



ITW GUIDELINES

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held very low.

(b) Make workshops more accessible. Due to their large size, ISITs are mostly held at hotels and a certain level of expense is unavoidable. Due to their small size, workshops can be organized on university campuses or other venues, which can

Timeline and Task List for ITW Organizers

This section lists the important dates and tasks involved in the workshop organization. The workshop co-chairs should make sure that all tasks are assigned. The list of committees for ITWs is not totally standardized, so there is not a one-to-one correspondence between the tasks listed here and workshop committees.

The workshop organizers are requested to keep the CC and BoG informed of progress by sending a

anything, except in cases that they give a short course or some other sort of lecture for which attendees pay a fee. Specifically, the conference organization manual, Section 9.3.3, has the following statement in bold font: ***IEEE Policy prohibits payments of honoraria for the presentation of a paper at a conference, except for a lecture or other educational activity for which a tuition fee is charged.*** The IT Society policy on this point is the following:

1. The IT Society prefers that speakers from within the usual sphere of IT Society meetings receive no financial compensation by ITWs, and no more than token financial compensation (such as a registration fee waiver, or a small amount towards travel expenses) by ISITs.
2. The IT Society prefers that conference organizers be very conservative in general in financially support

Publicity could be assigned to a separate committee, or incorporated into another committee, such as the website committee. The mission is to publicize the workshop and to oversee the front end of the website. A sharp logo for the workshop, connected with the technical theme and/or location, is helpful. At an ITW or ISIT prior to the meeting, bookmarks could be passed out, or organizers could wear T-shirts, to promote awareness of the meeting.

(with special attention on the Call-For-Papers): "IEEE reserves the right to exclude a paper from distribution after the conference (for example, removal from IEEE Xplore) if the paper is not presented at the conference. Papers excluded from further distribution will be archived at IEEE but will not be indexed or appear in IEEE Xplore." For more details, please see the IEEE Meetings & Conferences Operations Manual.

Payments to Speakers

When an IT Society workshop or symposium invites someone to deliver a plenary or keynote talk, there is the question of whether the conference should offer financial compensation. This could

You should consider negotiating computer or wireless access for workshop attendees with the hotel in the original contract.

If use of workshop facilities is contingent on a certain number of guest room nights in a workshop hotel, it is important not to overestimate how many participants will stay at the hotel.

Many attendees at ITW workshops are strongly value oriented. They will seek and appreciate lower

In some cases participants will need a letter from the organizers to obtain a travel visa. Typically these letters are issued after the program is set, so that the letters can state that the participant has been selected by the technical program committee to present a paper at the workshop. This makes for a tight schedule, as consulates often operate on a slow time scale. It could thus save a lot of time and energy on the part of the organizers, and help the participants, if letters of invitation are mailed to persons in certain countries at the same time that acceptances are sent.

ITW Post-Workshop Report Seven Point List

The organizers of each ITW are requested to submit a post-workshop report to the CC, (see footnote on first page for which CC member is currently collecting these) to be made available to organizers of future ITWs, addressing the following nine points:

1. Dates, city, specific venue of workshop, and organizing committee composition.
2. Technical focus or noteworthy aspects of technical organization, if any.
3. Number of papers submitted, if applicable, and number of papers accepted.
4. Total number of registrants and breakdowns: number of students and number of on-site registrants.
5. What system was used for submission of papers and formation of the technical program, if any? In particular, did you pay for a particular service? Do you have any recommendations for future organizers?
6. What system was used for online and on-site workshop registration? In particular, did you pay for a particular service? Do you have any recommendations for future organizers?
- 7.