

IEEE Signal Processing Society TC Workshop Guide

Version 1 - August 2023

Overview:

This document aims to capture the minimum required tasks for all TC workshops, with completion deadlines. This is a quick guide as a supplement to the SPS Conference Organizer Guidelines (https://signalprocessingsociety.org/sites/default/files/uploads/conferences_events/docs/SPS_Conference_Organizer_Guidelines.pdf)

Acknowledgment and Agreement:

The General Chair(s) are required to review, acknowledge and agree to the adherence to the items in this document before sponsorship approval can be complete. This can be completed as an email reply agreeing to follow this agreement, or via e-signing this document.

General Chair Name

Signature

Date

Set-Up and Tools to Use:

- **Banking** - Use IEEE Concentration Bank Account (sent upon workshop approval)
- **Budget** - Use IEEE SPS Template (sent upon workshop approval)
- **Website** - IEEE Hosting available, and transitioning to SPS-hosting and templates on WordPress (effective 1.1.24)
- **Registration Platform** - Cvent for all events (starting 1.1.24 to be sent upon workshop approval)
- **Paper Submission/Peer Review Platform** - Recommendation to use one of the following platforms: CMS, Microsoft CMT, EDAS, PaperCept
- **Professional Support for Registration, Paper Management, and/or Logistics** - Recommendation to use someone familiar with SPS workshops: CMS, Conference Catalysts, IEEE MCE
- **Live Stream and Author Video Recording** - Recommend using Zoom as the platform.

Required Tasks for all Workshops with Timeline:

Task	Completion Deadline	Main Responsible Role
Workshop Application	12 months pre-event	General Chair
Discussing and getting sponsorship and involvement from the relevant SPS Technical Committee (TC) and adding TC members to the Organizing Committee	12 months pre-event	General Chair, Technical Committee
Add a TC representative to the Organizing Committee, assigned by the TC	11 months pre-event	General Chair, Technical Committee
Organizing Committee List with Contact Info	11 months pre-event	General Chair
Review the SPS Conference Organizer Guidelines	11 months pre-event	All
Workshop Approval - Receive and review bank account, website access, and registration site information	10 months pre-event	General Chair, Finance Chair
Calls for Special Sessions, Demos, Tutorials, Other	8 months pre-event	Technical Program Chair
Complete the IEEE Publication form and obtain agreements and instructions on the publication of the proceedings in IEEE <i>Xplore</i> .	8 months pre-event	Technical Program Chair
Final Budget Approval	8 months pre-event	Finance Chair
Venue Contract (required for any payments over US\$5,000)	6 months pre-event	General Chair
Service Provider Contracts - PCO, website, Registration, Paper Management, etc. (required for any payments over US\$5,000)	6 months pre-event	General Chair
Paper Submission Site Live	6 months pre-event Allow at least 1-month pre-deadline	Technical Program Chair

Paper Submission Deadline	5 months pre-event	Technical Program Chair
Paper Accept/Reject Notifications	3 months pre-event	Technical Program Chair
Registration Site Live	3 months pre-event	General Chair
Review all future payments, submit any remaining pre-conference invoices	1 month pre-event (2 weeks needed to review invoices with a signed contract, 8 weeks minimum needed for contract review and invoice payment)	Finance Chair
Post the Final Conference Program	1 month pre-event	Technical Program Chair
Final checks with the venue and full run through	1 month pre-event	All
Session Tracking, Session Chair Reporting, Consent form collection, No Show reporting, etc.	At Workshop	All
Prepare and send out the conference attendee survey	1 week post-event	General Chair
Submit conference video material and consent forms to SPS Resource Center	1 month post-event	Technical Program Chair
Submit proceedings to IEEE including no-show report	1 month post-event	Technical Program Chair
Pay all remaining invoices, follow up with any unpaid registrants or sponsors, process all expenses and awards and honoraria	1 month post-event	Finance Chair
Complete the financial closing documents	6 months post-event	Finance Chair
Complete the SPS Data Acquisition Report	6 months post-event	General Chair

Key Performance Indicators (KPIs) to be reported:

1. Participant satisfaction
 - a. Measured w/ surveys and feedback
2. Involvement of students, young professionals, women, industry, e.g. targeted events
 - a. Measured by % of industry attendees, students, women, and young professionals.
3. Number of participants & number of submissions
 - a. Measured by the ratio of attendees to accepted papers, and the % o of non-SPS member attendees to authors.
4. Impact of papers & number of Xplore downloads
 - a. Measured by the number of annual IEEE Xplore downloads and H-Index of the workshop
5. Innovative initiatives and new forms of interaction
 - a. Measured by percentage of content on industry topics and on educational topics, among other innovations.
6. Financial health
 - a. 20% surplus overall, the percentage of surplus coming from corporate sponsorship, time to close the conference is under 6 months.

Contact Us:

SPS Conference Team: sp.conferences.info@ieee.org