DOCTORAL CONFERENCE

Unit 1b: PROGRAM AREA

COVERED ACTIVITIES

AREA: MAIN PROGRAM

- Plan technical content of the conference
  (in interaction with the Associated Activities group)
- Organize Program Committee
- Prepare CfP, attract and select contributions
  (in interaction with the Dissemination Task Force)
- Submissions web site – Easychair
- Prepare proceedings
- Prepare conference program
  (in interaction with the Associated Activities group)
PROGRAM COMMITTEE

Senior Program Committee
- Internal members – Professors that supervise PhD students
- External members
  - Professors that supervise PhD students in other Universities (national and international)
  - Special effort in some areas: Energy, Electronics, Tele
- Invite well-known people
- Prestige – attracting factor
- Guarantee of quality
- Attract PhD students

IMPORTANT: Increase # of foreign members
Expand geographical coverage

Students Program Committee
- Members of the PhD program
- Mainly to gain experience on the program establishment process

CALLS

Calls for contributions
- Different Calls for each type of contribution
- Elaboration of Call texts focused on target groups
- Example content:
  - Purpose of the event
  - Scope of the aimed contributions
  - Topics of interest
  - How to submit
  - Deadlines

Deadlines
- Elaboration of lists of deadlines for each type of contribution
- Example:
  - Submission of abstract: xxx
  - Submission of full paper: xxx
  - Notification of authors: xxx
  - Submission of camera ready: xxx

Deadlines strongly depend on the time required by Springer
(10~12 weeks in advance)
IMPORTANT DATES

Example:

Conference  29 Jun – 1 Jul 2022

Elaboration of lists of deadlines for each type of contribution
Example:

- Submission of abstract: 08 Jan 2022
- Submission of full paper: 05 Feb 2022
- Notification of authors: 19 Mar 2022
- Submission of camera ready: 2 Apr 2022

Launch
Call for Papers:

22 Oct 2022

WEBSITE

Example:

Typical components:

- Technical co-Sponsors
- Topics
- Deadlines
- Committees
- Call for Papers
- Paper submission
- General information
- Registration
- Venue information
- Contact information
- Etc.

Development:
- General information site: Organization Logistics Group
- Paper submission sub-system: Main Program Group

.... Keep links to previous sites !
Hybrid approach:

**Various tools**

... to develop the main site

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**EasyChair**

... Paper submission and evaluation

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**PROCEEDINGS**

Proceedings form:

- Book?
- Electronic papers?
- Special issues?

Edition of special issue of journal with extended version of best papers

- Limited number of papers
- After the conference
- Negotiation with journal?
- Only journals in SCI

Cost? Time?

International publisher

- Worldwide distribution
- Springer (IFIP): Web of Science

Local publication

- Limited to conference attendees

Prestigious

Worldwide distribution

Negotiation?

Indexed on Web of Science??
Some important tasks:

- Definition/adoption of formatting rules (depends on the publisher)
- Enforcing formatting rules by authors
- Proceedings edition
  - Decide on title -> Main theme of conference?
  - Organization of sections (distribution of papers per chapter)
  - Preparation of additional information
    - Initial pages
    - Table of contents
    - Authors index
    - ...
  - Preparation of camera ready materials
  - Collect copyright transfer forms

SELECTION OF CONTRIBUTIONS

Evaluation/Reviewing procedure
- Basis for selection – full paper
- Double-blind evaluation
- Assignment of referees
- Sending invitation to referees
- Collecting referee reports
- Reminding referees
- Analyzing evaluation results
  - Solving critical cases
  - Making final selection
  - Checking plagiarism
- Notifying authors

Web support system
- Configure and test the system
- Launch and monitor the process
PROGRAM PREPARATION

- **Program preparation**
  - Organization of sessions (content)
  - Schedule sessions
  - Selection of chairs
- Identify special needs of each session
- Elaborate materials for chairs
- Prepare program booklet (partial)

Interaction with YEF-ECE 2022

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PROGRAM PREPARATION

- Elaborate materials for chairs
- Elaborate guidelines for presenters

What people think about during your conference talk
FURTHER READING


IFIP:  http://www.ifip.org/index.php?option=com_content&task=view&id=66&Itemid=137

SOCOLNET: www.socolnet.org

IFAC:  http://www.ifac-control.org/events

Other:
http://www.jobs.ac.uk/blogs/real-life/2008/07/18/conference-organization-part-i/


Tools:
http://www.easychair.org/
http://borbala.com/cyberchair/
http://www.confool.net/
http://www.ifi.uio.no/confman/ABOUT-ConfMan/
http://www.confious.com/