Special Technical Community Guidelines for Technical Co-Sponsorship and Conference Collaborator Guideline for STCs

Updated June 6, 2013

<u>**Overview**</u>

Special Technical Communities (STCs) may consider Technical Co-Sponsorship (TCS) of a conference for a variety of reasons. TCS allows the STC to help participate in the conference technical program and direction as well as to promote and develop STC activities and membership base among the conference community. STCs may also provide additional support to the conference, for example, by increasing the pool of reviewers. The STC and the conference can cross promote their activities, allowing both to extend their presence and reach new and expanded communities.

Technical co-sponsorship requests should be initiated 12 months before the start of the conference, so they are approved well before the Call for Papers is made public.

In addition to Computer Society guidelines for conferences (see Technical Meeting Handbook - http://www.computer.org/portal/web/conferences/faq), STCs must follow the overarching guidance defined in Section 3.5 of the STC handbook: "Should an STC wish to create a … product or service that overlaps the responsibilities of an existing [Technical Committee] (TC), the STC must seek approval from the STC Governance Committee (GC) who must gain approval from the T&C Board." In this case, the item under consideration is TCS, which can also be offered by an existing TC. General guidelines for TCs to be co-sponsors can be found at http://www.computer.org/portal/web/conferences/tcs-information.

Please note that this process has been modified from the process used by the TCs because STCs may have a multidisciplinary (and thus potentially overlapping) area of interest, and therefore several STCs may approach a single conference for TCS, which could be confusing and counterproductive to the conference. In general, the STC Governance Committee recommends that an STC work with at most 12 conferences during any calendar year.

<u>**Technical Co-Sponsorship Scenarios**</u>

Depending on the financial ownership (sponsorship) of the conference, different TCS processes will apply. Specifically, there are three classes of conferences, each with a slightly different procedure:

1) Those conferences that are already being financially and legally sponsored by the Computer Society through a Technical Committee (TC);
2) Conferences that are financially and legally sponsored by another organizational unit within IEEE other than the Computer Society; and
3) Conferences that have no financial ties to IEEE or the Computer Society.

Note in all cases, the STC will not receive financial benefits or added entitlements from a conference that is granted Technical Co-Sponsorship, nor will the conference receive additional financial benefit.

Case 1: An STC wants to Technically Co-Sponsor a conference already financially sponsored by the Computer Society

As a first step, there should be a discussion between the relevant STC member and the relevant conference team members to clarify the interest in STC involvement. Then, by way of confirmation since this is an internal Computer Society (non-IEEE) process, the STC chair and the Conference General Chair should fill out a simple acknowledgement form that states:

1. That STC/Financially Sponsored Conference have entered into Technical Co-Sponsorship agreement.
2. Brief overview of plan for coordination on both sides. This may include, but is not limited to:
   a. Promotion and/or use of logos,
   b. Advertising or promotional activities on each side, or
   c. Member(s) of the STC participating in paper review.
3. That there is an understanding that the STC will not receive financial benefits or added entitlements from a conference that is granted Technical Co-Sponsorship, nor will the conference receive additional financial benefit.

The STC Chair Acknowledgement form is available at http://tinyurl.com/STC-TCS-ackfromSTC

The Conference Chair Acknowledgement form is available at http://tinyurl.com/STC-TCS-ackfromCONF

Ideally, this occurs before the Call for Papers for the conference is published. The STC Governance Committee reserves the right to request a *Statement of Benefits* from the STC and conference chair if it deems that appropriate. This form is detailed in the Appendix.

Case 2: An STC wants to Technically Co-Sponsor a conference that is financially sponsored by an IEEE organization other than the Computer Society

This process involved four steps, and is identical to the process for a Technical Committee (TC).

1) For an IEEE CS STC to technically co-sponsor a conference (where the Computer Society is not the financial and legal sponsor), the STC Chair will work with the conference General and Program Chairs, to complete an IEEE Conference Exchange application (ICX), online at http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html. This application must be completed in order to include Computer Society as a technical co-sponsor. It is possible, even likely, that the conference will have already completed this to seek formal approval from the other IEEE OU. The ICX application will trigger a Memorandum of Understanding (MOU) template to be approved electronically by all financial and technical co-sponsors. The MOU is required according to IEEE Policy 10.1.5, that addresses cases of when two or more IEEE or non-IEEE organizational units (OUs) agree to provide Technical or Financial

Co-Sponsorship for a conference. Please note, conference organizers cannot approve MOUs. Computer Society MOUs are approved by the Staff Director, which happens systematically through ICX. Please allow 4-6 weeks for the review of this request.

2) The Conference Organizer or relevant STC member should email tcsrequest@computer.org to initiate the TCS review process with the Computer Society. The Organizer will then receive instructions from tcsrequest@computer.org on remaining steps.

3) The relevant STC member completes a *Statement of Benefits* to justify the Technical Co-Sponsorship. The STC member will obtain the form from tcsrequest@computer.org, and it is also attached in the Appendix. This will then be mailed back to tcsrequest@computer.org. *Ideally, this occurs before the Call for Papers for the conference is posted*.

4) The application is reviewed by the Computer Society Technical & Conference Activities Board. This process is managed by staff using the tcsrequest@computer.org.
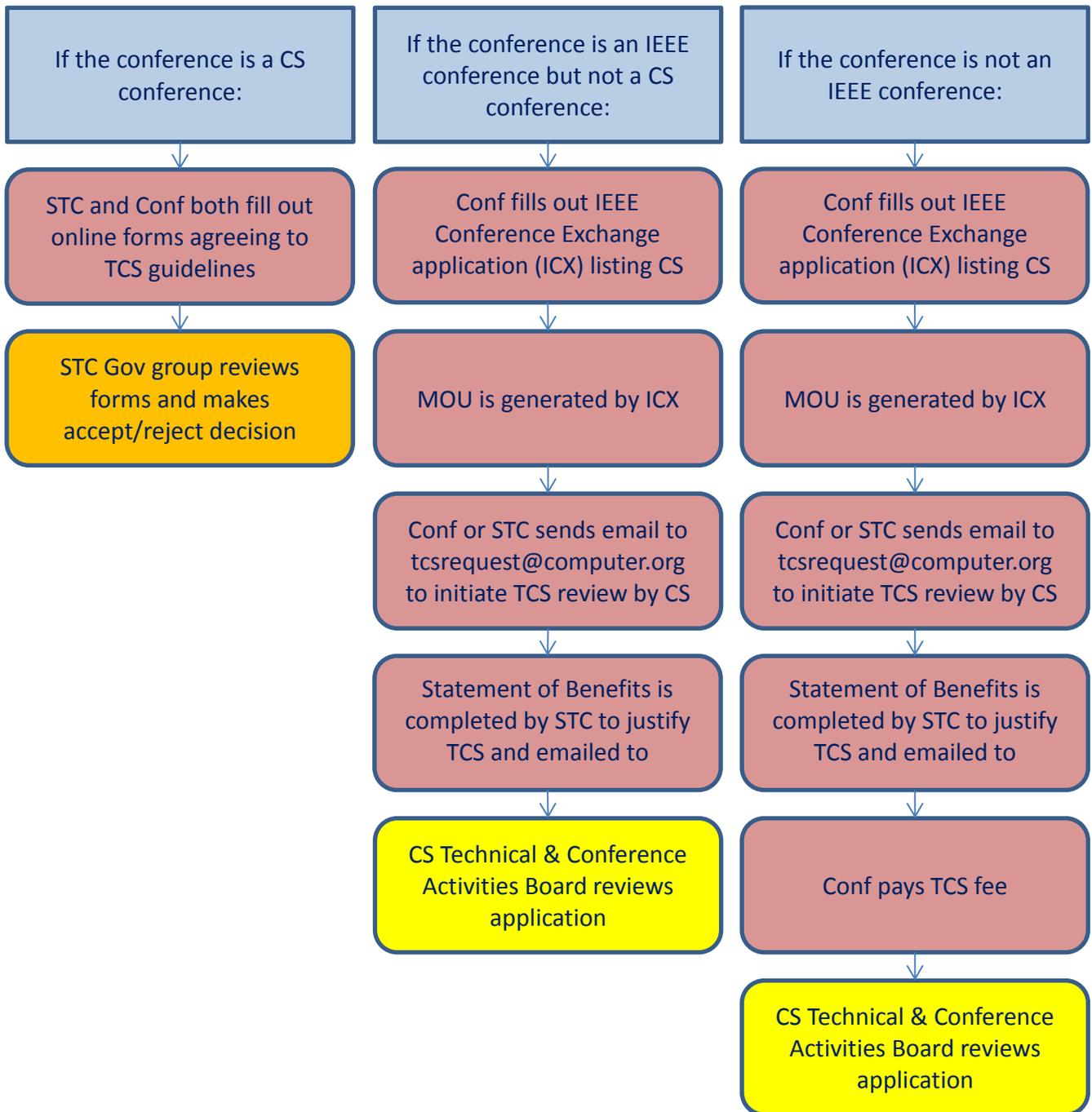

Case 3: An STC wants to TCS a conference that is not financially sponsored by an IEEE organization or the Computer Society

When an STC wants to TCS a conference that has no IEEE financial sponsorship, it is essential that the STC work closely with the conference to ensure the program's technical quality, as the conference likely will seek to include proceedings in IEEE XPlore. This case includes conferences that are Technically Co-Sponsored by another CS STC (or TC), Technically Co-Sponsored by an entity within IEEE but outside of the CS, or have no affiliation whatsoever with IEEE/CS. Proposers can contact staff at CS, or search the IEEE database (http://www.ieee.org/conferences_events/index.html) if they need to verify whether CS or other IEEE entities are already involved, if unknown.

There are five required steps, identical to the TC process:
1) The conference must complete an ICX application (http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html), including all financial and technical co-sponsors. This triggers the MOU process (as described in Case 2).

2) The conference organizer or relevant STC member must contact tcsrequest@computer.org to initiate the Computer Society review process. The organizer will then receive further steps and requirements on how to proceed.

3) The relevant STC member completes the Statement of Benefits, as described in Case 2 (available in the Appendix), which is emailed to tcsrequest@computer.org.

4) The conference pays the non-refundable application fee (currently $350 for conferences submitting content to Xplore, an additional fee, currently $500, applies if content will not be submitted to Xplore; all fees subject to change). The application is not considered complete until this fee is paid.

5) The application is reviewed by the Computer Society Technical & Conference Activities Board. This process is managed by staff using the tcsrequest@computer.org.

Conference Technical Co-Sponsorship

If the conference is a CS conference:	If the conference is an IEEE conference but not a CS conference:	If the conference is not an IEEE conference:
STC and Conf both fill out online forms agreeing to TCS guidelines	Conf fills out IEEE Conference Exchange application (ICX) listing CS	Conf fills out IEEE Conference Exchange application (ICX) listing CS
STC Gov group reviews forms and makes accept/reject decision	MOU is generated by ICX	MOU is generated by ICX
	Conf or STC sends email to tcsrequest@computer.org to initiate TCS review by CS	Conf or STC sends email to tcsrequest@computer.org to initiate TCS review by CS
	Statement of Benefits is completed by STC to justify TCS and emailed to	Statement of Benefits is completed by STC to justify TCS and emailed to
	CS Technical & Conference Activities Board reviews application	Conf pays TCS fee
		CS Technical & Conference Activities Board reviews application

APPENDIX: STATEMENT OF BENEFITS

Dearest TC/STC Chair,

In order for the Computer Society to proceed with the review of this conference application for technical co-sponsorship, we request a letter of endorsement from the TC/STC chair, who is best able to evaluate the technical components and quality of the program. Please review the information provided in the ICX application by the conference organizers, and give additional information to support your TC/STC's endorsement and evaluation of the conference proposed for Computer Society Technical Co-sponsorship.

1. Describe the areas of the conference that are within the FOI (Field of Interest) of your TC/STC?

2. Based on prior TCS (if applicable), have members of your TC/STC been directly and substantially involved in the technical program (for example, reviewing papers, program committee members, encouraging CS members to submit papers and attend)? Describe the plan for that involvement for the current conference in planning.

3. Review the General Chair, Finance Chair, and other organizers – can you or others in your community vouch for the technical creditability of the organizers and potential quality of the conference?

4. If not already in place, please appoint a member of your TC/STC to sit on the conference's Technical Program Committee to oversee peer-review. Please include the name and email address of this person.

5. To your knowledge, does this conference's organizing, steering, and program committees include a significant representation of the IEEE and/or Computer Society members?

6. On the ICX application, "Technical Program" section, is the "role of each sponsor represented on the Technical Program Committee" correct and appropriate, as described?

7. Do you have confidence in the structure of the technical program/peer review process as described by the organizer in the ICX application?

8. If applicable, for new conferences, why is conference scope not already represented by an existing conference?

9. Finally, please provide a statement about how this conference will provide a measurable contribution to the profession and the IEEE Computer Society, and how the TC/STC will promote and encourage involvement in the conference.

Thank you for your review.