Technical Program Basics

The following questions relate to the process for selecting presentations that will be given at the Conference (i.e., oral or poster presentations) and are intended as a guide to help the Technical Program chair and committee set up a high quality technical program.

1. What is the structure of the conference’s Technical Program Committee (the committee that oversees the selection of presentations for the conference)? How many members are there, and what is the role of each member?

2. All conferences co-sponsored by IEEE should have direct and substantial involvement in the technical program. Has the sponsoring organization provided individuals to participate on the committee?

3. What materials do you intend to review (abstracts, supporting material, abbreviated manuscripts, complete manuscripts, a combination of these materials...)? Best practices are to review the full papers being presented.

4. Have you established the criteria to be used by your reviewers to evaluate submissions? Are all reviewers aware of these criteria?

5. How is the reviewer’s evaluation transmitted to the Technical Program Committee? Is a standard review form used? Do you intend to, and have a plan, to provide reviewer comments back to the authors?

6. If reviewers have conflicting opinions about a submission, how is a decision rendered? Who has final approval for acceptance? Is there a single person who speaks to the overall quality of all submissions accepted by the conference?

7. What is the estimated number of submissions to this event? What is the targeted acceptance/rejection rate? How large of a deviation from this target is allowed?

8. How many reviewers are available to your conference? How do you ensure that they are qualified in the relevant technical fields? How does the program committee decide which reviewers are assigned to each submission?

9. What is the minimum number of reviewers that will review each submission, and what is the maximum number of submissions each reviewer will handle?
10. Will the conference be using blind review (the author does not know the identity of the people who reviewed their submission)? Does the conference allow authors to request a double-blind review (the reviewers do not know the identity of the authors)?

11. How do you handle the review of submissions where there is a conflict of interest (e.g., a submission from a member of the Technical Program Committee or someone from their institution)?

12. Does the conference communicate with authors to ensure they plan to present their papers at the conference and will have quality presentation materials?

13. Are you checking for plagiarism? IEEE provides access to a tool, CrossCheck, which can assist in evaluating the plagiarism risk.

The following questions relate to the process for selecting manuscripts that will be included in publications resulting from the Conference (e.g., a Conference Proceedings).

14. What publications resulting from the Conference are envisioned, and will these publications be included in IEEE Xplore®? Have you contacted the IEEE Conference Publications Program to request publication?

15. What entity (IEEE, Elsevier, etc.) will hold the copyright for these publications? When is the copyright form submitted? If the proceedings are not copyrighted to IEEE, but are to be intended to be published in IEEE Xplore, have you secured permission for IEEE to publish?

16. Is the process and standard for accepting manuscripts for publication different than the process and standard for selecting presentations? If so, please describe how they differ, specifically addressing points 1–11 above.

17. If manuscripts with different length limits are accepted, what factors determine the length limit for a given paper?

18. Does the conference’s peer review process include an opportunity for major or minor revisions by the authors before a final decision about a paper is made? Are authors allowed to modify or update their papers after acceptance?

18. Does the Technical Program Committee do a final review of all accepted papers?