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)

- Define rules for "special sessions"

- **Submissions web site – Easychair**

- **Prepare proceedings**

- **Prepare conference program**
  (in interaction with the Associated Activities group)

- **Attraction of papers**

INTERNATIONAL 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 group
- Members of the PhD program
- Mainly to gain experience on the program establishment process

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CALLS

Calls for contributions (*Call for Papers*)

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)

Example:
Conference 1st week Jul 2024

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

	26-28 Jun 2024 (24-26 Jun 2024)	3-5 Jul 2024 (1-3 Jul 2024)
Abstract	3 Jan 2024	10 Jan 2024
Full paper submission	2 Feb 2024 Ext: 16 Feb 2024	9 Feb 2024 Ext: 23 Feb 2024
Acceptance notification	18 Mar 2024 Ext: 22 Mar 2024	25 Mar 2024 Ext: 29 Mar 2024
Camera ready submission	29 Mar 2024 Ext: 1 Apr 2024	5 Apr 2024 Ext: 8 Apr 2024
Send do Springer	19 Apr 2024	26 Apr 2024

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

	26-28 Jun 2024 (24-26 Jun 2024)	3-5 Jul 2024 (1-3 Jul 2024)
Abstract	26 Jan 2024	2 Feb 2024
Full paper submission	23 Feb 2024 Ext: 8 Mar 2024	1 Mar 2024 Ext: 15 Mar 2025
Acceptance notification	8 Apr 2024 Ext: 12 Apr 2024	15 Apr 2024 Ext: 19 Apr 2024
Camera ready submission	19 Apr 2024 Ext: 22 Apr 2024	26 Apr 2024 Ext: 29 Apr 2024
Send do Springer	10 May 2024	17 May 2024

Launch Call for Papers:

17 Nov 2023 ?

WEBSITE

Example:

DOCEIS 2022
13th Advanced Doctoral Conference On Computing, Electrical And Industrial Systems
29 Jun – 1 Jul 2022
Caparica, Portugal
Call For Posters   Register Now!
Technological Innovation For Digitalization And Virtualization

Typical components:

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

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

Development:

- General information site: *Organization Logistics Group*
- Paper submission sub-system: ***Main Program Group***
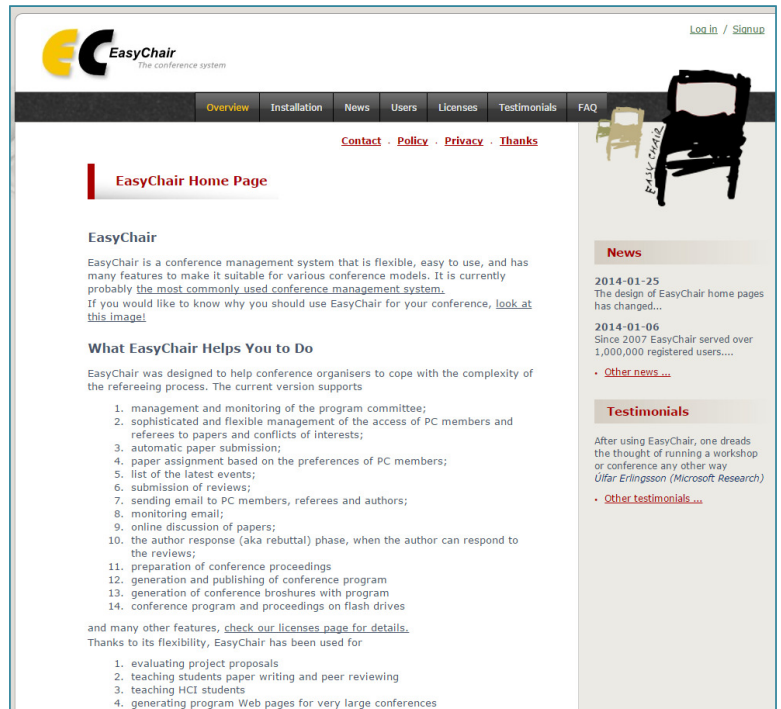
.... Keep links to previous sites !

WEBSITE

Hybrid approach:

Various tools
 ... to develop the main site

EasyChair
 ... Paper submission and evaluation

PROCEEDINGS

Proceedings form:

 Book?
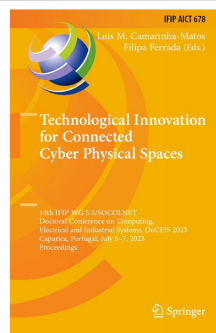
 Electronic papers?

 Special issues?

  Edition of <u>special issue</u> 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

 In case of Springer, general agreement for IFIP sponsored proceedings

International publisher
 -> Worldwide distribution
 -> Springer (IFIP): Scopus

Local publication
 -> Limited to conference attendees

Cost? Time?
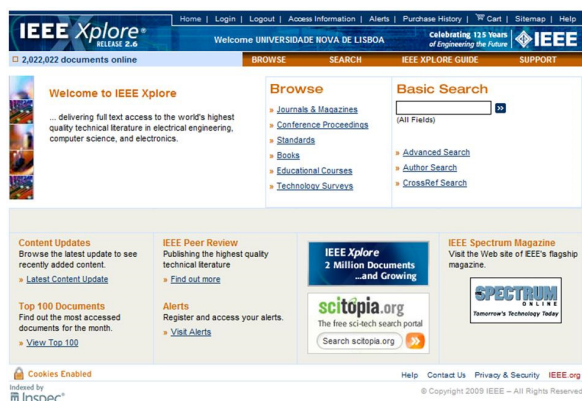
Prestigious
Worldwide distribution
Negotiation?
Indexed on Web of Science or SCOPUS ??

PROCEEDINGS - PAST

DoCEIS

Springer

Book series
IFIP Advances in Information and Communication Technology

Technological Innovation for Connected Cyber Physical Spaces

https://link.springer.com/conference/doceis

YEF-ECE

IEEE Xplore® Digital Library

International Young Engineers Forum (YEF-ECE)

Proceedings
2023 International Young Engineers Forum in Electrical and Computer Engineering (YEF-ECE)

https://ieeexplore.ieee.org/xpl/conhome/1820204/all-proceedings
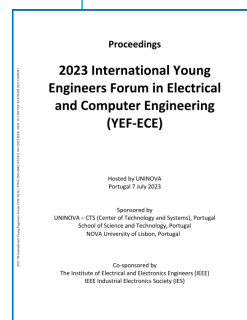

PROCEEDINGS ...

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 (iThenticate)**
- Notifying authors
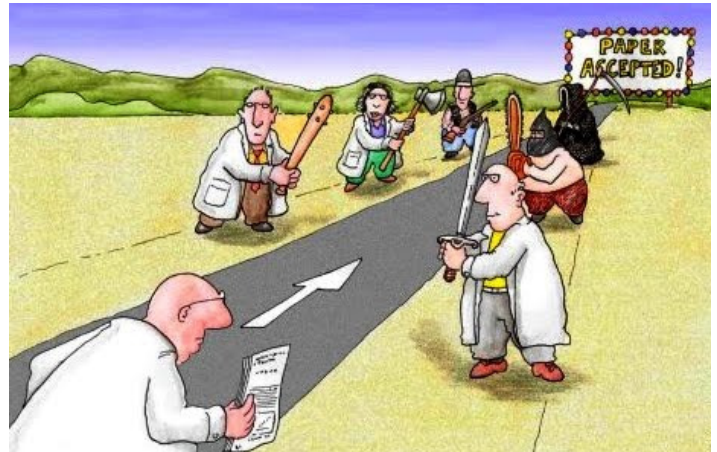
Web support system
- Configure and test the system
- Launch and monitor the process

PROGRAM PREPARATION

- **Program preparation**
  - Organization of sessions (content)
  - Schedule sessions
  - Selection of chairs

- **Identify special needs of each session**

- **Prepare program booklet** (partial)

Interaction with YEF-ECE 2024

PROGRAM PREPARATION

- **Elaborate materials for chairs**

- **Elaborate guidelines for presenters**

FURTHER READING

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/