

IEEE ROBOTICS AND AUTOMATION SOCIETY

Steering Committee Charter of the IEEE International Conference on Robotics and Automation (ICRA)

A conference fully sponsored by the IEEE Robotics and Automation Society

General

The ICRA Steering Committee Chair reports to the IEEE Robotics and Automation Society (RAS) Vice-President of the Conference Activities Board (VP CAB) or his/her designee. The ICRA Steering Committee is a sub-committee of IEEE RAS Conference Activities Board (CAB).

Purpose of the Steering Committee

The ICRA Steering Committee oversees the long-term planning and success of current instances of the IEEE International Conference on Robotics and Automation (ICRA); plans for future editions in the series of ICRA conferences; evaluates how well each ICRA has achieved its objectives; and proposes and implements improvements to continuously meet these objectives.

The ICRA Steering Committee shall be responsible for the general oversight and long-term goals for ICRA. The ICRA Steering Committee shall normally be responsible for making strategic decisions, including but not limited to: the approval of the General Chair and Technical Program Chair (including removal and reappointment if necessary); providing guidance, oversight, and support for the Organizing Committees of ICRA; pre-selection of ICRA dates and locations; determining the major theme of ICRA; coordination amongst partner IEEE or Non-IEEE societies; creation or approval of any ICRA-specific policies; enforcement of IEEE and RAS conference policies; and reviewing the budget.

The ICRA Steering Committee selects a set of candidate teams and sites of future editions of ICRA and presents these to the IEEE RAS Administrative Committee (AdCom). AdCom chooses the conference site and organizing team from among these candidates by voting.

Name of the Conference Series

The conference series shall be named the IEEE International Conference on Robotics and Automation (ICRA).

Focus and Summary

The IEEE International Conference on Robotics and Automation is the IEEE Robotics and Automation Society's flagship conference and the premier international forum for robotics researchers to present and discuss their work. ICRA brings together researchers, students, industry participants, and entrepreneurs from the ever-expanding areas of robotics research and its applications as the impact of robotics in our everyday lives continues to grow. ICRA strives to focus on a theme during this annual event.

Committee Composition and Term Length

- The ICRA Steering Committee shall consist of at most FOURTEEN members of which only THIRTEEN members.

will be voting members. Special attention will be paid to ensure gender and geographical diversity of this FOURTEEN-member committee with a geographically balanced distribution between (i) the Americas, (ii) Asia/Oceania, and (iii) Europe/Africa and at least 25% women committee members in this FOURTEEN-member ICRA Steering Committee.

- The Chair of the ICRA Steering Committee shall be appointed by VP CAB for a three-year term with the option for an additional three years, pending final approval by the President.
- The *initial* appointment of the other members of the ICRA Steering Committee shall be for one, two, and three years to allow for rotation and continuity.
- The Past Chair shall serve a three-year term to coincide with that of the sitting Chair, who will be an observer and a non-voting member of the ICRA Steering Committee. The Past Chair will provide guidance to the ICRA Steering Committee, as appropriate.
- The ICRA Steering Committee shall also consist of THREE IEEE RAS Administrative Committee (AdCom) members. These THREE members of the ICRA Steering Committee shall be separate from the Chair of the ICRA Steering Committee if the Chair is already an AdCom member. These THREE AdCom members will be invited by the Chair of the ICRA Steering Committee.
- The ICRA Steering Committee shall also consist of the Editor in Chief of the Conference Editorial Board (CEB).
- New members of the ICRA Steering Committee shall be appointed by the Chair of the ICRA Steering Committee after consultation and approval of VP CAB.
- The ICRA Steering Committee shall preferably consist of the following THIRTEEN voting members:
 - Chair
 - THREE AdCom members
 - The Editor-in-Chief of the Conference Editorial Board (CEB).
 - TWO past IEEE RAS fully financially sponsored or financially co-sponsored conferences General Chairs (preferably past editions of ICRA and CASE, with one member from each)
 - TWO past IEEE RAS fully financially sponsored or financially co-sponsored conferences Program Chairs (preferably past editions of ICRA or CASE)
 - ONE previous IEEE RAS fully financially sponsored or financially co-sponsored conference Finance Chair (preferably past editions of ICRA)
 - ONE previous IEEE RAS fully financially sponsored or financially co-sponsored conferences Sponsorships/Industry/Exhibits Chair (preferably past editions of ICRA)
 - TWO additional invited members with knowledge and experience
- The Chair serves as the coordinator of meetings and represents the general consensus of the Steering Committee and reports to VP CAB.

Conflicts of Interest for the Composition of the ICRA Steering Committee

Voting members of the ICRA Steering Committee are not eligible to vote in the ICRA Steering Committee deliberations if they are a member of the core organization team of a proposed ICRA. The “proposed ICRA conference” is defined as the conference that will be coming up for voting for any and all of its activities during the deliberations of the ICRA Steering Committee. The maximum size of the core organization team of the proposed ICRA should not exceed TEN people. The core organization team of the proposed ICRA conference shall consist of:

- General Chair, General Co-chair(s),
- Program Chair, Program Co-chair(s),
- Finance Chair, Finance Co-Chair(s),

- Local Arrangement Chair, Local Arrangement Co-Chair(s), and
- Four more key members of the ICRA team as identified by the ICRA General Chair. Every ICRA shall have only one General Chair. There can be additional General Co-Chair(s), if necessary.

Criteria for Selecting ICRA Conference Sites and Organizing Teams

The criteria for annually endorsing ICRA conference site(s) and organizing team(s) shall be based on the guidelines provided in Appendix A. The final decision of the ICRA Steering Committee shall be based on the criteria in Appendix A, deliberations of the ICRA Steering Committee and any other additional information that the ICRA Steering Committee members have access to. It is also the responsibility of the ICRA Steering Committee to modify Appendix A as appropriate and needed, such that Appendix A is kept up to date.

The ICRA Steering Committee facilitates the entire application process for future ICRA teams and sites. The final teams present their bids at the annual ICRA AdCom meeting. The ICRA Steering Committee makes a recommendation to AdCom, and AdCom approves by voting during the annual ICRA AdCom meeting.

Membership Requirements

All voting members of the ICRA Steering Committee shall be IEEE members holding a grade of Member, Senior Member, Life Member, or Fellow, and shall also be members of the IEEE Robotics and Automation Society.

Term Limits

No member shall serve more than a maximum of two consecutive terms (full or partial), except the Past Chair, who may serve at most one additional term of THREE years (full or partial) immediately after the expiration of their term as the Chair of the ICRA Steering Committee. This term limit is independent of the length of a term at the time of appointment, or when resignation or ineligibility reduces a term to be shorter than appointed. Additional terms may ensue (the maximum of two consecutive terms still applies) after the lapse of at least one term.

Vacancies

In the event of the incapacity or absence of the Chair, the Past Chair will serve as the Chair of the ICRA Steering Committee until a successor is appointed. The Past Chair shall not serve for more than SIX months as the Chair of the ICRA Steering Committee within which period the Chair of the ICRA Steering Committee must be appointed. In the event the Past Chair has a conflict of interest and a suitable Chair of the ICRA Steering Committee has not yet been appointed by VP CAB, no voting of any deliberations in the ICRA Steering Committee shall take place.

Vacancies in the position of Past Chair are filled only upon the appointment of the next Chair, and may remain vacant otherwise. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in the ICRA Steering Committee Composition and Term Length section.

Meetings

1. The majority of the voting members of the ICRA Steering Committee shall meet as a group in person or by teleconference a minimum of TWO (2) times per year. The time and method of this meeting shall be determined by the Chair. Meeting shall be documented and made available to all the ICRA Steering Committee members.

2. In-person, electronic mail, teleconference, and other remote means may be utilized for the transaction of business and for the conduct of meetings and/or interim meetings as called by the Chair.
3. A majority of the voting members of the ICRA Steering Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Chair shall have no vote except when the vote is by secret ballot or when the Chair's vote can change the outcome of the vote.
5. The General Chair/General Co-Chair(s) and Program Chair/Program Co-Chair(s) of conferences for next two future editions of ICRA in active planning, as well as the most recent past ICRA edition, will be invited to participate in committee meetings as non-voting guests. Other non-voting guests may also be invited.

Amendments

Amendments and changes may be made to this Charter by action of the ICRA Steering Committee and the CAB. Proposed amendments and changes must be submitted in writing to all voting members of the ICRA Steering Committee and the CAB at least 30 days prior to the scheduled date of the meeting where action is expected. Amendments and changes shall require a two-thirds majority of the ICRA Steering Committee before it is forwarded to the CAB for approval. Amendments and changes to this charter shall also require two-thirds majority of CAB. Amendments and changes shall become effective immediately after approval by all the required parties.

Version

Initial version	June 20, 2021, approved DATE.
2021 Version	November 20, 2021, Approved DATE

Appendix A

Criteria for Evaluating ICRA Applications

- **Organizing team**
 - Experience
 - Conference organization
 - Technical strength
 - Diversity
 - Gender
 - Geographic
 - Seniority
 - Academic/industry
- **Budget**
 - Completeness
 - Registration fees
 - Surplus
- **Location/city/country**
 - Safety
 - Accessibility
 - Travel
 - Visa requirements (visa-free entry for how many countries?)
 - When was the last time ICRA went to this country or city?
- **Conference venue**
 - Internet
 - Total size
 - Largest room
 - Exhibition space
 - Infrastructure for remote attendance
 - Configuration and layout flexibility
 - Interaction spaces
 - Proximity to hotels
 - Hotel and dining options
- **Technical program**
 - Structure
 - Interactivity among onsite attendees
 - Interactivity with remote attendees
 - Workshops and Tutorials
 - Novelties

- **Member activities**
 - Student activities
 - Career fair
 - WIE
 - RAS Townhall
 - Networking events

- **Industrial activities**
 - Sponsors
 - Exhibitors
 - Industrial forum

- **Social activities**
 - Social events
 - Opportunities for RAS events and meetings
 - Technical tours
 - Banquet
 - Novelties

- **Local arrangements**
 - PCO

- **Communication and publicity**
 - Mobile app
 - Social media
 - Website