



Conference Organizer Guidelines

Version 2. Approved 10 October 2018

Overview

IEEE Signal Processing Society (SPS) has created this set of guidelines for all SPS financially sponsored and co-sponsored technical meetings with the main purpose to help organizers create coherent conference and workshops experiences along the years for the attendees while also accommodating innovations, creativity and diversity.

While these guidelines apply to all SPS financially sponsored and co-sponsored technical meetings, some sections may be less relevant for smaller meetings.

All Conference Organizing Committee members must carefully review all guidelines. By accepting a role as part of the Conference Organizing Committee, committee members agree to adhere to these principles and guidelines.

The General Chair(s), Technical Program Chair(s) and Finance Chair(s) must sign and return the SPS Conference Guidelines Agreement available in the next page prior to accepting a position on the Conference Organizing Committee.

The IEEE SPS Conferences staff is available for any questions or requests and may be contacted at sp.conferences.info@ieee.org.

SPS Conference Guidelines Agreement

The Conference Organizing Committee members listed below must sign and return this form as an acknowledgement of the guidelines presented in this document.

Each of the below committee members must sign this page in the appropriate position and send a scanned version to the IEEE SPS Conferences staff at sp.conferences.info@ieee.org no later than one month after the reception by the Conference Organizing Committee of the information that the SPS conference was approved by IEEE via the IEEE Conference Application (which is some time after the approval is made by the SPS BoG).

Technical Meeting Full Name and Acronym

Technical Meeting Location

Technical Meeting Date(s)

General Chair or Co-Chair Name

Signature

Technical Program Chair or Co-Chair Name

Signature

Finance Chair Name

Signature

Date Signed

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1 Getting Started

IEEE Signal Processing Society (SPS) has created this set of guidelines for all SPS financially sponsored and co-sponsored technical meetings with the main purpose to help organizers create coherent conference and workshops experiences along the years for the attendees while also accommodating innovations, creativity and diversity.

While these guidelines apply to all SPS financially sponsored and co-sponsored technical meetings, some sections may be less relevant for smaller meetings. The term ‘Conference Organizing Committee’ in the following refers to the organizing committee of the technical meeting in question, conference, workshop, symposium, etc. Moreover the term ‘conference’ may be used in the following to refer to any type of technical meeting.

In the following, the text in *italic* will refer to text directly extracted from the SPS Bylaws and Policies and thus may only be changed by SPS Board of Governors (BoG) approval.

It is expected that this document may be revised along time. The revisions will be approved by the SPS Conferences Board.

1.1 SPS Conference Guidelines Agreement

All Conference Organizing Committee members should review and adhere to the following guiding principles, along with the IEEE Policies available at <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/ieee-policies.pdf> and all IEEE and SPS Governance documents available at <https://signalprocessingsociety.org/volunteers/governance-documents>.

To make the adherence to these guidelines explicit, the General Chair(s), Technical Program Chair(s) and Finance Chair(s) must sign and return the SPS Conference Guidelines Agreement available in the page after the Outline, prior to accepting a position on the Conference Organizing Committee.

This must happen no later than one month after the reception by the Conference Organizing Committee of the information that the SPS conference was approved by IEEE via the IEEE Conference Application (which is some time after the approval is made by the SPS BoG).

1.2 Conference Objectives and Holistic Planning

The Conference Organizing Committee shall globally consider all key objectives of the conference and the sponsors, including:

- SPS objectives, including participants satisfaction, membership retention and growth;

- Opportunities for authors and other attendees to announce, discuss, and publish research results;
- Encouragement to attend again in coming years;
- Community building;
- Diversity involvement, notably students, young professionals, women and industry;
- Innovative initiatives and new forms of interaction;
- Financial balance;
- Contingency planning for any possible alternative scenarios regarding paper acceptance rate, registration; and patronage, and financial impact among these factors.

The Conference Organizing Committee shall more precisely define these items in the relevant context and be prepared with workable, holistic plans that consider the entire program. When creating the holistic plans, conference organizers are encouraged to experiment with new ways to increase attendee satisfaction. Some examples could be:

- Personalized attendee experience through badge customization or offering personal session recommendations based on their interests;
- Augment live in-person conference attendance through virtual events;
- Engagement through live polling in sessions and real-time session feedback through mobile app or social media;
- Inclusion of ‘comfort’ items for attendees, such as charging stations, soft seating, places for pop up meetings, or a quiet work room for attendees to check email.

In this context, it is worthwhile to remind that SPS affirms that the Society should be considerate of the diversity of its membership in all of its activities; in particular conflicts between the conference dates and major religious events and holidays should be avoided, notably for the Society's major conferences ICASSP and ICIP. SPS has approved a list of the major religious events and holidays to consider, which may be requested from the SPS Conferences staff at sp.conferences.info@ieee.org.

1.3 About Misconduct or Defiance of Policy or Guidelines

If any Conference Organizing Committee member discovers a colleague who is not following the Conference Organizer Guidelines or has gone against IEEE or SPS Policy, he/she should ensure they are aware of these items and their importance. If the incorrect behavior continues, the VP-Conferences or the SPS President should be contacted. The matter will be handled discreetly and confidentially. If it is deemed necessary that the matter requires further resolution, the SPS Conflict Resolution Process will be

instituted. SPS Bylaw 206 addresses the conflict resolution process, in which SPS leadership will create an ad hoc committee to handle each matter requiring conflict resolution.

Please see SPS Bylaw 206 for full detail at <http://signalprocessingsociety.org/volunteers/signal-processing-society-bylaws>.

For conflict resolution regarding conferences, the VP-Conferences and Conferences Board will oversee this activity, with the support of SPS Executive Committee. Based on the evaluation, decisions could result in changes pertaining to the conference, including the removal of members of the conference organizing committee.

1.4 Organizing Committee Job Descriptions

This section includes some guidelines for the Conference Organizing Committee job descriptions.

General Chair

A General Chair is a leader, someone who is able to challenge others to develop while serving as a role model and mentor. The General Chair should facilitate teamwork and consistently acknowledge and appreciate organizing committee member's contributions and effectively utilizes each team member to his/her fullest potential. He/she effectively mitigates conflict and communication problems and provides solutions for problems as they arise. Major responsibilities include:

- Ensuring that all IEEE and SPS rules and regulations are followed;
- Establishing the organizing committee, assigning roles and responsibilities and setting the working atmosphere;
- Representing the conference to the governing bodies such as the SPS Board of Governors and Conferences Board;
- Conducting regular status meetings with the Conference Organizing Committee and SPS;
- Overseeing conference planning to assure that tasks are completed in a timely manner;
- Resolving and/or escalating issues in a timely fashion;
- Providing data and best practices information to SP and future general chairs.

Technical Program Chair

A Technical Program Chair is responsible for delivering a well-balanced and high-quality technical program at the conference. The Technical Program Chair ensures that all persons involved in technical related tasks, e.g. Area Chairs, session chairs and reviewers, are experts in their fields and may represent different areas within the domain of the conference. Major responsibilities include:

- Developing the Call for Papers;
- Working with the vendor to create and open the paper submission site;

- Manage the paper submission, review and selection process with the committee;
- Build the technical program.

Finance Chair

A Finance Chair oversees all income and expense and is ensuring a balanced budget through contingency planning and by providing solutions for problems as they arise. Major responsibilities include:

- Building a budget and setting the registration and patronage fees;
- Setting up a bank account and managing and recording all financial transactions;
- Paying all expenses and ensuring a balanced budget;
- Closing the conference, including submitting all final financial information within 6-12 months of the conference ending.

1.5 Building and Changing the Organizing Committee

The Conference Organizing Committee should have a number of members for each position that is commensurate to the size of the conference and never too large as this may damage the efficiency of the management. For example, for ICASSP and ICIP, it is recommended that the number of persons per position is two, exceptionally three.

If it is deemed necessary to change a member of the approved Organizing Committee due to exceptional circumstances, the VP-Conferences should be notified and approve the change. For the roles of General Chair, Technical Program Chair and Finance Chair, also the Conferences Board has to be notified and approve.

Under exceptional circumstances, such as significant changes of the Conference Organizing Committee, SPS may decide to withdraw the approval of the conference.

1.6 SPS Liaison Support

Upon conference approval by SPS for workshops, or about two years away from the conference, a SPS Liaison is assigned and the Conference Organizing Committee informed.

For ICASSP and ICIP, the SPS Liaison is assigned by the VP-Conferences at least two years prior to the conference, so that they can attend the prior year's conference and the conference to conference meetings. Naturally, they shall also attend the conference to which they are liaising. In preference, the liaison is a current member of the SPS Conferences Board. If necessary, the liaison can be chosen from TC Chairs or other leadership roles outside of the CB, such as the Technical Program Chairs of a prior conference. Their role is to offer support on behalf of the SPS Conferences Board, bring forward the SPS point-of-view and historical information on the conference, offer guidance and assistance to organizers based on policy and guidelines and escalates any issues to the VP-Conferences as needed. The ICASSP and ICIP SPS Liaison is asked to submit a *Bi-Annual <Name of Conference> SPS Liaison Report* for each in-

person SPS Conferences Board meeting. The SPS Liaison's final update will be presented at the SPS Conferences Board meeting at the conference for which they are assigned as liaison.

For all other technical meetings, an SPS Liaison is assigned by the VP-Conferences following the recommendation of the Technical Committee (TC) Chair that is technically sponsoring the meeting. The SPS Liaison shall provide guidance on the SPS high standards for technical quality, may become part of the conference's Technical Program Committee or at least reviewer, and work with the organizing committee to identify SPS and TC technical synergies with the conference topics. SPS Liaison is asked to prepare a *Final <Name of Technical Meeting> SPS Liaison Report* following the conclusion of the technical meeting, for review by the SPS Conferences Board and Technical Directions Board.

No financial support is available for travelling by the SPS Liaison.

1.7 SPS Technical Committee Support

In addition to the SPS Liaison, the SPS Technical Committee(s) within the scope of the conference are available for support and guidance, especially on the technical program. A critical example is the creation of the ICASSP Technical Program which should be performed in consultation of the TC Chairs. The SPS Technical Committee List and Chair and Member contact information can be found on the SPS Website: <https://signalprocessingociety.org/get-involved/technical-committees>.

1.8 Communication with SPS

All organizers have a SPS support team consisting of the VP-Conferences, and SPS Conferences staff who will continuously help the Conference Organizing Committee. For any questions along the way, contact sp.conferences.info@ieee.org.

About two years before the conference for ICASSP and ICIP, or upon sponsorship approval for other financially sponsored conferences and workshops, the SPS Conferences staff and the Conference Organizing Committee will start having regular meetings.

For ICASSP and ICIP, organizers are asked to prepare and present an *Annual <Conference> to <Conference> Update Report*, for review in both the SPS Conferences Board meeting and in the 'Conference to Conference' meeting.

For all other technical meetings, organizers are asked to prepare and submit a *Final <Name of Technical Meeting> Report* at the conclusion of the technical meeting, for review by the SPS Conferences Board and Technical Directions Board.

1.9 Helping Resources

This section includes a list of resources that may help the Conference Organizing Committee.

IEEE SPS Conference Organizer Guidelines

- ▶ The SPS Conference Organizer Guidelines (this document) is also available on the SPS website. When a Conference Organizing Committee member accepts a role as an SPS conference organizer, he/she is also agreeing to follow all guidelines and he/she should sign the Agreement on Page 2 of this document. The Conference Organizer Guidelines may be found at <https://signalprocessingsociety.org/events/conference-resources>.

IEEE SPS Conference Timeline

- ▶ A high level timeline is available on the SPS Conference Resources page, see <https://signalprocessingsociety.org/events/conference-resources>. Upon request, the SPS Conferences staff can work with the Conference Organizing Committee to prepare a web based project plan timeline to assign tasks and meeting deadlines.

Conference History

- ▶ Historical information on previous conference editions is available, notably paper statistics, meeting room sizes and assignments, past budgets or financials, or sleeping room blocks from prior years to help in your planning; the SPS Conference Conferences staff will provide this data to the Conference Organizer Committee.

IEEE Meetings, Conferences & Events (MCE) Conference Mentor

- ▶ IEEE MCE can assist with IEEE requirements for completing a conference application, preparing and submitting the conference publication to *Xplore*, or other best practices across IEEE. A representative will contact conference organizers when the IEEE Application is approved, but if you would like assistance beforehand, please contact MCE at ieee-mce@ieee.org.

IEEE Conference Organizer Education

- ▶ MCE and Technical Activities Board offers recorded and live education modules for all organizer roles to help the Conference Organizing Committee members understanding expectations, best practices and guidelines related to each position on the Conference Organizing Committee. More information can be found at <https://ieee-elearning.org/CLE/course/index.php?categoryid=23>.

IEEE MCE - Running an IEEE Conference

- ▶ MCE offers many pages of resources to help conference organizers in running an IEEE conference. Visit the main page to learn more at <https://www.ieee.org/conferences/organizers/organizers-index.html>.

IEEE MCE - Conference Organizer Toolkit

- ▶ The Conference Organizer Toolkit is a collection of information sources, resources, service providers and tools that enable conference organizers to accomplish their tasks and can be found at <https://www.ieee.org/conferences/organizers/conference-organizer-toolkit.html>.

IEEE Conference Organizer Newsletter

- ▶ The Conference Organizing Committee members can also sign up for the IEEE Conference Organizer Newsletter at <https://bit.ly/2NOaNeo>.

2 Finances

This section addresses all issues related to the finances of the technical meeting. Every member on the Conference Organizing Committee shares responsibility for the financial performance of a technical meeting. The General Chair(s) has the ultimate authority and responsibility over the budget and the funds, and grant authority to the Finance Chair(s) or Treasurer(s). Both committee members should be completely familiar with IEEE and Society policy regarding budgets and financial procedures, and are responsible for on time and accurate closing of the conference books.

2.1 Guiding Principles for Finance Chairs

The Finance Chair(s) or Treasurer(s) is responsible for financial decisions and supervising the quality of accounting and financial reporting for the conference, under the guidance of the General Chair(s). The Finance Chair is responsible for providing timely and accurate budget reports, and for obtaining SPS approval at each budget review point.

The following principles are provided as a guideline based on past learnings and aim to assist conference organizers to achieve a financially successful conference.

Holistic Planning

It is recommended that the Finance Chair(s), with oversight by the General Chair(s), prepares a conservative financial plan with alternatives for higher-than-expected attendance and for lower-than-expected attendance (thus three budgets in total). The budget should be administered so as to prepare for these different scenarios.

A contingency plan for low attendance or patronage should highlight which expenses can be cut or reduced. Timing for making these decisions needs to be guided by the venue contract as well as the paper review and acceptance deadlines. Expenses that can be cut without impacting the technical quality of the conference should be cut first.

Similarly, if attendance is higher than expected and budget surplus becomes greater than 20%, there should be a plan to provide additional services or experiences to enhance the conference experience for the attendees. It may become possible to subsidize more student attendees, provide more paper awards, record additional sessions for wider availability, offer meals, make the social dinner/banquet free, or provide additional opportunities for networking and community building through add-on events.

Support for Finance Chair(s)

Finance Chair(s) is supported throughout the conference by both SPS and the MCE Business Analyst. The MCE Business Analyst will be the Finance Chair(s) main point of contact and will advise and guide

the Finance Chair(s) on IEEE & SPS requirements, establish and oversee the IEEE conference bank account(s), submit invoices for payment, submit required documents to IEEE, and aid conference organizers in fulfilling all closing requirements. The MCE Business Analyst will be introduced to the Finance Chair(s) upon conference approval, and will be available and accountable to the Finance Chair(s) throughout the conference planning process (at no cost).

Transparency

Conferences must be prepared to provide a complete disclosure of all financial transactions giving a clear, concise, and complete view of a conference's financial situation within four business days of request. Accounting transparency is critical for both IEEE requirements as well as government regulations. Lack of such transparency may result in replacement of the Finance Chair(s) or cancellation of the conference.

Gifts

IEEE Policy 9.8E, titled *Business Gifts*, states:

Employees and volunteers of IEEE are not permitted to receive gifts, favors, services, payments, privileges or special treatment of any kind or nature whatsoever from any individual enterprise or organization that conducts or seeks to conduct business with the IEEE unless:

- *They are consistent with good business practices; and*
- *They are of a nature that could not be construed as a business inducement; and*
- *They are considered to be of nominal value in the context presented; and*
- *Public disclosure of the transaction would not embarrass IEEE.*

<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/ieee-policies.pdf>

2.2 Conference Budget Guidelines

This section includes basic concepts and advices for creating and maintaining a conference budget. Budgets must be approved by SPS before the conference is officially approved by IEEE. Therefore, it is important to create a proposed budget that meets the below guidelines as early in the planning process as possible.

The Budget Sets the Tone

The budget acts as a guide for the Conference Organizing Committee to identify what is important. For example, a larger food and beverage spend says that the social functions are priority. A larger publicity spend says that there is the wish for the conference to grow. The Finance Chair(s) should ensure that the conference goals are reflected financially in the budget within reasonable limits.

Conference Surplus or Deficit

All IEEE financially sponsored conferences must plan to generate a **minimum surplus of 20%** of the total budgeted expense. This must be reflected in all budgets prior to approval. This surplus funds other SPS tools and services for members and customers and also the SPS staff.

If there is concern during the conference planning phase that the conference may not meet the 20% surplus requirement, the Conference Finance Chair(s) must notify the SPS Conferences staff, VP-Conferences and SPS President-Elect immediately.

IEEE Policy states that conferences may not transfer surplus from year to year, but there is opportunity to donate funds to the IEEE Foundation's SPS Student Young Professional (SYP) Fund to get in practice this type of transfer. The IEEE Foundation Student and Young Professional Fund section contains more detail.

Tips for Building Conference Budgets

- 1. Use the SPS Template** – SPS has a preferred budget template, which contains extra features to help build an accurate budget. This template can be found on the SPS Conference Resources page at <https://signalprocessingsociety.org/events/conference-resources>.
- 2. Actual Quoted Expenses** – Update the budget to include actual expense estimates that are received in quotes or contracts whenever possible. This will ensure a more accurate financial picture of the conference.
- 3. Conference History** - The SPS Conferences staff will provide the conference financial history and registration counts; this information along with known expenses for the conference should be used to help create the budget and estimate the number of attendees.
- 4. Registration Fees** – SPS VP-Conferences and President-Elect must approve the entire budget as well as the registration fees before they are publicized. Registration fees should not vary more than +/- 5% from prior years (always excluding taxes) without approval of the VP-Conferences and President-Elect. All conferences and workshops must offer a discounted registration fee for IEEE members, SPS members, students and IEEE Life Members. It is IEEE policy that the rates be calculated using the percentages below.

Grade	Differential Range
Non-Member	Base Registration Fee
IEEE Member	20 – 25% less than Non-Member
SPS Member	15 – 20% less than IEEE Member
Non-Member Student	70 - 75% less than Non-Member
IEEE Student Member	20 – 25% less than Non-Member Student
SPS Student Member	15 – 20% less than IEEE Student Member
IEEE Life Member	Same as or 10% less than IEEE Student Member

'Advance' registration fees should be 25% less than 'Regular' or 'At-Conference' fees.

Conferences held in many countries may be subject to Value-Added Tax (VAT) or Goods and Services Tax (GST). VAT or GST should be added to the above calculation of registration fees. The SPS Budget Template helps with this calculation. For updated tax instructions by country, contact SPS Conferences staff.

- 5. SPS Student Tutorial Early Registration Fees** – At ICASSP and ICIP, the early registration tutorial fees should not be higher than US\$25 for SPS students, starting in 2019. To avoid any significant impact to the conference's final surplus, the difference between the estimated tutorial income and the final actual tutorial income for the early registration SPS students will be subsidized by SPS.

Conference budgets will be prepared as usual including a balanced set of tutorial registration fees for the various types of registrants; this still allows the conferences to propose multiple models for the tutorial registration fees, including no fees at all.

The conference will be subsidized by SPS whenever the advance/early SPS student tutorial fee for SPS students in advanced registration is above US\$25. SPS offers for each student in these conditions an amount of *Subsidy per student = (specific tutorial fee - \$25)*. The preliminary maximum total subsidy amount will be *Subsidy per student x the number of SPS students in advanced registration*. The subsidy will be only provided to allow the conference to make a 20% projected conference surplus and up to the amount of US\$20,000.

To request the SPS subsidy, the organizers shall submit a request following the early registration deadline. The request should contain: a report with the list of early/advance student tutorial registrants, income received, and updated budget/forecast. SPS will review the report, and transfer the money directly to the conference account prior to the conference occurring, to be used on conference services or expenses, if desired.

- 6. Honoraria** - Payments to tutorial presenters, keynote speakers and special guest speakers are called honoraria. Typical honoraria should cover the cost of their travel (coach airfare), accommodation (standard room), and/or preparation time. It is also important to base honoraria on precedent. Please check with previous conference organizers or SPS Conferences staff for advice. If a gift is offered to the keynote speakers, it is recommended that it should not have costed to the conference more than about US\$50 per person.
- 7. Sponsorship, Grants and Gifts** - Do not include estimates for potential sponsorship, grants or corporate gifts in the proposed budget unless you have written confirmation from the provider. Once confirmed, revise the budget to reflect the additional income and adjust other items accordingly.
- 8. Conference Gifts to Attendees** – If a gift is offered to the attendees, it should not cost the conference more than US\$25 per person. This limitation does not apply if the gift is offered by an outside organization and does not come from the conference budget.
- 9. Administrative Meetings** – Check with SPS Conferences staff to see if the event will have any SPS administrative meetings co-located; this is always the case for ICASSP and ICIP. If so, this cost must be included in the conference budget and SPS staff can provide a cost estimate to include.
- 10. SPS Administration Fee** - All conference and workshop budgets shall include an administration fee of 2% of the total expenses. This field is included in the SPS Conference Budget template. This

administration fee is used by SPS to cover the cost of the SPS Conferences staff team as well as tools and resources for conference organizers.

Budget Approval Process

Upon receipt, the SPS Conferences staff will preview the budget before sending to the President-Elect for review and approval.

Once SPS has approved the budget, it will be forwarded to IEEE Meetings, Conferences & Events (MCE) to share with any other IEEE sponsors for review and obtain final approval.

The General Chair(s) and Finance Chair(s) will be notified when the budget is approved by all financial sponsors (IEEE Sections or other non-society sponsors) and IEEE.

2.3 Conference Contracts

IEEE has negotiated standard agreements and contract templates with several major hotel chains, as well as standard contract templates for other venues and service providers. Using these templates will expedite the contract review process. Templates can be found at <https://www.ieee.org/conferences/organizers/contracts.html>.

Any contract with a value of US\$5K and greater should be submitted for review by IEEE MCE and Legal Counsel, so please allow additional time.

2.4 Conference Loans & Advances

General Chair(s) or Finance Chair(s) may request a conference loan or advance from SPS at any time during the planning cycle for any upfront expenses prior to obtaining income from registration or sponsorships. Organizers can email SPS Conferences staff to request the loan once the conference bank account has been set up. Conference loans must be repaid in full to SPS at the end of the conference. The total loan value per conference should not exceed 25% of the conference's total budgeted expense. Requests for loans or advances that exceed this amount require explicit approval from SPS.

2.5 Ongoing Financial Management

Conference organizers will be asked for financial forecast updates, based on a schedule driven by conference deadlines to help better understand the final registration numbers. At each of the milestones below, the Finance Chair(s) shall submit a financial forecast, using the SPS Budget Template, to the SPS Conferences staff for review to ensure the conference is on target to achieve financial success. The forecasts should be sent at the following times:

- 1. Signed Venue, Professional Conference Organizer, or other Major Contracts** – Update with actual

expense estimates based on the final contract(s). For ICASSP, ICIP and other conferences and workshops approved at least two years out, it is expected that all major contracts are signed at least one year before the conference dates. For conferences and workshops approved one year out, all major contracts should be signed a most six months prior to the conference dates.

2. Paper Submission Deadline – Update based on actual number of papers submitted:

- If less than 80% of expected papers were submitted, then reduce the expected registrations by the percent difference.
- If more than expected papers submitted, then increase the expected registration by percent difference.

3. Paper Acceptance Deadline – Update based on actual number of papers accepted:

- If less than 80% of expected papers accepted, then reduce expected registrations by the percent difference and adjust meeting space on hold, and take allowable reductions in room block and Food & Beverage (F&B) guarantees.
- If more papers are accepted than expected, increase the expected registration numbers and adjust the meeting space on hold, if needed.

4. Prior to Opening Registration – Determine if any registration fees need to be adjusted based on the budget, and if so, submit to SPS for review and approval. Consider reducing the registration fees, if budget allows, e.g. due to an expected number of attendees larger than initially estimated, while giving priority to the student fees. Registration fees cannot be posted or updated until SPS leadership has approved any changes to the fees from the pre-approved budget. Final registration fees must be submitted to SPS at least one month prior to the planned date for opening registration.

5. Author Registration Deadline - 80% of registrations are typically confirmed by the author registration deadline. Using this formula, project the final number of registrants based on already having 80% of the conference's total registrants:

- If conference has less than 80% of budgeted registrations confirmed, adjust registration numbers, reduce meeting space on hold, and take allowable reductions in room block and F&B guarantees.
- If more than 90% of budgeted registrations, increase expected registration, and adjust or increase the meeting space on hold.

6. Advance Registration Deadline 90% of registrations are typically confirmed by the advance registration deadline. Using this formula, project the final number of registrants based on already having 90% of the conference's total registrants:

- If conference has less than 90% of budgeted registrations confirmed, adjust registration numbers, reduce meeting space on hold, and take allowable reductions in room block and F&B guarantees.
- If more than 100% of budgeted registrations, increase expected registration, and adjust or

increase the meeting space on hold.

7. One week before and until the conference ends – With proper budgeting and financial management, there should be no need to resubmit a revised forecast, and the net surplus should be as anticipated and around 20% of the expenses. However, if there is any indication that the budget will not generate the originally planned surplus, notify SPS immediately. If there is indication that the budget will generate a surplus higher than 20%, consider improving the registrants experience, e.g. record additional sessions for wider availability, offer meals, make the social dinner/banquet free, or provide additional opportunities for networking and community building through add-on events.

SPS may ask to work with the conference organizers on modifying the budget to meet strategic objectives of the Society or for other reasons. In extraordinary cases may cancel approval of the conference if the budget or financial management becomes unacceptable.

2.6 Setting up a Conference Bank Account

SPS strongly prefers that conferences use IEEE for banking through the IEEE Concentration Bank (CB) Account program. This account is created and overseen by IEEE MCE. Using an IEEE CB Account for conference banking ensures that the finances are secure and held within IEEE accounts for security and ease of submitting the final audit information. Learn more about IEEE CB Accounts at <https://www.ieee.org/membership/services/financial/treasury/concentration.html>.

Aside from these benefits, choosing the best banking option for an IEEE conference can depend on the location of the conference and the currency local payments will be made in. Some recommendations based on region can be found below:

Conferences in the United States (US)

Use an IEEE Concentration Banking (CB) account and collect registration in US Dollars - this is the ideal solution and offers the most fiscal control.

Conferences in Canada

Use an IEEE Concentration Banking (CB) account and collect registration in Canadian Dollars - this is the ideal solution and offers the most fiscal control.

Conferences in IEEE Regions 8-10

The best choice for each conference may be different. Below are options, and things to consider:

1. IEEE Concentration Banking (CB) account
 - Use this account and collect registration in US Dollars. Conferences may also want to keep second bank account local to pay bills in local currency, and transfer funds periodically from the IEEE CB account.
2. Open a bank account with an IEEE Section or Chapter

- With this option, the Section or Chapter Chair would need to accept responsibility for all transactions and record keeping. It is best to have an existing relationship with Section/Chapter. This is a good option because the bank account is in the name of IEEE.

For specific instances, other banking options may be available and discussed with SPS Conferences staff, the MCE Business Analyst, VP-Conferences and President-Elect.

It is important to consider the stability of the local currency against other major currencies. If there have been wide fluctuations in recent history, then the local currency might be a better bet, for more certainty in financial forecasts. This is to be balanced against the choice of using a major currency, like USD, which has the advantage of being well understood by SPS international community, and so may inspire greater confidence (and have greater convenience) on the part of attendees.

When setting up the conference bank account, the signatories shall include one General Chair, one Finance Chair, and one SP staff member. Contractors cannot be a signatory on any conference accounts.

2.7 Making Conference Payments

Conference organizers should request and ensure all invoices for vendors, including Professional Conference Organizers (PCOs) are received as detailed and enumerated prior to payment and submission. Contracts should be reviewed for the payment schedules and deadlines to ensure invoices are received and timely payments are made.

Conference organizers have signing authority to pay invoices up to US\$25,000.

If using an IEEE CB Account for banking, the credit card has a monthly limit of US\$5,000, but checks can be written for up to US\$25,000. For larger payments, submit the invoice to conference-payments@ieee.org for payment processing.

For substantial invoices, such as venue payment, in which there are some items that are still being negotiated or disputed, IEEE recommends submitting payment in the amount of all agreed upon charges, but withholding payment of any disputed items/amounts. Any remaining payment due can be submitted after final invoice reconciliation.

2.8 Conference Sponsors, Patrons and Exhibitors

According to IEEE, sponsors are defined as the organizations responsible for the financial, technical, publicity, and administrative running of the conference. Financial sponsors have financial responsibility for the conference, including bank accounts, contracts, deficits, surplus, and other financial obligations. Technical sponsors do not have financial responsibility. They actively participate in the conference technical component, but accept no financial or legal liability for the conference.

Patrons are defined as organizations that are financially contributing to the conference in exchange for support. This support can take the form of direct grants, paid advertising in the program, services provided in exchange for brand exposure, underwriting a specific activity (breaks, lunch, etc.), and providing attendee gifts, etc. These patrons should be noted separately on the conference materials and website to distinguish them from financial and technical sponsors.

Learn more about sponsors and patrons at <https://www.ieee.org/conferences/organizers/conference-sponsorship.html>.

The Conference Organizing Committee is expected to gather the largest possible number of patrons, notably with the purpose to reduce the conference expenses and attendee registration fees. The types of patronage adopted are at the discretion of the Conference Organizing Committee. The negotiated terms with the patrons shall not have any direct impact on the conference technical program. Organizers may also offer the option to purchase an exhibit booth. Organizers should decide on the details of the exhibit area and what is included in the cost of each booth when setting the pricing per exhibitor.

The Exhibitor Prospectus is a document that outlines the technical meeting including a profile of the program and the attendees, to show the value to potential exhibitors and patrons. SPS Conferences staff maintains a copy of these documents, or can help organizers create one based on prior years. Contact sp.conferences.info@ieee.org to learn more or to request a template.

Sponsors, Patron and Exhibitor Example for ICASSP and ICIP

For ICASSP and ICIP, SPS is the sole sponsor. ICASSP and ICIP may have many patrons that support conference through financial grants or for various levels of patronage, typically labeled as Diamond, Platinum, Gold, Silver and Bronze level patrons. There is also typically the option to purchase an exhibit booth outside of the patronage packages. Organizers should obtain the prior year patron/exhibitor list as well as the Exhibitor Prospectus file, in an effort to keep the packages somewhat consistent year over year, whenever possible.

An example of items included with each patronage is provided below:

Diamond Conference Patron

- A “Diamond Booth” - A double booth facing the Exhibit Hall entrance;
- Five (5) conference delegate registrations inclusive of welcome reception;
- Four (4) exhibitor registrations inclusive of welcome reception;
- One (1) flyer or promotional item (provided by the patron) in attendee’s registration package;
- Recognition at the conference and on the conference website, featuring linked patron name and company logo;
- Recognition on the ICASSP/ICIP smart phone app;
- Full page recognition in conference program;

- The patron may provide a freestanding banner which will be positioned in the registration area for the duration of the conference (maximum size 6ft high x 3ft wide);
- Patron may provide lanyards with company logo to be used for conference delegate name badges or host a workshop at the conference.

Platinum Conference Patron

- A preferred booth space in the exhibit hall;
- Three (3) conference delegate registrations inclusive of welcome reception;
- Two (2) exhibitor registrations inclusive of welcome reception;
- One (1) flyer or promotional item (provided by the patron) in attendee's registration package;
- Full page recognition in conference program;
- Recognition at the conference and on the conference website, featuring linked patron name and company logo;
- Recognition on the ICASSP/ICIP smart phone app;
- The patron may provide a freestanding banner which will be positioned in the registration area for the duration of the conference (maximum size 6ft high x 3ft wide).

Gold Conference Patron

- A preferred booth space in the exhibit hall;
- Two (2) conference delegate registrations inclusive of welcome reception;
- Two (2) exhibitor registrations inclusive of welcome reception;
- One (1) flyer or promotional item (provided by the patron) in attendee's registration package;
- Recognition at the conference and on the conference website, featuring linked patron name and company logo;
- Recognition on the ICASSP/ICIP smart phone app.

Silver Conference Patron

- A preferred booth space in the exhibit hall;
- One (1) conference delegate registration inclusive of welcome reception;
- Two (2) exhibitor registrations inclusive of welcome reception;
- Recognition at the conference and on the conference website, featuring linked patron name and company logo;
- Recognition on the ICASSP/ICIP smart phone app.

Bronze Conference Patron

- One (1) conference delegate registration inclusive of welcome reception OR a booth space in the exhibit hall with one (1) exhibitor registration inclusive of welcome reception;
- Recognition at the conference and on the conference website, featuring linked patron name and company logo.

Exhibit Booth

- One (1) standard exhibit booth, approximately 10 foot wide, 10 foot deep, and 8 feet tall;
- Booth includes one (1) 6 foot skirted table, two (2) chairs and one (1) sign with company name;
- One (1) exhibitor badge for the exhibit hall and welcome reception;
- Any additional exhibitors will pay an exhibitor registration fee of TBD.

2.9 IEEE Foundation Student and Young Professional Fund

The IEEE Foundation Student and Young Professional Fund (SYP Fund) allows SPS technical meetings to save and use extra financial support received by the conference for future student and young professional activities. The SYP Fund may be used by a conference to deposit extra patronage funds when it is noted that the conference will exceed the 20% surplus amount. By depositing the patronage funds into the SYP Fund directly, it may then be used for future years' student and young professional activities at conferences.

How funds can be deposited into the SYP Fund

1. Organizers may ask their patrons to consider submitting payment directly to the SYP Fund instead of paying to the conference directly. Conference organizers can still give the same recognition to that patron. Conference organizers should also monitor and ensure that they will still meet the 20% budgeted surplus, since SYP Fund donations will not be reflected in the conference budget.
2. Sole-sponsored SPS technical meetings can also make 'matching donations' in the same amount as those patronage funds received, but only if such donation does not reduce that conference's surplus below 20%.

Using the SYP Fund for Student & Young Professional Activities

Subsequent year(s) conference(s) can then withdraw from the SYP Fund for student and young professionals activities, up to the amount donated by the corresponding conference in previous years. Some options include:

- Travel grants for students and young professionals to attend a conference;
- Special events or programming on signal processing for students and young professionals;
- Scholarships and Fellowships for students pursuing a career in signal processing;
- Production of educational media in multiple formats, aimed to educate and promote signal processing to students and young professionals.

If an organizer committee would like to find out if there is fund money available for use by a conference, please contact the SPS Conferences staff. Upon use, a brief report of how those funds were used and successes will be required by SPS and the IEEE Foundation.

Organizers interested in taking advantage of the SYP Fund for future student and young professional activities should contact the IEEE SPS Conferences staff at sp.conferences.info@ieee.org for more information.

2.10 On-Site Cash Management

The General Chair and/or Finance Chair should grant written approval to the custodian of cash on-site. For example, the Finance Chair(s) should receive written approval from the General Chair(s). If the General Chair(s) is to be the custodian, then approval should be received by the SPS VP-Conferences or Executive Director. Request for approval should contain:

- Amount of cash requested, which should be nominal and only when other payment methods are impractical;
- Protocol for handling, securing and dispersing of cash;
- Documentation in the form of approved vouchers and list of payees.

Reconciliation of funds withdrawn to funds dispersed between custodian and approver should be performed daily. It should be ensured that there is a receipt or written line item for any cash expenses that is shared with IEEE when closing the conference finances.

2.11 Conference Closing

Financial books must be closed within **one year** from the last day of the conference to be compliant with IEEE.

As soon as the conference ends, the Finance Chair(s) should work with the IEEE MCE Business Analyst and SPS Conferences staff to complete the below steps to close the conference.

Within One Month of the Conference

1. Submit the <Name of Conference> Final Conference Report to sp.conferences.info@ieee.org, which includes:
 - Complete list of conference attendees, patrons and exhibitors with contact information and registration type and payment received;
 - List of authors who did not present their paper (No-Show Report);
 - Final actual hotel room block (Pickup Report);
2. For ICASSP and ICIP, submit an invoice from the conference to SPS containing the expenses incurred less the patronage money received for the SPS membership events (Student Career Lunch, Young Professionals Event, Women in Signal Processing Lunch, etc.)

3. Repay any IEEE loans, if applicable. Loan repayment can be sent by check or wire transfer. Organizers should include the conference year and acronym on the check or wire transfer note.

Within Six Months of the Conference

1. Submit the Final Financial Report to sps.conferences.info@ieee.org. Once reviewed and accepted, IEEE will confirm the final amount of the surplus to transfer.
2. Submit all tax forms for any payments made to individuals or contractors to conference-finance@ieee.org:
 - 1099 and 1042 forms are required if payments were made to a US independent contractor and/or individual who received payment for services rendered in the calendar year.
 - 1042 form is required if payments were made to a non-US independent contractor and/or individual who received payment for services rendered in the calendar year.
 - Receipt of payment to any individual should include the recipient's name, address, and for US individuals their Social Security Number.
 - Services rendered include any parts and materials, awards, honorarium or prizes.
 - Reimbursements to committee members for out-of-pocket expenses do not require a 1099/1042.
3. Submit the Certificate of Accuracy (COA) signed by the General Chair(s) and Finance Chair(s) to conference-finance@ieee.org.
4. Submit the final conference surplus to all sponsoring entities, and include the conference acronym and year on all correspondence.
 - For IEEE Concentration Banking accounts, email conference-finance@ieee.org to request the funds to be transferred.
 - To submit by check, include the conference acronym and year on the memo line of the check. Submit to IEEE, MCE Conference Finance, 445 Hoes Lane, Piscataway, NJ 08854, USA.
 - To submit by wire transfer, contact conference-finance@ieee.org for the current account information.
5. Close bank account and submit proof of the bank account closure to conference-finance@ieee.org
 - If IEEE Concentration Banking account, complete the Check Destroy Form.
 - If private bank account, provide a bank statement indicating a zero balance.
 - If university account, provide official (letterhead) document from the university stating that the funds are zeroed out and no further transactions remain.
6. Audit of Financial Records – required if conference receipts or expenses equal or exceed US\$250,000 and IEEE's sponsorship of the conference is greater than 50%.

- Maintain registration records, receipts, bank statements, and any financial reports for at least three (3) years.
- IEEE Operations Audit Department or an independent outside accounting firm may complete the audit of the conference's financial statements.
- For an audit by IEEE Operations Audit Department, submit all receipts/invoices to conference-finance@ieee.org. If sending copies via postal mail, please mail all copies of all receipts/invoices to IEEE, MCE Conference Finance, 445 Hoes Lane, Piscataway, NJ 08854, USA.
- If an outside auditor is used, submit the final audit report to conference-finance@ieee.org.

3 Branding, Website and Communications

This section addresses all issues related to the branding, website and communications which are critical for the success of the technical meeting.

3.1 Branding and Logos

The IEEE and SPS logos achieve brand recognition and represent quality. Misuse of either logo is a violation of policy. The logos must appear on all print and web materials in the original approved form. Recoloring of the logo or other modifications of the logo is not generally permitted. IEEE and SPS logos are a requirement for all technical meeting materials, including the website, advertising, promotion and giveaways.

No logos of institutions of technical meeting volunteers may appear on any Society solely-owned technical meeting material, including websites, unless they are a co-sponsor of the technical meeting. The main web page for technical meetings may not have any logos other than that of the approved sponsoring entities for the technical meeting. This would mean IEEE and IEEE SPS logos only would appear for technical meetings solely owned by the Society.

For information on proper usage and placement of the IEEE Masterbrand and IEEE SPS sub-brand, visit the IEEE Brand Guidelines page at <https://brand-experience.ieee.org/guidelines/brand-identity/> or contact SPS Conferences staff for assistance or review.

3.2 Website

Conference Domains

Domain names for conference websites have or can be purchased by SPS Conferences staff for your conference, to ensure continuity in naming conventions. Please contact sps.conferences.info@ieee.org to secure your conference domain.

General Data Protection Regulation (GDPR) for Conference Websites

IEEE has created instructions to ensure organizers comply with GDPR regarding cookie collection on websites. An informational banner must be applied to all technical meeting websites. Instructions on applying the banner can be found at <https://bit.ly/2NOaNeo>.

IEEE Privacy Policy on Website Footer

Conference websites should include a link in the website footer to the updated IEEE Privacy Policy: <https://www.ieee.org/security-privacy.html>.

IEEE Policy Links to add to all IEEE Conference Websites

The two links below must be included in the website of all IEEE conferences so that attendees are aware and can read and access this information pertaining to IEEE Privacy and the Event Terms and Conditions.

IEEE Event Terms and Conditions: <https://www.ieee.org/conferences/event-terms-and-conditions.html>

IEEE Privacy Policy: <https://www.ieee.org/security-privacy.html>

Clauses for all SPS Conference Websites

The below text must be included as written, as it is taken from the IEEE SPS Policies & Procedures Manual, approved by SPS Conferences Board and the Board of Governors.

Non-Presented Paper (No-Show) Policy: Any accepted paper included in the final program is expected to have at least one author or qualified proxy attend and present the paper at the conference. If a paper is not presented at the conference, the paper will not be published by IEEE on IEEE Xplore® or other public access forums, but these papers will be distributed to conference attendees as conference proceedings and the copyright of these papers will belong to IEEE. For poster sessions, if the speaker is not present in front of the poster for most of the time during the poster session, this also implies the paper was not presented. Conference organizers are required to collect attendance records and a list of any non-presented papers and submit to IEEE SPS staff.

Exceptions to this policy will be made by the Technical Program Chair(s) of the conference only if there is evidence that the no-show occurred because of unanticipated events beyond the control of the authors, and every option available to the authors to present the paper was exhausted. The no-show authors may appeal the decision of the Technical Program Chair to the VP-Conferences.

Qualified Proxy Policy: The presentation of papers by substitutes is highly discouraged and may only be made after permission is granted by the Technical Program Chair(s) of the conference based on solid evidence that none of the authors is available to present. Papers presented by substitutes without permission will be considered as no-shows.

Authors with Travel Restrictions Policy: The Signal Processing Society values diversity. Authors who anticipate inability to travel to a conference because of a government-imposed travel restriction are still encouraged to submit papers. Such papers will be reviewed and accepted on their own merit for publication without any knowledge of the author's travel restriction. Within one week of paper acceptance notification, travel-restricted authors must notify the Technical Program Chair of the conference with proof of their restriction. Substitute presenters may be possible or, depending on

conference resources, other accommodations may be available, such as a remote presentation or pre-recorded video.

View the complete IEEE Signal Processing Society Policy & Procedures Manual at <http://signalprocessingsociety.org/volunteers/policy-and-procedures-manual>.

3.3 Communications and Marketing

All e-mail and postal mailing lists generated by technical meetings sponsored solely by SPS are solely owned by the Society. Conference organizers cannot send out email blasts to mailing lists, and must request outreach through the SPS Conferences staff.

Contacting Attendees

Any emails sent out using approved contacts need to include the ability to opt-out of future communications, usually a link within the footer of the email. This can just go to a reply-to email or can be auto-removed, if an email marketing tool is used.

Promoting Your Conference

SPS Conferences staff can help with recommendations on promoting your technical meeting. IEEE Meetings, Conferences & Events also has prepared a suite of tools and guides to help attracting attendees to technical meetings which can be found at <http://ieeemce.org/audience-development-toolkit/>.

Social Media

Conference organizers should strongly consider appointing a Social Media Chair for the conference. Their responsibilities include managing a group for the conference, posting updates leading up to the event, answering any comments and questions on the social media community, and creating sample posts for the Conference Organizing Committee members to share with their networks. At the conference, the social media chair can post pictures, live streaming of the plenary speakers, and promote an event hashtag for all attendees to use.

If there is interest, SPS can help starting with social media pages and help with some best practices.

4 Technical Program & Beyond

The technical program is naturally a major product of the Conference Organizing Committee and should deserve great attention. This section addresses issues related to the technical program from creating the Call for Papers to submitting the final publication to IEEE *Xplore*.

It is important to stress that while some core components of the technical program are expected to happen year after year, the Conference Organizing Committee is encouraged to add new components to enrich and complement the conference experience. Special attention should be given to continue successful components from previous years and stimulate interaction between the attendees.

4.1 Call for Papers

The Call for Papers should be produced well in advance in order proper advertising of the technical meeting may happen. For ICASSP and ICIP, it is suggested that the Call for the Papers is available on the previous year edition of the conference.

The Call for Papers must show some degree of consistency over the years and include a list of technical topics following the SPS EDICS, when available. Any updating of the list of topics must be done in consultation with the relevant SPS Technical Committees and the VP-Technical Directions.

4.2 SPS EDICS

Changes to the EDICS in the Call for Papers should be limited to where they are deeply required as continuous changes become confusing to authors and readers over time. Any changes must be made in consultation with the relevant SPS Technical Committees.

When a SPS unified EDICS will available, the defined procedure for changes should be strictly followed.

4.3 5th Page for Conference Papers

All solely owned IEEE SPS events should allow authors to include a 5th page exclusively for references. This applies to all conference and workshops that use the 4-page submission rule. This should be highlighted in the Call for Papers.

4.4 Paper Submission Site

The paper submission site should be open at least one month before the paper submission deadline and should be well structured to avoid misunderstandings while submitting papers.

4.5 Open Preview or Early Access Conference Papers

The conference organizers should consider early on, notably when setting the author deadlines, whether they want to participate in either the Open Preview or Early Access conference programs, as there are strict date requirements and the need to request participation from IEEE early in the planning process.

Open Preview: In this program, conference proceedings are made available as open access in IEEE *Xplore*, notably one month prior to the conference until the conference occurs. It is promoted for use by conference attendees to allow reading papers prior to attending the conference. After the conference, non-presented papers (no-shows) are removed and conference papers go behind the IEEE *Xplore* paywall for subscribers.

Early Access: In this program, HTML and PDF of all conference papers are made available in conference mobile app to all attendees using passcode. This option will typically require development from mobile app provider.

The participation in these programs should be disclosed to authors during the submission stage.

4.6 Reviewing Process

Technical Program Integrity

The technical program is the most important part to an SPS conference and the integrity of the technical program must be handled with the highest level of deference and principle. All conference organizer committee members should be mindful of the following during the paper submission and review process:

- A review committee shall be diverse in nationality, gender, and affiliations.
- Members of the Conference Organizing Committee and the Technical Program Committee can submit papers; however, their papers must be handled with great care to avoid any risk of conflict of interest. Papers submitted by committee members must be handled by other committee members, and the names and other identifying information should be omitted if possible.
- Members of the Conference Organizing Committee cannot be selected to present a keynote or plenary address.

For any questions regarding these current practices or procedures, contact sp.conferences.info@ieee.org for clarification and assistance.

Papers Authored by Technical Meeting Volunteers

All SPS technical meetings have established procedures to ensure that no one can acquire unauthorized access to privileged information. The procedures ensure that the identities of reviewers for papers authored by technical meeting volunteers are not divulged to the authors and cannot be accessed by them. In particular, papers submitted by technical meeting volunteers are handled by another member of the technical meeting organization; reports and recommendations for volunteer-authored papers, when submitted to the author, omit the names and other identifying information for reviewers; and access restrictions to ensure reviewer privacy from authors are also enforced in the electronic publication management systems used for SPS technical meetings.

Area Chairs and Reviewers

Area Chairs main responsibilities are to oversee the paper review activity on behalf of both the Technical Program Chair(s), notably making review recommendations. They also assist the Technical Program Chair(s) in scheduling the papers and sessions within the technical program. For ICASSP and ICIP, it is suggested that each Area Chair manages, on average, around 30 papers. In order to make good estimations for how many Area Chairs are needed in each technical area, the conference organizers should request the submission statistics by topic from the previous year conferences, from either the SPS Conferences staff or professional conference organizer.

Area Chairs should be mainly comprised of members of the SPS Technical Committees. Additional Area Chairs should be approved by at least a relevant Technical Committee. Area Chairs should be identified well in advance, notably well before the submission deadline in order their selection is complete when the papers arrive. If a Technical Program Committee is defined, it should correspond to the set of Area Chairs.

The quality of the review process is critical for the success of the conference and thus the selection of reviewers must be careful. For ICASSP and ICIP, the list of reviewers in the various technical areas should be sent well in advance of the submission deadline to the relevant Technical Committee for approval. The reviewers must receive an invitation to review (and define the maximum number of papers to review) and accept it before getting allocated papers to review.

Acceptance Rates

The established practice, including acceptance rates, scope, and paper review procedures, for the conference shall carry over to each occurrence with little change in order the potential attendees may have some reasonable expectations. Changes to the acceptance rate shall be no greater than +/- 3% from the average in past years. ICASSP and ICIP organizers must guarantee a paper acceptance rate under 50%, ideally around 45%. Deviations from these guidelines shall be reported to the VP-Conferences long before the final notices are sent to authors.

Authors' Complaints

The authors have the right to complain about their reviewing recommendation to the Technical Program Chair(s) who should consider the author's reasons and reply in due time, notably in time for the paper to be included in the technical program, should the review decision be overturned.

4.7 Plagiarism

Plagiarism should be dealt with care while following the rules and processes. IEEE defines plagiarism as the reuse of someone else's prior processes, results, or words without explicitly acknowledging the original author and source. It is important for all IEEE authors to recognize that plagiarism in any form, at any level, is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

Equally important to the process of recognizing an act of plagiarism is clarifying who will be responsible for responding to any complaints of alleged plagiarism. Allegations of misconduct by authors of papers in conference proceedings shall be investigated by the Technical Program Chair(s), or if needed by the SPS VP-Conferences.

Section "8.2 Publication Guidelines" of the PSPB Operations Manual contains a major section entitled "Guidelines for Adjudicating Different Levels of Plagiarism" at <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/pubs/pspb/opsmanual.pdf>.

4.8 Special Sessions

Special sessions should be dedicated to topics that are special in some way and not to topics that could easily fit as regular sessions. The reviewing of papers submitted to special sessions must be done using the same process and reviewer pool as for the papers submitted for regular sessions.

If needed to build the technical program, papers submitted for regular sessions may be included in special sessions and vice-versa.

4.9 Building the Technical Program

Building the technical program is a huge task, especially for ICASSP and ICIP, and thus appropriate time should be allocated for it. It is critical to:

- Select the papers for each session in order to build coherent sessions;
- Select the titles for each session in order the proper message is sent;
- Select the sessions along the days in order to avoid related sessions to appear in parallel;
- Distribute the sessions along the days in order attendees interested in a specific area may have interesting sessions all the days.

Consultation with SPS Technical Committees

When building the technical program, the Technical Program Chair(s) are requested to consult with the SPS Technical Committee Chairs for the alignment of topics along the days and for each day as this alignment is critical to maximize the experience of the attendees; this consultation is especially critical for ICASSP.

Women in Signal Processing Directory

The Women in Signal Processing (WISP) Directory aims to increase and promote visibility and recognition of women in signal processing fields by growing, engaging, enabling, and increasing representation of women across SPS and the engineering community as a whole. The conference organizers are suggested to use the WISP directory as a resource to find additional volunteers, speakers, reviewers, session chairs, etc. at <https://signalprocessingsociety.org/get-involved/women-signal-processing>.

Poster and Lecture Papers

No differentiation is made between the value of papers included in poster and lecture sessions. Papers are assigned primarily to ensure consistency among the sessions, at the discretion of the conference organizers. Some organizers elect to use poster sessions to provide the opportunity for attendees to meet authors personally and to discuss their papers in depth. The poster session papers must be vetted together with the lecture session papers to ensure the same standard of quality.

Show & Tell Sessions

Papers: Papers accepted in the Show & Tell sessions should have the same quality and vetting process as the lecture and poster sessions, and will be submitted to IEEE *Xplore*[®] with the same conditions. Papers in Show & Tell sessions should have novelty coming from practical realization techniques, interesting/new applications and advanced system structures, especially suitable for industrial applications. Show & Tell papers, poster papers and lecture papers are all considered equal for review, selection, and posting in IEEE *Xplore*[®].

Demonstrations without a regular paper: There may be cases where Show & Tell demonstrations are made without an accompanying paper, or with a paper that has not undergone the same review process as the poster and lecture papers. Such papers or other documentation of the demonstration will not be included in IEEE *Xplore*[®]. It is the discretion of the conference organizers to determine whether these materials are to be included as supplements in the conference proceedings. All papers included in the conference proceedings and/or IEEE *Xplore*[®] must submit a copyright form.

Demonstration Participants: Demonstrations should be encouraged as a different way to engage authors and attendees, and accommodations should be made for this type of session when possible. Organizers should make every effort to cover the cost of setup of a basic demonstration in the conference budget, and specify on the website what support and/or items (i.e. booth, table, lighting, etc.) will be included at no charge. If enhanced technological or logistical support is required for the demonstration, a nominal fee may be requested from the demonstration participants to offset the direct cost of the demonstration.

4.10 Obituaries

Regarding obituaries, the SPS Conferences Policies state:

7.8.3. Conference Publications, Publication of Obituaries. (approved 24 March 2005)

No obituaries will be published in any IEEE Signal Processing Society technical meeting proceedings or programs.

7.10. Recognition at Technical Meetings of the Society Members Who Have Died. (approved 24 March 2005)

No obituaries will be part of any IEEE Signal Processing Society technical meeting or ceremony.

4.11 Content in the Conference Proceedings and IEEE Xplore®

The conference papers shall be sent to IEEE Xplore no more than one month after the end of the conference, notably after identifying the final no-shows as the corresponding have to be removed.

Statement on Conference Proceedings

All solely owned IEEE SPS events should include a statement on each page of the conference proceedings listed below:

“This full text paper was peer reviewed at the direction of IEEE Signal Processing Society subject matter experts for publication in the IEEE ABCD 20XX proceedings.”

Changing Conference Paper Information in IEEE Xplore®

Once a conference paper is submitted to IEEE for publication in IEEE Xplore, changes to that publication become very difficult to make. Because content is indexed when it appears in IEEE Xplore, it is important that the publication is correct and final prior to submission to IEEE. All requests which are approved or denied are done so in accordance with IEEE Publication Services & Products Board policy and are not at the discretion of MCE, the conference sponsors or IEEE Publications team.

4.12 Plenary/Keynote Speakers

The selection of the plenary/keynote speakers has a major impact on the success of the conference. These speakers should connect to the conference’s theme, and should help in attracting newcomers to the conference. It is suggested that the set of plenary/keynote speakers is a good mix of top experts from academia and industry. However, additional weight and consideration should be placed on finding

industry speakers, since they can provide press, attract more industry attendees and new members, and propose challenges to the academic SPS members.

All plenary or keynote speakers must agree and sign to the IEEE Copyright and Consent Form prior to their confirmation as speakers. Completed forms should be sent to SPS Conferences staff.

SPS requires that all plenary/keynote speakers are recorded and included in the SPS Resource Center. The IEEE Copyright and Consent Form can be found at https://signalprocessingsociety.org/sites/default/files/uploads/publications_resources/docs/IEEE%20Copyright%20and%20Consent%20Form%20RC%20with%20Paper.pdf.

4.13 Tutorials

The number of tutorials must be reasonable to guarantee a good attendance to each tutorial. It is suggested that tutorials with less than eight registrants are cancelled in due time.

4.14 Awards & Recognition

Conference Awards

Conference organizers can create and distribute awards for their conferences; naturally, they are not considered SPS awards. For ICASSP and ICIP, there should be an award for Best Paper and Best Student Paper, while additional awards may also be considered. All awards, especially conference paper awards, shall be judged with impartiality and organizers shall avoid any conflict of interest. Therefore, the following rules apply:

- Papers by key conference organizers, such as General Chair(s), Technical Program Chair(s) and Finance Chair(s), are not eligible for awards.
- The paper award selection should follow the SPS Policy 2.9 for Awards, found at <https://signalprocessingsociety.org/volunteers/policy-and-procedures-manual>. Self-nominations are not accepted or considered and judging shall be on the basis of exceptional merit and quality.
- It is suggested that the process to select the awards is made available in the conference Web page and briefly explained when delivering the award.
- Prizes shall be equally divided among all authors and each shall receive a certificate.
- Receive and submit a 1099 and/or 1042 schedule/form to conference-finance@ieee.org for services rendered including, awards, honorarium or prizes.

SPS Awards

At some conferences, SPS Awards may be distributed and/or acknowledged, notably ICASSP. Check with SPS Conferences staff to know what awards will be announced and given at each conference and agree on a time to deliver them.

For ICASSP and ICIP, SPS awards the Conference Best Paper Award for Industry. Conference organizers will be contacted for their decision regarding this paper and should be prepared to assess the papers for this award. Conference Best Paper Award for Industry criteria can be found at <http://www.signalprocessingsociety.org/awards-fellows/awardspage/the-conference-best-paper-award-for-industry/%20award-for-industry/>.

4.15 SPS Journal Paper Presentations

Sole SPS-sponsored conferences and workshops can offer opportunities for accepted authors of SPS sole or majority-owned journals to present their results to conference attendees.

Co-sponsored conferences may participate in this option upon agreement of conditions with all co-sponsoring partners.

Information on the submission of SPS journal papers should be included on the conference website. Since the paper has been accepted and published by IEEE, no further review of the paper is required. However, it is at discretion of the conference organizers on whether to accept the paper for presentation at the conference.

Eligibility

- Eligible papers must have been published by SPS prior to the conference paper submission deadline, and are valid for the next appropriate eligible conference/workshop within a year of initial publication date;
- Paper topic should be aligned with the conference's technical program. Author(s) must request to present at the most imminent edition of the appropriate eligible conference/workshop after publication;
- Papers can only be submitted to one eligible conference and not to multiple events;
- Copyright to the original paper has already been transferred to IEEE;
- Journal paper presentations must be limited to 5% of the total accepted papers in the conference;
- Conference Technical Program Chair(s) determine(s) which papers will be presented;
- Conference Technical Program Chair(s) decide if the paper will be presented in a special session for journal papers or included with the other conference/workshop sessions;
- Accepted authors must meet the same registration requirements as all authors.

Paper Handling

Conference organizers should provide an invitation/acceptance letter. Author(s) may use this letter to apply for internal funding and/or travel visa to attend and present paper.

Journal papers are handled in the same manner as other accepted papers, except that submission through the paper management system may differ slightly from other paper submissions to properly identify and differentiate these papers.

Proceedings

Journal papers chosen for presentation will be included in the conference proceedings, by downloading the original paper from IEEE Xplore® to include on conference proceedings for attendees. The below disclaimer must be included on the paper in order to avoid duplication of publication:

"Original Paper published in <Name of Journal>. Reprint permitted by IEEE SP Society, for inclusion in the Proceedings and presentation at <Name of Conference>."

Journal papers will not be included in the conference proceedings.

4.16 Session Chairing and Support

Each session should have a chair who manages towards an interesting and exciting session not only by controlling the timing but also by managing the interaction between the presenters and audience. Ideally, the session chair should not have to present any paper in the session he/she is chairing.

The session chair should be given a session report where the no-shows and author proxies are reported. Each session chair should be supported by a volunteer who provides help, notably with the projection system, microphones, etc.

4.17 Recording Conference Content

IEEE SPS Resource Center Content Capture Guidelines

The IEEE SPS Resource Center is the SPS online library for video content and host venue for recordings of plenaries, keynotes, and tutorials from solely owned SPS conferences. Conference organizers are responsible for collecting material for integration into the Resource Center using the following guidelines.

For Conference & Workshop Organizers: It is required that the plenary sessions, tutorials and tutorial-style sessions be recorded. It is not required that regular lecture sessions be recorded but the conference organizers may decide to record other sessions and events in the conference.

Please note that the videos should not be posted to the conference website or be available via any other avenue. The videos will be posted exclusively on the SPS Resource Center. Contact spsvideos@ieee.org for recording questions.

Materials Required

The following are required for the Resource Center to host content:

- A signed IEEE Copyright and Consent Form for each recording, completed before the event is recorded and submitted with the recorded video. If there is no IEEE published paper involved, just complete the red highlighted fields on the form. http://signalprocessingsociety.org/sites/default/files/uploads/publications_resources/docs/IEEE%20Copyright%20and%20Consent%20Form%20RC%20No%20Paper.pdf.
- A recording of the event in MP4 format.
- It is recommended that audio be recorded via lapel microphone.

What to Record

- **Preferred Option** - A video recording of presented technical materials (usually slides and/or associated video and audio) and a very clear recording of the speaker's voice. The video can be recorded from the projection of the materials on a screen, or using screen-grab recording software.
- **Secondary Option** - A video recording of the speaker, where the speaker's voice is clear.

Video/Audio Formats

The following technical specifications should be used to ensure high quality playback from the SPS Resource Center. For questions on the technical specifications, contact sps-videos@ieee.org.

- MP4 format
- Codec: H.264/AVC
- Resolution: 1280x720 (minimum)
- Compression: VBR
- Video Bitrate: 1.2 Mbps - 1.5Mbps
- Audio: AAC 192 Kbps or MP3 192 Kbps (minimum)

How to Submit Recorded Content

The recorded content and the IEEE Copyright and Consent Forms should be sent to sps-videos@ieee.org within two months of the conclusion of the event, along with a summary document of all the content sent. Please use the following naming conventions when submitting the video files:

- **Plenary Recording Files:** "Plenary_ConferenceAcronym_speaker or title.mp4"
- **Tutorial Recording Files:** "Tutorial_ConferenceAcronym_speaker or title.mp4"
- **Other Recording Files:** "EventType_ConferenceAcronym_speaker or title.mp4"

4.18 Additional Technical Events

Conference organizers should consider adding events which have been successful in previous years. Some successful events are documented below; organizers are encouraged to meet with the prior year Conference Organizing Committee to learn about items that were trialed and should be continued.

Grand Challenges

Grand challenges are usually well received because they bring a competitive element to the conference. Challenges create clear test material, test conditions as well as assessment criteria and methodologies which allow specific communities to compare their results under well-defined and transparent conditions.

Industry Oriented Sessions

While the majority of SPS membership is from industry, the conferences are many times mainly organized for academic and research members. Industry oriented sessions are targeted to provide directly valuable events for the industry members.

School of ICASSP

This program incorporates a series of quick, informal invited lectures that provide an overview of some of the big advances in signal processing. The School of ICASSP program is intended for students and industry attendees to fill knowledge gaps for attendees by holding lectures by the original inventors or leading experts in these fields.

Because they are quick and informal talks, organizers are encouraged to use existing and informal spaces, such as open areas within the exhibit hall, or within the plenary room when it is not being used. This informal flow allows for listeners to come and go, and adds to the informality. This event was trialed at ICASSP, but could be adapted for any technical meeting.

4.19 Beyond Technical Events

SPS usually arranges the following beyond technical events for ICASSP and ICIP. Conference organizers are encouraged to help support these SPS events, or plan similar events for other technical meetings.

Women in Signal Processing Luncheon

Usually comprised of a speaker or panel session, and networking lunch, organized by the Women in Signal Processing (WISP) Committee.

Student Career Luncheon

Interested companies can host a table or purchase a ticket to attend a luncheon to meet with students. Students provide their CV to SPS and this information is shared with the companies for recruitment and networking discussions. The luncheon is organized by the SPS Student Activities Committee.

Author Education or Ethics for Authors Session

Typically a lunch and learn session for authors to learn more about tools and resources available to them, as well as ethical considerations for scholarly publishing.

Young Professionals (YP) Meet Up Event

Typically held after the conference sessions conclude in the evening as a social networking event, sometimes with facilitated networking exercises or a speaker, organized by the Signal Processing Young Professional Committee Chair.

4.20 Events Involving the Local Signal Processing Community

Organizers are encouraged to work with the local SPS Chapter on the conference program towards creating events which may have a more direct impact in the local communities, not only SPS members but also local universities, schools and industry. Some ways to work together include:

- Coordination of a poster session for local members conducted by or with support from the local chapter;
- Panel with Chapter members, networking with local members, technical tours, etc;
- Events involving the local schools from universities to secondary schools; some attendees may be ready to help if a call is made.
- Events involving the local industry;
- Opportunities for networking and team building based on giving back to the local community;

4.21 Welcome Reception and Banquet

The welcome reception must be open to all conference registrants at no cost.

Although not mandatory, it is strongly recommended that the banquet is included in the registration fees for all types of attendees at no additional cost, if possible while fulfilling the requirements regarding the registration fees and a balanced budget. Including the banquet in the registration fees would be a major step for a very inclusive conference.

Banquets do not have to be formal and expensive, and emphasis could be placed on creating an inclusive environment for all attendees. This could be achieved through the venue selected, the entertainment planned, and even by renaming the event to a “farewell party” or “appreciation dinner” to convey a more casual feel to attendees. Remind that many attendees cannot be reimbursed for expensive meals and younger attendees may not appreciate too formal events.

5 Registration and Attendees

This section addresses issues related to registration and attendees.

5.1 Conference Registration Information

Once the registration fees are approved by SPS, it is recommended that they are published on the conference website. Registration fees should be available to potential authors before the paper submission deadline, in order for authors to plan for conference expenses. This page should also clearly state what is included with registration. Once the registration site opens, the page to register should be easy to locate, and should be actively promoted on the conference homepage.

5.2 Obtaining Consent on *IEEE Privacy Policy and Event Terms and Conditions* from all Registrants

All technical meetings are required to incorporate pro-active consent to both the IEEE Privacy Policy and IEEE Event Terms and Conditions as part of the event registration process to capture and affirm active consent. Acceptance is a mandatory condition of registration for any IEEE event. For audit purposes, consent to the IEEE Privacy Policy and IEEE Event Terms and Conditions must remain as two separate acceptance fields and cannot be combined. Please review the IEEE Privacy Policy at <https://www.ieee.org/security-privacy.html> and the IEEE Event Terms and Conditions at <https://www.ieee.org/conferences/event-terms-and-conditions.html>.

IEEE has developed the following language for General Data Privacy Regulation (GDPR) compliance as it relates to event registration. To ensure the attendee has full attention on the questions, they should be presented on a separate page before being asked to provide any personally identifiable information. It is recommended that the checkboxes be pre-populated, and that it is necessary to have both boxes checked before registrants can advance to the next page.

Please include the information exactly as written below at the beginning of the registration form/website.

Acceptance of IEEE Policies are required to register for this event.

By submitting your registration details, you acknowledge that:

You have read and are in agreement with [IEEE's Privacy Policy](#)

I accept the IEEE Privacy Policy

You have read and are in agreement with [IEEE's Event Terms and Conditions](#)

I accept the IEEE Event Terms and Conditions

5.3 Author Registration

Every regular paper accepted by a technical meeting must have attached to it at least one registration at the full member/non-member rate. When all authors are students, one student author will be required to register at the full registration rate.

Each full registration can cover up to four papers. Any requests to adjust this number to more or less than four papers per authors must be approved by the VP-Conferences. For full details, please reference SPS Policy and Procedures Manual, 7.9, at <https://signalprocessingsociety.org/volunteers/policy-and-procedures-manual>.

Members of the Conference Organizing Committee who do not need to cover an accepted paper(s) may receive a free registration, but members of the Conference Organizing Committee who need to cover an accepted paper must pay the full registration fee.

To ensure quality presentations, it is suggested to advise the authors not presenting more than two papers.

There are guidelines for setting registration fees for IEEE members, SPS members and students within the *Finances* section of these guidelines.

5.4 Complimentary Registration

Complimentary registration should be given only in exceptional cases, notably:

- Members of the Conference Organizing Committee who do not have to cover accepted papers with their registration;
- Keynote speakers;
- Student volunteers.

5.5 Demographics Questions on Registration Sites and Surveys

The demographics questions below should be standardized in all uses by IEEE, including conference registration.

1. Gender information: Questions that ask a participant or user to identify their gender need to be multiple choice, optional, and written as:

Do you identify as:

- Male

- Female
- Prefer to self-describe: (Or, if coding cannot be changed, state 'Please specify: __')
- Prefer not to answer

2. Salutation information:

Questions that ask for a salutation or prefix (such as Mr., Mrs., Ms., or Mstr.) for a participant or user's name, need to be made optional.

Please note: These or similar demographics questions are to be made optional and cannot be required.

5.6 Visa Requirements

Certain countries require participants to obtain a visa when attending a conference and may also request a letter from the conference to verify a participant's attendance at the event. Some embassies may need to verify that registration fees have been paid in full and may require applicants to appear in person for an interview, causing delays in the application process. IEEE has guidelines and templates for conference organizers available. Learn more at <https://www.ieee.org/conferences/organizers/visa-request-process.html>.

Since the time to obtain a visa may depend on the country where it is requested and the nationality of the person requesting, the Conference Organizing Committee should strongly recommend the authors to start the visa request immediately after the acceptance letter is received. Moreover the Conference Organizing Committee should make the authors aware that, if the visa request is initiated too late, the non-obtaining of the visa in time to participate at the conference may not be sufficient justification for a registration refund.

5.7 Registration Refund Policy

All registration fees covering a paper are non-refundable. For registration fees not covering a paper:

- A full refund, after a US\$50 (equivalent) processing fee, will be given, provided the request is applied for prior to the last day of the Advance Registration deadline.
- Refunds will not be issued after the Advance Registration deadline, unless in extreme cases (i.e. medical or family emergencies, visa issues based on solid evidence). In such cases, the organizers must be alerted prior to the conference start date. To obtain a refund, an email must be submitted containing proof of the extenuating circumstance, up to one week after the conference end date. Any visa related issues must provide proof that the application was submitted early enough according to the typical times to obtain a visa for the country and person in question.
- The final decision on refund will be at the discretion of the conference organizers.

5.8 Posting IEEE Papers to arXiv

IEEE policy permits authors to post their articles to the preprint repository arXiv. Posting rules for each stage of the article life cycle are:

Pre-submission: Before submission to an IEEE publication, the papers may be posted anywhere, including to arXiv.

Upon acceptance: Upon acceptance to an IEEE publication, the arXiv posting must be updated by replacing the pre-submission version with the accepted version. The accepted version must have the IEEE copyright line (© 20XX IEEE) but no other changes may be made. The version suitable for posting is available on the Completed Articles page of the IEEE Author Gateway: <https://authorgateway.ieee.org/ag/public/landing.jsp>.

Upon publication: When the article is published, the posted version on arXiv should be updated with a full citation to the IEEE publication, including DOI. No other changes may be made.

Visit the IEEE Author Center for more information on SPS sharing and posting policies at <https://ieeauthorcenter.ieee.org/>.

5.9 Registration Reporting Access

To ensure compliance with data privacy and GDPR, organizers should only grant report access to those engaged in the event planning activities on a 'need-to-know' basis. To maintain GDPR compliance:

- Only use attendee information for its intended purpose (i.e. planning your event);
- Grant reporting access only to authorized users of the information;

5.10 Onsite Registration Process

The event has finally arrived and you are ready to open onsite registration. There are a couple of things to keep in mind as you staff the registration area for an event:

- Verify all event personnel (i.e. student volunteers handing out name badges) who may have access to attendee personal data understand GDPR and the implications of mishandled data;
- Never hand out badge credentials to anyone other than the registered attendee;
- Always lock laptops and never leave them unattended;
- Shred any uncollected name badges after the registration system has been reconciled.

5.11 Conflict Resolution

Conference organizers should be mindful of quickly resolving any complaints or conflicts as quickly as possible. If a complaint is received, organizers should always reply to the sender to try and resolve any conflict. When replying, organizers should be mindful that they are speaking on behalf of IEEE and SPS. If an organizer is unsure of how to respond, they should contact SPS Conferences staff or the VP-Conferences for assistance.