Conference Organizer Newsletter

IEEE Signal Processing Society

October 2010

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Message from the VP-Conferences

I just got back from my trip to ICIP 2010 in Hong Kong. As has become the norm, ICIP was exhilarating from technical, cultural and social perspectives. The organizing committee, led by Professor Wan-Chi Siu, went the extra mile to make sure that the delegates had a most memorable experience. As is also usual, the Signal Processing Society held several administrative meetings at ICIP, including those of the Conference Board and the Board of Governors. I am pleased to report on several developments at these meetings.
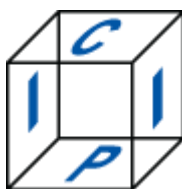
The Conference Board recommended and the Board of Governors approved the locations of ICIP in 2015 and 2016. ICIP 2015 will be held in **Quebec City, Quebec, Canada** and **Phoenix, Arizona, USA** will serve as the ICIP host for 2016. I am confident that these conferences will continue the traditions of excellent technical content and great networking and educational opportunities for all attendees.

A new conference series, tentatively called **IEEE DSP Technology Conference** (DSPTech), with a goal of serving the needs of SPS members and other engineers from industry was approved by the two boards. The first event in this series is planned for Las Vegas in January 2012. DSPTech will be a conference organized by volunteers with extensive industry experience for people from industry.

This year we started the **IEEE Thematic Meetings in Signal Processing** (THEMES). The theme for THEMES 2011 will be on *Emerging Technologies for Video Compression* and will be held in conjunction with ICIP 2011 in Brussels, Belgium. We expect this to be another highly selective and high quality event, with single track sessions where extended length talks are given by senior researchers. The presentations are certain to be remarkable and expertly done; all who attend ICIP or are interested in learning about emerging technology in Video Compression should come to THEMES on 11 September 2011. The papers presented will appear in a special issue of the *IEEE Journal of Selected Topics in Signal* Processing. If you are a researcher in this area, please consider submitting a full length paper for possible presentation at THEMES 2011.

Please feel free to share information about your conference event, or if you have ideas that might enhance our conferences and workshops please send me an e-mail.

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

Risk and Crisis Management – Part 1: Preparing for the Unexpected

Conference Organizers have no greater responsibility than the safety and well-being of the delegates attending the conference. It is the responsibility of every Conference Organizer to minimize risks and prepare for the unexpected.

In this regard the best advice is to take advice. Obviously, different countries and regions offer different types of hazards, which may vary over time and certainly from season to season. The U.S. State Department, the British Foreign and Commonwealth Office (FCO), and many other national governments issue frequent "Traveler's Advisory Notices" (available on their websites) which should be read regularly before and during a conference. 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.

There are three things the Organizing Committee should do to prepare for the unexpected.

1. Insurance

IEEE maintains General Liability Insurance which provides coverage for IEEE financially sponsored and co-sponsored Conferences. IEEE Volunteers, acting within the scope of their duly authorized duties, are included as additional insureds.

Coverage for an IEEE Conference begins once the Conference Information Schedule is approved. A committee list is also requested with the Information Schedule to assist in facilitating the coverage of individual volunteers acting on behalf of the conference.

It may be advisable for you to purchase an addition, depending on the climate at your conference location, Cancelation Insurance. Event cancellation insurance provides comprehensive coverage for any of the additional expenses or lost revenue if caused by unforeseen circumstances beyond your control, such as: cancellation; postponement; curtailment or abandonment; removal to alternate premises; failure to vacate; non-appearance of main attractions.

Event cancellation insurance is in effect from the time of purchase until the conference's close.

Conferences interested in this type of coverage must complete an additional application. For more information or to apply, contact the IEEE Insurance Office via e-mail or +1 732 562 5541 or +1 732 562 5541.

2. Contracts

The contracts for all services and venues should have clauses to minimize the risk to IEEE.   All of these clauses need to be "mutual", in that both IEEE and the other party are protected. There are three clauses that IEEE Contract Management will require before the contract is signed by IEEE.

- **Force majeure** - excuses a party from liability if some unforeseen event beyond the control the party prevents performing its obligations under the contract. Typically, *force majeure* clauses cover natural disasters or other "Acts of God", war, or the failure of third parties--such as suppliers and subcontractors--to perform their obligations to the contracting party. *Force majeure* clauses excuse a party only if the failure to perform could not be avoided by the exercise of due care.

  Force majeure clauses, must apply equally to all parties to the agreement. The clause should set forth some specific examples of acts that will excuse performance under the clause (i.e. wars, natural disasters, etc.) too clarify the circumstances that define force majeure.

- **General liability insurance** - Coverage for an insured when negligent acts and/or omissions result in bodily injury and/or property damage on the premises of a conference or when someone is injured in the general operation of a conference.

- **Indemnification or "Hold Harmless"** – Often coupled with a general liability insurance clause, indemnification protects a party from legal issues related to the vendor performing the contract. In short, it prevents one party from suing the other.

3. Incident Management Plan

Create an **Incident Management Plan** that can be distributed to all members of the Organizing Committee, professional conference organizer and their staff, as well as the property where the conference is being held. The plan should include contact information as well as a communications plan and an incident report form.

For more advice on creating an Incident Management Plan please contact me for a template as well as information about the **IEEE Crisis and Issue Communications Team (CICT)**. The CICT is a group of IEEE staff who are experts in managing the fallout of a crisis or incident. This team helps Conference Organizers deal with the media, insurance, and legal issues.

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

What is in a name? Sponsor vs. Supporter

There are many organizations that provide support for IEEE Signal Process Society conferences. Some organizations provide staff support; some provide grants; and some donate meeting space; sometimes an organization will donate the food for a snack break. Almost every conference has at least one organization that helps to make it a success. The question is: "How should the conference recognize these organizations in its information and materials? Do you call them a "Sponsor" or a "Supporter"?

It isn't as simple as choosing one or the other. Although they seem to mean the same thing, in legal terms they are quite different.

A **Sponsor/Co-Sponsor** is the organization/organization who assumes financial and legal liability for the conference as authorized by IEEE. A sponsor assumes the risk and receives the reward of the event. A Sponsor has responsibility for the technical, financial, public and administrative, and legal aspects of the conference.

A **Co-Sponsor** shares the financial and legal liability for the conference in the same proportion as its risk or reward defined in a memorandum of understanding (MOU) executed on behalf of each Co-Sponsor by its authorized leadership.

A **Technical Co-Sponsor** shares in the responsibility for the technical aspects of the conference (i.e. program, peer review, etc.) but has no financial or legal risk and therefore receives no financial benefits.

A **Supporter** is an individual, corporation, or organization that provides a gift, financial or otherwise, of support to the conference but is not financially or legally liable for the conference. The supporter has no responsibility for the technical, financial, publicity or administrative aspects of the conference. It is important to not call these organizations "Sponsors" as it could make them appear to the public to be liable should there be an incident.

How to Recognize a Supporter

The **logo** of an organization that has provided support to a conference cannot be placed on the conference materials with greater or equal prominence as the IEEE or the Sponsors' logos, per IEEE Policy. The logo of a Supporter should be placed on a separate page titled "Supporters".

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

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

Reclaiming VAT

Many countries levy a flat tax on goods and services ranging from 1% to 25%. These taxes show up on proposals and invoices as VAT (Value Added Tax), also known as IVA, GST, MST, TVA, and MOMS.

The tax is added to not only hotel rooms, train tickets, rental cars, fuel and meals, but on certain events and trade shows as well.

VAT is always the same percentage for a range of commodities (e.g. 10% for food, 20% on luxuries, etc.) throughout a country, and is added to almost everything (It may vary from country to country).

The importance of including the destination's taxes in the budget should not be underestimated, as they can be quite high and affect almost every line item. They are obligatory, cannot be avoided and must be taken into account.

Most countries will refund part or all of the tax to companies who apply for the refund and supply the necessary documentation. It is well worth the effort to go through the complex exercise of VAT reclamation.

VAT reclamation is a detailed and often tedious process that can take months; it is usually best handled by special agencies which collect a percentage of the total amount reclaimed. Either way, your conference budget will require extra funds for this process.

The **IEEE International Corporate Regulatory Compliance Office** will help conference organizers with local governmental regulations in areas of banking, procurement, financial management, registrations required to operate, etc. The actions required for many of these components can vary greatly depending on the specific activity, country and local government.

For more information about the services of the International Corporate Regulatory Compliance Office, please contact the IEEE International Corporate Regulatory Compliance Office. (conference-services@ieee.org)

New Policy – Plagiarism

7.17. TECHNICAL MEETING PAPER PLAGIARISM POLICY

Requirement for Original Material and Sanctions for Plagiarism and for Duplicate Submission of Technical Meeting Manuscripts
Authors are required to submit material that is original and that has not been published, or submitted for consideration, elsewhere. Authors who plagiarize the work of others--who copy the work of another without attribution or appropriate documented permission--shall be subject to sanctions by IEEE. Such behavior not only constitutes a misdeed, but may be actionable by IEEE under the rules of Member Conduct. Instances of suspected or documented plagiarism shall immediately be brought to the attention of the Technical Meeting Technical Program Chair for notification to IEEE.
In addition, authors who make duplicate submissions of a Technical Meeting manuscript shall be subject to the sanctions of the IEEE Signal Processing Society. Duplicate submission shall be defined as:

- As crossover of 25% or more in the material of two or more manuscripts;
- Submission of the same manuscript to an IEEE SPS Technical Meeting and one or more IEEE Technical Meetings; or
- Submission to an IEEE SPS Technical Meeting and one or more Technical Meetings inside/outside IEEE.

The sanctions of the IEEE Signal Processing Society for duplicate submissions are:

- All manuscripts submitted to the Signal Processing Society discovered to be duplicate submissions shall be immediately REJECTED.
- All authors (that is, any single, paired, or group of authors) of the duplicate submission(s) shall be prevented from submitting new manuscripts for the period of one year from the date of sanction; and
- Any author(s) of duplicate submission(s) with papers in review by the Society will have his/her/their manuscripts returned to them immediately, regardless of the stage of peer review. In this way, innocent co-authors will not be harmed by having their manuscript rejected; but the manuscript(s) will automatically be classified as withdrawn from consideration by the Society.

Notification of sanction for duplicate submission shall be to the author(s) from the Conference Technical Program Chair with copies to the SPS Vice President-Conferences.

7.17.1. Procedures for Investigation of Author Misconduct.

1. If the Technical Meeting Technical Program Chair (TPC) learns that an author may have acted improperly, which may include the suspicion of plagiarism or self-plagiarism, then he/she shall investigate the alleged misconduct. All inquiries shall be handled promptly and fairly. All parties relevant to the allegation shall be given the opportunity to respond.
2. In considering the allegation, the TPC shall appoint an independent, ad-hoc committee of experts in the topic to confidentially investigate and make a recommendation on the allegation to the TPC. This ad-hoc committee may seek the advice of the IEEE Intellectual Property Rights (IPR) offices. The institution where the author's work was performed is not to be contacted, unless there is explicit information that such institution has already investigated the issue.
3. After considering all available evidence in relation to the plagiarism policy of the Signal Processing Society (SPS), the TPC shall communicate the evidence to the authors. The authors may then respond and provide any additional evidence or arguments. Subsequently, the TPC shall make a decision.
4. The TPC shall communicate the final decision to the authors, the SPS Offices, and the SPS Vice President-Conferences.
5. Should the authors choose to appeal, they shall be referred to the SPS Vice President-Conferences to handle the appeal process. Further appeals shall be referred to the IEEE PSPB Chair.
6. The SPS Office shall then implement the decision and notify the IEEE Intellectual Property Rights (IPR) office or that person's designee of the inquiry and the decision. In severe cases of misconduct (as specified in the PSPB Operations Manual Section 8.2.4.D and F), the TPC may recommend additional IEEE-level corrective actions to the IEEE PSPB Chair.
7. If the TPC has a conflict of interest, he/she shall report this to the SPS Vice President – Conferences to find a proper substitute to handle the case.
8. All co-authors of a paper have responsibility for work submitted under their names. (viz. PSPB Operations Manual 8.2.1.A.6)

7.17.2. Plagiarized Work Published by the Society.
When authors plagiarize work published by the Society, whether in its periodicals or conference publications, the Society volunteer leader who is the nominal "publisher" of the periodical or conference publication will contact the publisher of the offending paper to request an investigation of the offense in a specified period. If the publisher of the offending paper does not undertake an investigation, or does not respond timely to the request, then the relevant society leader will undertake an investigation on behalf of the Society and will recommend a sanction to the Society's Conference Board, if appropriate. In any event, the Society may take action, and also report the outcome of the Society's decision to IEEE for the sanctioned author list.

New Policy – Sister Organizations

7.18. Meetings and Workshops of Sister Organizations at Conferences.

IEEE Signal Processing Society technical meetings may host meetings and workshops sponsored by sister organization provided; (1) the meeting does not overlap the technical activities of the conference; (2) no cost associated with the meeting is borne by the conference; (3) the Society takes no liability or risk associated with such meetings; and (4) the publicity of such events must be clearly separated from the conference events.

ICIP – Continuing the Tradition

Congratulations and thank to Dr. Wan Chi Sui and the Organizing Committee on doing a superb job planning and managing ICIP 2010. We know how much goes into these conferences, starting with the tutorials and proceeding through the banquet to the very last presentation.

The ICIP 2010 committee:

General Chair	**Wan-Chi Siu**
General Co-Chairs	**Anthony G. Constantinides** and **King N. Ngan**
Technical Program Chairs	**Wai-Kuen Cham** and **Fernando Pereira**
Finance Chair	**Daniel P. K. Lun**
Secretaries	**Yui-Lam Chan** and **Kenneth K.M. Lam**
Special Sessions Co-Chairs	**Oscar C. Au** and **Lap-Pui Chau**
Tutorials Chair	**Shing-Chow Chan**
Registration Chair	**Lai-Man Po**
Publications Chair	**Bonnie N.F. Law**
Publicity Chair	**Paul C.K. Kwok**
Exhibition Chair	**Yuk-Hee Chan**
Local Arrangement Chair	**Pong-Chi Yuen**
International Advisory Chair	**Bede Liu**

The ICIP tradition of excellent technical presentations, a wonderful reception, and a superb banquet continued in Hong Kong. ICIP remains the top conference on image processing thanks to the hard work and devotion of volunteers such as Dr. Siu and his team. ICIP is growing and having a greater impact throughout the signal processing community.

The statistics show how ICIP has grown. In just five years both paper submissions and attendance are up more than 50%.

Year – Location	Papers Submitted	Papers Accepted	Delegates
2006 – Atlanta, GA	1603	834	983
2007 – San Antonio, TX	1720	843	1042
2008 – San Diego, CA	1719	801	1012
2009 – Cairo, Egypt	2343	1101	1195
2010 – Hong Kong*	2500+	1185	1450+

* Final numbers pending

Our conferences become more attractive and important to the signal processing community each year thanks to the efforts and commitment of volunteers such as you.

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

Upcoming Conferences	Call-for-Paper Submission Deadline	Location	Conference Dates
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
2011 IEEE International Symposium on Biomedical Imaging: From Nano to Macro (ISBI)	October 28, 2010	Chicago, Illinois USA	March 30-April 2, 2011
10th International Conference on Information Processing in Sensor Networks (IPSN)	October 28, 2010	Chicago, Illinois USA	April 12 – 14, 2011
2011 International Conference on Acoustics, Speech, and Signal Processing (ICASSP)	October 20, 2010	Prague, Czech Republic	May 22-27, 2011

OCTOBER 2010

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NOVEMBER 2010

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IEEE Offices will be closed Thursday 25 November and Friday 26 November for the US Thanksgiving Day holiday.

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.

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

Next Issue:

Risk and Crisis Management Part 2

Cutting Edge Event Technology

Countdown to 2011

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