

Making a Conference Happen

2014 RAS Panel of
Conference Organizers

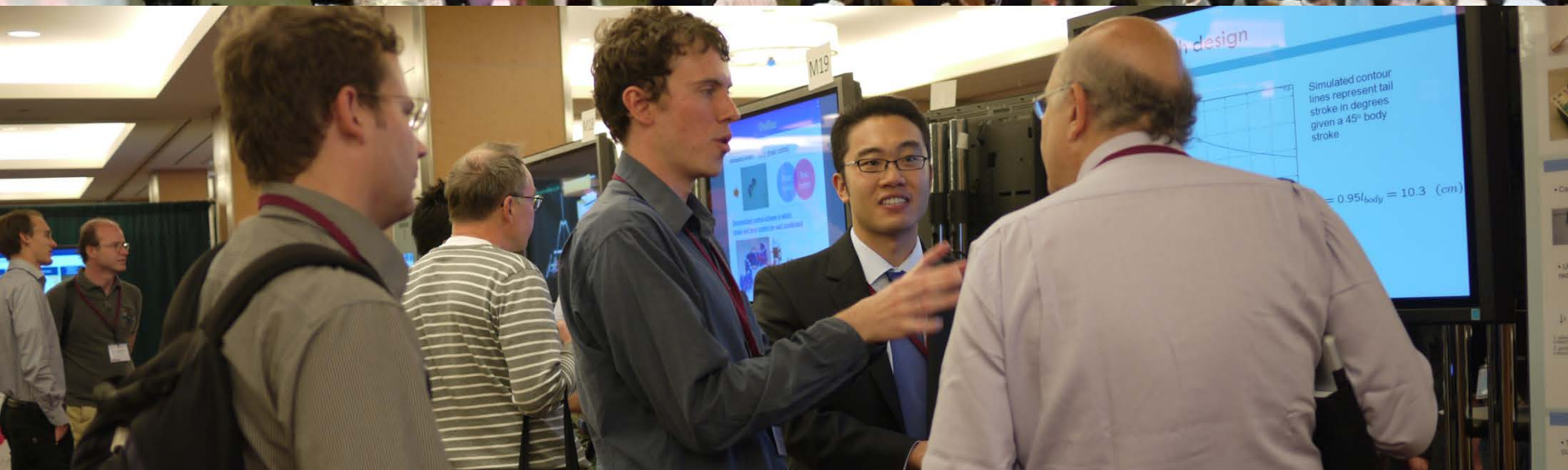
Prepared by Torsten Kroeger



Making a Conference Happen

- PaperPlaza
- Registration
- Website
- Workshops/Tutorials
- Competitions
- Exhibitions
- Demonstrations
- Forums
- Onsite infrastructure
- Onsite RAS Events
- Social Events
- Plenary Talks
- Interaction with RAS
- Interaction with ExCom





PaperPlaza

https://ras.papercept.net/conferences/scripts/start.pl



IEEE Robotics and Automation Society



The PaperPlaza Conference/Journal Management System

[Home](#) [Log In](#) [PIN](#) [Refresh](#) [Help...](#)

Welcome to The PaperPlaza Conference/Journal Review Management System

- **Login NOT required:** During initial submission cycle you "do not" need to login to the system to **submit a paper, session proposal, or other contribution**. To submit a paper, session proposal, or other contribution, you will need to create a new account.
- **Login REQUIRED:** For **Administrative or Editorial activities**; to **submit a review** or to **update/reupload your paper, or to see the reviews of your paper**, and to access the "Access" link to switch your roles. Follow the link [Log in](#)
- **PINs:** Please do not create new PIN in case you have changed affiliation. You can modify your personal information to reflect your current affiliation instead of creating a new account.
- **Antispam service:** Kindly note that we are unable to confirm sender ID. Therefore, if you are subscribing to antispam services that require such confirmation, it is your responsibility to ensure that you are not receiving any spam.

Journals and Upcoming Conferences

Please [click here](#) to see important information about PINs, pdf compliance, browser settings, server security and spam filters at the bottom of the page. Download Get Started manuals for [authors](#) and [reviewers](#)

IEEE-RAM



[IEEE Robotics and Automation Magazine](#)

To submit a paper to IEEE-RAM, log in to access your workspace. To submit a paper, session proposal, or other contribution, you will need to create a new account. Click the link "Submit a contribution" for the conference.

IEEE T-RO



IEEE TRANSACTIONS ON

IEEE Transactions on Robotics

PaperPlaza Features

- Conference server
- People database
- Extensive support of PDF
- Multimedia and attachment support
- Two stage submission process
- Optional third stage (rebutal)
- Keywords



PaperPlaza Features

- Configurable types of submissions
- Access levels
 - Author/proposer
 - Reviewer
 - Associate editor
 - Editor
 - Administrator
 - Super user



PaperPlaza Features

- Review process: single-blind or double-blind
- Access levels
 - Author/proposer
 - Reviewer
 - Associate editor
 - Editor
 - Publications editor
 - Session chair
 - Administrator
 - Super user



PaperPlaza Features

- Review collection
- Plagiarism detection
- Black list of authors
- Accept/reject decision
- Integrated copyright transfer management
- Fee collection for excess pages
- Session and program organization



PaperPlaza Features

2014 IEEE International Conference on Robotics and Automation

May 31 - June 7, 2014, Hong Kong Convention and Exhibition Center, Hong Kong, China

[Program at a Glance](#) [Saturday](#) [Sunday](#) [Monday](#) [Tuesday](#) [Wednesday](#) [Thursday](#) [Author Index](#) [Keyword Index](#)

Last updated on May 30, 2014. This conference program is tentative and subject to change

Program at a Glance

ICRA 2014 Technical Program Saturday May 31, 2014 [Saturday](#) [Sunday](#) [Monday](#) [Tuesday](#) [Wednesday](#) [Thursday](#)

ICRA 2014 Technical Program Saturday May 31, 2014

Track T1	Track T2	Track T3	Track T4	Track T5	Track T6	Track T7	Track T8	Track T9	Track T10	Track T11
09:00-17:30 S221 Workshop SaWT1	09:00-17:30 S224 SaWT2	09:00-17:30 S222 Workshop SaWT3	09:00-17:30 S226 Workshop SaWT4	09:00-17:30 S428 Workshop SaWT5	09:00-17:30 S225 Workshop SaWT6	09:00-17:30 S224 Workshop SaWT7	09:00-17:30 S421 Workshop SaWT8	09:00-17:30 S423 Workshop SaWT9	09:00-17:30 S425 Workshop SaWT10	09:00-17:30 S426 Workshop SaWT11
Active Visual Learning and Hierarchical Visual Representations for General-Purpose Robot Vision		Advances in Flexible Access Robots for Surgical Interventions	Frontier of Bioinspired Systems Based on Micro-Nanorobotics - Design, Energy, Integration -	Artificial Intelligence in Rehabilitation Robotics	Experiences of Research on Robot Assistance for Industrial Environments	What Sucks in Robotics and How to Fix It Lessons Learned from Building Complex Systems	Latest Advances on Natural Motion Understanding and Human Motion Synthesis	Autonomous Social Robots: The Ethical Challenges Ahead	Opportunities and Challenges of Joint Inference and Control in Mobile Robotics	Affordable Haptic Interfaces for Human-Robot Interaction

ICRA 2014 Technical Program Sunday June 1, 2014 [Saturday](#) [Sunday](#) [Monday](#) [Tuesday](#) [Wednesday](#) [Thursday](#)

ICRA 2014 Technical Program Sunday June 1, 2014

PaperPlaza Features

- PDF quality control and file stamping
- Monitoring and automatic reporting
- Master copy of conference proceedings
 - Including all program items (plenary talks, workshops/tutorials, local information, etc.)
- Mobile app (in collaboration with conference4me)
- Conference digest



PaperPlaza Features

- About the proceedings, mobile app, and digest:
 - PaperCept conference4me need two weeks lead time
 - First draft of the mobile app typically needs major revisions
 - Print/DVD/USB vendor needs lead time (e.g., Omnipress, six weeks)

→ Make sure to finalize everything that has to be printed is ready on time!



PaperPlaza Fees

- Discount for IEEE RAS events (contract to be negotiated individually)
- Standard fees (as of 2015)
 - Initial submission and review process per initial submission, **USD 6.56**
 - Final submissions collection and program per final submission, **USD 8.06**
 - Online proceedings and digest **USD 0.94**
 - Mobile app **USD 0.56** (optional)



PaperPlaza Fees

- Set up is free
- All other optional services (e.g., ithenticate),
total < USD 1000
- Credit card fees: ~3.5%



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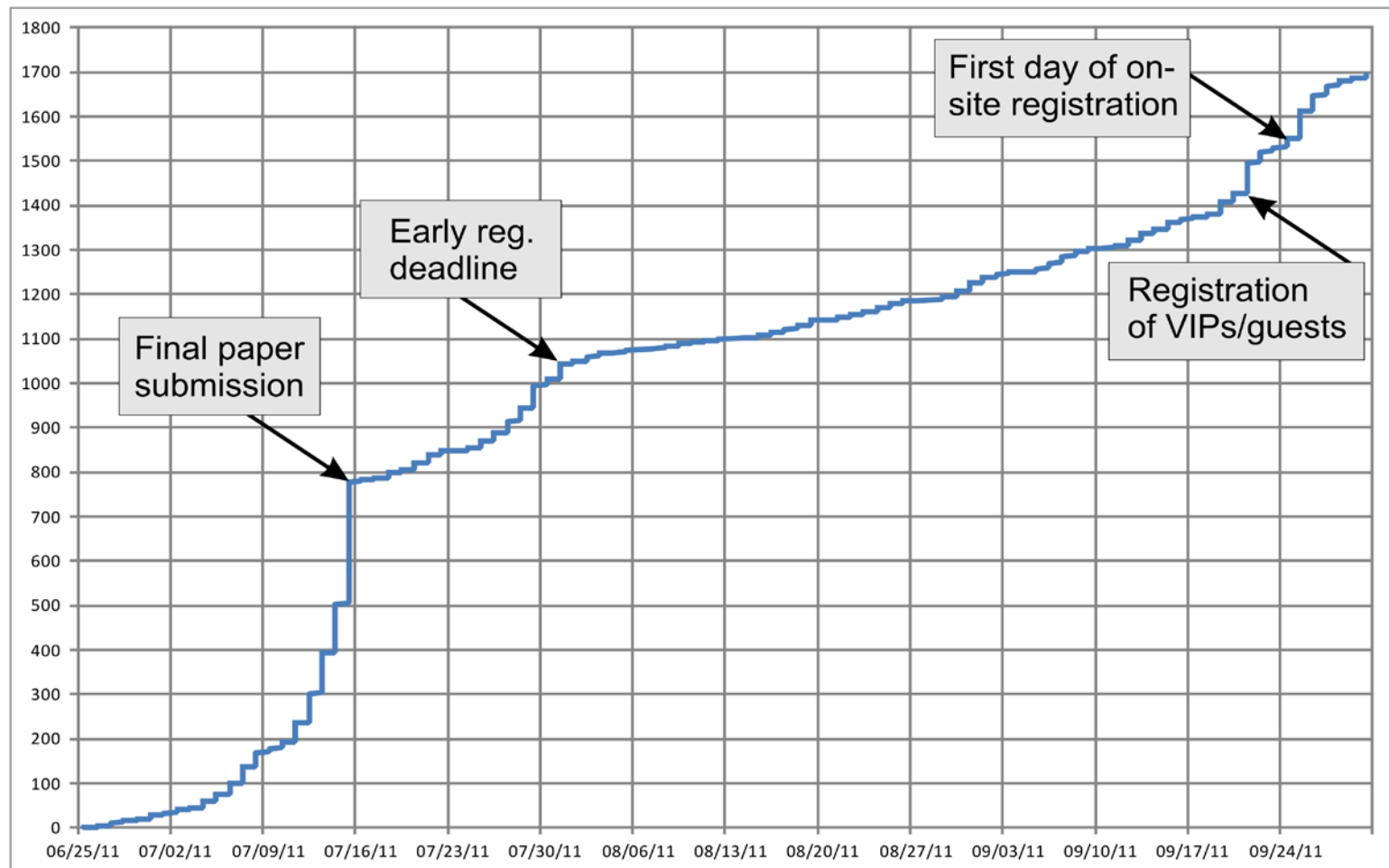


Registration

- Two options
 - IEEE conference services
 - USD 13 per registration
 - Access to IEEE member database
 - Onsite staff and service
 - PaperPlaza
 - USD 6.56 per registration (includes RAS discount)
 - No access to IEEE member database
 - Responsive 24/7 support
 - No onsite staff members



Registration (numbers, IROS'11)



Registration (numbers, IROS'11)

• IEEE Life Members	9
• IEEE Members	690
• Nonmembers	243
• IEEE Student Members	453
• Student Nonmembers	170
• Guests and VIPs	68
• Volunteers	38
• Press and Media	43
• Exhibitors	127



Conference Website



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2014 IEEE International Conference on Robotics and Automation (ICRA 2014)

May 31 - June 7, 2014 Hong Kong, China



General Information

Sponsors and Exhibitions

Program

Contributions

Registration & Travel

Welcome to ICRA 2014

The 2014 IEEE International Conference on Robotics and Automation (ICRA) will be held at the Hong Kong Convention and Exhibition Center, Hong Kong, China, from May 31 to June 5, 2014. Hong Kong, situated on China's south coast and enclosed by the Pearl River Delta and South China Sea, is renowned for its expansive skyline and deep natural harbor. Hong Kong is one of the most densely populated areas in the world, and serves as the one of the busiest gateway between the east and west. The conference theme is **"Robotics and**

Important Dates:

August 15, 2013
Proposals for organized/ special sessions

September 4 & 16, 2013
Submission of Full-length papers and videos

Conference Website

- Important interface to authors, attendees, and the public – “Face” of the conference
- Central point to collect and publish data that will later on be used for digests, handouts, and proceedings.
- Recommendation: Well-setup and secured content management system that will allow several users to add and edit content



Conference Website

- Secure the domain as early as possible (IEEE secures the major domains for major conferences automatically)
- Take a reliable webhosting company
- Hire a good designer and webmaster



Workshops/Tutorials

- Typically one day before and/or after the technical program
- Use the same rooms and equipment
- Proceedings are NOT published in IEEE Xplore
- Fees are mainly used cover expenses for rent and coffee/snacks
- Goal of CAB: Quality workshops instead of quantity workshops



Competitions



Competitions/Demonstrations

- Past
 - No transparent process
 - Organizers of competitions get in touch with conference organizers directly
 - No rules
- Future plan
 - Treat and review competition similarly to workshops/tutorials (i.e., quality assurance, transparent selection process, consideration in the conference budget)



Exhibitions



Exhibitions



- Connection between research and industry
- Leverage academic and research startups
- Cutting-edge product presentations
- Requires space and often professional logistics



Plenary Talks and Forums



Plenary Talks and Forums

- Plenary sessions
 - Excellent speakers, pioneers of their field
 - Up-to-date topics
- Forums
 - Industrial
 - Medical
 - Academic
 - Startup/Entrepreneurship
 - Funding agencies
 -



Onsite Infrastructure

- What are the two most important items on the to-do-list of Local Arrangement Chairs?



Onsite Infrastructure

- What are the two most important items on the to-do-list of Local Arrangement Chairs?

1. Coffee

2. Internet



Onsite Infrastructure

- When selecting the venue, make sure that it has access to a high-speed internet connection (e.g., 100 Mbit for ICRA/IROS)!
- Consider 3-5% of the conference budget for onsite internet and IT equipment (e.g., budget \$1M → \$50K)
- Offer coffee, tea, and water all the time (not only during breaks)



Onsite Infrastructure

- Consider 5-10% of the conference budget for coffee/tea/water
- Collaborate with a reliable A/V vendor (e.g., Presentation Technology)



Onsite RAS Events

- Only meeting room reservations required
- Kathy and Rachel do the logistics and planning
 - They are great!!!



Social Events



Social Events



Social Events

- Conferences are for ALL attendees
- Social event should be well-organized
 - Excellent logistics
 - Good opportunities for interaction
 - Mixture of unique local, cultural, artistic, scenic impressions.
- Don't mind spending 40% of the conference budget on social events



Interaction with ExCom

- ExCom members are involved and are happy to help:
 - Technical Activities Board
 - Current VP Satoshi Todokoro
 - Workshops and tutorials
 - TC poster sessions
 - Industrial Activities Board
 - Current VP: Raj Madhavan
 - Industrial forum
 - Exhibitions



Interaction with ExCom

- Member Activities Board
 - Current VP Jing Xiao
 - Competitions
- Publication Activities Board
 - Current VP: Antonio Bicchi
 - Connection to IEEE Xplore
 - Managing the paper review process
 - Connection to CEB
 - Plagiarism, PaperPlaza



Interaction with ExCom

- Finance Activities Board
 - Current VP: Tony Maciejewski
 - Budget of your conference
 - Financial support from IEEE RAS
- Conference Activities Board
 - Current VP: Oussama Khatib
 - Contracts and memorandum of understandings
 - Conference approval
 - All other conference related topics



Interaction with RAS

www.ieee-ras.org/about-ras/society-resource-center/ras-resources

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

IEEE Robotics & Automation Society

About RAS | Member Communities | Conferences & Workshops | Publications | Technical Committees | Education, Outreach & Career | Awards & Recognition | Industry Governance

Search RAS Website

Latest News: Follow: 693 [Join RAS](#)

HOME > ABOUT RAS > SOCIETY RESOURCE CENTER > RAS RESOURCES

Membership

Latest News

Governance

History of the Society

Society Resource Center

- RAS Resources**
- IEEE RAS AdCom Minutes and Motions
- Reimbursement Procedures for Travel

RAS Resources

RAS Field of Interest

RAS strives to advance innovation, education, and fundamental and applied research in Robotics and Automation. Robotics focuses on systems incorporating sensors and actuators that operate autonomously semi-autonomously in cooperation with humans. Robotics research emphasizes intelligence and adaptability to cope with unstructured environments. Automation research emphasizes efficiency, productivity, quality, and reliability, focusing on systems that operate autonomously, often in structured environments over extended periods, and on the explicit structuring of such environments. (Approved by IEEE TAB 11/07)

Interaction with RAS

- Make use of RAS resources
 - Website
 - News section
 - Conference section
 - Newsletter
 - Mailing lists
 - Do not hesitate asking Kathy and Rachel for advice
(They are ABSOLUTELY great!!!)



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Questions...???

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