

DOCTORAL CONFERENCE

Unit 1b: PROGRAM AREA

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PDEEC - PhD Program on Electrical and Computer Engineering



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)

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 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



[In interaction with the
Logistics group
& Dissemination Task Force]

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

! critical

Deadlines strongly depend on the time required by Springer
(~9 weeks in advance if printed books)
(~6 weeks in advance if online version)

IMPORTANT DATES

Example:
Conference 1st week Jul 2023

With **PRINTED** books
on time for the conference

	5-7 Jul 2023 (3-5 Jul 2023)
Abstract	14 Jan 2023
Full paper submission	11 Feb 2023 Ext: 25 Feb 2023
Acceptance notification	27 Mar 2023 Ext: 31 Mar 2023
Camera ready submission	7 Apr 2023 Ext: 10 Apr 2023
Send do Springer	< 28 Apr 2023 ?

With **ONLINE** version only on
time for the conference

	5-7 Jul 2023 (3-5 Jul 2023)
Abstract	4 Feb 2023
Full paper submission	4 Mar 2023 Ext: 18 Mar 2023
Acceptance notification	17 Apr 2023 Ext: 21 Apr 2023
Camera ready submission	28 Apr 2023 Ext: 1 May 2023
Send do Springer	< 19 May 2023 ?

Launch Call for Papers:

14 Oct 2023 ?

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WEBSITE

Example:



Typical components:

- Technical co-Sponsors
- Topics
- Deadlines
- Committees
- Call for Papers
- Paper submission

Program
area

- General information
- Registration
- Venue information
- Contact information
- Etc.

Organization
Area

Development:

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

.... Keep links to previous sites !

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Hybrid approach:

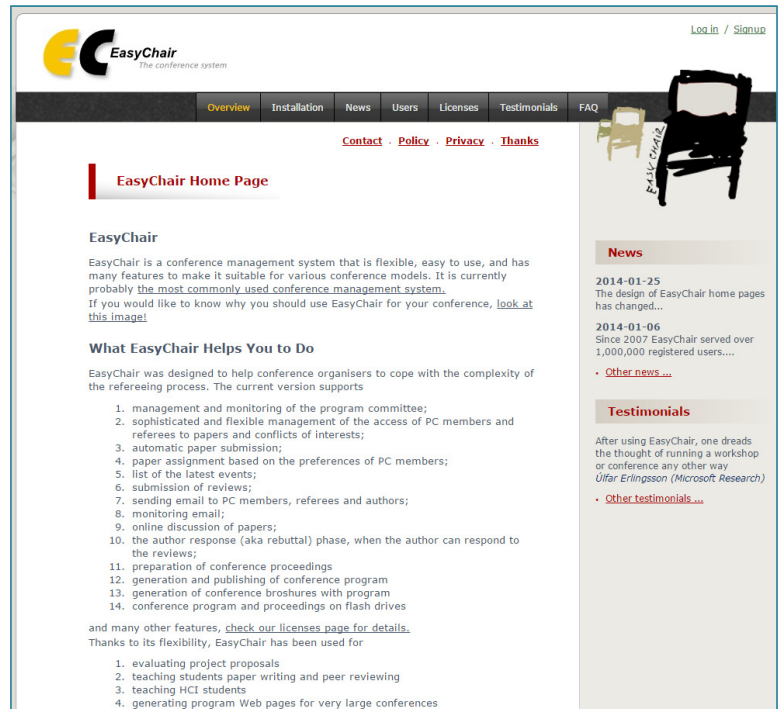
Various tools

... to develop the main site



EasyChair

... Paper submission and evaluation



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Proceedings form:

Book?

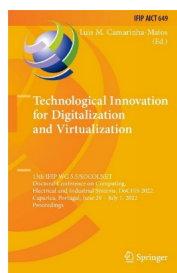
Electronic papers?

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

Negotiation with publishers



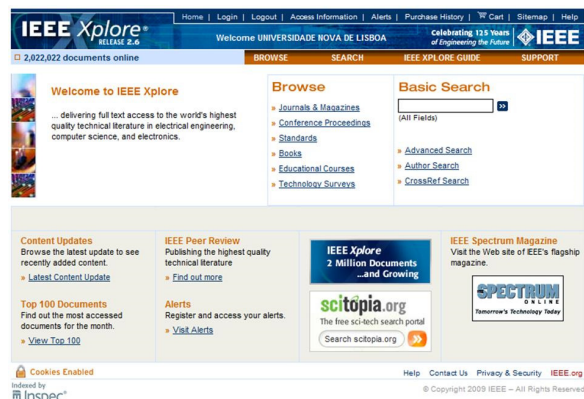
International publisher

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

Local publication

- > Limited to conference attendees

Cost? Time?



Prestigious
Worldwide distribution
Negotiation?
Indexed on Web of Science ??

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Some important tasks:

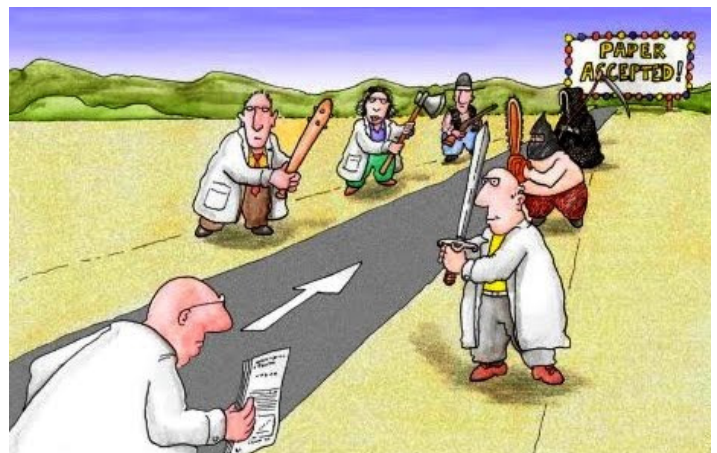
- **Definition/adoption of formatting rules**
(depends on the publisher)
- **Enforcing formatting rules by authors**
- **Proceedings edition**
 - Decide on title -> Main theme of conference?
 - Organization of sections
(distribution of papers per chapter)
 - Preparation of additional information
 - Initial 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
 - Handling Conflicts of Interest
- 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)**



Technological Innovation for
Digitalization and Virtualization

June 29-July 1, 2022
Caparica (Lisbon) - Portugal

Including the associated event:
YEF-ECE 2022
Young Engineers Forum on Electrical and Computer Engineering



Interaction with YEF-ECE 2023

PROGRAM PREPARATION

- **Elaborate materials for chairs**
- **Elaborate guidelines for presenters**



IEEE: <http://www.ieee.org/web/conferences/organizers/index.html>

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/>

http://www.ihc.ucsb.edu/IHC_Conference_Guide.pdf

Tools:

<http://www.easychair.org/>

<http://borbala.com/cyberchair/>

<http://www.conftool.net/>

<http://www.ifi.uio.no/confman/ABOUT-ConfMan/>

<http://www.confious.com/>