

Conference Organizer Newsletter

IEEE
Signal Processing Society

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Introduction to the Newsletter

The purpose of this newsletter is to provide information to volunteers who are members of a conference organizing committee for IEEE Signal Processing Society events. The goal is to keep the volunteer organizers informed and to foster a greater sense of partnership between staff and volunteers.

You can expect to receive the newsletter every other month or so via e-mail. Copies of past newsletters will be archived on the Signal Processing Society website www.signalprocessingsociety.org.

If there is a topic you would like to see featured in the newsletter please send an e-mail to Lisa Schwarzbeek, Manager of Conference Services at l.schwarzbeek@ieee.org.

Message from the Vice President- Conferences

The IEEE Signal Processing Society organizes around twenty conferences, symposia and workshops, and technically co-sponsors another ten or so meetings each year. The success of these events depends integrally on the enthusiasm, talent and efforts of the volunteer organizers like you. Thank you so much for your involvement with organizing Signal Processing Conferences.

As the Vice President for Conferences, I chair the Conference Board of the IEEE Signal Processing Society. In 2010 the Conference Board is continuing to focus on three strategic priorities and directions; improving the quality of our conferences and other technical meetings, improving access to our conferences to a geographically, economically and vocationally diverse group of attendees, and enhancing the services we provide conference volunteers.

In this note, let me tell you about couple of activities in the third strategic priority described above – enhancing service to the volunteers. During the last year, the Society's conference staff, under the capable leadership of our conference services manager Lisa Schwarzbeek worked on identifying conference management companies that meet the Society's needs and standards of service. The Conference Board has approved a list of six preferred companies that each conference may seek management services from. Information about these companies can be found at http://www.signalprocessingsociety.org/uploads/conferences/conf_mgmt_companies.pdf. Using one of these companies will make your life much easier since you can engage them without issuing an open request for proposal (RFP) for services, and the society can help you with the contracting issues without significant additional work.

A second area that the Society is now working on is the development of a comprehensive tool we lovingly call COS (Conference Organizer Solutions). COS, when implemented will provide conference organizers a uniform tool for paper processing and registration, financial management, and volunteer training. The Society's executive committee recently approved the funds to implement the tool, and during this year, the staff will work with an outside vendor and several groups of volunteer conference organizers to design a system that best serves the needs of all our conference events. We anticipate unveiling the tool before the end of 2010.

From time to time, I will write to you with news and perspectives from the Society leadership. I would love to hear from you about your conference organization experiences, both positive and negative, as well as your ideas for improving our conferences. Thank you again for your service to the Society and the Signal Processing Community. It is truly my pleasure and privilege to work with you in this most important function of the IEEE Signal Processing Society.

Quality
Access
Service

Promoting Conferences

Have you ever wondered what promotional support SPS Conference Services offers? Well, wonder no more.

With a little creativity we can employ the IEEE's many resources to advertise SPS conferences.

Consider using some or all of the following:

- Banner Ads for the IEEE Signal Processing Society web page
- Full, half, and quarter page magazine and Content Gazette* ads
- A formatted version of the Call for Papers e-mail
- And much more . . .

Not sure how to get started?

Send the banners, ads, and CFP to me at n.allen@ieee.org. When the opportunity to use any one of them comes our way, I will make sure your conference gets the full benefit of the resources we have available.

Contact me and I will guide you in the right direction.

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



SPS Member Registration Fees

In late 2009 the SPS Executive Committee approved a motion that called for restructuring the registration fee for the conferences owned by the IEEE Signal Processing Society so as to give a significant discount to members of the Society over discounts available to IEEE members who are not Society members. For conferences where the registration fees have not yet been published it is appropriate to implement this new policy.

While the motion did not specify an amount of the discount, the philosophy is to structure the fees in such a way that the IEEE members would get perhaps a 20% discount on the non-member rates, and then the SP members would get an additional 30% or so discount. An example of this can be found in the registration rates for THEMES this year. (www.ieee-themes.org)

The Society's goal is to encourage, through its conference fee structure, IEEE Members to become Signal Processing Society members prior to registering for our conferences. To make signing up for SPS membership a little more convenient, we recommend placing a link to the IEEE Membership web page on the conference registration web page.

Give a significant discount to members of the Society over discounts available to IEEE members who are not Society members.

NEW Policy: Logos on Websites

The SPS Board of Governors approved a new policy.

7.16. Logos on Technical Meeting Websites.

No logos of institutions of technical meeting volunteers may appear on any Society solely-owned technical meeting material, including websites. The main web page for technical meetings may not have any logos other than that of the approved sponsoring entities for the technical meeting. This would mean IEEE and IEEE Signal Processing Society logos only would appear for technical meetings solely owned or Co-sponsored by the Society.

Logos of organizations providing financial support are permitted but may not appear in the same size or at the same location as the sponsors.

If you would like more information on this policy please contact Lisa Schwarzbek, Manager of Conference Services at l.schwarzbek@ieee.org.



Professional Conference Organizer Contracts

The contract for a professional conference organizer (PCO) or conference management company can be the most important and valuable part of planning for a conference. Why?

A PCO contract defines the services to be provided, such as accounting, local arrangements, and so on. But more importantly it defines the parameters of the relationship between a Conference Organizing Committee and the PCO. This relationship can make or break a Conference.

For the most part, the IEEE Signal Processing Society service agreements have been favorable. However, we have recently seen conferences suffer due to risky and vague PCO contracts.

To maintain the integrity and health of the IEEE Signal Processing Society Conference business we are implementing two procedural changes:

- 1) A Request for Proposal (RFP) must be issued by all conferences who wish to hire a PCO to perform Registration and/or Technical Review. [Send an email the l.schwarzbe@ieee.org to request the form.]
- 2) Statements of Work within the PCO agreement must enumerate the rates and fees.

The RFP will give the conference competitive bids for the business. Competitive bids provide a starting point for discussing prices and services. They also give you the information necessary to make an informed decision.

The PCO you select will be the one who most clearly matches your requirements and with whom you feel you will be able to work in partnership.

Once you have selected the PCO you need only notify the SPS Conference Services Staff of your selection. We will work with the selected PCO to ensure that you have a clear and complete contract, which includes a statement of work you require to be undertaken by the PCO. Most PCOs will have a standard agreement that they will send to you for consideration. This agreement must have an enumerated rate and fee schedule. The schedule gives us valuable information about what the conference is going to be charged for each service thereby clearly identifying the financial benefits and risks of the agreement.

The SPS Conference Services staff will facilitate both procedures on behalf of the Conference Organizing Committee.

- Lisa Schwarzbe, Manager of Conference Services l.schwarzbe@ieee.org

Policy Change: Non-presented Papers



The SPS Board of Governors approved a revision to SPS Policy 7.13 Technical Meeting No-Show. The new policy provides that papers that have been accepted by a SPS conference but are not presented will not be included in the proceedings published on IEEE Xplore.

The specific policy can be found in the Governance section of the IEEE Signal Processing Society website.

It is very important that the information for authors clearly states the policy. We recommend using a statement such as "Accepted papers that are not presented at [conference name] will not be published in IEEE Xplore®."

Please note that if the author does not withdraw their paper before the proceedings are published the copyright remains with IEEE whether or not they present at the Conference. This is because the proceedings given to attendees they are considered an IEEE Publication.

The Proceedings should be received by IEEE Conference Publications Program within **30 days** of the last day of the conference. On the "Packing List" for the proceedings indicate which papers were not presented and therefore should be excluded from IEEE Xplore. Do not delete the papers from the files sent to IEEE-CPP.

If you have authors who provided the Technical Program Chairs with an acceptable excuse for not presenting their paper and you wish to allow the paper to appear on IEEE Xplore, you need only notify IEEE-CPP. They will change of status and will publish the paper on IEEE Xplore. This can be done at any time after the conference and should not delay the timely submission of files to IEEE-CPP.

If you would like more information on this policy please contact Lisa Schwarzbe, Manager of Conference Services at l.schwarzbe@ieee.org.

Upcoming Submission Deadlines

Call for Papers	Location	Date	Tutorial/Special Session	Submission Deadline
The 5th International Conference on Cognitive Radio Oriented Wireless Networks and Communications (CROWNCOM 2010)	Cannes, France	June 9-11, 2010	Nov. 1, 2009	February 14, 2010
Second International Workshop on Quality of Multimedia Experience (QoMex 2010)	Trondheim Norway	June 21-23, 2010	N/A	February 14, 2010
2010 IEEE Workshop on Signal Processing Systems (SiPS 2010)	San Francisco Bay Area, CA	6-8 October 2010	N/A	March 31, 2010
IEEE International Workshop on Machine Learning for Signal Processing (MLSP 2010)	Kittila, Finland	Aug. 29-Sept. 1, 2010	N/A	April 1, 2010
6th IEEE Sensor Array and Multichannel Signal Processing Workshop (SAM2010)	Israel	Oct. 4-7, 2010	N/A	April 2, 2010
IEEE International Workshop on Multimedia Signal Processing (MMSP 2010)	Saint-Malo, France	Oct. 4-6, 2010	N/A	April 15, 2010

FEBRUARY 2010

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Upcoming Conferences and Workshops

Upcoming Conferences	Location	Advanced Registration	Conference Dates
4th International Symposium on Communications, Control and Signal Processing (ISCCSP 2010)	Limasol, Cyprus	January 8, 2009	March 3-5, 2010
IEEE Thematic Meetings in Signal Processing (THEMES 2010)	Dallas, TX	February 15, 2010	March 15, 2010
IEEE International Conference on Acoustics, Speech and Signal Processing (ICASSP 2010)	Dallas, TX	N/A	March 15-19, 2010
11th International Workshop on Image Analysis for Multimedia Interactive Services (WIAMIS 2010)	Desenzano del Garda, Italy	N/A	April 12-14, 2010
7th IEEE International Symposium on Biomedical Imaging (ISBI 2010)	Rotterdam, The Netherlands	March 1, 2010	April 14-17, 2010

Next Issue:

ADA & Nondiscrimination Notices

March 2010 Conference Board Meeting

New Regulations for International Travel

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