

IEEE Conference Quality Guidelines

*Michael Ong, IEEE Conference Application Review Committee Chair
4 March 2023*

Region 10 Conference Leadership Workshop

2022 IEEE Global Conference Business

Sponsor **2,014** conferences / in **107** countries
1083 financially sponsored 931 technically co-sponsored

Partner with **1,419** non-IEEE entities
With Universities and other not-for-profit organizations

Nearly **547,000** attendees
332K Financially sponsored parent conferences 215K Technically co-sponsored conferences

Acquire **2,099** conference proceedings

Note - The values above reflect actual events that have occurred as of Sept 30, 2022 plus a projection of activity for October - December 2022. COVID-19 continues to impact the execution of events around the world, and forecast are subject to more volatility than previous years.

Projected Conference Activity as of 1 October 2022



IEEE's Conference Quality Organization

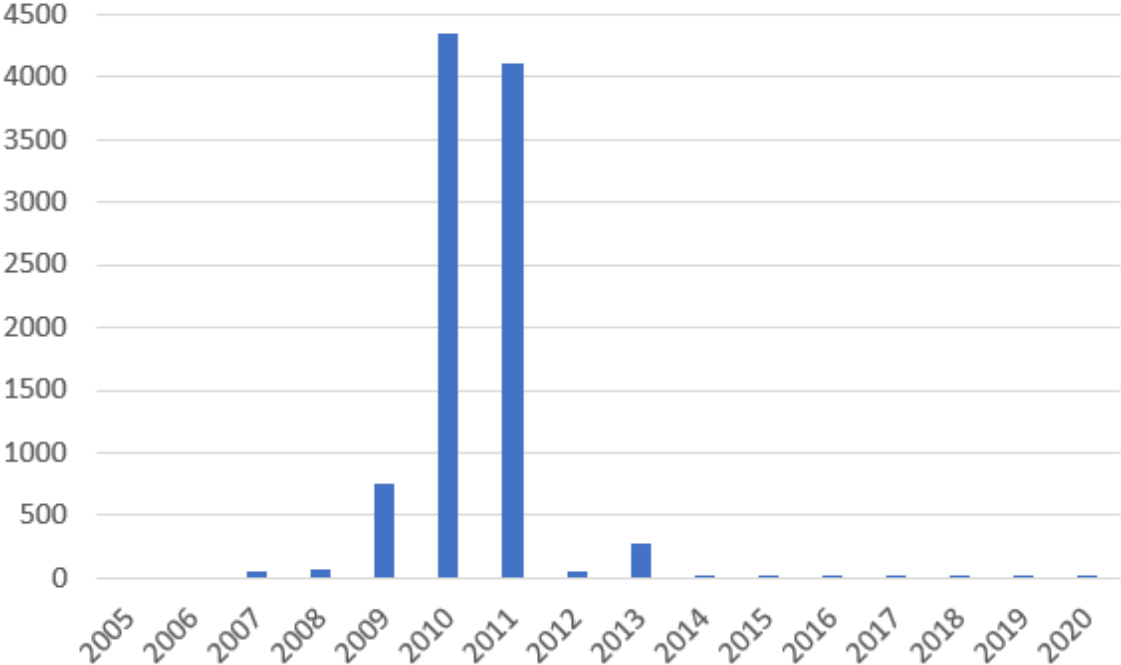
- ▶ **Conference Quality Committee (CQC)** – general oversight of quality issues
 - ▶ To maintain high standard of quality of IEEE sponsored conferences
 - ▶ Develop and implement policies, requirements, training and outreach to maintain high conference quality
 - ▶ Reviews and act upon issues related to quality in IEEE conferences
 - **Technical Program Integrity Committee (TPIC)** – reviews ~20% of conference proceedings upon submission. All papers are screened by our vendor Innodata.
 - **Conference Application Review Committee (CARC)** – Works with sponsoring OUs on reviewing applications, proper vetting of partners, ensuring compliance before a conference takes place.
 - **Conference Organization Integrity (Ad Hoc) Committee (COI)** – Investigates conference misconduct, including editorial. Works with sponsoring OUs.

Conference Quality

Background

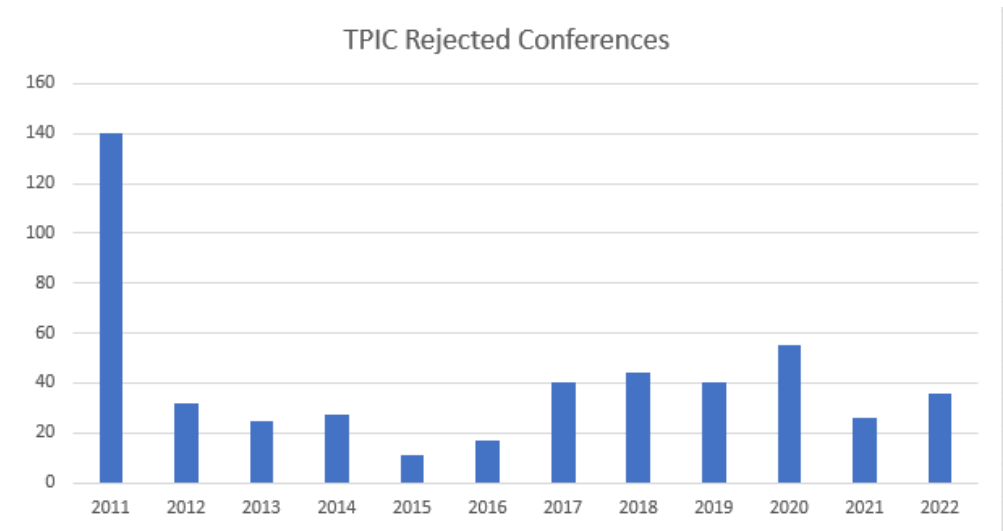
The Technical Program Integrity Committee (TPIC) was established in 2011 to address growing conference quality issues

Conference Paper Retractions



The History of TPIC Rejected Conferences

- ▶ 140 Conferences Rejected in 2011
- ▶ 32 Conferences Rejected in 2012
- ▶ ~25 Conferences Rejected in 2013
- ▶ 27 Conferences Rejected in 2014
- ▶ 11 Conferences Rejected in 2015
- ▶ 17 Conferences Rejected in 2016
- ▶ 40 Conferences Rejected in 2017
- ▶ 44 Conferences Rejected in 2018 *
- ▶ 40 Conferences Rejected in 2019 *
- ▶ 55 Conferences Rejected in 2020*
- ▶ 26 Conferences Rejected in 2021*
- ▶ 36 Conferences Rejected in 2022*~



Conference Quality dramatically improved, but there has been a recent increase as new geographies becoming active in the conference business

*Some rejected conferences successfully appealed their rejection
~ CPS Rejected Conferences Included

IEEE Conference Quality Governance

Conference Quality Committee (CQC)

Ensures overall quality of IEEE Conferences. Serves as primary point of contact, conducts reviews and conference audits, recommends quality policies, procedures, and best practices.

Technical Program Integrity Committee (TPIC)

- Reviews technical program management and peer review to ensure the quality of papers submitted to IEEE *Xplore*®.
- Establishes acceptable quality criteria, determines processes, and conducts appeals
- Refers unresolved issues to **Conference Quality Committee**, or sponsoring OU as per escalation procedures

Conference Application Review Committee

- Makes IEEE Conference quality recommendations
- Identifies sets of applications with quality concerns, partners with OUs on Conference Application approval/rejection and sponsor vetting, recommends policy changes.
- Refers unresolved issues to **Conference Quality Committee** or sponsoring OU as per escalation procedures.

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Technical Program Integrity Committee (TPIC)

- Reviews technical program management and peer review to

Engages with **organizers** *after* the conference takes place.

- Refers unresolved issues to **Conference Quality Committee**, or sponsoring OU as per escalation procedures

Conference Application Review Committee

- Makes IEEE Conference quality recommendations

Engages with **sponsors** *before* the conference application is approved.

- Refers unresolved issues to **Conference Quality Committee** or sponsoring OU as per escalation procedures.

CARC Methodology

1. CARC works with Section and Societies to assist in the Conference Application process
2. Each CARC member works with a set group of Sections and Societies, with a goal of being part of the Conference Application review team
 1. CARC members are introduced to Section Leadership and strive to create a collaborative relationship
 2. Introductory training is offered, often as part of our ongoing Conference Education Program
3. CARC Process
 1. Each new conference application is sent to CARC member for review
 2. CARC member notes areas of concern with the conference and with the conference sponsors
 3. CARC member advises Section Leaders on what they ought to be concerned about. If needed, can recommend rejection.
 4. CARC member scores conference application, notes areas of concern for possible TPIC review
4. CARC can elevate issues to CQC. CQC can also reject the application
5. CARC can assist the Section, Society or Council in a review and investigation

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The primary goal is education and training!



MCE Resources for Conference Organizers

MCE Website – Recently Updated

<https://ieeemce.org/>

A great resource for planning and executing your conference

Getting Started

Find guidance and resources on how to begin organizing your IEEE conference.

Welcome IEEE Conference Organizers!

Ready to start planning your IEEE Conference? You've come to the right place! We'll take you through the planning process and timeline and explain how to form your committee, envision your event, and obtain IEEE sponsorship.



IEEE MCE
Meetings | Conferences | Events

Tell me what you need and let's find it!

Contact Us



Planning Basics Organize an Event Let MCE Help IEEE Conferences Committee Find A Conference About

Your Guide to Planning

Find everything you need to know about organizing an IEEE Conference

[Start Here](#)

COVID-19 Pandemic (Coronavirus) Event Resources

Virtual & Hybrid Events Guidance

Create meaningful virtual events that make lasting impressions

A statement from the President, Past-President, and President-Elect of IEEE

IEEE is, and remains, strongly committed to diversity, equity, and inclusion and we see no place for hatred and discrimination in our communities.

Audience Development

Grow your audience and build relationships with your attendees



On Demand Conference Education

- ▶ There are additional courses on conference organizing in the **Center for Leadership Excellence**. Here are more courses on technical program management.

- <https://ieee-elearning.org/CLE/totara/program/view.php?id=28>

Technical Program Chair

You are required to complete this program under the following criteria:

- Member of audience 'Authenticated Learners':

Date assigned: October 12, 2017 Due date: No due date set

The Technical Program Chair ensures that a well-balanced, high-quality program is organized and presented at the conference. Handles the rooms and helping with local arrangements for the program.

eLearning Courses

All courses are optional.

Course name	Actions
CrossCheck for Conferences - Plagiarism Detection Tool	Launch course
Chinese Translation - CrossCheck for Conferences - Plagiarism Detection Tool	Launch course
Being Proactive Improves Conference Quality	Launch course
Technical Program Management Service - MCE Service Offering	Launch course

Webinar Playbacks

All courses are optional.

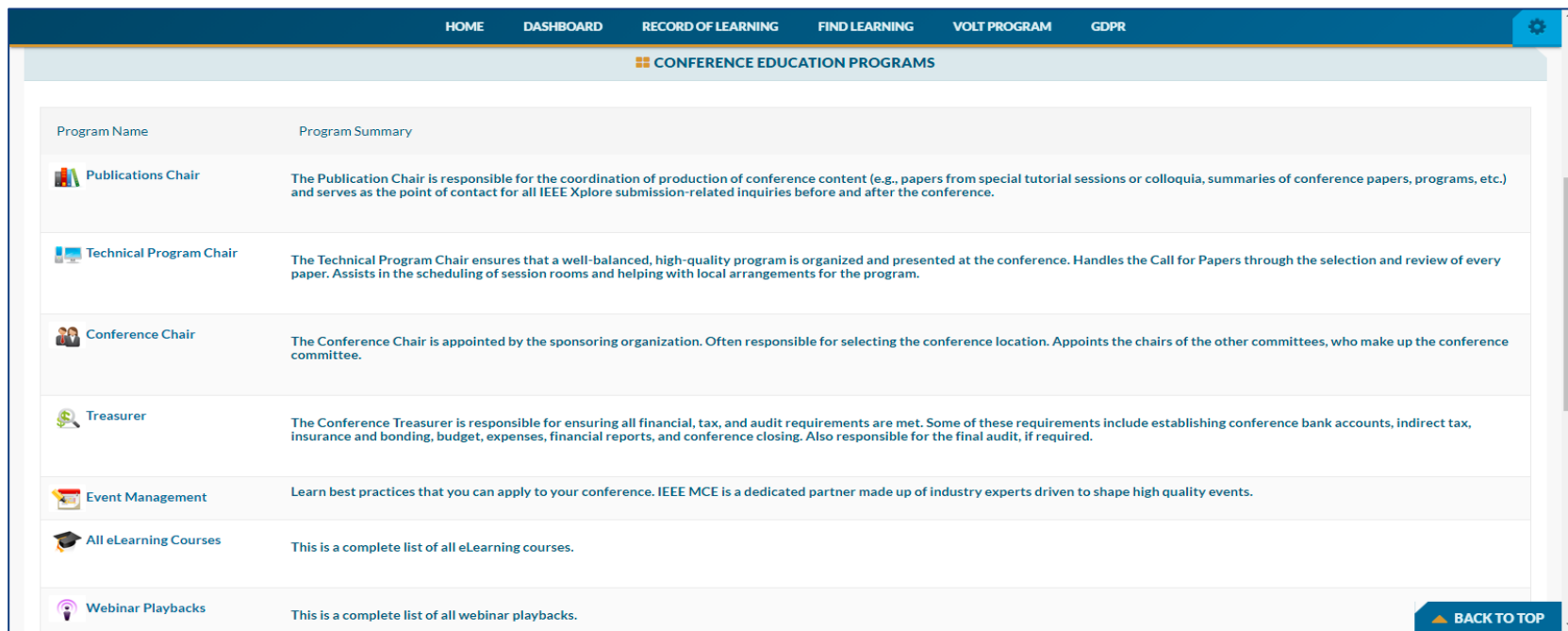
Course name	Actions
PLAYBACK - Technical Program Challenges: Scope, Non-Presented Papers & Written Quality	Launch course
PLAYBACK - Technical Co-Sponsorship - Strategy, Tactics & Best Practices	Launch course
PLAYBACK - Peer Review - Systems & Industry Trends	Launch course
PLAYBACK - Technical Programme Development - Best Practices	Launch course
2019 PLAYBACK - Conference Scope and Why it Matters - Presented by Volunteer Fred Schindler, IEEE Conference Committee	Launch course
2019 PLAYBACK - The Role of the Technical Program Chair	Launch course
2020 PLAYBACK - Peer Review - Overview	Launch course

- ▶ More content for conference organizers – events, publications, finance








- <https://ieee-elearning.org/CLE/totara/dashboard/index.php?id=5>

Resources – Role Based Learning Tracks (CLE)

<https://ieee-elearning.org/CLE/totara/dashboard/index.php?id=5>



The screenshot displays a web dashboard for 'CONFERENCE EDUCATION PROGRAMS'. At the top, there is a navigation bar with links for HOME, DASHBOARD, RECORD OF LEARNING, FIND LEARNING, VOLT PROGRAM, and GDPR. Below the navigation bar, the main content area is titled 'CONFERENCE EDUCATION PROGRAMS' and contains a table with two columns: 'Program Name' and 'Program Summary'. The table lists seven roles: Publications Chair, Technical Program Chair, Conference Chair, Treasurer, Event Management, All eLearning Courses, and Webinar Playbacks. Each role is accompanied by a small icon and a brief description of its responsibilities. A 'BACK TO TOP' button is located in the bottom right corner of the content area.

Program Name	Program Summary
 Publications Chair	The Publication Chair is responsible for the coordination of production of conference content (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.) and serves as the point of contact for all IEEE Xplore submission-related inquiries before and after the conference.
 Technical Program Chair	The Technical Program Chair ensures that a well-balanced, high-quality program is organized and presented at the conference. Handles the Call for Papers through the selection and review of every paper. Assists in the scheduling of session rooms and helping with local arrangements for the program.
 Conference Chair	The Conference Chair is appointed by the sponsoring organization. Often responsible for selecting the conference location. Appoints the chairs of the other committees, who make up the conference committee.
 Treasurer	The Conference Treasurer is responsible for ensuring all financial, tax, and audit requirements are met. Some of these requirements include establishing conference bank accounts, indirect tax, insurance and bonding, budget, expenses, financial reports, and conference closing. Also responsible for the final audit, if required.
 Event Management	Learn best practices that you can apply to your conference. IEEE MCE is a dedicated partner made up of industry experts driven to shape high quality events.
 All eLearning Courses	This is a complete list of all eLearning courses.
 Webinar Playbacks	This is a complete list of all webinar playbacks.

gracias OBRIGADO gracias
DANKU takk MERISI
mercì danke schön KÖSZI
PALDIES muchas gracias
ありがとう
TEŞEKKÜR EDERİM
MOLTE GRAZIE GO RAIBH MAITH AGAT
ARIGATO ivaia 謝謝 danke
grazas THANK YOU благодаря
GRAZZI TAK
THANKS どうも
qujan TAK asante muchas gracias
vielen dank
PALDIES OBRIGADO mesì DZLEKI MULTUMESC
danke DANKU TACK Gràcies
감사합니다 TEŞEKKÜR EDERİM muchas gracias
köszì благодаря спасибо 多謝
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Solutions for Every Event Format

Message from Chair, IEEE Conferences Committee

Read a message from Bin Zhao regarding resources for creating virtual and hybrid events.

Virtual vs. Hybrid Events

Learn how these two event types differ and how to approach planning and implementation.

Going Virtual

Find key considerations, best practices, and FAQs for re-imagining your event in the virtual space.

Going Hybrid

Learn how to plan a successful and engaging hybrid event for your in-person and online attendees.

Re-Envisioning Your Technical Program

Learn how to optimize your technical program for virtual formats

Selecting a Virtual or Hybrid Event Platform

Researching virtual platforms for your upcoming event? Find a comparison of popular platforms that have been reviewed and used at recent events.

Going Virtual

Find support and guidance on successfully transforming your in-person gathering into an engaging virtual event.



Message from Chair, IEEE Conferences Committee

Read a message from Bin Zhao regarding resources for virtualizing your IEEE Event.

[Read Bin's Message](#)



Key Considerations for Creating a Virtual Event

Start here to begin re-imagining your event in the virtual space.

[Visualize Your Event](#)



IEEE Virtual Events Resource Guide

Find best practices, preparation tips, and resources to help you along the way.

[Get the Guide](#)

Selecting Virtual & Hybrid Platforms & Tools

<https://ieeemce.org/planning-basics/virtual-hybrid/platforms/#!/workspaces/>

Platform Vetting

The virtual platforms below have been separated into the following categories:

Enabled



These platforms have been vetted by IEEE IT and are accessible to IEEE conference organizers through a license or full event management. They are accessible to IEEE conference organizers through a supported DIY model or full digital event management.

Trialed



These platforms have been used by an IEEE event. They are available on a per-event basis and require a new event contract.








Explored




























These platforms have not yet been vetted by IEEE IT, but have been reviewed by our Subject Matter Experts.

Platform Categories

Each virtual platform has unique characteristics that can help you meet your event objectives.

-  Price Range
-  Livestream/Webinar Solutions
-  Do-It-Yourself (DIY)/Self-Serve Options
-  Networking
-  Full Virtual Event Environment
-  On-Demand
-  Trade Show/Exhibitor

Platform	Price Range	Livestream/ Webinar Solutions	Do-It-Yourself (DIY)/Self-Serve Options	Networking	Full Virtual Event Environment	On-Demand	Trade Show/Exhibitor	Best Used For
Enabled 								
Engagez	\$\$							Self-serve full virtual event environment
Eventsential by RD Mobile	\$\$							Self-serve full virtual event environment
Google Meet	\$							Small group networking & webinars
On24	\$\$							Webinars
OnAir by EventsAir	\$\$							Full virtual event

	Basic	Medium	Complex
Enabled	  	 	 
Trialed	   	    	 
Explored	  	    	  

Virtual Resources

► Going Virtual – Best Practices

- Notes real life examples of conferences moving from face to face to virtual
- <https://ieeemce.org/wp-content/uploads/going-virtual-town-hall-07-29-20.pdf>

► Virtual Event guide

- <https://ieeemce.org/planning-basics/virtual-hybrid/introduction-to-ieee-virtual-events/>

► MCE New Website

- <https://ieeemce.org/>

MCE Team Contacts

Please contact us for questions, feedback, or support. Emails are checked frequently, so your message will be answered soon.

General Conference Questions

For general information about running a conference, please contact ieee-mce@ieee.org.

Conference Sponsorship

For more information about types of sponsorship, please contact ieee-mce@ieee.org.

IEEE Conference Application

For questions about the IEEE Conference Application, please contact ieee-mce@ieee.org

Conference Finance

For information about conference finances, auditing, banking, budget, closing, and taxes; please contact conference-finance@ieee.org.

Conference Contracts

For contract reviews, please contact conference-contracts@ieee.org.

Event Emergency Response Team

During an event emergency, the EERT team can be reached at:
E: eert@ieee.org
T: +1 908 566 8167

For general inquiry about IEEE's Event Emergency Preparedness Program, please contact:

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s.russ@ieee.org