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 a 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.
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*~

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

Conference Quality dramatically improved, but there has been a recent increase as new geographies becoming active in the conference business
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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- Refers unresolved issues to Conference Quality Committee or sponsoring OU as per escalation procedures.
- Engages with organizers after the conference takes place.

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

- More content for conference organizers – events, publications, finance
## Resources – Role Based Learning Tracks (CLE)


<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications Chair</td>
<td>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.</td>
</tr>
<tr>
<td>Technical Program Chair</td>
<td>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.</td>
</tr>
<tr>
<td>Conference Chair</td>
<td>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.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>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.</td>
</tr>
<tr>
<td>Event Management</td>
<td>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.</td>
</tr>
<tr>
<td>All eLearning Courses</td>
<td>This is a complete list of all eLearning courses.</td>
</tr>
<tr>
<td>Webinar Playbacks</td>
<td>This is a complete list of all webinar playbacks.</td>
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THANK YOU
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.

Key Considerations for Creating a Virtual Event
Start here to begin re-imagining your event in the virtual space.

IEEE Virtual Events Resource Guide
Find best practices, preparation tips, and resources to help you along the way.

Read Bin’s Message  Visualize Your Event  Get the Guide

https://ieeemce.org/
Selecting Virtual & Hybrid Platforms & Tools

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.

<table>
<thead>
<tr>
<th>Platform</th>
<th>Price Range</th>
<th>Livestream/ Webinar Solutions</th>
<th>Do-It-Yourself (DIY)/Self-Serve Options</th>
<th>Networking</th>
<th>Full Virtual Event Environment</th>
<th>On-Demand</th>
<th>Trade Show/Exhibitor</th>
<th>Best Used For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagez</td>
<td>$5</td>
<td>🔴</td>
<td>⬅️</td>
<td>👕</td>
<td>📣</td>
<td>🔴</td>
<td>🔴</td>
<td>Self-serve full virtual event environment</td>
</tr>
<tr>
<td>EventSental by RD Mobile</td>
<td>$5</td>
<td>🔴</td>
<td>⬅️</td>
<td>👕</td>
<td>📣</td>
<td>🔴</td>
<td>🔴</td>
<td>Self-serve full virtual event environment</td>
</tr>
<tr>
<td>Google Meet</td>
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<td>⬅️</td>
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<td>📣</td>
<td>🔴</td>
<td>🔴</td>
<td>Small group networking &amp; webinars</td>
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<td>On24</td>
<td>$5</td>
<td>🔴</td>
<td>⬅️</td>
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<td>📣</td>
<td>🔴</td>
<td>🔴</td>
<td>Webinars</td>
</tr>
<tr>
<td>OnAir by EventsAir</td>
<td>$5</td>
<td>🔴</td>
<td>⬅️</td>
<td>👕</td>
<td>📣</td>
<td>🔴</td>
<td>🔴</td>
<td>Full virtual event</td>
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Virtual Resources

▶ Going Virtual – Best Practices
  - Notes real life examples of conferences moving from face to face to virtual

▶ Virtual Event guide
  - https://ieeemce.org/planning-basics/virtual-hybrid/introduction-to-ieee-virtual-events/

▶ MCE New Website
  - https://ieeemce.org/