Technical Program Overview

RAS Conference Organizer Workshop

21-25 May 2018

Brisbane Convention & Exhibition Centre

IEEE MCE

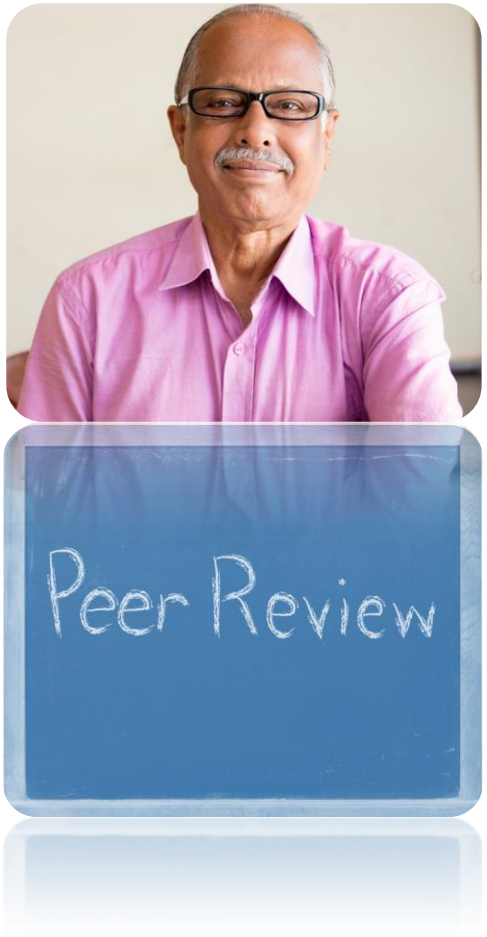
IEEE

Agenda

- Technical Program Chair's Role
- Peer Review Process
- Timeline
- Plagiarism Checking
- Non Presented Papers
- Communication Guidelines

The Technical Program Chair

- Ensure a well-balanced, high-quality program is organized and presented
- The Technical Program Chair manages the **Call for Papers** through peer review and ultimate selection of every accepted paper
  - including non-presented paper and plagiarism policies
- Recruiting/organizing a Technical Program Committee and **reviewer team**
- Coordinates **scheduling** of session rooms and determining local arrangements for the program
- **Plagiarism Screening** – CrossCheck
  - Organizers should also appoint the appropriate person/people to handle the screening process. The Technical Program Chair typically assigns the resources for the CrossCheck task.

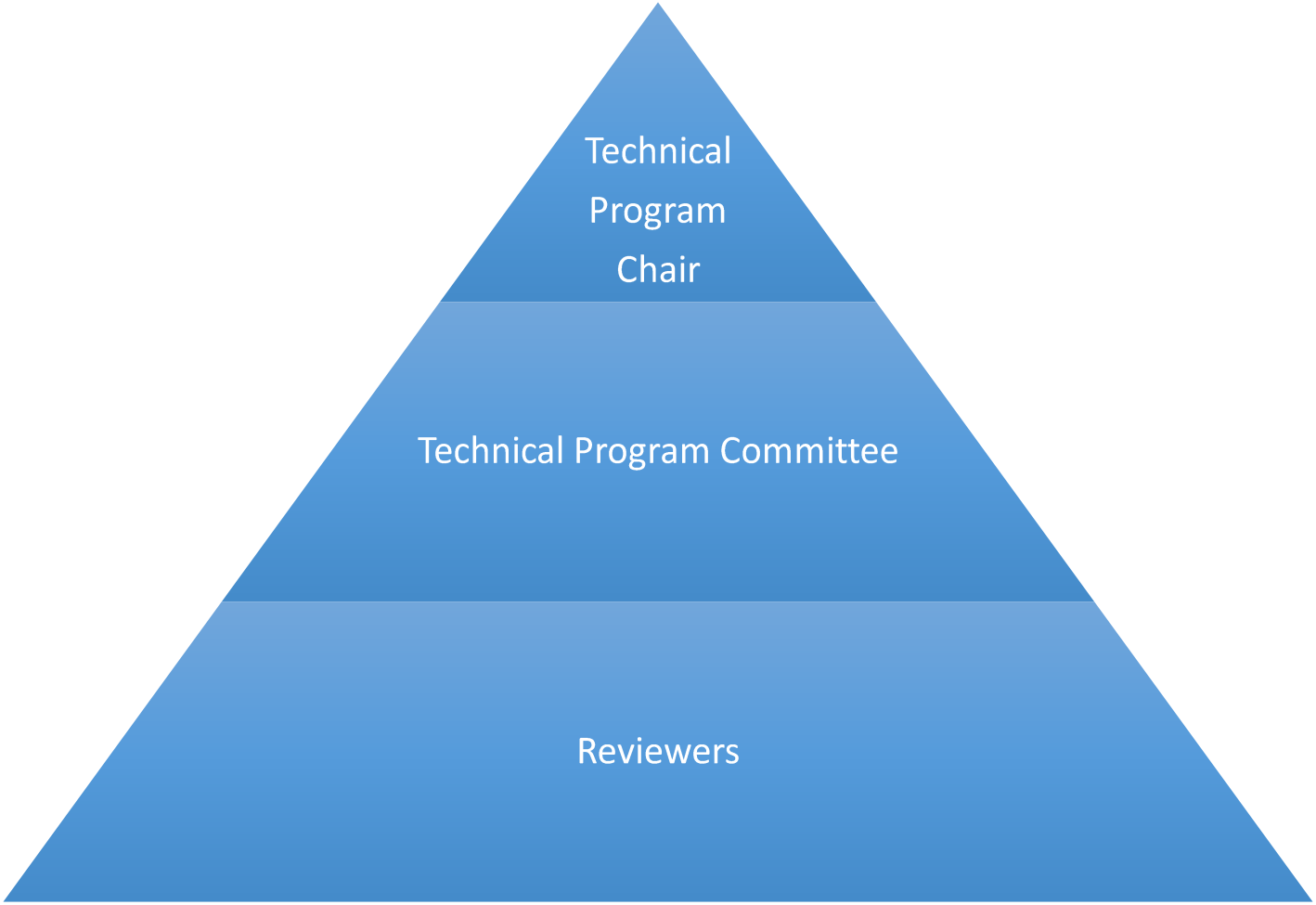


The Technical Program Chair's Role

TIPs

- Discuss key issues with the last Technical Program Chair
  - What challenges were encountered?
  - Were the reviewers overburden or was the work load acceptable?
  - What peer review tool was used and was it effective?
  - Which key contacts would you recommend for this conference's Technical Program Committee?
- Develop tracks if there are multiple significant topics within the overarching conference scope. You could assign a track chair if it warrants one

Structure


Technical
Program
Chair
Technical Program Committee
Reviewers

What is the Technical Program

- A series of presentations delivered at the conference that cover a range of scientific areas directly related to the technical scope of the conference.
  - Often sub-divided into tracks and sessions based on topical areas
- The presentations should generate scholarly dialogue amongst attendees regarding the technical merit of the paper.
  - Oral presentation, keynote speakers
  - Poster sessions
  - Workshops and tutorials
- Technical papers published as the proceedings of the event and often included in a digital repository, such as IEEE *Xplore*
  - Peer-reviewed

Technical Program Development

- Allocate and schedule time for all accepted papers
- Plan 20 minutes per presentation
  - 15 minutes for the oral presentation
  - 5 minutes for answering questions
- Assign appropriate space to meet anticipated interest
- Plan how many poster papers you want displayed

Sizing the Peer Review Team

- Determine the number of reviewers required based on:
  - the expected number of papers submitted
  - three reviews per paper (3)
  - establish a maximum number of papers that can be assigned to a reviewer (suggested: 12 max for full paper, abstract only 20 max)
- Example:
  - Anticipated full paper submissions = 200
  - Reviews per paper = 3
  - Total reviews = 600
  - Full papers per reviewer = 12
  - Number reviewers needed = 50
- Review previous conference history

Technical Program

TIPs Systems & Policy

- Select a Peer Review, paper management system
  - Key consideration is conference size and complexity
- Develop an agreed upon non-presented paper policy
  - Communicate the conference approach in the call-for-papers

The Peer Review Process

Why Review Technical Content

- Determine suitability of material for conference
- Determine quality of suitable material
- Provide a potential filter for plagiarism
- Organize material into groupings to target interests of the attendees
- Build up the reputation of the conference

What is Review?

- A process by which a scholarly work is evaluated by a group of experts in the same field to make sure it meets the necessary standards before it is published or accepted.

Common types of review processes

- Blind Review (Single Blind)
  - The reviewers' names are hidden from the author Most Common
- Double Blind
  - The reviewers' names are hidden from the author and the author's name is unknown to the reviewers
  - The double-blind review process is intended to prevent bias (or the perception of bias) towards any author

Ongoing Challenges in Reviews

- Getting enough high quality papers by the submission deadline
- Finding enough experts to provide quality reviews by the deadline
- Managing conflict of interest.
  - Reviewers should recuse themselves from conducting a review if they interact closely with any of the authors or if any authors are from the same institution.
  - This removes any concern potential favoritism

Scoring Paper Guidelines

- Establish criteria that reviewers will apply when scoring papers that are within the scope of the conference
- Reviewers should focus on two essential criteria for a recommendation of acceptance for publication
  - **Technical or Scientific Novelty**: new or innovative methods or approaches to a problem (or its examination) in a given subject area that is within the conference's scope
  - **Quality**: of research, science and readability - a presentation that delivers its information in **sufficient written English quality** to enable readers to follow the narrative easily, and which can be used by the appropriate audiences to further their knowledge or research

Paper Scoring with Feedback

There are Many Different Scoring Scales or Approaches

Result 1

Relevance to the conference	7	Technical strength	4
Originality	6	English writing	4
Overall	**5**		

Comment

This paper mainly shows us the test result of SVM (support vector machines) method, which is a new type of learning method based on statistical learning theory, for transient stability analysis of power systems. The result of the test has proved the superiority of the SVM method and more needs to be done to perfect this method.

The test program needs to be enriched based on the test result gathered. From the result of two tests we can see that in small scale of training and testing, the performance is perfect while in large scale test faults appeared. In this case, staged experiments needed to be conducted to find out the critical point of the test number and get to know the reason of fault appearance.

This is a good start for this kind of method, but more needs to be done to perfect this algorithm.

Peer Review Process

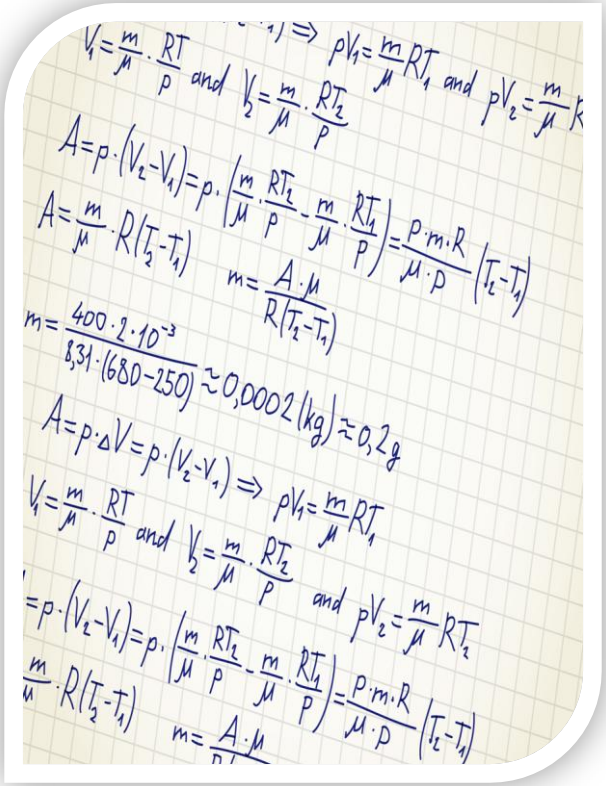
- All paper assignments are managed within a peer review system. The Technical Program Chair manages this process
  - Reviewers provide feedback to authors
  - Reviewers ultimately provide a final score for the paper and send it back to the Technical Program Committee (TPC)
- TP Chair monitors and communicates number of accepted papers / acceptance rates to the Conference Chair through out the process

Peer Review Process

- Considerations during process
  - Do I have enough submissions? If not, do I need more promotion?
  - Do I have an acceptable amount of accepted papers?
- TP Committee validates all reviews occurred and develops three groupings of papers
  - Reject
  - Accept
  - Maybe accept

Final Review and Paper Selection

- Spend time in the TP Committee meeting discussing the “Maybe Accept” papers
  - Try to understand the reviewers concerns, does the paper have fatal flaws
  - Look at whether the paper would make a nice contribution to a particular session, would it help round out a track
  - How many papers are needed
    - If too many “Maybe accept” papers have been submitted for the number of available slots some “Maybe” papers will be rejected
    - Can the paper be designated as a poster session paper
- Submit papers for plagiarism checking
  - Before author notification occurs



Accept/Reject Notifications

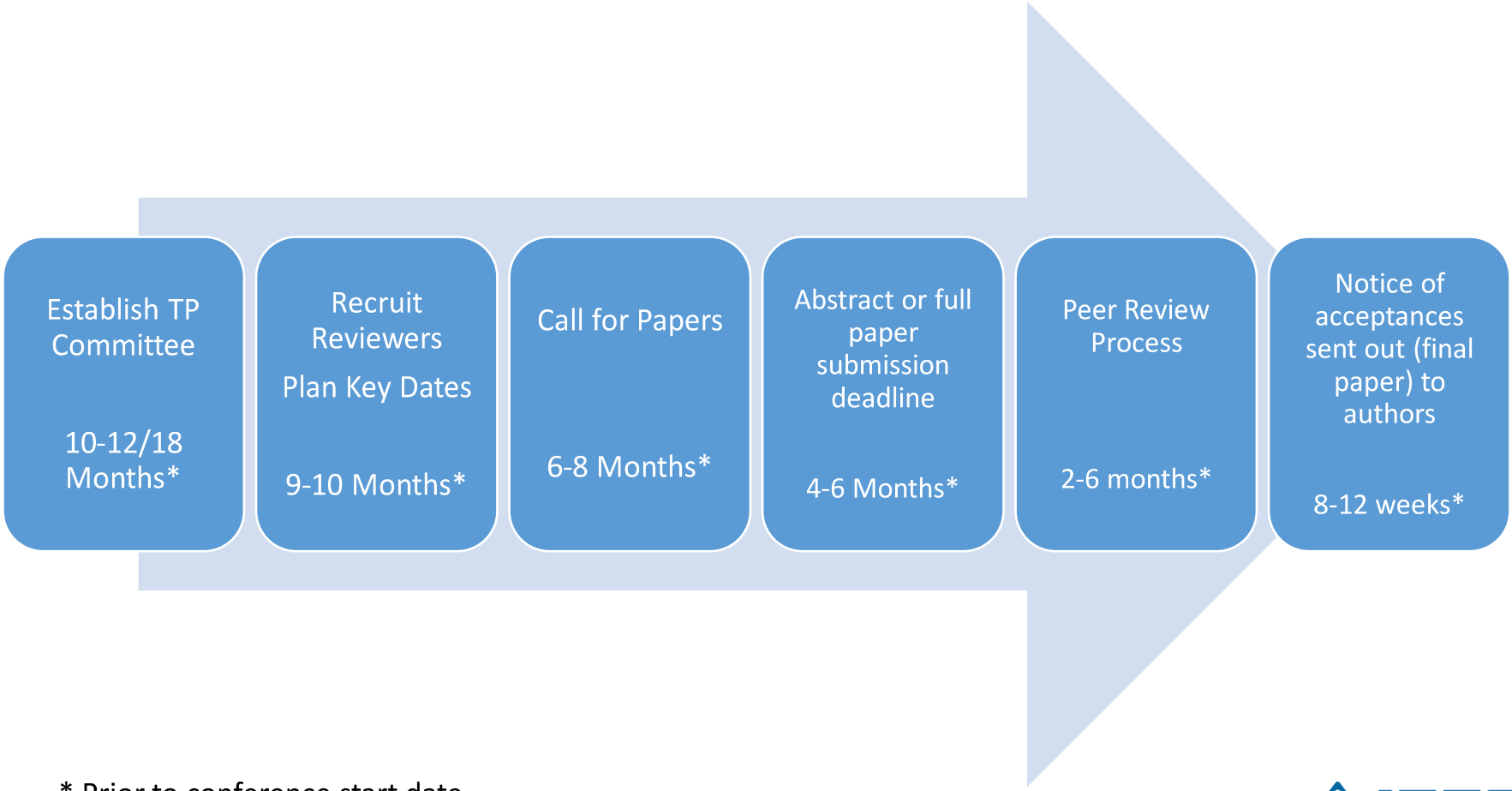
Post Plagiarism Check

- Communicate to authors the results of the peer review process
- For accepted paper notifications, include the requirements for presentation at the conference
  - Final paper submission date
  - Final paper formatting

The Technical Program Timeline

Technical Program Development

Timeline



* Prior to conference start date
Example: 200 accepted paper conference

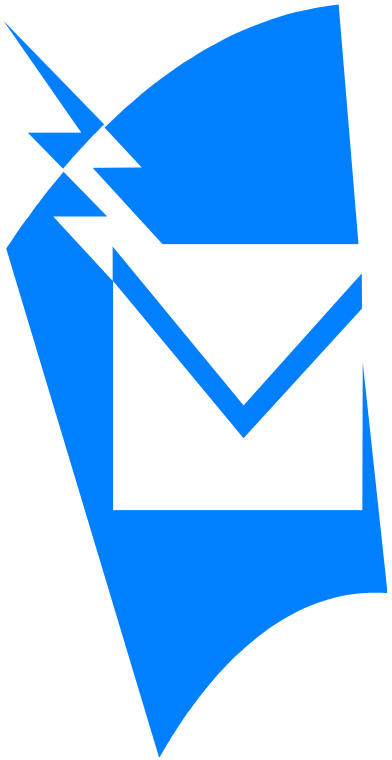
Technical Program Timeline

TIPs

- Develop the timeline for submission and review, working in reverse from the conference start date
- Work with the organizing committee to ensure all parties are aligned

Call for Papers

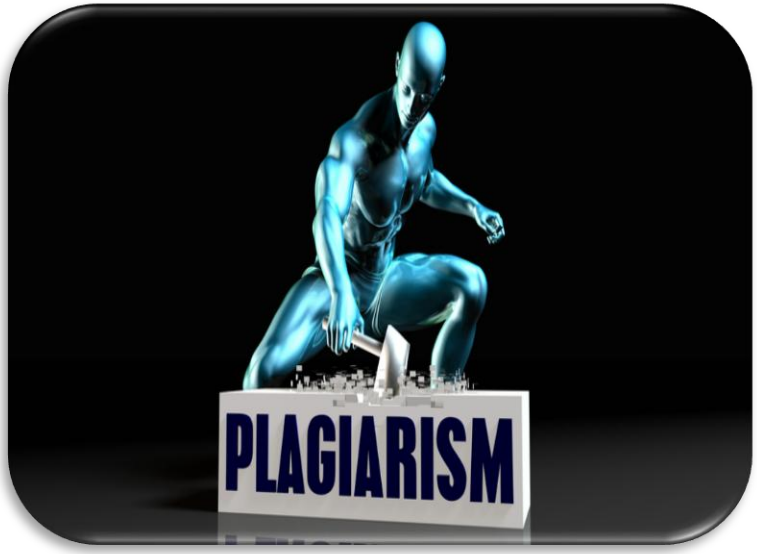
- Develop a list of potential attendees
  - Previous attendees, authors (profile targeted authors)
  - Appropriate co-sponsor lists
  - IEEE member list
- Distribute via email the call for papers timeline to all prospective attendees
  - Note call for papers on the conference website
- Call for papers includes
  - Conference scope
  - Conference dates and location
  - Submission requirements (examples : format, length, abstract only or full paper)
  - Review timeline
  - Author notification date
  - Non-presented paper policy



Plagiarism Checking

Plagiarism

- IEEE defines plagiarism as the reuse of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source
- Plagiarism in any form or at any level, is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences



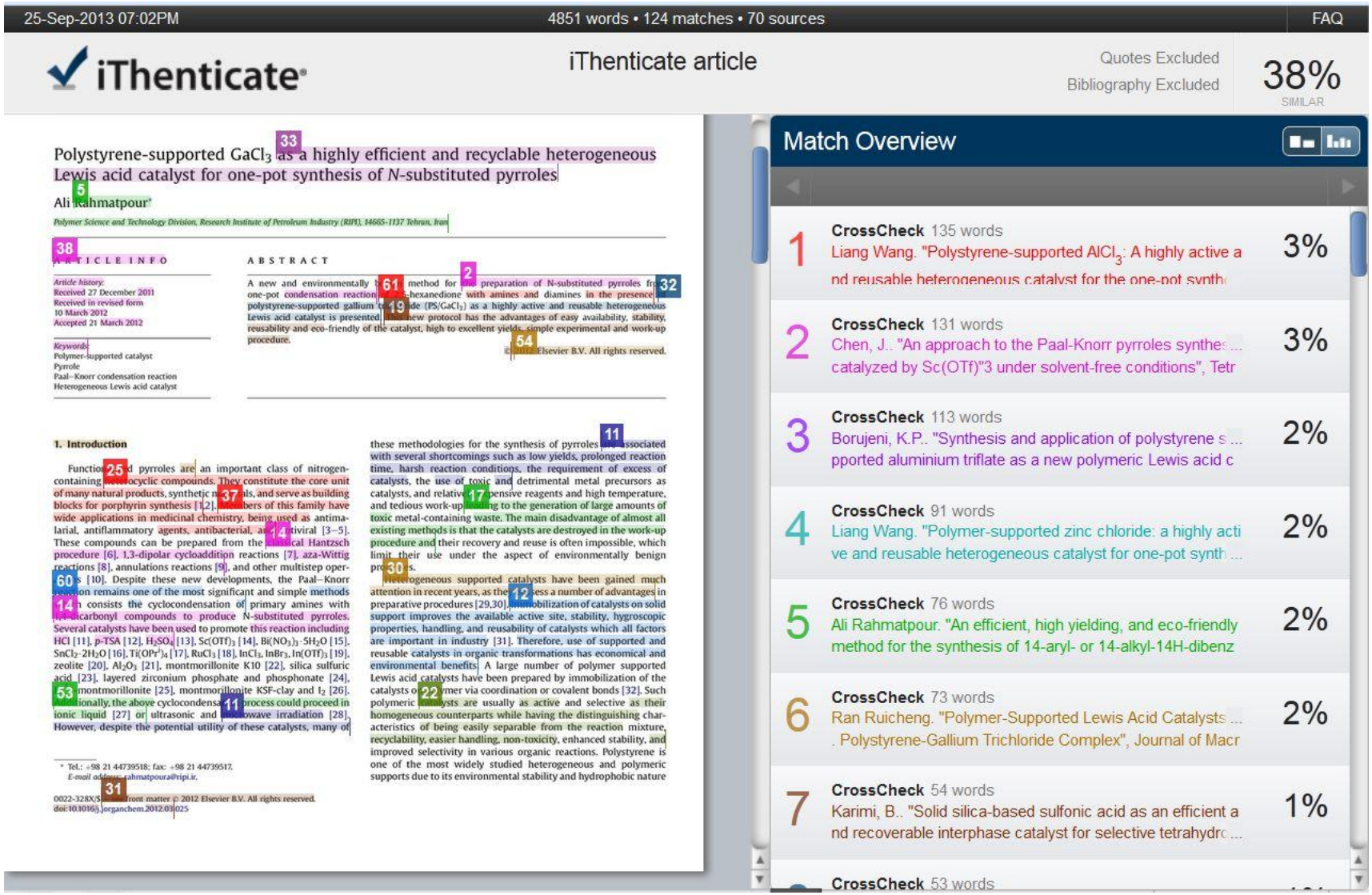
- In November 2012, the IEEE BOD approved a new policy that **requires** all IEEE content to be screened for possible plagiarism
- IEEE provides all Publication Editors and Technical Program Chairs free access to CrossCheck, a premier plagiarism detection tool

What is CrossCheck?

- **CrossCheck is a plagiarism-detection tool that compares submitted manuscripts against a very large database of published technical papers, as well as over 6 billion Web pages**
- **The Technical Program Chair typically manages CrossCheck and plagiarism reviews – needs coordination with Publications Chair**
- CrossCheck provides a similarity report, for each paper, and notes a similarity percentage to previously published work
  - The IEEE Intellectual Property Rights (IPR) team is there to assist you when interpreting the reports
- CrossCheck is easy to use, there are various interfaces available
  - Batch processing and APIs for incorporating into other tools
- CrossCheck can be used on IEEE-copyrighted content only

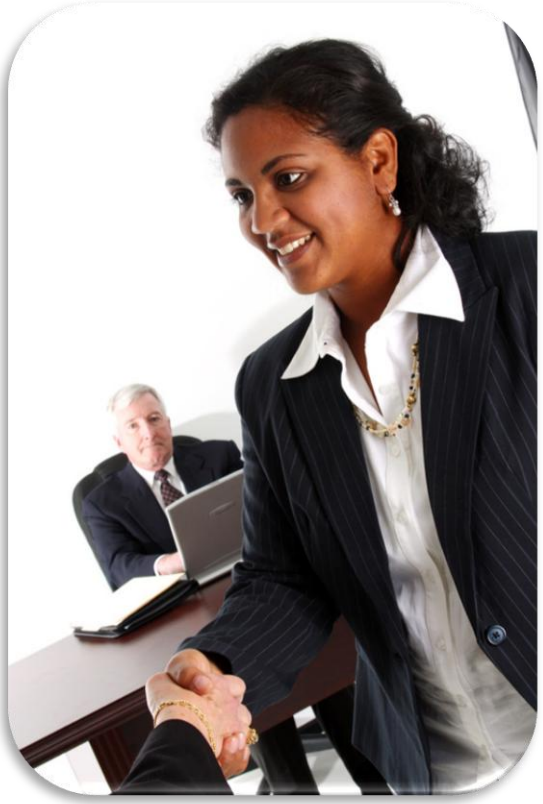
Access The IEEE CrossCheck Portal
https://www.ieee.org/publications/rights/cross-check-portal.html

CrossCheck Similarity Report



CrossCheck & Plagiarism

- The Technical Program Chair heads up the process of utilizing CrossCheck (plagiarism checking software)
  - May require a person dedicated to managing this process
- There should be communication with the Publications Chair throughout the process to ensure that no accepted paper has plagiarism concerns



Non Presented Papers

Communication Guidelines

Non-Presented Papers

Call for Papers

- Your “Call for Papers” must include the conference’s policy on non-presented papers, if you are intending to withhold those papers from *IEEE Xplore®*
- IEEE suggests you add the following statement in the call for papers:

"IEEE reserves the right to exclude a paper from distribution after the conference, including IEEE *Xplore®* Digital Library, if the paper is not presented by the author at the conference."

Non-Presented Papers

- Authors are expected to attend the conference in person to present their papers and share their ideas

  - To stress the importance of an author's responsibility to present their paper at the conference, IEEE recommends that conferences exclude any paper that was not presented at the conference.
    - This policy is not mandatory, it is the Conference Chair's decision and only applies to conference proceedings where IEEE is the copyright holder.
    - Authors unable to attend the conference and present their papers, should contact the program chair as soon as possible so that substitute arrangements can be made for a co-author to present the paper.
    - Substitute presenters (e.g., non-co-authors) should be sufficiently familiar with the content of the paper to answer questions from conference attendees.

Non-Presented Papers

- You must still include a non-presented paper in the proceedings delivered to IEEE
  - You can flag the paper as suppress when generating the packing list so that the paper will be archived but will not be indexed or appear in IEEE *Xplore*, if that is your conference's policy.
  - Copyright of non-presented papers is still retained by IEEE

Communication

Guidelines

- Each conference is responsible for communicating IEEE policies in the “Call for Papers”, Web site and all conference communications
- Conferences can not guarantee inclusion in the IEEE Xplore® Digital Library or indexing
- IEEE cannot guarantee entries are included in any particular database
  - IEEE abstracting and indexing partners (such as Elsevier) make their own editorial decisions on what content to index
- It is preferred that the conference indicate that the proceedings will be "submitted for" publication in IEEE *Xplore®* and indexing

Summary

Technical Program

- The Technical Program is the heart of the conference
- The Technical Program Chair is responsible for developing and executing a high quality technical program
- Each submitted paper should receive a minimum of three reviews
- Each reviewer should not be assigned more than 12 full papers
- Plagiarism checking is required
- If you need assistance please contact MCE's Customer Relationship Management Team

The Conference Education Program

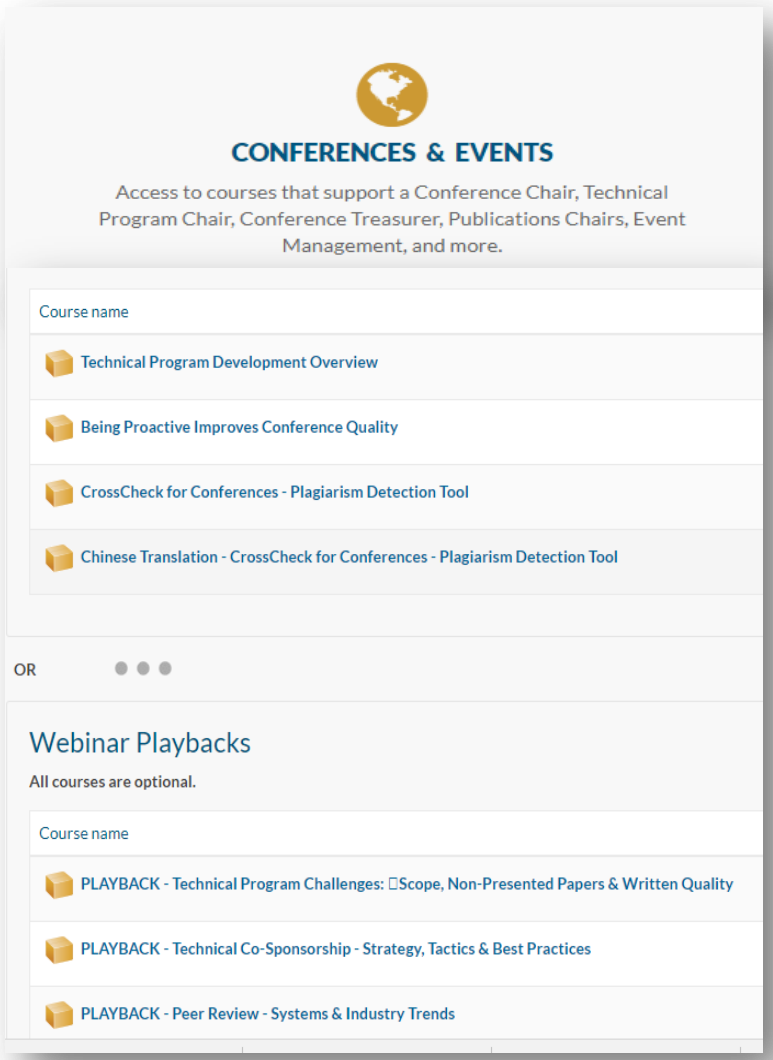
- To learn more about organizing IEEE conferences and events, please visit The Center for Leadership Excellence and check out all the courses and webinar playbacks in the Conference Education Program
- https://ieee-elearning.org/CLE
- Role based tracks for Conferences
  - Conference Chair, Technical Program Chair, Publications Chair, Treasurer & Event Management

Center For Leadership Excellence

Technical Program Chair

- All courses/webinar playbacks are recommended for a Technical Program Chair
- Learn how to manage Plagiarism screening
- Hear highly experienced IEEE volunteers talk about ways to manage conference quality
  - Technical Co-Sponsorship, Strategy, Tactics & Best Practices
  - Technical Program Challenges – Scope, Non-Presented Papers and Written Quality

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



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