COS: Focus on Solutions



Conference Organizer Solutions is an electronic toolkit designed for the SPS conference organizer. While the name means what it says, there are many layers to what it can do for you and your event. One of its layers is the different services you can expect from the SPS staff. Our procedures and methods for supporting Conference Organizers is changing and we are implementing a staff training strategy aimed towards customer service and applicable conference planning skills. The staff is always looking for ways to deliver solutions to organizers like you. So making your job simpler is at the top of our change list.

In the last CO Newsletter we announced the kick off of the advisory committees that will guide the development of the COS tools. Discussion among committee members has been both candid and beneficial, giving staff a more thorough understanding of the conference organizer's perspective. We have also learned how the COS tools need to serve you. One change you will see soon is the difference in timing and amount of information sent to new conference organizers. The current "Welcome" letter addresses nine critical procedures, all of which have different levels of urgency and different time constraints. The new Welcome letter will be replaced with a "Quick Start Guide". It will address only those procedures that must be accomplished in a short time frame. The Quick Start Guide will be followed up with periodic messages to lead a conference organizer through the IEEE compliance procedures. This idea was inspired by the Advisory Committees and it is one you're sure to like.

Preparing COS for you and other conference organizers has led to other positive steps and time-saving ideas. Please share your ideas with us by e-mail to: l.schwarzbek@ieee.org.

The Advisory Committees are now able to access the testing sites for each component of COS. To test the online systems and determine where the systems need streamlining. This will, without a doubt, lead to more discussion. We're looking forward to it! We are grateful to the Advisory Committees for their time and commitment.



Conference Coverage on

The IEEE Signal Processing Society is making its second appearance on IEEE.tv. The first appearance is the "Truth About The JFK Assassination. Signal Processing Tells the Story," which can be found at <http://www.ieee.tv/history>.

IEEE.tv will soon feature plenary talks from ICASSP 2010 and presentations from IEEE-THEMES 2010. We look forward to adding more to the IEEE.tv site with future ICASSP, ICIP, and other conference video recordings.

To get your conference on IEEE.tv please contact me at n.allen@ieee.org. Together we will go through the following step-by-step process.

Step One: Select one or more of the following packages:

- Presentations: The recording of plenaries, presentations, tutorials, special sessions, etc.
- Conference Overview: The recording and production of a 5-10 minute conference overview video. Working with you, IEEE.tv will identify key sessions, speakers, exhibits, events, etc. to be captured by the IEEE.tv crew for use in producing the overview.
- Organizer Talks: Interviews with selected members of the organizing committee.
- Speaker Highlights: Interviews with selected speakers.

The cost to produce each package is determined by the number of sessions to be recorded, the number of video crews needed, and which service option you choose.

All four packages include: presence in IEEE.tv library, DVD (if requested), and a dedicated webpage where your conference videos are grouped and promoted.

Step Two: Select one of the following service options:

Option 1: You hire IEEE.tv to produce the content. The IEEE.tv team will secure a local AV company and send an IEEE.tv Producer to monitor and coordinate the video recording. This is the easiest service option. The IEEE.tv team will ensure that a qualified AV company is secured and that the recording is done to IEEE.tv specifications; which will allow IEEE.tv to post the video to IEEE.tv quickly.

Option 2: If you have a preferred AV company that you would like to hire you may choose to have IEEE.tv send a Producer to the conference to monitor and coordinate the video recording. This will ensure that the recording is done to IEEE.tv specifications; which will allow IEEE.tv to post the video to IEEE.tv quickly.

Option 3: If you have a preferred AV company that you would like to hire but would rather not have a producer from IEEE.tv onsite, you should have a person onsite who has been in contact with an IEEE.tv Producer before the video recording. Your AV company must follow the IEEE.tv specifications precisely to allow IEEE.tv to post the video properly and promptly.

Step Three: I send an RFP to IEEE.tv to get an estimate.

We encourage all SPS conference organizers to take advantage of this opportunity. To see the ICASSP 2010 and THEMES 2010 video and much more visit the IEEE.tv website at <http://www.ieee.tv/conference-highlights>.

- Nicole Allen, Meeting Coordinator, n.allen@ieee.org

ICIP 2010 – Conference Board Meeting Preview

We are on the road to Hong Kong! The place where "East meets West" will, under the leadership of Professor Wan-Chi Sui, host the 17th IEEE International Conference on Image Processing (ICIP) next month. If you haven't already done so, please register today.

The Conference Board meeting is scheduled for Tuesday 28 September at 7:00 p.m. Conference Organizers are invited to attend the meeting. The final agenda will be posted on the SPS website later. However, below are some of the topics expected to generate interesting discussion.



- Conference Presentation Slides on IEEE Xplore
- COS Project Update
- Industry-Friendly Conferences
- Technical Meeting Plagiarism Policy
- Themes 2011

- Lisa Schwarzbek, Conference Services Manager, l.schwarzbek@ieee.org

Upcoming Conferences	Call-for-Paper Submission Deadline	Location	Conference Dates
2010 International Conference on Natural Language Processing and Knowledge Engineering (NLP-KE)	June 1, 2010	Beijing, China	August 21-23, 2010
2010 IEEE International Workshop on Machine Learning for Signal Processing (MLSP)	April 1, 2010	Kittila, Finland	August 29-Sept. 1, 2010
7th IEEE International Conference on Advanced Video and Signal-Based Surveillance (AVSS)	April 5, 2010	Boston, Massachusetts, USA	August 29-Sept. 1, 2010
2010 17th International Conference on Image Processing (ICIP)	February 8, 2010	Hong Kong	September 26-29, 2010
2010 IEEE 12th International Workshop on Multimedia Signal Processing (MMSP)	April 25, 2010	Saint-Malo, France	October 4-6, 2010
6th IEEE Sensor Array and Multichannel Signal Processing Workshop (SAM)	April 12, 2010	Kibbutz Ma'ale Hahamisha, Israel	October 4-7, 2010
2010 IEEE Workshop on Signal Processing (SiPS)	April 9, 2010	San Francisco, CA, USA	October 6-8, 2010
9th IEEE International Workshop on Genomic Signal Processing and Statistics (GENSIPS)	July 24, 2010	Cold Spring Harbor Laboratory, New York, USA	November 10-12, 2010
2010 IEEE Spoken Language Technology Workshop (SLT)	July 21, 2010	Berkeley, CA, USA	December 12-15, 2010
The IEEE International Workshop on Information Forensics and Security (WIFS)	July 2, 2010	Seattle, WA, USA	December 12-15, 2010
2011 Digital Signal Processing and Signal Processing Education Meeting (DSP/SPE)	August 30, 2010	Sedona, AZ, USA	January 4-7, 2011

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IEEE Offices will be closed Monday, 6 September for the US Labor Day holiday.

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Send your suggestions or comments to Lisa Schwarzbek at l.schwarzbek@ieee.org.

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 Nicole Allen, Meeting Coordinator n.allen@ieee.org

Next Issue:

COS – Conference Organizer Solutions
 ICIP 2010 Conference Board Meeting Highlights