

IEEE SPS Technical Committee Best Practices

Leadership Transition and Orientation

To support effective governance and ensure continuity within each Technical Committee (TC), leadership transitions follow a deliberate, multi-year progression.

During the first year of a new Chair's term, the Chair works closely with the Past Chair to gain a full understanding of TC practices, priorities, long-term initiatives, and Society-wide leadership norms.

During the second year, the Chair supports and mentors the Vice Chair, who will assume the Chair role in the next term. The Vice Chair works alongside the Chair, gaining direct exposure to TC operations, strategic planning, member engagement, and leadership decision-making.

This intentional overlap ensures the incoming Chair is fully oriented and prepared to lead without disruption.

TCs should hold dedicated transition and orientation meetings to support effective knowledge transfer, clarify duties, and maintain operational continuity.

Additional recommended practices:

- Maintain written role descriptions for Chair, Vice Chair, and Past Chair.
- Document ongoing initiatives, timelines, and institutional knowledge in the shared TC Drive.
- Establish a succession planning discussion annually.

File Management with Google Drive

The Society provides a secure, structured file management system in Google Drive for each TC and all technical entities under the Technical Directions Board. The TC Chair, Vice Chair, and Past Chair receive administrative access to ensure consistent document management.

a. Folder Structure

Folder structure varies across TCs, Technical Working Groups, Megatrends initiatives, and the Challenges and Data Collections Committee, depending on operational needs and documentation requirements.

b. File Organization

- i. Save documents in relevant subfolders.
- ii. Use clear, consistent naming conventions (e.g., "2026-01 TC Meeting Notes").
- iii. Restrict editing access when necessary to maintain document integrity.

c. Sharing Guidelines

- i. Use Google Drive permission settings (view/edit/comment) appropriately.
- ii. Share direct links to documents rather than downloading files when possible.

- iii. Reference shared documents in meeting notes to support transparency.

d. Access

- i. All IEEE Members may obtain a free Google-based iee.org email address for Google Drive access.
- ii. [Here](#) is information on how volunteers can create iee.org email addresses.
- iii. If volunteers have existing iee.org accounts, nothing further needs to be done.

Utilizing Google Spaces for Communication

a. Overview

Google Spaces provides a centralized platform for TC communication, document sharing, and collaboration. It allows for organized discussions, file sharing, and task tracking in a single space.

Note: Slack is not included on the IEEE Standard and Acceptable Software Application List.

b. Setting up a Google Space

- i. Create a dedicated Google Space for the TC.
- ii. Invite all current TC leaders and members.

c. Best Practices

- i. Use separate threads for distinct projects or discussions.
- ii. Pin key files or messages for quick reference.
- iii. Post periodic updates to reduce long email chains.
- iv. Use the task feature to assign and track responsibilities.
- v. Archive inactive Spaces annually.
- vi. Use naming conventions (e.g., “TC-XYZ General Space”).

d. Benefits

- i. Reduces email cluster and supports real-time collaboration.
- ii. Provides a single, searchable location for communication and files.
- iii. Improves coordination during busy TC periods.

e. Resources

- i. [Learn about Spaces](#)
- ii. [Get started with announcements](#)

Task Coordination and Scheduling

a. Tools to Use

- i. [When2Meet](#): for identifying common availability.
- ii. **Calendar Invites**: for scheduling meetings and deadlines.

b. Tips for Collaboration

- i. Consider global time zones for meeting times.
- ii. Avoid back-to-back meetings to support productivity.
- iii. Always distribute meeting notes with clear action items.
- iv. Leverage AI tools to support transcription or note-taking.
- v. Maintain a shared TC calendar.

Bylaws and Procedures

Each TC should formally document internal processes in its bylaws and policies. These must remain fully consistent with IEEE or SPS [Bylaws](#) and [Policies](#) and must be reviewed and approved by the TC before implementation.

Well-maintained bylaws and procedures help new and existing members understand roles, responsibilities, decision-making practices, and operational norms. If your TC does not yet have such documentation, reviewing examples from other TCs can provide useful guidance and promote consistency across the Society.

Many TCs establish a dedicated subcommittee to develop, maintain, and periodically update their governing documents. This ensures that bylaws and procedures remain accurate, compliant with Society requirements, and aligned with the TC's evolving needs and activities.

TC Reviews

Each TC undergoes a formal review at least once every five years. The review template provides a comprehensive snapshot of the TC's membership, activities, governance, initiatives, and alignment with SPS goals.

After completing the review, the TC Review Committee submits remarks and recommendations to the Board of Governors for acceptance.

Once the TC Chair receives the final report, it should be shared with all TC members to maintain transparency and broad awareness of the feedback provided by SPS leadership. Between review cycles, TCs must address recommendations and report progress through the biannual TC Report template.

Election Subcommittee

Each TC is encouraged to establish an Election Subcommittee to manage Vice Chair and member elections and to ensure a transparent, fair, and well-documented election process consistent with IEEE SPS [Policy 5.6.3](#).

The Election Subcommittee should proactively identify and encourage a broad and diverse pool of qualified candidates, with the goal of achieving balanced representation within the TC. Considerations should include, but are not limited to, technical breadth, geographic distribution, career stage, academia and industry

participation, and other dimensions of inclusion that strengthen the committee and reflect the global SPS community.

In accordance with SPS policy, TCs should normally maintain a membership of up to 40 members, with exceptions considered when there is clear justification based on technical scope, workload, or community engagement needs.

Awards Subcommittee

Each TC should establish an Awards Subcommittee responsible for identifying, preparing, and submitting nominations to the SPS Awards Board for SPS Awards, Distinguished Lecturers, and Distinguished Industry Speakers.

The Awards Subcommittee plays a critical role in preparing strong, well-supported nominations. Thoughtful preparation, such as gathering compelling evidence of accomplishments, securing high-quality supporting materials, and ensuring that each nomination clearly aligns with the specific award criteria, significantly increases the likelihood of selection.

To strengthen the nominations process, the subcommittee should encourage a diverse and globally representative pool of nominees, and track past nominations, both successful and unsuccessful, to identify areas for improvement and strengthen future submissions.

To avoid conflicts of interest, TCs may not nominate individuals from their own committee. TCs may also not submit nominations for IEEE-level awards; however, individual TC members may submit such nominations independently in their personal capacity.

Email Aliases

Each TC is provided with an email alias to support efficient and confidential communication with its members. Contact Society staff if you are unsure of your alias.

The administrative TC alias is intended solely for internal TC communications and should not be used for promotional or marketing purposes.

Publicity

Each TC has access to a dedicated marketing distribution list designed to support the creation of promotional emails targeting relevant to the TC's technical focus. Please follow the promotional guidelines on the Society's [website](https://www.ieee.org).

This marketing list is not for internal TC business; it is solely for outreach and promotional purposes to the broader technical community.

Website

1. **Publicity:** Technical Committees play a key role in advancing their respective technical fields and are encouraged to use their TC websites as a central mechanism for visibility, outreach, and community engagement. TC websites serve as authoritative hubs for showcasing emerging research areas, sharing technical resources, and promoting community activities such as challenges, workshops, special sessions, webinars, and calls for papers.

By maintaining timely content and well-curated community accomplishments, TC websites help increase visibility of the technical area, connect researchers and practitioners worldwide, and foster collaboration across academia and industry. In doing so, TC websites support both the growth of their technical communities and the broader leadership role of IEEE SPS.

2. **Maintenance:** Each TC should establish a Website Subcommittee responsible for identifying content that requires updates, recommending improvements, and proposing new material for the TC's webpage.

To reduce the workload on TC volunteers and to ensure accuracy, consistency, and a professional appearance across all TC webpages, TCs are no longer responsible for making website updates directly. Instead, all updates must be submitted through the Society's website update ticketing system, which is managed by Society staff and fulfilled by an external web vendor.

How to Request an Update

All website updates must be submitted using the official update request form: [Webpage Update Request Form](#), which generates a ticket handled by SPS staff and an external vendor.

Educational Activities

Technical Committees play an important role in developing and advancing educational content that supports knowledge dissemination, skills development, and lifelong learning within their technical communities. TCs are encouraged to initiate, organize, and contribute to educational activities such as webinars, tutorial sessions, seasonal schools, short courses, and educational programs held in conjunction with workshops and conferences.

These activities help introduce emerging topics, provide structured learning opportunities across career stages, and translate cutting-edge research into accessible formats for both academic and industrial audiences. By actively supporting high-quality educational programming, TCs strengthen community engagement, broaden participation, and reinforce IEEE SPS's mission to serve as a leading global resource for signal processing education.

Unified EDICS

The Unified EDICS supports reviewer matching for our Transactions, Workshops, ICASSP, and ICIP. Maintaining an accurate and modern EDICS list is essential for effective reviewer matching and publication tracking. Each TC must review and update their EDICS annually.

Submission Process:

- Coordinate with Editors-in-Chief, TC Chairs, VP-Publications, and VP-Technical Directions.
- Submit updates via the [Unified EDICS Annual Update Request Form](#) 1 March.
- Ensure each request includes a brief justification for the change.
- Approved updates are implemented following Executive Committee review in April.
- Approved updates will be implemented across all SPS publications, conferences, and digital platforms shortly thereafter.

Proposal Guidelines

- **Scope:** Aim for a balanced distribution; categories should ideally support a range of approximately 40 papers for ICASSP. Avoid categories that are too broad or overly granular.
- **Evidence:** Use past data, including last year's ICASSP and ICIP statistics, to inform your decisions.

If you have any questions or require guidance on aligning your proposals with SPS strategic goals, please reach out to the Vice President-Technical Directions.

Paper Review

Each TC is responsible for coordinating paper review for ICASSP. The approach a TC uses will depend on the volume and breadth of submissions received within its technical scope.

TCs with a smaller number of submissions can typically manage the review process internally, relying on their committee members to serve as reviewers. In contrast, TCs with a large number of submissions often appoint Area Chairs, usually selected from within the TC, and expand the reviewer pool by engaging qualified experts from outside the committee to ensure high-quality, timely evaluations.

To strengthen review capacity and maintain a diverse, knowledgeable reviewer base, it is highly beneficial to leverage TC Affiliates. TC Affiliates can provide additional subject-matter expertise, help balance workload, and contribute fresh perspectives to the review process. Thoughtful inclusion of Affiliates also supports pipeline development by engaging emerging leaders within the community.

Additional recommended practices:

- Maintaining a balanced reviewer pool that reflects the technical breadth of the TC.
- Regularly updating reviewer lists to remove inactive participants and add new experts.
- Monitoring reviewer performance to maintain high standards and fairness.

Historical Data

TCs are encouraged to track conference and workshop data in real time to support future planning, trend analysis, and preparation for TC reviews.

Annual Call for Conferences & Workshops

The Society has established an Annual Call for Proposals for all SPS-Soley sponsored technical conferences and workshops. This Call for Proposals is held once per year, beginning each October and closed in December. Full information and submission details are available on the [Annual Call for Proposals](#) website.

In addition, each year at ICASSP, SPS hosts the session “Preparing to Host a Workshop Session.” This informative session is designed to guide prospective organizers through every stage of proposing, planning, and delivering an SPS Workshop. Topics include how to prepare and submit a strong proposal, essential organizational requirements, best practices for successful execution, and insights from experienced workshop organizers. Participants will also have the opportunity to hear directly from SPS staff and leadership, gaining practical advice to help navigate the workshop planning process.

If you have any questions about either event, please contact [Alisa Abraham](#).

Challenge Program

The SPS Challenge Program is operated by the Challenges and Data Collections (CDC) Committee and is designed to advance impactful and reproducible research in signal processing. The program’s goals are to:

- encourage and support research with comparable and reproducible results in relevant, timely and impactful signal processing tasks;
- identify, and encourage the collection of, appropriate data-sets that embody those signal processing tasks and to support the sharing of such data-sets widely in the community;
- identify appropriate performance metrics for the relevant tasks and, where appropriate, disseminate standardized tools for computing those metrics;
- identify the state-of-the-art methods for such signal processing tasks and evaluate their performance comparatively on the identified data-sets; and
- disseminate the results of Challenges and subsequent scientific insights widely within the society and externally.

A formal Call for Proposals is typically announced each April. For approved challenges, funding support of up to \$5,000 is available. If you have questions about the SPS Challenge Program, please contact the Challenges and Data Collections (CDC) Committee Chair or visit the CDC Committee [website](#) for more information.

In addition, the Challenges and Data Collections Committee provides support for ICASSP and ICIP Grand Challenges by:

- Promoting the challenges broadly, both within and beyond the conferences;

- Maintaining visibility and relevance after the challenges conclude;
- Preserving records, results, and histories to highlight their long-term scientific value; and
- Promoting and facilitating the publication of review papers, challenge summaries, and dataset papers.

Challenge organizers are strongly encouraged to consider *IEEE Open Journal of Signal Processing* (OJSP) for disseminating challenge outcomes, including methodological findings, benchmark results, and curated datasets. Leveraging this opportunity helps ensure wide visibility, long-term accessibility, and archival impact of challenge contributions, while supporting IEEE SPS's commitment to open, reproducible, and high-quality research.

Liaisons

Many TCs appoint liaisons to other SPS entities, IEEE societies, or external organizations to strengthen collaboration, share expertise, and coordinate technical activities. It is important to maintain regular communication with these liaisons and actively include them in TC activities. Inviting liaisons to TC meetings supports relationship-building, improves information flow, and ensures alignment across related committees and organizations.

Open Meetings

TCs are encouraged to hold open or partially open meetings at ICASSP and ICIP to provide opportunities for TC Affiliates and other interested community members to engage with the committee's activities. Open meetings promote transparency, broaden participation, and help identify future contributors to the TC.

When confidential or sensitive matters arise, the TC may move into executive session, during which only voting members may remain. Non-voting attendees, including TC Affiliates and guests, should be excused for the duration of the closed discussion. This approach preserves confidentiality while still supporting inclusive engagement whenever possible.