

DOCTORAL CONFERENCE

Unit 1b: PROGRAM AREA

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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 all other groups)
- **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

- 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

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



[In close interaction with the Logistics group & other groups]

! 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 2025

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

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

	25-27 Jun 2025 (23-25 Jun 2025)	2-4 Jul 2025 (30 Jun-2 Jul 2025)
Abstract	3 Jan 2025	10 Jan 2025
Full paper submission	1 Feb 2025 Ext: 15 Feb 2025	8 Feb 2025 Ext: 22 Feb 2025
Acceptance notification	17 Mar 2025 Ext: 21 Mar 2025	24 Mar 2025 Ext: 28 Mar 2025
Camera ready submission	28 Mar 2025 Ext: 31 Mar 2025	4 Apr 2025 Ext: 7 Apr 2025
Send to Springer	18 Apr 2025	24 Apr 2025

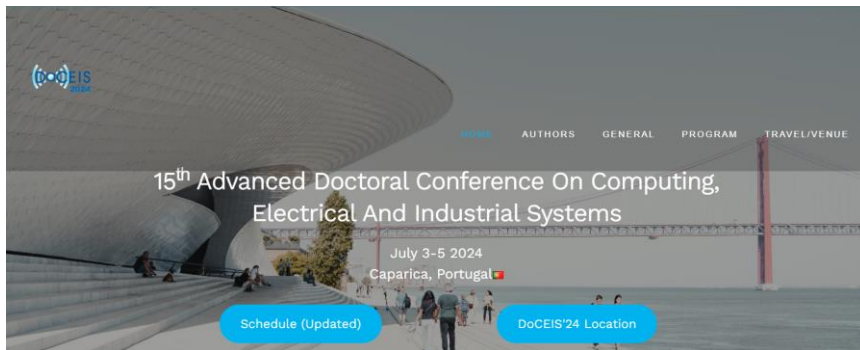
	25-27 Jun 2025 (23-25 Jun 2025)	2-4 Jul 2025 (30 Jun-2 Jul 2025)
Abstract	25 Jan 2025	1 Feb 2025
Full paper submission	21 Feb 2025 Ext: 7 Mar 2025	1 Mar 2025 Ext: 14 Mar 2025
Acceptance notification	7 Abr 2025 Ext: 11 Abr 2025	14 Abr 2025 Ext: 18 Abr 2025
Camera ready submission	18 Abr 2025 Ext: 21 Abr 2025	24 Apr 2025 Ext: 28 Apr 2025
Send to Springer	9 May 2025	16 May 2025

Launch Call for Papers:

28 Nov 2024 ?

Typical components:

Example:



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

Program Area

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

Organization Area

Development:

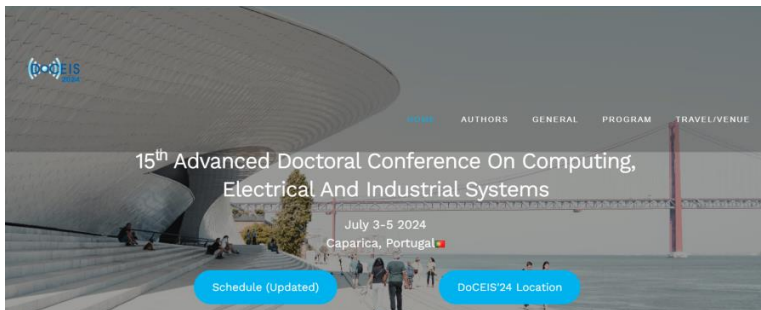
- General information site: *Organization Logistics Group*
- Paper submission sub-system: *Main Program Group*

.... Keep links to previous sites !

Hybrid approach:

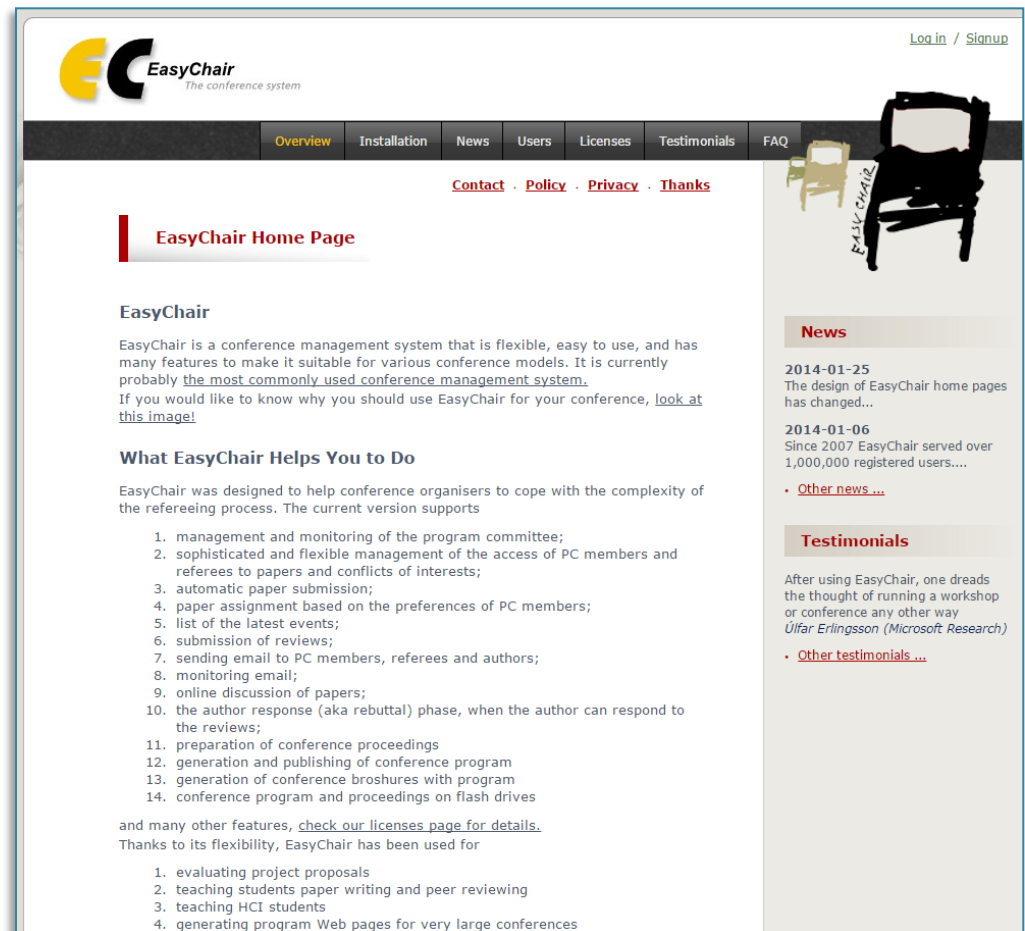
Various tools

... to develop the main site



EasyChair

... Paper submission and evaluation



Log in / Signup

EasyChair
The conference system

Overview Installation News Users Licenses Testimonials FAQ

Contact · Policy · Privacy · Thanks

EasyChair Home Page

EasyChair

EasyChair is a conference management system that is flexible, easy to use, and has many features to make it suitable for various conference models. It is currently probably [the most commonly used conference management system](#). If you would like to know why you should use EasyChair for your conference, [look at this image!](#)

What EasyChair Helps You to Do

EasyChair was designed to help conference organisers to cope with the complexity of the refereeing process. The current version supports

1. management and monitoring of the program committee;
2. sophisticated and flexible management of the access of PC members and referees to papers and conflicts of interests;
3. automatic paper submission;
4. paper assignment based on the preferences of PC members;
5. list of the latest events;
6. submission of reviews;
7. sending email to PC members, referees and authors;
8. monitoring email;
9. online discussion of papers;
10. the author response (aka rebuttal) phase, when the author can respond to the reviews;
11. preparation of conference proceedings
12. generation and publishing of conference program
13. generation of conference brochures with program
14. conference program and proceedings on flash drives

and many other features, [check our licenses page for details](#). Thanks to its flexibility, EasyChair has been used for

1. evaluating project proposals
2. teaching students paper writing and peer reviewing
3. teaching HCI students
4. generating program Web pages for very large conferences

News

2014-01-25
The design of EasyChair home pages has changed...

2014-01-06
Since 2007 EasyChair served over 1,000,000 registered users....

• [Other news ...](#)

Testimonials

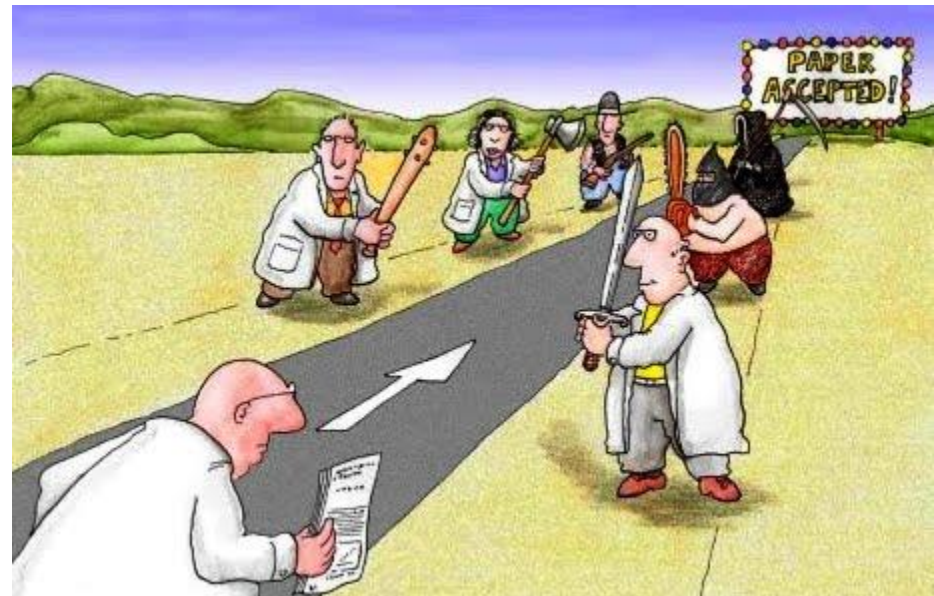
After using EasyChair, one dreads the thought of running a workshop or conference any other way
Úlfar Erlingsson (Microsoft Research)

• [Other testimonials ...](#)

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





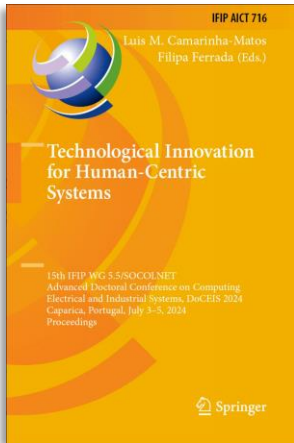
PROCEEDINGS - PAST

Hybrid Proceedings



Book series

[IFIP Advances in Information and Communication Technology](#)



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

Doctoral Conference on Computing, Electrical and Industrial Systems

Search within this conference

2024	DoCEIS 2024 3-5 July Caparica, Portugal	Technological Innovation for Human-Centric Systems	25 Papers	1 Volume
2023	DoCEIS 2023 5-7 July Monte De Caparica, Portugal	Technological Innovation for Connected Cyber Physical Spaces	22 Papers	1 Volume
2022	DoCEIS 2022 29 June - 1 July Caparica, Portugal	Technological Innovation for Digitalization and Virtualization	22 Papers	1 Volume
2021	DoCEIS 2021 7-9 July Costa de Caparica, Portugal	Technological Innovation for Applied AI Systems	30 Papers	1 Volume
2020	DoCEIS 2020 1-3 July Costa de Caparica, Portugal	Technological Innovation for Life Improvement	45 Papers	1 Volume
2019	DoCEIS 2019 8-10 May Costa de Caparica, Portugal	Technological Innovation for Industry and Service Systems	37 Papers	1 Volume
2018	DoCEIS 2018 2-4 May Costa de Caparica, Portugal	Technological Innovation for Resilient Systems	30 Papers	1 Volume
2017	DoCEIS 2017 3-5 May Costa de Caparica, Portugal	Technological Innovation for Smart Systems	46 Papers	1 Volume
2016	DoCEIS 2016 11-13 April Costa de Caparica, Portugal	Technological Innovation for Cyber-Physical Systems	53 Papers	1 Volume
2015	DoCEIS 2015 13-15 April Costa de Caparica, Portugal	Technological Innovation for Cloud-Based Engineering Systems	55 Papers	1 Volume
2014	DoCEIS 2014 7-9 April Costa de Caparica, Portugal	Technological Innovation for Collective Awareness Systems	68 Papers	1 Volume
2013	DoCEIS 2013 15-17 April Costa de Caparica, Portugal	Technological Innovation for the Internet of Things	70 Papers	1 Volume
2012	DoCEIS 2012 27-29 February Costa de Caparica, Portugal	Technological Innovation for Value Creation	65 Papers	1 Volume
2011	DoCEIS 2011 21-23 February Costa de Caparica, Portugal	Technological Innovation for Sustainability	67 Papers	1 Volume
2010	DoCEIS 2010 22-24 February Costa de Caparica, Portugal	Emerging Trends in Technological Innovation	62 Papers	1 Volume

YEF-ECE

IEEE Xplore® Digital Library

International Young Engineers Forum (YEF-ECE)

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[IEEE Publication Recommender](#)

[IEEE Author Center](#)

[2024 8th International Young Engineers Forum on Electrical and Computer Engineering \(YEF-ECE\)](#)
Location: Caparica / Lisbon, Portugal

[2023 7th International Young Engineers Forum \(YEF-ECE\)](#)
Location: Caparica / Lisbon, Portugal

[2022 International Young Engineers Forum \(YEF-ECE\)](#)
Location: Caparica / Lisbon, Portugal

[2021 International Young Engineers Forum \(YEF-ECE\)](#)
Location: Caparica / Lisboa, Portugal

[2020 International Young Engineers Forum \(YEF-ECE\)](#)
Location: Costa da Caparica, Portugal

[2019 International Young Engineers Forum \(YEF-ECE\)](#)
Location: Costa da Caparica, Portugal

[2018 International Young Engineers Forum \(YEF-ECE\)](#)
Location: Costa da Caparica, Portugal

[2017 International Young Engineers Forum \(YEF-ECE\)](#)
Location: Costa da Caparica, Portugal

Proceedings 8th International Young Engineers Forum on Electrical and Computer Engineering (YEF-ECE 2024)

Hosted by NOVA FCT
Portugal 5 July 2024
Sponsored by
NOVA University Lisbon - NOVA School of Science and Technology
(NOVA FCT), Portugal
UNINOVAS - CTS (Center of Technology and Systems), Portugal

Co-sponsored by
The Institute of Electrical and Electronics Engineers (IEEE)
IEEE Industrial Electronics Society (IES)

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



PROGRAM PREPARATION

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



Interaction with YEF-ECE 2025

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/>