

OPERATING AGREEMENT
For
IEEE International Symposium on Biomedical Imaging (ISBI)

GOAL AND VALUES:

The objective of ISBI is to bring together researchers with interests in the mathematical and computational aspects of biomedical imaging, with a focus on addressing problems of significance to the development and application of imaging systems across the spatial scale, from microscopy to whole-body imaging. Topics include physical, biological and statistical modeling, image formation and reconstruction, computational image analysis, statistical image analysis, visualization, and image quality assessment. The focus emphasizes methodologies that have the potential to be applicable to multiple imaging modalities and to imaging at different scales. Audiences at ISBI are involved in biomedical imaging research and development, either in academic institutions, government laboratories, or R&D departments of private companies. ISBI, like other IEEE SPS and EMBS conferences, requires submission and review of a 4-page paper. These detailed submissions provide reviewers the opportunity to thoroughly evaluate the novelty and potential impact of the proposed computational or modeling methodology. In its short history (since 2002) ISBI has quickly become the leading meeting internationally in bringing together researchers in a wide diversity of algorithmic fields applications, modalities, and size scales, with a focus on cross-fertilization across all axis.

ISBI is unique in the world of biomedical imaging meetings in its aim to facilitate cross-fertilization across different imaging modalities and scales, with applications ranging from the nano, molecular and cellular levels through macroscopic and whole-body clinical systems.

SPONSORSHIP BREAKDOWN:

IEEE EMBS – 50% financial

IEEE SPS – 50% financial

TERMS OF AGREEMENT

1. DURATION OF AGREEMENT

This agreement shall apply to ISBI 2018, 2019, 2020, 2021 and 2022

MANAGEMENT RESPONSIBILITIES

Engineering in Medicine & Biology Society will be the Managing Partner and Administrative lead for ISBI. The duties of the Administrative Lead are as follows:

- Ensure that there is equal representation from both sponsors on the Organizing Committee;

- Create an alias that includes all members of the Steering Committee for all ISBI related correspondence
- Ensure compliance with IEEE policy and submission of all required documents according to the recommended timeline (budgets, LOA, invoice payment, etc);
- Periodic communication with the Organizing Committee for status updates, ongoing support and general guidance;
- Consultation with co-sponsors to ensure agreement of policy and procedures that are applicable to the conference (non-presented papers, visa letters, etc);
- Collection and submission of all contracts to MCE for review and signature;
- Secure and retain hotel information such as: sleeping room pickup, F&B and AV expenditures and share with co-sponsor within 60 days of conference;
- Support the publicity efforts made by conference leaders and promote the conference through the sponsors' typical channels. ****Lists used for publicity purposes are for that use only, and may not be stored, shared, or otherwise disseminated without agreement of all sponsors of the conference.***
- Ensure financial sponsor(s) provided with periodic status updates (1 year prior, 6 months prior, 1 month prior to event, post-event) including budgets and key metrics (submissions, attendee detail and acceptance rates)
- Provide financial sponsor(s) with Steering Committee rosters
- Record, collect and archive annual Steering Committee minutes
- Ensure co-sponsors receive copies of final documentation, including attendee list and final financial report;
- Review possible sites, as identified by the Steering Committee or by prospective conference organizing teams to assure that the appropriate space, services, and technical requirements are available, as well as to provide advice to the Steering Committee on matters of ease of travel, safety, financial regulations, customs matters, or other aspects presented by a certain site are fully vetted prior to final selection.
- maintain a roster of all past, current, and future ISBI organizing committees and shall create e-mail alias addresses for ease of communication among members of the organizing committee as well as between the organizing committee, the staff, and the Steering Committee
- aggregate any and all contracting, including PCO management and other contracts, budgets, forms, or any requirements of IEEE to assure compliance.
- The staff offices shall be responsive to the requests for information or assistance from the organizing committees for the years for which the Society is assigned, and assure a flow of updated information to the Steering Committee on the current status of those events for each meeting of the Steering Committee. The staff offices shall be responsible for maintaining an up-to-date listing of previous attendees to ISBI which shall be used for publicity and promotion of current/future events. Use of such lists shall be as specifically stated. Staff will assure that such lists and information will be protected with all due diligence and shall not be made available to any third party. The staff offices shall assure that attendees to each ISBI provide feedback, via a form circulated at the conference, as well as an on-line questionnaire post-conference, to assist the Steering Committee in its future program planning.
- Materials to be available to financial sponsors on a shared drive (i.e. e budgets, final

reports, attendee lists, final program, call-for-papers, contracts, organizing committee lists and minutes, steering committee roster and)

OPERATING PRINCIPLES:

Each instance of the Conference shall be governed by the policies and procedures of the managing society of that conference in so far that the policies and procedures do not contradict the goals and values of the conference or principles described in the original MoU and this addendum.

ISBI STEERING COMMITTEE:

ISBI will be guided by a committee comprising of seven (7) voting members:

Chair:

The financial co-sponsor Societies will alternate in appointing the Chair from among prior or currently serving members of the Steering Committee. Co-Chairs of ISBI will be appointed from a pool of past General or Technical Chairs. The Chair of the Steering Committee shall serve for two (2) calendar years and shall not be available for reappointment. In order to maintain a strong connection with the financial co-sponsor Societies of ISBI, the Steering Committee Chair will attend annually, with support from the current year's ISBI conference budget, at least one Conference Board meeting of one of the financial co-sponsor Societies, alternating visits between meetings of the two financial co-sponsor Societies' Conference Boards.

MEMBERS OF THE STEERING COMMITTEE:

- Chairs of the relevant Technical Committee(s) of each financial co-sponsor Society;
- Two members at large appointed by the President of each of the financial co-sponsor Societies who are required to be members of either/both of the ISBI financial co-sponsor Societies;
- The Executive Director of EMBS and of SPS, or their designated alternates, shall serve ex-officio, without vote to assure continuity. These individuals will not be part of the quorum

Steering Committee members shall serve one-year terms and are eligible for no more than three (3) consecutive terms.

A representative of the most relevant TCs/SIGs for the conference, from each financial sponsor, shall also be part of the Technical program committee and be responsible for monitoring the organization and the technical program. The representative is nominated by each sponsor's TC Chair and approved by the VP Conferences. The Conference Chair ensures that, upon request,

the SPS Representative has access to any relevant information regarding the conference. A report on this monitoring is to be submitted to each sponsor's Conference Board.

ROLE OF THE STEERING COMMITTEE:

The role of the ISBI Steering Committee is to:

- Oversee the details of current and future ISBI programs (technical program, social program, etc.)
- Review proposals for future ISBI locations and teams and provide final selection to sponsoring Society Presidents for approval
- Provide guidance and problem resolution, when necessary, with the overall goal to ensure ISBI remains a high-quality technical conference that returns a financial surplus to its financial co-sponsor Societies in compliance with IEEE guidelines and policies
- Ensure registration/presentation guidelines stipulated by the Steering Committee are followed by the organizers

REGULARLY SCHEDULED MEETINGS OF THE STEERING COMMITTEE:

The Steering Committee will meet at least once per year in person scheduled during ISBI and may also convene by phone as often as needed. Meetings of the Steering Committee will be budgeted and paid for by the conference in any given year.

PUBLICITY AND PROMOTION:

Advertising for ISBI in financial co-sponsor Society magazines shall be at the prevailing rate as determined by the Society. Journal fillers utilizing the advertising will be gratis. The assigned Society shall be responsible for distributing the most current Calls for Papers to the Editors-in-Chief of the Transactions (sponsored or co-sponsored) of the respective, financial sponsors. E-mail notification to Society members will be executed by each financial co-sponsor Society staff in order to manage announcement and avoid conflicts with normally-scheduled Society communications. Requests for e-mail communications will be made as far in advance of the desired circulation date as possible. Attendee lists of current or previous ISBI events can be used by each Society to provide announcements and information on ISBI or the financial sponsor's Society events.

IEEE TAB CONFERENCE COMPLIANCE:

Financial co-sponsor Society staff shall be aware of, and shall maintain compliance with current IEEE and TAB regulations and guidelines, matters of finance, publications, contracts, insurance, approvals, etc., ISBI events to which they are assigned.

ISBI LOCATION:

The ISBI Steering Committee will review proposals and select future sites based on:

- Experienced technical experts at a particular location who have engaged in the organization of other SPS and/or EMBS conference activities and are members of either/both of the financial co-sponsor Societies who can formulate the membership of the Organizing Committee
- Presence of a strong imaging community at the selected destination
- Date and appropriate space, services, and other conference requirements according to Steering Committee guidelines to assure a strong program and pleasurable environment for ISBI

FINANCIAL:

ISBI will not support, will not be accountable for, and will not reimburse any travel, lodging, meal, or other expenses of any ISBI organizing team members, members of technical committees or advisory personnel, Steering Committee members, or any other individuals except as provided by contractual agreement (e.g., plenary speakers). Individuals involved with ISBI as organizing team members, Steering Committee members, technical committee or advisory personnel, or others involved with ISBI that have been selected with their technical interest in mind, should be attending ISBI as a matter of course. The Steering Committee shall have flexibility to permit complementary registrations on an exception basis when such exception is for the good of ISBI. Such exceptions shall not affect the budget in a negative way.

BUDGETS AND FINANCIAL PERFORMANCE:

Each budget shall result in a surplus according to the existing guidelines of the IEEE; the two sponsoring Societies agree that the ISBI surplus shall be a minimum of 25% of total expense. Budgets must be approved by each Society designated representative before submission to IEEE for approval. Approval or rejection of a budget shall be made within 90 days of receipt of a proposed budget. If a budget is rejected by the non-managing society the managing society for that budget year must revise and resubmit a budget within 30 days of notice of rejection. If the Society designated representatives are unable to mutually agree on a Conference budget, the conflict resolution described below shall be enacted.

PERIODIC BUDGET REVIEW:

Each financial co-sponsor may include the proceedings of ISBI in its digital library; income from these separate digital libraries shall not be shared, and shall accrue solely to the owner of that particular library.

NON-PRESENTED PAPERS:

It is acknowledged that EMBS and SPS have different policies and procedures regarding non-presented papers. For the purpose of consistency in the management of the Conference, ISBI shall employ the following policy and procedures:

Author no-show policy: ISBI enforces a “no show” policy. Any accepted paper included in the final program is expected to have at least one author attend and present the paper at the conference. Authors of the accepted papers included in the final program who do not attend the Conference will be subscribed to a “No-Show List”, compiled by the ISBI Steering Committee. The “no-show” papers will be removed from the website and noted as “Author unavailable for presentation.” Furthermore, the papers will not be available on IEEE Xplore or other public access IEEE forums. IEEE will maintain an archive of no-shows and retain the copyright of the papers. The “No Show List” will also be made available to all EMBS and SPS conference organizers, who can reject submissions from these authors in the following two years, based on their past negative impact on an IEEE conference.

Exceptions to this policy will be made by the Technical Program Chair 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 Vice President-Conferences of the sponsoring societies.

MEMBERSHIP DEVELOPMENT:

To enhance membership value to current Society members and potentially increase membership to either sponsoring Society as allowed by IEEE, a special, discounted registration fee will be offered to EMBS and SPS members attending ISBI, thereby establishing the following registration categories for budgeting purposes:

- EMBS or SPS Member Advance
- IEEE Member Advance
- Non-Member Advance
- EMBS or SPS Student Member Advance
- IEEE Student Member Advance
- Student Non-Member Advance
- EMBS or SPS Member
- IEEE Member
- Non-Member
- EMBS or SPS Student Member
- IEEE Student Member
- Student Non-Member

Additionally, for attendance analysis, ISBI may choose to further segment student registration fees to Graduate Student Members and Undergraduate Student Members.

DECISION-MAKING:

Selection of the conference location, dates, organizing committee membership, and scope shall be recommended by the Steering Committee. Assurances should be made that future ISBI dates do not conflict with other flagship events of EMBS and SPS. The final approval of the aforementioned shall be that of the EMBS President or his/her designee and the SPS President or his/her designee. Final appointment of the Conference Chairs shall be made by the Presidents.

COMPLIANCE WITH LAWS:

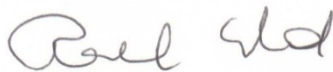
The Sponsoring Parties shall ensure that the Conference is conducted in accordance with all applicable United States (U.S.) and non U.S. laws. The Sponsoring Parties shall make all necessary corporate, tax and other registrations and obtain all required licenses and permits.

CONFLICT RESOLUTION:

Conflicts arising between the signatories shall be resolved administratively between the Society Executive Directors. Absent agreement, dispute resolution shall be in accordance with procedures resolving disputes between organizational units within the IEEE.

IN WITNESS WHEREOF, this Operating Agreement is executed by the parties hereto by their respective undersigned and authorized officers as of the date first written above.

**The Institute of Electrical and Electronics
Engineers, Incorporated (acting through
IEEE Signal Processing Society)**



Rabab Kreidieh Ward, President (2016-2017)
IEEE Signal Processing Society
Email: rababw@ece.ubc.ca

**The Institute of Electrical and Electronics
Engineers, Incorporated (acting through
IEEE Engineering in Medicine and Biology Society)**



Andrew Laine, President (2015-2016)
IEEE Engineering in Medicine and Biology Society
Email: laine@columbia.edu