

December 2010

## Inside This Issue

- 1 Stargazing the Future of SPS Conference Services
- 2 Risk and Crisis Management Part 2: Cancel, Relocate, Reschedule, or None of the Above
- 3 Advertising Options
- 4 Cutting Edge Event Technology
- 5 Countdown to 2011
- 5 2010 Snapshot
- 6 Upcoming Conferences and Workshops



### CORRECTION:

In the October issue we published the un-amended version of Policy 7.17 Technical Meeting Paper Plagiarism. The amended version includes the following statement:

[This policy only applies to conference papers. SPS Policy 6.1.3. applies to journal papers.]

[Online Version of the C O Newsletter](#)

## Stargazing the Future of SPS Conference Services

Looking ahead, there are many exciting opportunities coming our way. One opportunity that will have a significant impact on SPS is the introduction of the IEEE Conference Exchange (ICX) platform developed by IEEE Conference Services.

ICX will provide a centralized operational foundation for the IEEE conference business, while supporting the autonomy of the Societies and Councils and Conference Organizers in managing their respective conferences. It will enable all backend operational processes while offering new event-based services to conference organizers.

One of the backend operational processes is efficient real-time membership verification. Another is a streamlined membership purchasing with registration. ICX will also allow direct data transfer for faster easier conference closing, and many other business operations that we currently cannot offer.

The COS tools configuration and development done in 2010 has been guided and informed by the ICX project as well as the Advisory Committees populated by volunteers like you. As we carefully introduce COS we are preparing for ICX. The benefit of going through this transition now is that when ICX comes online we will be ready to go.

In 2011 SPS Conference Organizers can expect to see more improvements in the resources and tools available to you. To help determine the direction of these improvements we issue a survey to all SPS Conference Organizers. The survey will give you the opportunity to tell us how we are doing. You can expect to receive the survey sometime in the first quarter of 2011.

Thank you for a great 2010. The SPS Conference Services staff enjoys your enthusiasm and we are inspired by your dedication. We look forward to another great year serving you.

- Lisa D. Schwarzbeek, Manager, Conference Services  
[l.schwarzbeek@ieee.org](mailto:l.schwarzbeek@ieee.org)



## Risk and Crisis Management – Part 2: Cancel, Relocate, Reschedule or None of the Above

In the last C O Newsletter article "Risk and Crisis Management – Part 1: Preparing for the Unexpected", I mentioned the government-issued "Traveler's Advisory Notices" from the U.S. State Department, the British Foreign and Commonwealth Office (FCO), and many other national governments. The websites for these agencies should be read regularly before a conference. Another important organization to monitor is the World Health Organization (WHO). WHO may issue a traveler's advisory in the case an outbreak of disease.

A government-issued Traveler's Advisory Notice can affect the ability of the delegates to travel to the conference, to return home after the conference, and to enjoy the conference in safety. In rare instances, a traveler's advisory could be so alarming that it will cause you to wonder if you should hold the conference as planned. On the other hand, available options may inform your decision to go forward as planned.

There are two levels of Traveler's Advisories, alert and warning.

If an agency issues a simple "**alert**" there is reason to be concerned. If an "alert" is issued we can assume that it will have an impact on the number of people willing to travel to the conference. In this instance we should work with the hotel and/or convention center to reduce our obligations (i.e. reduce the guest room block, reduce the F&B minimum). It is also important to make sure that you address this alert on the conference website. A simple statement acknowledges the alert but assures delegates that the conference is going forward as planned.

If an agency issues a "**warning**" about traveling to where the conference is being held there is a need to act. You must notify the VP-Conferences, Executive Director, and/or the Manager Conference Services. He/She will initiate a preset decision-making process. The decision as to what to do in reaction to a traveler's advisory is solely that of the SPS Executive Committee and IEEE Crisis and Issue Communications Team (CICT). Of course, we will need the Conference Organizing Committee to inform the decision as to what is the best course of action.

There are a few different options and all of them require careful and thorough consideration. Cancelling a conference is the most drastic and difficult of these and should not be considered unless circumstances make it unavoidable. Cancelling involves difficult and complicated tasks such as issuing refunds, finding alternate conferences for authors to present, and handling legal issues. Consider all circumstances. You may find that holding the conference is less risky than the alternative. Rescheduling or relocating a conference, although not as drastic, is still not an easy decision. Both options present financial and legal issues including the publication of papers; refunds; vendor contracts; registration reimbursements; etc.

Cancelling, rescheduling, or relocating may have a negative impact on the conference series, the delegates, the authors, the organizing committee and even the Society. There are no standards and no quantifiable criteria for making these decisions. Each conference has its own set of factors. The best practice is to be aware and communicate with the each other and the Conference Services staff.

- Lisa Schwarzbek, Conference Services Manager, [l.schwarzbek@ieee.org](mailto:l.schwarzbek@ieee.org)



# CAUTION

## Advertising Options on [www.signalprocessingsociety.org](http://www.signalprocessingsociety.org)

The IEEE Signal Processing Society website has been redesigned. The new design includes a "Conference Home" page that features SPS sponsored and co-sponsored conferences. We encourage all SPS conferences to submit ads for placement on the site. The four advertising options are:

### The SPS Home Page Button

All conferences may have an ad on the Home Page in the right-side column. These ads should be 135 x 177 pixels. [Sample A] Space is limited so your ad may or may not be placed on the Home Page.

### SPS Conference Banner

ICASSP, ICIP, ICME and ISBI each receive a banner ad on the site. The four conference ads rotate on the "Conference Home Page". The required banner size is 500 x 230 pixels. [Sample B]

Other SPS sponsored and co-sponsored conferences may have a banner included in a collage. The collage is included in the rotation as well (space permitting). The required banner size is 130 x 58 pixels. [Sample C]

Requests should be sent in at least 12 months prior to conference start.

### In the News

News should be 8 words or less; be sure to include the URL address for the hyperlink. For example: "IEEE WIFS 2010 Program Announced".

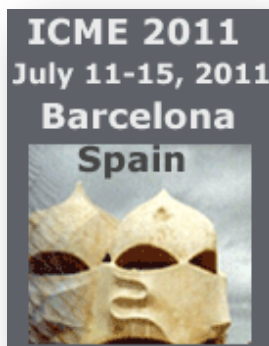
### Call for Proposal

Any of the SPS sponsored or co-sponsored conferences currently issuing a request for volunteers to plan a future SPS conference may place the announcement on the site. Please send me the Call for Proposal as a pdf and/or a link.

All requests submitted will take about 2 weeks to post to the webpage.

Look for more advertising options in a future issue of the Conference Organizers Newsletter.

- Nicole Allen, Meeting Coordinator [n.allen@ieee.org](mailto:n.allen@ieee.org)



Sample A



Sample B



Sample C

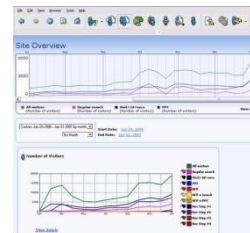
## Cutting Edge Event Technology

I get calls and e-mails almost every day from sales people representing companies that provide products or services to meeting planners. They try to sell the Society everything from imprinted pens to pop-up exhibit booths. Once in a while they have a product or service that catches my attention. For example, technology that improves efficiency, impacts conference publicity, and builds community engagement.



Improving efficiency is focused on the SPS Conference Services Staff and our ability to provide professional, effective, and meaningful support to SPS conference organizers. In this regard we have recently started using a **project management tool**. We are building a basic planning timeline template for each SPS conference so that we can more efficiently and proactively track compliance and timeliness. We are also looking at online solutions for handling the enormous number of forms and files that we use to coordinate our services for conference organizers.

Conference publicity is becoming more important than ever and targeted, direct publicity will lead us to the correct audience for our message. The ability to analyze our data through **web analytics technology** would allow us to track, analyze, and optimize our conference publicity. This is just one of the many benefits of the COS tools.



Social Networking is the "hot" topic in meeting planning. Every meeting planning trade magazine has at least one article on **Social Networking**, the pros and cons, and how to make it work. Social Networks can promote networking among delegates and facilitate group collaboration. If done correctly, a social network can give delegates the ability to search for colleagues, discuss sessions and exhibitors, and schedule get-togethers before and during a conference. They could also, if the service permits, allow them to share group blogs, share group photos, or create private discussions boards.



First impressions say a lot – and that is never more true than at a conference. Without question, onsite performance is what matters. With the COS registration tools the **onsite check-in and registration** will be streamlined and gives delegates a more positive experience. COS (ActiveEvents) provides onsite check-in and badge printing systems robust enough to handle even the most demanding rush and work without an internet connection. No more preprinting materials only to have to reprint them onsite because a name is misspelled.

The tools can also be used to issue **conference and session surveys**. These surveys can be immediately delivered to a desktop or mobile device. Session surveys could be automatically delivered after each session to each person who attended that session; eliminating the paper forms some conferences use today. The same tool can be used for **polling** during a session via SMS messaging with the ability to display real-time results in a plenary or lecture session.

**1D and 2D Bar Coding or RFID name badges** allow the conference organizer to monitor activity. This name badge can be used to track the delegate attendance at a workshop or determine if delegates are finding their way to the exhibits. Imagine how valuable it would be to know more about the delegate experience -- from the sessions they attend to the exhibits they visit.

The Mobile Generation is here. This generation expects information to be delivered directly to their **mobile device**. Imagine having the ability to view the program agenda, manage session schedules, take surveys, and network with other delegates on your mobile device. COS (ActiveEvents), with this technology, eliminates the need for paper programs, maps, and mid-conference communication flyers posted on bulletin boards. If there is a room change, for example, the conference organizer would update the session schedule and, instantly, every delegate would be notified of the change. We are looking into a way to use this technology to assist Session Chairs in reporting the condition of the meeting rooms and to confirm the presentation of each author is a session.



All of this technology and more is available to SPS Conference Organizers today via the COS tools. We look forward to your message that you are ready to step into the new age of event management.

- Lisa Schwarzbek, Conference Services Manager, [l.schwarzbek@ieee.org](mailto:l.schwarzbek@ieee.org)

## Countdown to 2011

**Thank you and congratulations to the Conference Organizers of 2010!** Because of your hard work and dedication SPS had another year of exemplary conferences. Below are a few of the many highlights from 2010 Conference activity.

- ICASSP and ICIP both had record attendance, as did several workshops.
- THEMES was launched.
- ICME has been re-energized.

The Conference Services staff has, in our own way, contributed:

- Standard, post-conference survey was introduced
- This Newsletter
- Improved the conference publicity procedures
- ICASSP 2010 plenary talks and THEMES presentations added to the IEEE.tv collection
- Collaborated with Advisory Committees to configure the COS tools.

The Conference Board has had a busy year as well

- Policies on non-presented papers, logos on websites, sister organizations, and plagiarism
- Endorsed ICIP 2015 (Quebec) and ICIP 2016 (Phoenix) locations and teams.
- Established ad hoc committees to study Improving ICASSP and ICIP; posting slide on Xplore; industry-friendly conferencing; improving student experiences; and improving the review process and conference evaluation.

Conference Services staff look forward to another productive, exciting year working with you. In addition to supporting you directly, we have several projects with target completion dates in 2011. Our project list includes project management tools, event database, improve conference organizer resources online, simplified post-conference reporting, no-show guide for authors, welcome packet for new conference organizers, and the implementation of COS. Of course this newsletter will continue as a bi-monthly publication. We have many articles and new features planned for the 2011 editions. We hope you find the C O Newsletter beneficial and we look forward to supporting you in 2011 and beyond.

- Lisa Schwarzbek, Conference Services Manager, [l.schwarzbek@ieee.org](mailto:l.schwarzbek@ieee.org)

## 2010 Snapshot

7	<b>Co- Sponsored Conferences</b>
11	<b>SPS Conferences</b>
11	<b>Technical Co-Sponsored Conferences</b>
24	<b>MOUs</b>
28	<b>Contracts</b>
33	<b>E -notices</b>
36	<b>C O Newsletter Articles</b>
4480	<b>Conference Papers Published</b>



Upcoming Conferences	Call-for-Paper Submission Deadline	Location	Conference Dates
<b>2010 IEEE Spoken Language Technology Workshop (SLT)</b>	July 21, 2010	Berkeley, CA, USA	<b>December 12-15, 2010</b>
<b>The IEEE International Workshop on Information Forensics and Security (WIFS)</b>	July 2, 2010	Seattle, WA, USA	<b>December 12-15, 2010</b>
<b>2011 Digital Signal Processing and Signal Processing Education Meeting (DSP/SPE)</b>	August 30, 2010	Sedona, AZ, USA	<b>January 4-7, 2011</b>
<b>IEEE Statistical Signal Processing Workshop (SSP)</b>	<b>January 15, 2011</b>	Nice, France	June 28-30, 2011
<b>2011 IEEE Thematic Meetings on Signal Processing (THEMES)</b>	<b>February 2, 2011</b>	Brussels, Belgium	September 11, 2011
<b>2011 IEEE International Conference on Image Processing (ICIP)</b>	<b>January 14, 2011</b>	Brussels, Belgium	September 11-14, 2011
<b>2011 Automatic Speech Recognition and Understanding Workshop (ASRU)</b>	April 15, 2011	Hawaii	<b>December 11-15, 2011</b>
<b>The Fourth International Workshop on Computational Advances in Multi-Sensor Adaptive Processing (CAMSAP)</b>	<b>December 2010</b>	San Juan, Puerto Rico	December 13-16, 2011

DECEMBER 2010						
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IEEE Offices will be closed Friday 24 December for the Christmas holiday and Friday 31 December for the New Year holiday.

JANUARY 2011						
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27	28					

IEEE Offices will be closed Monday 21 February for the President's Day holiday.

Send your suggestions or comments to Lisa Schwarzbek at [l.schwarzbek@ieee.org](mailto:l.schwarzbek@ieee.org).

**Next Issue:**

What Attendee Surveys Teach Us  
Conference Banking and Audits

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