

IEEE Conference Quality- Checks Before & After the Conference- What the Sections & Councils Can Do

Dr. Sameer S. M., Chair R10 CQM Committee, MGA Nominee to IEEE Conf. Committee, Member, TPIC
Dr. Michael Ong, Secretary, R10, Chair, CARC

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IEEE Conferences

The Essential Business Stats – 2023



2,121

**IEEE
Conferences
& Events**



562K+

**Global
Conference
Participants**



108

**Countries
Around the
World**



244K+

**Technical
Conference
papers**

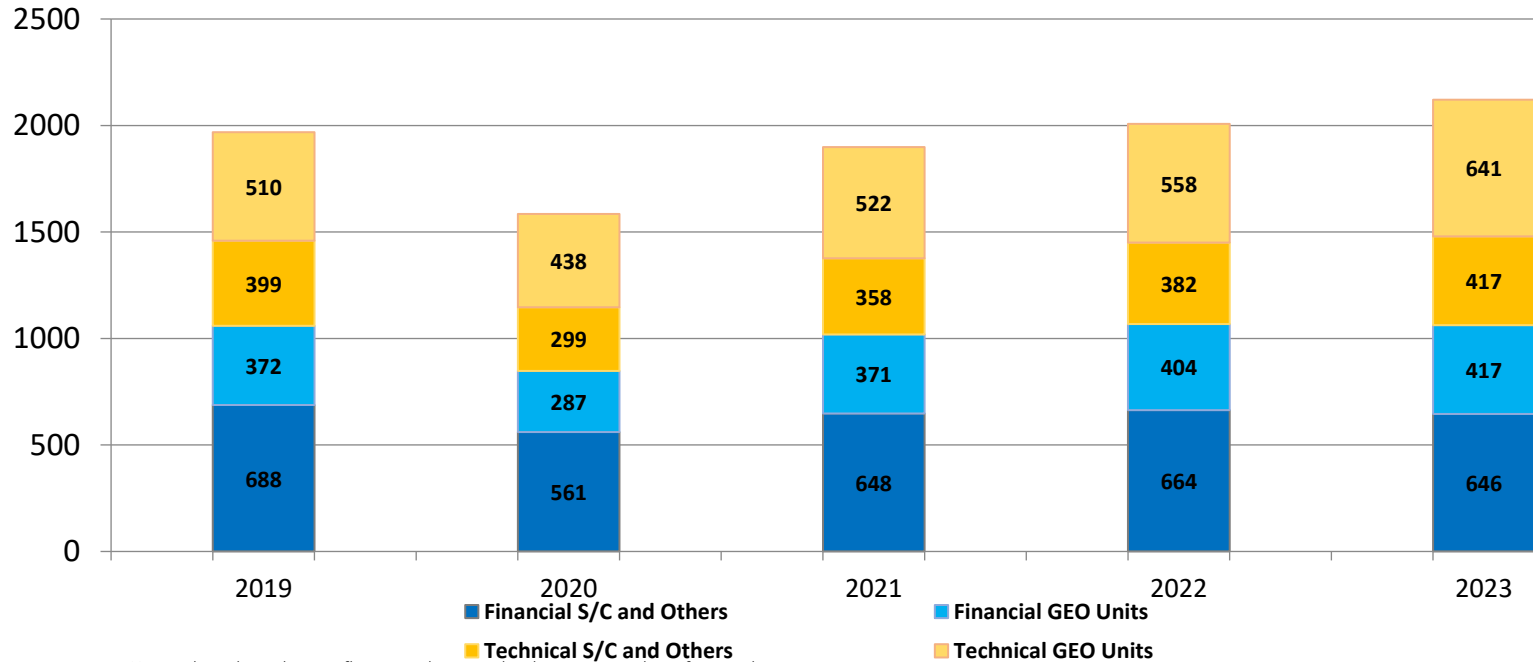


1,567

**Non-IEEE
Partners**

Final Conference Activity as of 2 January 2024

Total Number of IEEE Conferences IEEE Society/Council/Geographic



Note - The values above reflect actual events that have occurred as of December 31, 2023.

- Conference Activity as of as of 2 January 2024
- Updated 7 February 2024

IEEE's Conference Quality Organization

- ▶ **Conference Quality Committee (CQC)** – general oversight of quality issues
 - **Conference Application Review Committee (CARC)** – Works with sponsoring OUs on reviewing applications, proper vetting of partners, ensuring compliance before a conference takes place.
 - **Technical Program Integrity Committee (TPIC)** – reviews ~20% of conference proceedings upon submission. All papers are first screened by a third party vendor
 - **Conference Organization Integrity (Ad Hoc) Committee (COI)** – Investigates conference misconduct. Works with sponsoring OUs.

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

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

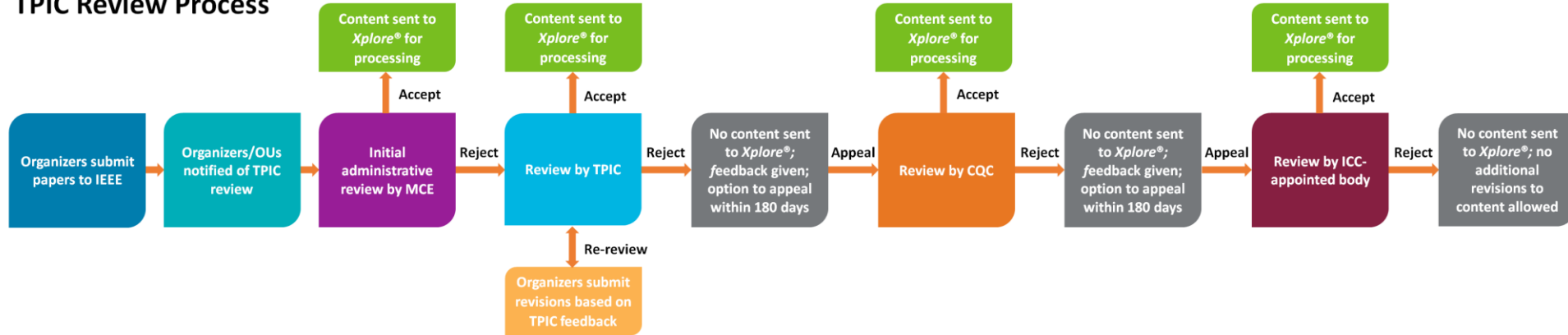
1. CARC works with Section and Societies to assist in the Conference Application process
2. Each CARC member works with a set group of Sections and Societies, with a goal of being part of the Conference Application Review team
 1. CARC members are introduced to Section Leadership and strive to create 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 an application
5. CARC can assist and Section, Society or Council in a review and investigation

Technical Program Integrity Committee (TPIC)

- ▶ Evaluate selected conferences after submission of their materials to IEEE for publication in Xplore. This specifically includes
 - Evaluating the submitted materials for [scope and quality](#).
 - Assessing the [attributes of a conference](#) and its process for *good practices and compliance with applicable policy*.
 - Deciding that some or all of a conference's material is not [acceptable for Xplore](#):
 - provide organizers general guidelines on removing material for resubmission
 - recommend other corrective actions related to conference quality issues identified.
 - TPIC may also be consulted before conference materials are submitted.
 - The TPIC Chair may provide consultation on conference quality issues.

Conference Proceedings Review Process

TPIC Review Process



Guiding Philosophical Points

- ▶ **TPIC review *conferences*, not *individual papers* (except sample papers).**
- ▶ The program committee is responsible for holding a high-quality conference. TPIC is making sure that they have carried out their responsibility.
- ▶ There is no one individual feature or metric that determines whether TPIC accept or fail a conference. It is an **overall judgment based on all information**.
- ▶ **If the conference passes the review, then *all* of its papers go into Xplore. When it fails, *none* of the papers of the conference go into Xplore**
- ▶ The technical scope of the conference should be within IEEE's scope*, and each paper in the conference should be within the conference's stated scope.

* Conference scope can be > IEEE scope, but only those papers within IEEE scope can be submitted to Xplore

What are the things Conference Organizers can do?

- ▶ Plan the conference well in advance- Try to follow IEEE timelines
- ▶ Have a strong committee- Role of TPC Chair is crucial- International presence-Reputed and Experienced people in various roles
- ▶ Carefully design the Call for Papers (CFP)
- ▶ Select adequate pool of reviewers. Students should not be used as reviewers
- ▶ Carefully design the review forms and Give sufficient time for reviews
- ▶ Have an idea about the similarity scores- use it as additional information
- ▶ Keep a good policy for acceptance/reject
- ▶ Check the camera ready papers carefully- especially borderline papers
- ▶ Prepare a sound technical program including presentation schedule. Give sufficient time
- ▶ Have a strong “no-show” policy
- ▶ Document all records carefully
- ▶ Prepare the final conference proceedings carefully
- ▶ Respond to post conference queries from MCE carefully

What Sections & Councils Can do? (1/2)

- ▶ Make sure that the conference organizer has the competency and resources to meet all the activities listed in the previous slide
- ▶ Specifically the following
 - ▶ FCS/TCS Conference, Credibility of non-IEEE entities
 - ▶ Theme and CFP, Timeline for all the activities, Credibility of TPC Chair (s) & Publication Chair (s), Sufficient TPC Members, Proposed review process, acceptance ratio, conference technical program
 - ▶ Statistics of past conferences if any organized
 - ▶ Financial Planning- Surplus, TCS Fee and Publication Fee, Registration fee for IEEE members and non-members
 - ▶ Section/Council is responsible for the conferences organized by Society Chapters/Councils in their territory
 - ▶ Section/ Council is also answerable to the post conference issues and have to participate in inquiry processes

What Sections & Councils Can do? (2/2)

- ▶ Create a Conference Activity Committee (CAC) with experience conference volunteers- This committee shall advise the Section/Council Excom and the Chair on all matters related to conferences
- ▶ Prepare and share an application form which can be used by the potential conference organizers who wishes to associate with Section/Council for FCS/TCS conferences
- ▶ Review the applications received from Organizers before/after they submit application to MCE on all points referred earlier
- ▶ If the application has deficiencies, this committee shall provide suggestions for improving them and reconsider the application and provide recommendations to the Section/Council Chair for endorsing or rejecting the application as the case may be.
- ▶ If a conference application is endorsed by the Chair, CAC shall nominate one of its members or any other experienced volunteer from Section excom to monitor the activities associated with that conference and provide constructive suggestions for improvement.
- ▶ CAC shall work with the organizers till the conference is successfully completed, financials are closed and conference proceedings are published as per the plan of the organizer and required payments are remitted to IEEE MCE with regard to TCS fees.



MCE Resources for Conference Organizers

IEEE Meetings, Conferences & Events (MCE)

Resources for the Conferences Business



ieee-mce@ieee.org



www.ieeemce.org

The screenshot shows the IEEE MCE website homepage. At the top left is the IEEE MCE logo with the subtext 'Meetings | Conferences | Events'. To the right is a search bar with the placeholder text 'Tell me what you need and let's find it!' and a magnifying glass icon. Further right is a 'Contact Us' button with an IEEE logo. Below the search bar is a navigation menu with links: 'Planning Basics', 'Organize an Event', 'Let MCE Help', 'IEEE Conferences Committee', 'Find A Conference', and 'About'. The main content area features three cards: 1. 'Your Guide to Planning' with a blue background and a lightbulb icon, containing the text 'Find everything you need to know about organizing an IEEE Conference' and a 'Learn the Essentials' button. 2. 'COVID-19 Pandemic (Coronavirus) Event Resources' with a blue background and virus icons. 3. 'Virtual & Hybrid Events Guidance' with a blue background and a video call icon, containing the text 'Create meaningful virtual events that make lasting impressions'.



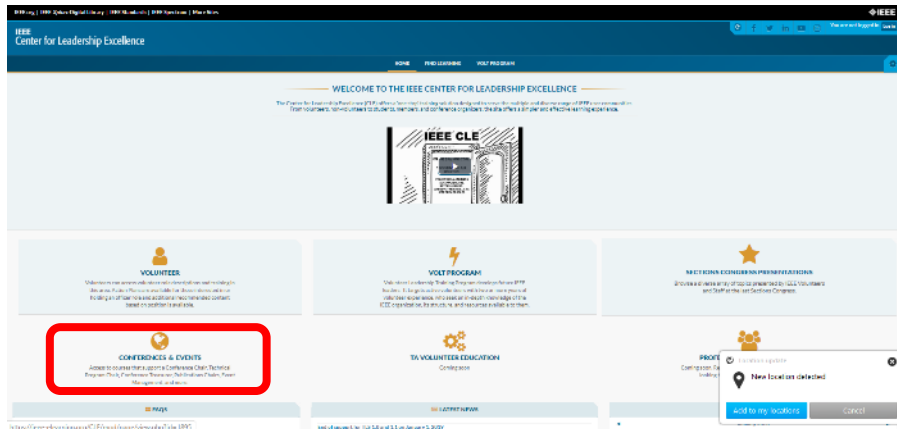
Conference Organizer Education Program

Center for Leadership Excellence (CLE)



► Center for Leadership Excellence (CLE)

<https://iee-elearning.org/CLE/>



► Conference Education

www.ieee.org/mce-education



Stay Informed



Subscribe at:

<https://ieeemce.org/planning-basics/conference-education-program/conference-organizer-newsletter/>

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THANK YOU