



# IEEE Circuits and Systems Society

## IEEE INTERNATIONAL SYMPOSIUM FOR CIRCUITS AND SYSTEMS (ISCAS) ORGANIZING GUIDE

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# Table of Contents

<b>1.0 INTRODUCTION.....</b>	<b>8</b>
1.1 History .....	8
1.2 Conference Planning .....	8
1.3 Final Program .....	8
1.4 Minutes and Action Item Documentation .....	9
1.5 Reports to the CAS Society and ISCAS Steering Committee .....	9
1.6 Role of the CAS Society Office in ISCAS.....	9
1.7 ISCAS Metrics .....	10
1.8 ISCAS Best Practices.....	10
1.8.1 Definition.....	10
1.8.2 Requesting a Waiver .....	10
1.8.3 Best Practices .....	10
<b>2.0 CONFERENCE COMMITTEE.....</b>	<b>13</b>
2.1 Organizing a Conference Committee.....	13
<b>3.0 CONFERENCE ARRANGEMENTS AND DUTIES OF THE PROFESSIONAL CONFERENCE ORGANIZER (PCO).....</b>	<b>13</b>
3.1 Overview .....	13
3.2 Overview of PCO Support to ISCAS Committee Chairs .....	14
3.3 Support of Technical Program .....	16
3.4 Sleeping Rooms .....	17
3.5 Social Functions .....	17
3.6 Operational Support .....	17
<b>4.0 GENERAL CHAIR .....</b>	<b>18</b>
4.1 The General Chair Role.....	18
4.2 The General Chair Duties .....	18
<b>5.0 TECHNICAL PROGRAM CHAIR.....</b>	<b>19</b>
5.1 Technical Program Chair General Responsibilities.....	19
5.2 Call for Papers.....	20
5.3 Selection of Papers.....	21
5.4 Program Content.....	21
5.5 Conference Program.....	22
5.6 Poster Sessions .....	22
5.7 Session Planning .....	22
5.8 ISCAS Student Best Paper Awards.....	23

5.9 ISCAS Best Live Demonstration Award.....	23
5.10 Selection of Best Papers at ISCAS for TCAS-I Special ISCAS Issue.....	23
<b>6.0 KEYNOTE SPEAKER CHAIR .....</b>	<b>24</b>
6.1 Keynote Speaker Chair General Responsibilities.....	24
<b>7.0 EXHIBITS CHAIR .....</b>	<b>24</b>
7.1 Exhibits Chair General Responsibilities.....	24
7.2 Applications and Layout.....	24
7.3 Setup and Teardown.....	25
<b>8.0 TUTORIALS CHAIR .....</b>	<b>25</b>
8.1 Tutorials Chair Role.....	25
8.2 Partnership with Conference.....	25
<b>9.0 FINANCE CHAIR .....</b>	<b>25</b>
9.1 General Information.....	25
9.2 Bank Account.....	26
9.3 Insurance.....	26
9.4 State Tax Exemption.....	26
9.5 Payment of Bills.....	27
9.6 Refunds.....	27
9.7 Complimentary Registrations.....	27
9.8 Independent Contractors and Award Recipients.....	27
9.9 Reports and Audits.....	28
<b>10.0 CONFERENCE CONTENT.....</b>	<b>28</b>
10.1 Tutorials Day.....	28
10.1.1 Welcome Reception.....	28
<b>10.2 Opening Day of the Conference.....</b>	<b>28</b>
10.2.1 Session Chair's Meeting.....	28
10.2.2 Welcome and Announcements by the Organizing Committee.....	29
10.2.3 Keynote Speaker(s).....	29
10.2.4 Presented Paper Tracks.....	29
10.2.5 Poster Sessions.....	29
10.2.6 Exhibits.....	29
10.2.7 WiCAS/YP Event.....	29
<b>10.3 Day 2 of the Sessions.....</b>	<b>29</b>
10.3.1 Session Chair's Meeting (repeat of day 1 for current day's session chairs).....	30
10.3.2 Announcements.....	30

10.3.3 Keynote Speaker(s) .....	30
10.3.4 Presented Paper Tracks and Poster Sessions continue as in Day 1 .....	30
10.3.5 Exhibits .....	30
10.3.6 Awards Presentation.....	30
10.3.7 Gala Dinner .....	30
<b>10.4 Last Day of the Conference Sessions .....</b>	<b>30</b>
10.4.1 Session Chair's Meeting .....	30
10.4.2 Closing Ceremonies .....	30
<b>11.0 POST-CONFERENCE .....</b>	<b>31</b>
<b>11.1 Post-conference Procedures.....</b>	<b>31</b>
<b>IEEE ISCAS BID PACKET REQUIREMENTS AND TIMELINE .....</b>	<b>32</b>

# IEEE International Symposium for Circuits and Systems (ISCAS)

## WELCOME

This manual is designed to assist committee chairs in planning and carrying out their responsibilities to make the IEEE International Symposium for Circuits and Systems (ISCAS) a success. Included are general guidelines, answers to some operational questions and suggested deadline dates for various stages of progress. This Operations Manual is a supplement to the overall IEEE Conference Organizers material published by the IEEE Technical Activities Board.

([http://www.ieee.org/conferences\\_events/conferences/organizers/index.html](http://www.ieee.org/conferences_events/conferences/organizers/index.html)). The ISCAS Organizing Guide and IEEE Conference Organizers Manual are compliance documents for ISCAS conference committees.

The IEEE International Symposium on Circuits and Systems (ISCAS) is the world's premiere networking forum for leading researchers in the highly active fields of theory, design and implementation of circuits and systems. This is accomplished through technical conference sessions, poster sessions, live demonstration sessions, and publication of conference papers. The financial sponsor of ISCAS is the IEEE Circuits and Systems Society. There may also be other financial sponsors that assist in the financial responsibilities and benefits.

Continuity is necessary and there are important rules to observe. However, there is plenty of latitude for change, for updating and for new ideas and techniques. The Organizing Committee is a working body and it is important that each member devotes enough time to carry out specific assignments. Committee chairs constitute the Organizing Committee, which plans, schedules, arranges and implements the conference. All chairs must be available during the hours of the Symposium. Chairs must be reachable to answer questions, handle emergencies and generally insure the smooth operation of the conference. Because the conference committee is a team, chairs must be available to fill in for other committees in emergencies and when requested to solve problems and/or relieve a work jam.

The Professional Conference Organizer (PCO) operates as paid staff, providing support and backup to each chair and maintaining a central office for administrative activities. Their specific duties are covered in section 1.0 Introduction under 1.4 Professional Conference Organizer (PCO). Copies of all correspondence relating to the conference should be sent to the PCO. Also, the IEEE Circuits and Systems Society Office is available for general questions regarding IEEE policy and requirements. The Office can assist with mailings to the CASS membership; the CASS Office is also in charge of scheduling and coordinating side meetings that occur in conjunction with ISCAS (see section 3.6).

## 1.0 INTRODUCTION

### 1.1 History

ISCAS was initiated in 1968, by a small group of distinguished circuit theorists, ISCAS has grown into a premier annual conference reflecting the diversity, richness, and significance of the circuits and systems fields, as well as the growing technological applications and knowledge economy that is based on circuits and systems fundamentals. It is the largest yearly conference under IEEE Circuits and Systems Society, which attracts researchers throughout the world.

### 1.2 Conference Planning

Conference planning should begin three to four years prior to the date of the Conference — actually, the Conference begins its official existence when the ISCAS Steering Committee approves a conference proposal. Proposals for hosting ISCAS are considered by the ISCAS Steering Committee at a meeting in connection with the Circuits and Systems Society Executive Committee and Board of Governors meetings.

The Call for Proposals to host an ISCAS will be released to IEEE CASS membership in early January, the Expression of Interest will be accepted up to 5 weeks after the call is sent out and the final bid proposal will be accepted up to 8 weeks after notification of Expression of Interest acceptance. More precise dates will be given at date of call issue. ISCAS pre-selected proposers will be notified with the time and location that they will present their full proposals to the ISCAS Steering Committee meeting. It is required that a representative attend the Conference Steering Committee meeting to make a presentation in person and answer questions, teleconference will not be allowed should the meeting be held in-person. Please see the ISCAS Bid Packet attached at the end of this guide. It details everything that needs to be included in the proposal. Some further items to consider for the proposal:

- a. Conference Arrangements — The time and place for the conference must be proposed and shall not conflict with any other conference sponsored by CASS or with any secular or religious holiday. ISCAS is a four-day event starting with a tutorial day on Sunday followed by 3 days of technical sessions. ISCAS should take place during the last part of May and/or beginning of June
- b. Organization — Key members of the conference organization should be identified, along with their commitments to support the conference and resumes of their experience with previous CASS conferences. Important members of the committee, identified as a minimum, are the General Chair, Technical Program Chair, Tutorial Chair, Special Session Chair, and Finance Chair. If the conference committee plans for exhibits, it should outline a strategy and identify potential exhibitors.
- c. Financial Budget — The financial budget should be prepared using the tools cited in the IEEE Conference Planning Guide and required by IEEE. Important aspects of the financial budget are the fee schedule, the expected number of registrations and anticipated income from other sources (e.g., tutorials, exhibits). A budget of expenses must be provided. The budget should plan for a fixed financial surplus of at least 20 percent of total expenses.

### 1.3 Final Program

The final or at-door program is distributed to attendees at the Conference and contains a final program schedule, room assignments, list of exhibitors and information on the keynote address, social activities and any special events. It is not necessary to include registration forms or hotel reservation applications or “how to get to the Conference” information. Messages from the General Chair and Technical Program Chair are included in the Proceedings and in the final program. Enough copies of the program are printed to supply all attendees and exhibitors.

#### **1.4 Minutes and Action Item Documentation**

It is recommended that each conference committee begin meeting on a quarterly basis upon award, until two years from the conference at which point bimonthly meetings are recommended. At approximately one year out, monthly meetings are recommended. There may be several additional meetings held within 60 days of the conference to handle special activities and perform special coordination, such as with the registration organization, exhibits/drayage company and hotel personnel. Minutes of all meetings are to be generated, along with a list of action items and responsibilities, and distributed to all committee members. A copy of all minutes and action items are to be sent to the CASS Office ([manager@ieee-cas.org](mailto:manager@ieee-cas.org)) who will, in turn, distribute them to the ISCAS Steering Committee. Minutes are published in a timely manner.

#### **1.5 Reports to the CAS Society and ISCAS Steering Committee**

A representative of each conference, normally the General Chair, will submit a formal report to the CASS VP – Conferences to be presented at each CASS Board of Governors meeting that shows current status, overall planning and implementation, requested changes to previously reported or approved items, budget updates and items of general interest. At the two CASS Board of Governors and ISCAS Steering Committee meetings each year (one in May and one in November), the committee will present preliminary results of attendance, finance, etc. (first meeting following) and final results at the second meeting following. In addition, each committee will generate a set of “lessons learned” no later than 30 days following the conference. The lessons learned should include a written report from each committee chair and member, identifying those elements that in their opinion went well, and those elements that might need improvement, change or outright deletion. These lessons learned help future ISCAS committees do a better job of planning and implementation and to allow each conference to achieve continuous improvement in value to registrants/attendees and exhibitors.

#### **1.6 Role of the CAS Society Office in ISCAS**

The CASS Office serves as the voice and authority of the CAS Society to ISCAS. The CASS Office is to be involved in all ISCAS Organizing Committee teleconferences, meetings, and email strings. The following items must be submitted to the CASS Office prior to being sent to IEEE for processing and prior to being implemented:

- Contract with the PCO
- Contract with the conference venue
- Call for Papers
- Selection of the gala dinner location/awards ceremony
- Budget (including registration fees) - 1.5 years prior to the conference, 1 year prior to the conference, 6 months prior to the conference, 1 week prior to the conference and as soon as possible after the conference has concluded. Any other budget updates other than these must also be submitted to the CASS Office

- Program

The CASS Office is available to assist you when needed but is not a PCO. A PCO is obtained for the day-to-day organization of ISCAS. The Office serves as the CAS Society and IEEE liaison for the organizers and PCO. The CASS Office can be reached at any time at [manager@ieee-cas.org](mailto:manager@ieee-cas.org)

## **1.7 ISCAS Metrics**

As part of the final report for each ISCAS, the conference committee will be responsible for supplying information for the ISCAS metrics, a summary of activities at the conference. The metrics includes specific information on registrations to include all classes/categories, seminar attendance, conference proceedings, social events, any tours, exhibits as well as a report of total revenues, expenses and surplus. The PCO assists in providing these metrics as part of their contracted service.

## **1.8 ISCAS Best Practices**

### 1.8.1 Definition

ISCAS Best Practices as organizational standards that reflect the recommended procedures to be implemented in the planning and organization of an edition of ISCAS.

ISCAS Organizing Committees (OC) are expected to follow the Best Practices, or request a waiver from the SC.

To assess compliance with Best Practices and provide advice and support to each ISCAS OC as necessary, the CASS VP Conferences will appoint a committee of current or past ISCAS steering committee members.

The ISCAS SC is responsible for soliciting and considering new proposals for ISCAS Best Practices annually.

The CASS office shall maintain current ISCAS Best Practices on the CASS website, in a format easily accessible to all current and prospective ISCAS Organizing Committees.

### 1.8.2 Requesting a Waiver

ISCAS Organizing Committees (OCs) are expected to follow the Best Practices, or request a waiver from the SC. Waiver requests can be submitted to the CASS Operations Manager, Brittan Parkinson, at [manager@ieee-cas.org](mailto:manager@ieee-cas.org). The request will then be shared with the Steering Committee for decision.

### 1.8.3 Best Practices

#### 001 – Presentation Capture

Capture presentations of ISCAS lecture papers and tutorials (slides plus audio) to make them available to delegates and upload them to IEEE Xplore as supplementary data (papers) or the CAS Resource Center (tutorials).

#### 002 – Conference App



Provide a conference app for use by delegates which offers (at least) the following features: conference program, personalized agenda planning, logistical information including maps, like and comment for papers and sessions, attendee lists, contact information exchange, message boards, photo posting, links to other social media.

### 003 – Innovation Themes

Use innovation themes to highlight papers on timely interdisciplinary topics with particular relevance to industry. At time of submission, allow authors to designate themes (optional). At time of technical program formation, create technical sessions aligned with themes (target of 30-50% themes sessions).

### 004 – Industrial Speakers

Invite distinguished industrial speakers to present talks. These speakers may also submit papers to accompany their talks, which can be reviewed as special session papers. It is recommended to appoint an Industrial Board which is responsible for nominating these speakers.

### 005 – Conference Survey

Prepare a survey and collect delegate responses to obtain information about quality, preferences and experiences in order to guide planning for future editions of ISCAS. A core set of survey questions should be used every year so as to track quality and impact. Additional questions may be added to assess particular initiatives or features of interest.

### 006 – ISCAS Track Structure Realignment

The ISCAS track structure should be realigned and streamlined periodically so that it reflects a coherent, consistent grouping of technical topics. Sub-tracks that consistently receive few or no submissions should be consolidated or eliminated, and sub-tracks that cover the same areas in different tracks should be consolidated.

### 007 – Open Preview of Proceedings

Provide an Open Preview of ISCAS proceedings, i.e. post all papers to IEEE Xplore for open access 3-4 weeks prior to ISCAS.

### 008 – Paper Formatting

Paper format for ISCAS papers is recommended to be 4 pages for technical content plus one additional page for references only. Supplemental material such as videos and captured presentations are also posted to IEEE Xplore.

### 009 – Conference Papers in CASS Journals

ISCAS organizers should facilitate the transition of ISCAS papers to journal publication, including the option of direct publication of papers in special issues of TCAS-II (essentially the same paper) as well as TCAS-I and TBioCAS (extended versions).

Provide clear and actionable instructions (with specified deadlines) to reviewers, RCMs, and Track Chairs.

### 010 – Author Identification of Paper Subtracks

At time of submission, authors should be encouraged to designate primary and secondary subtracks for their paper, in order to facilitate review and handling of interdisciplinary papers. RCMs should be encouraged to assign reviewers with expertise in each of the selected subtracks.

#### 011 – IEEE Event Conduct and Safety Statement

ISCAS organizers shall comply with the IEEE Event Conduct and Safety Statement, by following these guidelines:

IEEE believes that science, technology, and engineering are fundamental human activities, for which openness, international collaboration, and the free flow of talent and ideas are essential. Its meetings, conferences, and other events seek to enable engaging, thought-provoking conversations that support IEEE's core mission of advancing technology for humanity. Accordingly, IEEE is committed to providing a safe, productive, and welcoming environment to all participants, including staff and vendors, at IEEE-related events. IEEE has no tolerance for discrimination, harassment, or bullying in any form at IEEE-related events. All participants have the right to pursue shared interests without harassment or discrimination in an environment that supports diversity and inclusion. Participants are expected to adhere to these principles and respect the rights of others. IEEE seeks to provide a secure environment at its events. Participants should report any behavior inconsistent with the principles outlined here, to on site staff, security or venue personnel, or to [eventconduct@ieee.org](mailto:eventconduct@ieee.org).

To help raise awareness about the statement, the following guidelines are recommended for implementation at all IEEE events:

- Incorporation into IEEE's Event Terms and Conditions as a proactive acknowledgement of consent during the attendee registration submission process
- Statement to be prominently placed alongside all event-specific policies on an event website
- Inclusion in event's advanced and final program
- Insertion into event attendee onsite welcome packets to include the statement as well as how to report a concern
- Introduction during an event's opening session via a slide on any large panels and/or through incorporation into opening remarks that clearly articulate the strategy to serve the community ethically

#### 012 – Diversity and Inclusion Chair

ISCAS Organizers should appoint a Diversity and Inclusion Chair (DIC), possibly but not necessarily coincident with the [conference] WiCAS chair, to the Organizing Committee (OC). The role of the DIC is:

- 1) to monitor ISCAS plans and activities to ensure a safe, productive, and welcoming environment to all participants; and
- 2) to prevent any form of discrimination, harassment, or bullying at all ISCAS events.

The DIC shall make provision for responding in a timely and sensitive fashion to any complaints of conduct inconsistent with the principles of the IEEE Event Conduct and Safety Statement. The [conference] WiCAS Chair shall ensure that the ISCAS OCs follow these guidelines.

## **2.0 CONFERENCE COMMITTEE**

### **2.1 Organizing a Conference Committee**

The conference committee is composed of the chairs of all conference subcommittees such as finance, technical program, special sessions, exhibits, publications, etc. The committee is the conference operating and steering authority and is responsible for the staging of all aspects of the conference under the direction of the ISCAS Steering Committee and CASS leadership.

The early organization of a qualified conference committee is the most important step in preparing for a successful ISCAS. The committee prepares and submits the conference proposal to CASS, establishes the conference schedule, directs the activities of working committees and manages the conference from the submission of the proposal to completion of the post conference reports. The specific committee organization and the number of people assigned to each function should be tailored to the needs of the individual conference. As a standard, there should be one chair appointed to each function or subcommittee. The General Chair and the CASS VP – Conferences may appoint co-chairs after approval of the CASS President.

Committee membership represents a major output of time and energy. Some — but certainly not all — of the planning and organization takes place outside the business day and there must be a significant commitment on behalf of committee members' employers in time and resources. This commitment may involve clerical support, filing, mailing and duplicating activities, committee meeting facilities and part-time "go-for" assistance during the conference. It is important that the reality of the company commitment be known when the committee is organized.

It is important that, as a minimum, the General Chair be a recognized individual within the circuits and systems community to allow for the all-important personal contacts to lend emphasis and credibility to ISCAS as necessary. The General Chair must also have the time and resources available to him to effectively provide hands-on management of the Conference for the three-to-four-year period prior to its calendar date.

It also should be noted, as required by IEEE, that all principal conference committee members, particularly those with the authority to obligate expenditures or handle money, must also be members of IEEE CASS for at least 3 years. These include the General Chair, Finance Chair, Technical Program Chair, Tutorial Chair, Special Session Chair, and Exhibits Chair.

## **3.0 CONFERENCE ARRANGEMENTS AND DUTIES OF THE PROFESSIONAL CONFERENCE ORGANIZER (PCO)**

### **3.1 Overview**

Acts as liaison with IEEE Headquarters and CASS Society leadership. The PCO helps organize and produce ISCAS and answers to the ISCAS organizing committee and CASS leadership. This office works with all chairs in helping carry out their responsibilities. Although they report to the General Chair, who then reports to the ISCAS Steering Committee, they are available to all members of the Conference Committee as needed.

The PCO's office is the administrative office of the Conference. It monitors all Conference activities, maintaining a checklist of actions scheduled, under way and completed.

A guide to organization and operation of ISCAS is provided in the [IEEE Checklist and Timeline](#).

They are responsible for filing with IEEE the Conference Information, Conference Publications, and Insurance Application forms and budget.

The PCO has the responsibility of arranging and supervising meeting facilities (including evaluating meeting rooms for acoustics, ceiling heights and air conditioning), hotel reservations and social activities, including meal and food functions and guarantees. They assign meeting rooms, luncheons, and banquets, exhibit hall, registration area and any other facility within the meetings venue. They specify needed equipment and supplies and handles audio-visual needs, coordinates any Conference-controlled hospitality activities (such as a Conference Committee-VIP lounge), obtains necessary tables and chairs and coordinates overnight storage of cash boxes, computers and valuables, they work with the hotel to develop reservation policy/procedures.

The PCO may conduct contract negotiations with the meetings venue facility. The CASS VP – Conferences and IEEE Conference Services approve all contracts before signing. A final version of the contract must be submitted to at IEEE Conference Services ([conference-contracts@ieee.org](mailto:conference-contracts@ieee.org)).

The ISCAS Steering Committee Chair (CASS VP – Conferences) must approve in advance any commitment of funds exceeding \$25,000. The PCO has been authorized by the Committee to act as its agent in this process and they must be consulted before major commitment of funds is made. These commitments include, but are not limited to, hotel/facility contracts, social and special events.

In most cases, hotel meeting room rental fees are based on the number of sleeping room nights recorded and fees are reduced or waived if certain levels are achieved. These levels must be stated lower than anticipated. A general guidance: Meal guarantees should be based on a rate of 85 percent of Conference registrants the first day, 75 percent the second day and 50 percent the third day.

In dealing with a conference facility, it is vital that only the PCO be authorized to approve instructions and to change existing specifications while on-site at the conference -- other committees should attempt to provide 24 hours' notice for any new arrangements. This arrangement helps avoid conflicting instructions going to the facility on short notice. Further, it is critical that only the General Chair and PCO authorize any conference-charged expense at the host hotel or convention center while on-site.

### **3.2 Overview of PCO Support to ISCAS Committee Chairs**

The PCO provides the following basic support to committee chairs:

General (Co-) Chair - Advises on policy, organization and timing, acts as liaison with IEEE Headquarters and CAS Society, maintains corporate and historical files, coordinates travel grants and other support from foundations and organizations; prepares and submits conference information schedule, interfaces with conference facility and participates in development of conference theme, logo and support materials.

Technical Program Chair - Assists in preparation and distribution of call for papers.

Exhibits - When exhibits are included, they provide application forms and contracts for exhibiting companies, assists in selecting and negotiating with an exhibit contractor and establishing move-in, move-out hours and other regulations and helps in exhibit floor layout as requested.

Special Sessions - Participates in publicizing the special sessions and developing registration form. Collects registration fees and produces receipts and certificates of attendance.

Tutorials - Participates in publicizing the tutorial program and developing registration form. Collects registration fees and produces receipts and certificates of attendance.

Demonstrations - Participates in publicizing the demonstration program and developing registration form. Collects registration fees and produces receipts and certificates of attendance.

Keynote/Plenary Session - Assists with travel arrangements of the Keynote/Plenary speakers and posts the speakers information on the website.

Finance - Helps in developing budget files, initial and interim, manages Conference bank account, reconciles account and handles receivables and payables, providing regular reports to the Finance Chairman. Obtains insurance coverage. Contacts the CAS Society for seed money advance loans and handles return of seed money and payment of surplus. Participates in final financial reporting and prepares and submits materials for audit. Assures that an accrual-based financial report is submitted to IEEE by November 30 of the Conference year and final financial report is submitted for audit within one year after the Conference. Failure to close conference books within one year will result in financial penalties assessed against the Conference by IEEE.

WiCAS/YP - These chairs serve as the WiCAS/YP Co-Chairs in the CAS Society and are appointed to ISCAS and will work with the PCO to organize an event and/or tutorial/special session to support WiCAS/YP activities.

Publications - Works with the Technical Program Chair in preparing and supervising the advance program, the Conference Proceedings and the Conference program - in short, all materials required for the conference. With the Technical Program Chair, makes certain papers are received in time to be included in the Proceedings. Ensures signed copyright forms that are required from authors to publish their papers are received. Advises authors that the individual author(s) must obtain any required clearance by a company.

Only accepted papers that are presented at the conference may be included in the Conference Proceedings.

Conference Proceedings are provided at registration to each paid registrant and additional access should be available for purchase during the Conference. Specified numbers of CD ROM or USB drive proceedings are sent to the IEEE TAB Products for resale after the Conference. Normally, these proceedings are shipped directly from the manufacturer to a designated IEEE location.

The Program Chair and the PCO establish deadlines for receipt of papers and assure proper preparation of papers as outlined in the author kits. The PCO establishes a timetable with the printer consistent with the overall conference schedule. This schedule includes key dates for receipt of manuscripts, confirmation of Xplore compatibility, setup and final production.

The Technical Program Chair consults with the PCO and the Exhibits Chair to make sure certain places and times are correct and listings of exhibitors appear in the Conference Proceedings and the advance and final programs. They obtain from IEEE Headquarters the pertinent IEEE catalog and ISBN registration numbers: this information is available from the IEEE Acquisitions Administrator.

The Publications Chair teams with the PCO in producing the Proceedings. There are certain requirements that must be met.

- Cover - It may reflect the Conference theme or location. The cover must include ISCAS with the two-digit year and a unique catalog number designated by IEEE Conference Services.
- Title Page and Index - Name, date, location of conference, Conference Proceedings heading, IEEE catalog, Library of Congress and ISBN registration numbers and sponsors.
- Reprint Criteria and IEEE Responsibility Statement - Standard item inside title page.
- Chair Messages - One to two pages of welcome remarks by the General Chair and one to two pages of welcome remarks by the Technical Program Chair
- Keynote Speakers - The identity of the keynote speakers, their professional credentials and a general preview of their talks are listed.
- Conference Committee - The organization, committee officers and their company affiliations.
- Special events - A tutorial schedule is usually included, as is any special tour and the mid-evening gala. A special honor or award presentation falls into this category.
- Call for Papers - For continuity, a call for papers for the following year's ISCAS is included.
- Table of Contents - Lists each technical session, with paper titles and authors' information. Author names are hyperlinked to their papers.
- Author Index - An alphabetical list of authors and the page(s) on which their paper(s) appear. Author names are hyperlinked to their papers.

The official name of the conference is the IEEE International Symposium for Circuits and Systems and IEEE must be prominently displayed in all Conference materials. The IEEE logo must appear on the cover and title page of the Conference Proceedings, and in the Advance Program, final program and Call for Papers. Electronic copies of the logo are available from the CASS Office. Instructions on how to use the IEEE logo and suggestions for layout, cover and binding can be found on the web at [http://www.ieee.org/conferences\\_events/conferences/organizers/publishing\\_conference\\_papers.html](http://www.ieee.org/conferences_events/conferences/organizers/publishing_conference_papers.html) click on Conference Organizers and IEEE Master Brand.

The Advance Program is posted on the ISCAS web page approximately four months before the conference. The program contains a preliminary listing of sessions and accepted papers, Conference technical and social events, features of the conference site and city and other pertinent information.

### **3.3 Support of Technical Program**

Working with the Technical Program Chair and the Tutorials Chair, the PCO helps determine, at least one month in advance, the needs of the various speakers for audio-visual or other equipment. The committee should be prepared to provide laptops and projectors. The PCO should make certain there are pads, pencils, water and glasses in the session rooms. Whenever possible, session rooms should be set classroom style. They arrange for signs — at the registration desk, the entrance(s) to the exhibit area, at the door to session rooms and where other directional indications are needed (the number of signs is determined by the PCO in consultation with pertinent chairs). Signs should be determined 30 days in advance to avoid at-conference confusion and extra work in a time-critical period. Even with careful planning, there are last-minute changes and a sign-making computer program should be available to handle these emergencies. They make certain the conference is listed on the hotel or facility meeting board and outside marquee for the day(s) and checks their accuracy each morning.

The PCO must always be available during the conference to make certain arrangements are carried out, to verify all ordered equipment is operating properly and to handle any emergency that might arise. The PCO is responsible at the end of the Conference to assure that all equipment is returned promptly, to personally check bills for submission to the Finance Chair and to thank suppliers (hotel, decorator, etc.) for their support.

It is difficult to estimate beforehand which sessions will have the greater attendance. Try to select facilities offering some flexibility in meeting room size. It a real advantage to be able to expand a room set for 50 people to accommodate 75 – or to pull off the reverse.

### **3.4 Sleeping Rooms**

In the US, a block of sleeping rooms must be booked in the Conference headquarters hotel to accommodate out-of-town attendees. Be careful to not obligate the Conference in a contract for more hotel rooms than ISCAS history indicates are needed as such action could have a negative financial impact if the room count falls short. The growth of online hotel reservation services has influenced the number of sleeping rooms used at the headquarters hotel. Lower rates can draw conference attendees away from the main hotel. It is strongly recommended that an agreement be sought with the hotel to review reservations prior to the Conference as some Conference attendees may book rooms without advising they will attend ISCAS.

It is suggested to book a small number of overflow rooms in a nearby hotel (or have an arrangement with the headquarters hotel for overflow) in the event of a larger-than-anticipated crowd. It is helpful to identify a nearby low-rate hotel or motel to accommodate attendees from developing nations who cannot afford conference hotel rates - this facility is not advertised but information is provided on request. Normally, unreserved sleeping rooms are held until 30 days before the conference and then are released to the general public. Attendees attempting to reserve rooms after that date are handled on a first-come basis.

### **3.5 Social Functions**

Social functions require the PCO to schedule luncheons and receptions and pick the menu and deal with tickets to functions – it is critical to collect meal tickets from attendees during meal functions as they can be used to verify served meal count. Most hotels or convention centers require a guarantee two to three days in advance of the number of meals to be served - try for a 48-hour notice for guarantees but settle for no more than 72 hours.

Guarantee on a conservative basis; the hotel prepares for 5 percent more than the guarantee. Remember, attendance drops after the first day and be aware some attendees skip meal functions altogether. There is no foolproof rule of thumb, although many meeting planners guarantee 85 percent of total registrations the first day, 75 percent the second and 50 percent the third.

### **3.6 Operational Support**

The PCO meets with hotel convention services, sales and catering personnel prior to the Conference to review banquet event orders and to advise of special circumstances, including:

1. The large number of foreign visitors whose familiarity with the local language may be poor,
2. The need for the concierge desk to be prepared to answer extra tourist questions and
3. Anticipated traffic for hotel public facilities such as restaurants.

Hotels usually have business centers with facilities for photocopies, fax, computer printer and modem availability for e-mail. The Conference hotel should have wired internet ports or wireless capability in sleeping rooms.

The PCO assists the Exhibits Chairman with layout of the exhibit hall, power, tables, drapes and other needs. They arrange for coffee service at the morning break and a coffee and soft drink break at mid-afternoon — and they make certain there are enough refreshments for all on hand. (Coffee breaks generally are paid for by the conference, although the Exhibits Chair should invite exhibitors to host a coffee break — and receive appropriate recognition.)

The PCO works with the CASS Office who handles arrangements for any related non-conference meeting, such as the CASS ExCom and BoG meetings, technical committees or special project groups. 10-12 rooms are needed during all 4 days of ISCAS, specifically during all breaks and lunches. It is advisable to have several spare meeting rooms to accommodate technical and other committees of the CAS Society which may hold meetings in connection with ISCAS – and in many cases these groups ask for meeting space at the “last minute.” Be in contact with the CASS Office ([manager@ieee-cas.org](mailto:manager@ieee-cas.org)) prior to finalizing a contract with the Conference venue.

## **4.0 GENERAL CHAIR**

### **4.1 The General Chair Role**

The General Chair, under the authority of the CASS Board of Governors and ISCAS Steering Committee, is responsible for all activities and operations concerning ISCAS. Their assignment is to select and supervise all committee chairs and to monitor their activities to assure events progress in a satisfactory manner. They preside at committee meetings and is responsible for their scheduling and execution. They are considered the chief operating officer of the Conference, reporting to the CASS Board of Governors and ISCAS Steering Committee.

The General Chair may recommend to the CASS BoG and ISCAS Steering Committee, potential co-sponsoring organizations (e.g., local IEEE section, other IEEE society) ". Criteria for participation include utilization of participating organization's mailing lists, participation in planning and preparation, and prestige. Participants must be noted in publicity, publications, programs and any other public documents. The General Chair will ask each participating organization to appoint a representative to attend Conference Committee meetings and take part in pre-Conference activities.

### **4.2 The General Chair Duties**

Serves as a contact point with the ISCAS Steering Committee and CASS Board of Governors. Duties include:

- Scheduling conference committee meetings and notifying all participants
- Developing meeting agendas and chairing meetings
- Assuring all committees set and meet milestones within the conference planning schedule
- Advising the Finance Chair of all financial commitments and changes in income and expense expectations
- Establishing overall ISCAS budgets and budgets for each committee chair, approving expense items exceeding \$1,000 and those of excess of a committee budget
- "Calling for help" when needed and seeking the advice of the Steering Committee



- Providing a semi-annual report on conference and financial status to the CASS BoG and ISCAS Steering Committee.

They are responsible, with the PCO, for filing the Conference Information Schedule with IEEE Conference Services. IEEE must receive this form before advance funding seed money from CASS can be released.

The General Chair is the "master of ceremonies" of the conference, delivering opening remarks on the first morning and, except in special circumstances, presiding at plenary sessions, luncheons and awards presentations. They are in charge and visible and must be available to meet special guests.

At the close of the conference, each subcommittee chair will furnish a final summary report including "lessons learned" to the General Chair. The General Chair, in turn, will furnish a detailed report to the CASS Board of Governors and the ISCAS Steering Committee, including all available financial information, a list of names and addresses of conference registrants and exhibitors and "lessons learned" suggestions for improving the next conference.

The Conference General Chair, Finance Chair and PCO will oversee the return of seed money to CASS, distribution of surplus monies, filing of the final report to be sent to the CASS office, and the closing of the Conference bank account. A preliminary financial report is to be issued within three months after the Conference and an accrual-based report must be submitted to IEEE by 30 November of the Conference year. An audited final report will be completed as soon as all financial obligations are settled and will be submitted to the ISCAS Steering Committee, sponsors and IEEE headquarters. Final reports and audits not completed within one year of the conference close will result in financial penalties leveled against the conference by IEEE. IEEE requires a professional auditor for all conferences with receipts exceeding \$100,000. Auditing services are available from IEEE itself or an independent professional may be selected. Selection of an auditor is subject to approval of the ISCAS Steering Committee.

**IMPORTANT** – For attendees residing in countries outside the conference country, they must be reminded to apply as early as possible for visas – in some countries the process takes up to two months. With heightened security around the world, nearly all nations are beginning to require visas. The PCO can notify affected attendees as soon as their registrations are received, in the case of authors when their papers are accepted. The General Chair of non-USA conferences must prepare and sign invitation/visa letters. For conferences held in the USA, the invitation letters can be prepared and signed by either the PCO or the General Chair.

## **5.0 TECHNICAL PROGRAM CHAIR**

### **5.1 Technical Program Chair General Responsibilities**

The technical program is the heart of ISCAS and must be of the greatest possible technical and educational value to the circuits and systems community — it is the principal forum for technical interchange. It attracts attendees to the conference, stimulates discussions during the meetings and provides a permanent record of the technical presentations. It must be comprehensive and balanced between papers from industry and academia. The program includes both oral presentations and poster sessions.

The Technical Program Chair, in conjunction with the Technical Committee, chooses the theme for the Conference and organizes the technical sessions. They provide the necessary

program information for the call for papers, advance program and Conference Proceedings and advises the PCO of facilities needed for the sessions.

The Technical Program Chair has the right of final selection of all papers. They exchange with the PCO regular reports on all abstracts, authors and their affiliations, status in the evaluation cycle, author notifications, final papers received and session assignments.

The Chair will contact all session chairs, assist them with author/speakers, and work with the Conference General Chair in coordinating technical sessions with keynote and luncheon speakers and with tutorial sessions. They will determine, consulting with the Conference Committee, if papers will be invited, secured through a call for papers or both. They will work with the PCO on posting the Call for Papers on the Conference web page and will publicize it within the circuits and systems community. The CASS Office can publicize the Call for Papers to the entire IEEE CASS membership, Contact the Office at [manager@ieee-cas.org](mailto:manager@ieee-cas.org) for more details on this process.

The Technical Program Chair is responsible for papers assignments with the help of CASS Track Chairs. Reviews are returned to the PCO and tabulated. The Program Chair and the Track Chairs will select papers and place them in sessions. An Advance Program will be posted on the web.

The Track Chairs will select session chairs or moderators who are well known, knowledgeable in their respective fields and who will help attract an audience. The Track Chairs are responsible for briefing session chairs on their responsibilities and to encourage active participation in session development. A guide to session chairs is an effective companion to a letter confirming a chair's appointment.

## **5.2 Call for Papers**

The Call for Papers should emphasize the theme of ISCAS and the suggested topic areas (see below). All communications to prospective author/speakers (unsolicited or invited) must direct authors to the web and author kit and must note that paper publication is subject to receipt of a full fee registration from one author. The Call for Papers needs to be prepared well in advance of the initial distribution since it also is included in the current year's ISCAS Proceedings and should be submitted to that conference committee's Publications Chair by the published due date, typically four to six weeks prior to ISCAS. If the current and future ISCAS are in the same calendar month, the Call for Papers would have to be prepared approximately 14 months in advance.

The Technical Program Chair arranges, via the ISCAS PCO, for emailing the Call for Papers to the ISCAS mailing list, posting on the web, and any other distribution method deemed appropriate and approved by the General Chair.

The Call for Papers must include the following:

- A statement of the conference theme and suggested topics of interest.
- Full paper due date, author's notification date and due date for submission of final paper.
- Instructions for preparation and electronic filing of the paper.
- Notice that if a paper isn't accompanied by a full registration fee and presented at the conference, it will not be published in the proceedings.
- Direction that authors check the Conference website for the progress of their paper(s).

The deadline for full papers submission should be sufficiently in advance of the Conference to allow ample time for review. Submissions should be acknowledged by e-mail with

assignment of a paper number as they are received (the web will list the paper numbers and later accepted papers only will be listed by number to avoid any embarrassment to authors). The Program Chair must prepare a clear and realistic schedule to allow time for writing, review, corrections and printing. All authors must receive acceptance or rejection notifications no later than the date stated in the call for papers.

### **5.3 Selection of Papers**

The Technical Program Chair and their committee will determine which papers are suitable for presentation at the Conference and for publication in the Conference Proceedings. Manufacturing of the proceedings in (USB drive format begins about one month before ISCAS and all papers should be in hand at least one month prior to printing deadline. The author kit, posted on the ISCAS website, contains early deadline dates for the Proceedings – many authors submit papers later than the published deadline, so an early date is recommended to overcome widespread tardiness. Authors are advised their papers will not be included if their material is not received in time.

The IEEE *Xplore* program is the worldwide dissemination of Conference Proceedings to subscribers. *Xplore* compatibility requires certain pdf settings and a separate production in a different format than the Conference Proceedings document. The PCO is responsible for *Xplore* compatibility that requires submission of final papers in Postscript.

To assure author attendance and avoid no-shows, the ISCAS Steering Committee requires that all authors/speakers pay the Conference registration fee in advance of the Conference Proceedings deadline for their papers to be published in the Proceedings. Papers will not be included unless material is submitted in electronic format with copyright form and full registration form and fees. In addition, policy mandates that a full registration fee must be connected to each paper presented, even if authored and presented by a student, Life Member or other special category of member. In such cases, a student or other category member must pay a full registration.

A list of no-show authors is maintained by the PCO and is made available to future program committees. No-show authors are those whose papers have been accepted but who have failed to appear at the Conference and have not arranged for a substitute presenter in advance. A second no-pay list includes authors who have papers published with a guarantee of payment but fail to pay registration fees.

Session chairs should contact authors in advance of the conference to assure they will be present and advising them of audio/visual (A/V) provided. Unless otherwise specified, A/V equipment is limited to a computer-controlled projector and screen, lavalier or podium microphones and pointers. Additional equipment may be ordered at the option - and expense of the individual author.

At the conference, a meeting should be arranged each morning for the session chairs of the day (both presented and poster session chairs). At this briefing, the rules for conducting a session are reviewed along with handling of missing speakers. In order to preserve paper timing for those interested in attending specific papers, a missing author should NOT cause the next author to start ahead of time. All session chairs and authors are required to report to their assigned session room at least 10 minutes before the scheduled start of the session for any last-minute information.

### **5.4 Program Content**

The objective of the conference is to give the widest exposure to subjects and authors in the circuits and systems community. Thus, these general guidelines should be followed whenever possible:

- If possible, avoid more than three session chairs from any one organization.
- Try to limit papers to one from any one organization in any one session.

(An organization is defined as a company - in the case of large companies a division, branch or group - a government agency, an academic institution or a military unit fits this definition).

## **5.5 Conference Program**

1. Multiple Tracks – ISCAS generally hosts 8 to 14 parallel sessions, which accommodate a total of 4 to 5 papers in each technical session and 35 to 50 poster papers in each poster session. The opening session of the conference is a single, or plenary, session setting the tone of ISCAS and featuring a prominent authority in circuits and systems that presents new or far-reaching information of general interest.
2. Live Demonstrations - The live demonstrations of circuits and systems offers the possibility for an interactive and tangible form of presentation, which is quite different from oral and/or poster sessions. The demonstrations are conducted in presentation booths with ample space to set up a working system, may it be interactive software on a laptop, a hardware setup or even a robot. Prospective demonstrations could be either on work that has already been published or on research that is anticipated to be published concurrently in ISCAS.
3. Tutorials - Applications-oriented workshops can provide excellent background and new developments in a subject. Tutorials are presented on the first day of the conference but are not included in the conference proceedings.
4. Acceptance Ratio – It is generally accepted practice that a conference regular papers acceptance ratio not to exceed 45%.

## **5.6 Poster Sessions**

Papers may be placed into poster sessions in which authors explain their work to small groups or one-on-one. Papers are posted on bulletin boards - hence the name - and authors meet with attendees in front of the bulletin boards. Poster sessions carry the same technical weight as oral sessions and no differentiation is made in the Proceedings. It is merely a different mode of presentation than oral sessions and one that appears to be growing in popularity.

The precise size of poster board space must be included in the author kit on the web. The information is treated as critical by poster authors. The Technical Committee Chair is responsible for selecting volunteers as poster session chairs. A poster session chair is responsible for assuring the following rules are followed for their assigned session:

1. Posters should be hung within the assigned space at the beginning of the session.
2. The name and photo of the author who is available throughout the session to answer questions must be posted with the paper.
3. The designated author should be available for discussing the paper throughout the session.
4. All posters must be removed at the end of the session.

## **5.7 Session Planning**

Sessions generally are programmed for one-and-one-half hours. Each paper typically is allotted a total of about 20 minutes; a maximum of five papers should be planned for each session.

Session chairs are responsible for introducing the speakers, strictly maintaining time schedules and encouraging appropriate and select discussion — and preventing the propensity of speakers to extend their presentations beyond the allotted time. It is strongly recommended that Session Chairs contact their authors in advance of the conference to assure their attendance, etc. Session Chairs are not just masters of ceremonies; rather, they are the managers of their assigned Session and should treat the responsibility accordingly.

### **5.8 ISCAS Student Best Paper Awards**

The General Chair, Technical Program Chair and other members of the Technical Committee determine who will receive monetary awards for the Best Student Papers in the conference. The General Chair, Technical Program Chair and other members of the Technical Committee must consider the ranking determined by the review process when selecting the winners. When students submit their paper, they must indicate that they would like to be considered for the Student Best Paper Awards. Only papers that have indicated this will be eligible to win the Award. This stipulation needs to be indicated in the Call for Papers.

The award will be decided by the Awards Ceremony held at and needs to be communicated to the CASS Office 24-hours in advance of the ceremony. These awards will be presented and announced at the Awards Ceremony. They will receive a certificate, printed by the CASS Office and will receive their monetary award after the Symposium from PCO. The Awards are:

- Student Best Paper Award (\$500)
- Student Best Paper Runner-Up x 2 (\$500 each)

### **5.9 ISCAS Best Live Demonstration Award**

Recognition will be given to the best live demonstration, as decided by the General Chair, Technical Program Chair and other members of the Technical Committee. The award will be decided by the Awards Ceremony held at and needs to be communicated to the CASS Office 24-hours in advance of the ceremony. The award will be presented to one (1) winner and announced at the Awards Ceremony held at ISCAS. The winner will receive a certificate printed by the CASS Office.

### **5.10 Selection of Best Papers at ISCAS for TCAS-I Special ISCAS Issue**

Please note, the selection is the ultimate responsibility of the TCAS-I Editor-in-Chief and the Guest Editors. The points below are suggestions.

The TCAS-I Editor-in-Chief (EiC) appoints Guest Editors (GEs) for the Special Issue. It is recommended to appoint his/her Deputy Editor-in-Chief and the Technical Program Chairs of ISCAS as GEs. If more coverage of the field of interest of TCAS-I is needed, additional GEs can be selected among the ISCAS Track Chairs and/or TCAS-I Associate Editors. Please note, as the timeline of the special issue is fixed, it is recommended that all guest editors have experience with the way TCAS-I organizes its review process and the system it uses. It is important that the Technical Program Chair communicates the paper reviews with the TCAS-I EiC.

The GEs and the EiC select about 40 to 50 papers that received the highest review scores from the ISCAS paper review process and that belong to the field of interest of TCAS-I and seem to be suitable (as evaluated by the GEs) for a follow-up paper in TCAS-I.

The authors are invited to submit a follow-up paper on their ISCAS contribution to TCAS-I by September/October, following the conference.

All manuscripts received will follow the regular TCAS-I review and revision process, albeit that the time allowed for reviews and revisions may be a little shorter in order to meet the timeline of the special issue.

The special issue preferably hits the press at the beginning of May (before next year's ISCAS).

## **6.0 KEYNOTE SPEAKER CHAIR**

### **6.1 Keynote Speaker Chair General Responsibilities**

The Keynote Speaker Chair is the contact with keynote, luncheon and/or banquet speakers and is responsible for invitations to such individuals. They are also responsible for providing backup speakers in the event scheduled speakers drop out – or ensuring that key speakers provide a replacement if they can't appear.

## **7.0 EXHIBITS CHAIR**

### **7.1 Exhibits Chair General Responsibilities**

The heavy academic flavor of ISCAS does not attract a large exhibit following but rather publishers and software houses and circuits and systems companies introducing new concepts or seeking assessments of new applications. If a conference elects to include exhibits, the nature of the displays and the academic tenor must be made known to potential exhibitors.

The Exhibits Chair should be knowledgeable about the technical aspects of the Conference and should be familiar with companies, which are able to support the conference. They are responsible for selecting the exhibits area, establishing exhibiting rules and regulations, selling exhibits space, assisting in setting up exhibits and supervising exhibit activities.

A detailed budget will list the price of each booth space and estimate the number of booths that may be sold. It should indicate the cost of the gross exhibition area and facilities, the cost of electrical power, decorator service, signs, drayage and warehouse services, security guards, insurance and the cost of sales (promotion, printing, mailing, telephone and fax calls). The budget may also include the cost of one full Conference registration per exhibiting organization.

Exhibiting at ISCAS is covered by contract and is limited to circuits and systems products and services, including publishing in the areas of circuits and systems and related applications. ISCAS excludes exhibiting companies and organizations in other industries.

Other exhibits personnel may purchase extra proceedings and tickets to luncheons and social events. If approved by the Conference Committee, additional exhibits-only tickets may be made available to exhibitors in advance to invite customers and prospects to attend.

### **7.2 Applications and Layout**

The Exhibits Chair obtains the exhibits application and rules and regulations contract from the PCO and recommends any changes to fit the conference site. In advance of the conference, the Chair sends a message to exhibitors with this information:

- Time and location of the conference, general attendee profile, preliminary plans, days and hours of exhibiting and cost per booth
- A copy of the exhibit and rules and regulations.

Please note: The CAS Society requires a complimentary booth at ISCAS that will require electrical power. Please contact the CASS Office ([manager@ieee-cas.org](mailto:manager@ieee-cas.org)) to arrange details.

### **7.3 Setup and Teardown**

The Exhibits Chair is available throughout setup to handle any problems that may arise during that time. Exhibits personnel receive badges at the Conference Registration Desk.

## **8.0 TUTORIALS CHAIR**

### **8.1 Tutorials Chair Role**

Applications workshops featuring state-of-the-art information on circuits and systems offer another dimension to ISCAS activities. Tutorials are presented the first day of the Conference to avoid any conflict with ISCAS sessions.

### **8.2 Partnership with Conference**

The Tutorial Chair works closely with the Technical Program Chair in selecting tutorial topics that complement and can enhance the Symposium program. Subjects are selected to further knowledge of issues that will be discussed in detail at ISCAS.

The Tutorial Chair contacts selected tutorial developers for outlines of what the courses will cover and what will be involved in the presentations. They relay this information to the Technical Program Chair and PCO. Tutorials are regarded and advertised as the first day of the conference. Full conference registration does not necessarily include registration for all the tutorials. The Circuits and Systems Society BoG considers the tutorial program to be a platform for inviting industrial involvement in ISCAS.

## **9.0 FINANCE CHAIR**

### **9.1 General Information**

The Finance Chair is the chief financial officer and controller. They team with the PCO who maintains the Conference bank account and has in place a system for safeguarding and accounting of all funds received prior to the Conference from pre-registrations, exhibits fees, tutorials and advances from sponsors and for monies received during the conference from registration fees and ticket sales. With the PCO, they submit mid-course budget figures to IEEE and to the CASS Office who then distributes them to the ISCAS Steering Committee and CASS BoG. They are responsible for a quarterly financial report and updating budgets and compiling a final financial accounting. With the PCO, they are responsible for submitting an accrual-based financial report to CASS and IEEE by 30 November of the Conference year.

"Seed" money or a loan may be needed to meet conference expenses before registration and, if applicable, exhibits funds become available. The CAS Society provides advance funds. The Finance Chair, with the PCO, must request these funds through the Vice President - Financial Activities of the CAS Society. Advance funding should be returned to the sponsors as soon after the conference as possible.

The Finance Chair and the PCO will develop a budget to indicate all anticipated receipts and expenditures (to be approved by the Conference Committee) and will provide that budget to the sponsor and co-sponsors. Budgets will be updated annually and submitted to the ISCAS Steering Committee and IEEE. The conference will budget for a surplus of 20 to 35 percent of total expenses.

## **9.2 Bank Account**

The Finance Chair will work with the PCO to handle funds received and to disburse payments. The Finance Chair, the General Chair, the PCO and an executive from IEEE Headquarters are empowered to sign checks - normally, the Finance Chair will sign amounts under \$1,000. The Finance Chair and General Chair will sign checks exceeding that amount. IEEE HQ should sign checks only in an emergency.

All income and expenses are coded according to a Chart of Accounts.

Financial records carry the Uniform Employer Identification Number assigned to IEEE conferences by the IRS – 13-1656633.

## **9.3 Insurance**

The Finance Chair and the PCO are responsible for insurance coverage (through IEEE and in compliance with IEEE policy) for the conference to protect ISCAS and its sponsors from accident claims or losses. A request for conference insurance form must be filed with IEEE to obtain the following coverage free of charge:

- Bonding of conference officers and employees - \$1,000,00 (\$2,500 deductible)
- Rental of equipment - \$25,000 limit (\$250 deductible)
- Liability and property damage - \$1,000,000 and \$7,000,000 (no deductible)
- Limited volunteer personal liability - \$100,000 (list committee members covered)
- In-and-out robbery coverage - \$25,000 limit and \$2,500 deductible) - is available through IEEE at a cost of \$125.

The IEEE requires that a Conference must obtain, in advance, a certificate of insurance from a company providing buses for tours or other transportation activities. The certificate must specify the liability and property damage coverage provided by the company and must name IEEE as an additional insured. The certificate is to be filed with the IEEE insurance office.

A Conference may not charter boats in the name of IEEE as IEEE liability insurance does not apply to boats. If such transportation is needed, arrange for the carrier to sell the Conference individual passenger tickets – it is merely a coincidence that every passenger on a boat ride is attending the same Conference. If ticket transportation cannot be arranged, the Conference must secure a certificate of insurance from the carrier naming IEEE as an additional insured with a minimum coverage of \$1 million. IEEE recommends caution in such charter arrangements because of the potential liability. Airplane travel as part of a conference event is not authorized.

## **9.4 State Tax Exemption**



Some states of the United States allow sales tax exemptions for IEEE conferences. If ISCAS is held in a state where an exemption is allowed, the Finance Chair must provide the conference facility and other suppliers with a sales tax exemption certificate.

### **9.5 Payment of Bills**

Bills should be approved by authorized committee chairs and forwarded to the Finance Chair for approval and then to the PCO for payment. While every effort must be made to stay within the budget, the Finance Chair may approve any bill authorized by the appropriate chair, which does not exceed a committee's specific budget by more than 10 percent (larger excesses must be approved by the General Chair and in certain cases, the CASS BoG).

### **9.6 Refunds**

The Finance Chair, General Chair, Exhibits Chair and the PCO will recommend a policy for registration refunds (but only after a credit card transaction is approved by the issuing agency or a check clears the bank) for approval by the Conference Committee. Refunds can be held to a minimum if a cut-off date for refund requests is publicized in appropriate promotional literature. Requests for refunds after the deadline date will not be honored. Refunds should be avoided if possible, but a recommended policy is 100 percent refund 100 or more days before the conference, 75 percent 75 days before and 50 percent between 30 and 50 days. Fewer than 30 days, no refunds are authorized except in documented medical or family emergencies.

### **9.7 Complimentary Registrations**

ISCAS will provide complimentary full registration for regular conference activities to a select list, as determined by the ISCAS Steering Committee and can include:

- Keynote Speaker(s)
- ISCAS General Chair
- CASS Operations Manager +1 additional staff person
- Members of the ISCAS Steering Committee
- Conference Committee Activity Chairs (e.g., chairs of key committees – technical program, registration, exhibits, arrangements, etc.)
- Special Guests (e.g., Presidents of CASS, President of IEEE, CASS VP – Conferences and local section sponsor).

### **9.8 Independent Contractors and Award Recipients**

If a conference hires an independent contractor to fulfill specific tasks or presents a cash award exceeding \$600, payment must be reported to the IRS on Form W-8 (non-US resident) or W-9 (US resident). This covers payments to individuals or unincorporated businesses for rents, services (including parts and materials), prizes and awards. Such payments are considered taxable income to the recipient and are required by law to be reported. Each conference held in the US and making such payments to an US citizen or permanent resident must provide a list to the IEEE Accounts Payable Department by January 10 of the year following payment. The IEEE Accounts Payable Department will file all the necessary 1099s on behalf of the Institute.

Items included are:

1. Recipients Social Security or Employee Identification number
2. Name and home address of the recipient.
3. Sum of the total payments made to the recipient.

4. Purpose of the payment.
5. Contact information for the individual who prepared the list including name, telephone, fax and e-mail address

Types of payments to be reported:

1. Travel awards paid without obtaining an expense report with supporting receipts for invited speakers, attendees, students, etc.
2. Prizes or awards for papers, service, etc.
3. Consultant fees paid to an individual or unincorporated business

## **9.9 Reports and Audits**

A preliminary financial report will be filed within three months, an accrual-based account by November 30 of the conference year and a final audited report will be submitted to the ISCAS Steering Committee, sponsors and IEEE headquarters as soon as possible thereafter, but realistically six months to a year after the conference. The report shall give a clear picture of the number of registrants, the fees they paid, the number of tickets sold for social events and detailed information about expenditures. Conferences must issue final reports and close all books within one year or IEEE will assess financial penalties; additional penalties will be imposed if closing is delayed.

All IEEE conferences with receipts exceeding \$250,000, and ISCAS meets this specification, are subject to a professional audit. IEEE offers auditing services for a reasonable fee or an outside independent professional may be used.

## **10.0 CONFERENCE CONTENT**

The current year ISCAS Organizing Committee is responsible for defining the day to day content and flow of ISCAS. However, certain elements are expected to be present and there are best practices to be considered. Specifically, the conference contains the following elements:

### **10.1 Tutorials Day**

Contents and flow of the day are explained in the Tutorials Chair responsibilities.

#### 10.1.1 Welcome Reception

The Tutorial day concludes with a Welcome Reception for all attendees. The traditional welcome reception is at the discretion of the organizing committee. The cost must be controlled to assure a successful budget. Pay attention to food and beverage distribution.

### **10.2 Opening Day of the Conference**

The second day of the conference is the first day for formal papers. A larger audience will be present and therefore, it is the formal opening of the conference.

#### 10.2.1 Session Chair's Meeting

All session chairs (both presented and posters sessions) for the day should be invited to a briefing in which the Technical Program Chair thank them for their participation and reviews their roles. Detail to the timing of papers and the poster setup are key. Review the instructions

for how to handle common issues such as A/V Equipment failure and presenters who do not arrive on time (or at all). Answer questions.

#### 10.2.2 Welcome and Announcements by the Organizing Committee

It is best practice to review the conference rules and arrangements briefly. Make sure to point out the first day schedule and remind session chairs to attend daily morning briefing meetings. Make it a point to thank the conference patrons. Consider whether the reception will be treated as a meal by participants or as appetizers.

#### 10.2.3 Keynote Speaker(s)

The organizing committee may invite accomplished individuals to address the conference to set the theme for the conference.

#### 10.2.4 Presented Paper Tracks

Presented paper sessions should be organized into tracks of related subjects. Session chairs are selected to introduce speakers, control the timing, and audience interchange of the session. It is vital that session chairs understand their responsibilities.

The committee should consider invited special sessions carefully, assuring that the special session chair can find adequate numbers of papers on the topic that meet the Technical Program Committees high standards. All papers including special sessions are reviewed in the same way.

#### 10.2.5 Poster Sessions

Poster sessions are commonly run in parallel with presented sessions. Paper selection and review is expected to be the same quality as presented sessions. Poster session chairs need to be instructed on the rules and timing for arranging papers and removing papers from posting. At least one author is expected to be present during the entire session near their posted paper.

#### 10.2.6 Exhibits

The Exhibits Chair determines exhibit hours and procedures. Care should be given to providing exhibitors with access to conference participants during breaks by arranging the physical layout of the exhibits, posters, and break areas together. Prepare an exhibitor's handout to clearly communicate the rules for exhibiting, schedule for setup and teardown, and expectations for participation of those staffing exhibit booths.

#### 10.2.7 WiCAS/YP Event

The WiCAS/YP Chairs will design an event for the first night of the conference in which all attendees are invited to attend. The WiCAS/YP Chairs will work with the General Chair and the PCO in the organization and timing of the event. The CAS Society financially sponsors this event, but the venue should be included in the Conference venue contract to avoid complications.

### **10.3 Day 2 of the Sessions**

### 10.3.1 Session Chair's Meeting (repeat of day 1 for current day's session chairs)

### 10.3.2 Announcements

Briefly repeat conference information and rules for late arrivals. Go over the day's schedule including specific arrangements (timing and transportation) for the Gala Dinner. Thank staff. Make it a point to thank conference patrons.

### 10.3.3 Keynote Speaker(s)

The day will begin with another Keynote Speaker. Also, you may consider having another Keynote Speaker following lunch.

### 10.3.4 Presented Paper Tracks and Poster Sessions continue as in Day 1

### 10.3.5 Exhibits

At the discretion of the Exhibits Committee, exhibits may continue from Day 1.

### 10.3.6 Awards Presentation

The awards presentation is organized by the CASS Office and recognizes Society awardees, Society Fellows, and any IEEE-level awards for which the recipient has elected to receive their recognition at ISCAS. The conference organizers are welcomed to present their conference awards after the Society's recognitions. The ceremony is closed by the next year's ISCAS General Chair and their presentation on the upcoming edition of the conference.

The following A/V requirements are needed for the Awards Presentation:

- Projectors and Screens (possibly 2 or more depending on the room setup)
- Microphone and Podium
- Ability to play video with sound

### 10.3.7 Gala Dinner

The gala dinner on the second night of paper sessions is intended as a social event. If they wish the organizers may separate these two events. The gala dinner is an opportunity for colleagues from around the world to meet and talk. Entertainment should be provided, but the form and content are entirely at the discretion of the organizing committee.

## **10.4 Last Day of the Conference Sessions**

10.4.1 Session Chair's Meeting (repeat of the first 2 days meetings for current day's session chairs).

### 10.4.2 Closing Ceremonies

After the last session, assemble participants for a brief ceremony/farewell reception. Thank the participants, organizing committee, conference coordinators, and others for their help. Introduce the next year's ISCAS Organizing Committee and provide a few minutes for them to promote the conference.

## 11.0 POST-CONFERENCE

### 11.1 Post-conference Procedures

All information regarding the closing of a conference and complying with IEEE procedures is here:

[http://www.ieee.org/conferences\\_events/conferences/organizers/closing\\_conference\\_finances.html](http://www.ieee.org/conferences_events/conferences/organizers/closing_conference_finances.html)

- Closed within 6-12 months
- It is vital to finish up everything required by IEEE within 6-12 months. CASS is fined by IEEE central for conferences not closed in the required time.
- Preparation of Xplore: Before papers are handed in for IEEE Xplore by the manager of the paper handling system no-shows must be excluded:
  - Excluding no-shows  
Before submitting to Xplore, “no show” papers are excluded. Although we try to be reasonable and ask the authors why they did not show up, there should be strong reasons to include “no-show” papers and it is generally NOT possible. Remember when submitted to ISCAS, copyright is transferred to the IEEE and resubmission cannot be done without permission from the IEEE. It is recommended that this strict no-show policy is clearly communicated to authors at submission of papers.
- Report requirements
  - Please provide your final ISCAS report for coming organizers to learn from your experience. Please also report any issues or improvements we may adapt.

# IEEE ISCAS Bid Packet Requirements and Timeline

The venue for the future International Symposium for Circuits and Systems (ISCAS) four (4) years ahead is selected by the ISCAS Steering Committee, normally during their annual meeting on Sunday before ISCAS.

The Call for Proposals to host ISCAS is issued in early January, the Expression of Interest is due 4 weeks after the call is released, and the final bid packet is due 6 weeks after the notification of Expression of Interest acceptance. Deadlines will be explicitly stated in the Call for Proposals. Bids should be submitted to the CASS Office at [manager@ieee-cas.org](mailto:manager@ieee-cas.org), with copy to CASS VP – Conferences, Andrei Vladimirescu, [andreiv@berkeley.edu](mailto:andreiv@berkeley.edu).

For additional details on the organization of ISCAS and specific responsibilities in organizing an ISCAS, please see the ISCAS Organizing Guide.

## ISCAS Call for Proposals Procedure

Those interested in hosting a future ISCAS should prepare a bid package that covers the topics listed below. All bidders should comply with these requirements but are free to provide additional features for an improved experience.

### Step One: Expressions of Interest

The Vice President of Conferences will issue a Call for Proposals to host the ISCAS conference to be held in four years' time. Potential local hosts should submit proposals by email to the CASS Office with copy to the CASS VP – Conferences.

### The Expression of Interest is limited to 3 pages and should indicate:

1. The General Chair name and Key Committee members with their resume and their current or past involvement in CASS leadership and CASS conferences
2. Proposed destination and venue
3. Estimated budget listing the main sources of expense and revenue, including a proposed registration fee schedule
4. A letter of commitment from the General Chair to present the proposal in person if the Expression of Interest is accepted

It is expected that ISCAS will be 100% financially and technically sponsored by CASS, and any deviation should be noted in the Expression of Interest.

### Step Two: Full Proposals

The ISCAS Steering Committee will review the Expressions. Candidates will be notified around the end of February. Selected candidates will be invited to submit a full bid packet and present their bid in person at the ISCAS Steering Committee Meeting the day before the current ISCAS starts. Normally, 30 minutes are given for each bid to present and respond to questions from the ISCAS Steering Committee.

Proposers should work with the proposed venue and convention bureau to prepare a detailed bid. The ISCAS Steering Committee will review and analyze the submissions. During this time, further information may be requested to enable full comparative evaluation.

# ISCAS Final Bid Packet Information & Requirements

The final bid packet includes: a document describing the following requested information, a completed spreadsheet with requested supplemental data, and an estimated budget.

## 1. Leadership and Organizing Committee

- General Chair(s), Technical Program Chair(s) and Key Organizing Committee members along with brief resumes including their current or past involvement in CASS leadership and CASS conferences
- Local Arrangements Chair(s) to recruit volunteers to assist in registration, session A/V, venue guidance, etc.
- Proposers are encouraged to recruit an Organizing Committee that reflects the diversity of the worldwide CASS community (geographic regions, industrial and academic member, underrepresented groups).
- Resumes are limited to 2 pages each for General Chairs and Technical Program Chairs, max 1 page each for all other Organizing Committee Members

## 2. Technical Vision

- Provide details on the technical theme for the conference and discuss how it aligns with CASS fields of interest.
- What innovation themes related to relevant industrial segments will be highlighted in the technical program?
- Discuss the anticipated impact of the meeting on the CAS community and on technical progress in the field of circuits and systems.

## 3. Proposed Conference Venue

- The venue should be able to accommodate:
  - Up to 1200 participants in plenary sessions
  - Up to 1000 for banquets
  - Approximately 10-14 parallel technical lecture sessions (each room seating 50 to 175 participants)
  - Exhibit space near the technical sessions to accommodate morning and afternoon breaks, 10 company booths, 60 poster presentations (double-sided display boards) and live demonstrations (typically 35-50 per year).
  - Speaker preparation room
  - Operations room
  - Side meetings for CASS Technical Committees and other groups that need to meet (7-10 rooms during all 4 days of ISCAS specifically available during all breaks and lunches)
- Please provide the following information:
  - Estimated costs for meeting and banquet space.
  - Estimated costs for W-Fi service and audio/visual equipment rental.
  - Applicable government permits/restrictions and taxes.
  - Proposed conference dates with tutorials on Sunday and the main conference sessions on Monday, Tuesday, and Wednesday. ISCAS should take place during the last part of May or first part of June.
  - Historical weather summary for the proposed conference dates.
  - Details for any security needs and arrangements. Note that the personal safety of participants is a consideration in venue selection.
  - A list of recent IEEE technical conferences at the venue, if any.

#### 4. Proposed Preliminary Budget

Please provide a preliminary budget for the proposal. Use the IEEE Budget Template here: <https://ieeemce.org/wp-content/uploads/financial-reporting-tool.xlsx>. If you have any questions in preparing the budget, please direct them to the CASS Office at [manager@ieee-cas.org](mailto:manager@ieee-cas.org), with CC to CASS VP – Conferences, Andrei Vladimirescu, [andreiv@berkeley.edu](mailto:andreiv@berkeley.edu).

A few items to consider in preparing the budget:

- The budget should reflect a discount registration fee for CASS members and a further reduction in registration fee for students.
- Separate registration fees may be charged for tutorials, special events, and additional social events.
- The budget should show a surplus of 20 percent and comply with the general IEEE requirements.
- According to CASS policies, the ISCAS budget should include \$15K in student travel grants and \$1.5K for three Student Best Paper Awards of \$500 each.
- Is it not mandatory to offer lunches to the attendees, although it should be strongly considered and is recommended depending on the conference site.
- Side meetings (including room rental and food and beverage) and the WiCAS/YP Reception (held on the first night of the conference) are funded by the CAS Society and do not need to be included in the ISCAS budget. Space for these events should be included in the venue contract.

#### 5. International Air Access & Local Transportation

Convenient access for international travelers is an important factor in site selection.

- Give examples of round-trip airfares from representative international destinations such as London, Frankfurt, New York, Chicago, Los Angeles, Tokyo, Sydney, and Beijing.
- Provide visa requirements.
- Summarize the availability and convenience of local public transportation.

#### 6. Professional Conference Organizer (PCO)

- ISCAS is a very large conference and requires much time and attention. It is required that proposers secure a PCO to assist with the organizing of the conference. Include the cost for the PCO in the budget.

#### 7. Accommodations for Professionals and Students

The PCO negotiates hotel contracts, including discounted rates for professional and student participants. Estimates of expected hotel expenses are needed early in the venue screening process.

- Provide a list of hotels, the number of rooms for each, and their distance and accessibility from the conference venue. Verify that the hotels can provide high speed Wi-Fi service in guest rooms.
- Provide reduced room rates for professionals and students.
- Provide details regarding transportation modes and schedules between the conference venue and recommended hotels.
- Summarize the availability of attractions such as restaurants and shopping



### 8. Organizations and Companies with Circuits and Systems Interests

- List local organizations such as IEEE Sections, CASS Chapters and universities with technical interests in the field of circuits and systems.
- List local companies that make and/or utilize circuits and systems products.
- List any other companies that have expressed support for this bid.
- Describe any expected support from government grants.
- Indicate which of these organizations and companies are potential sponsors and/or exhibitors at ISCAS.
- Indicate which of these organizations and companies may provide volunteer support.
- What is the local impact of this ISCAS location (i.e., on members in this country and region)?
- What is the impact of hosting ISCAS at this location on the global CAS community and members?

### 9. Social Program Possibilities and Nearby Tourist Attractions

Every ISCAS offers at least two social programs: a welcome reception and a conference gala dinner:

- Provide a list of potential venues/options for the welcome reception and the banquet
- Include a list of nearby tourist attractions.

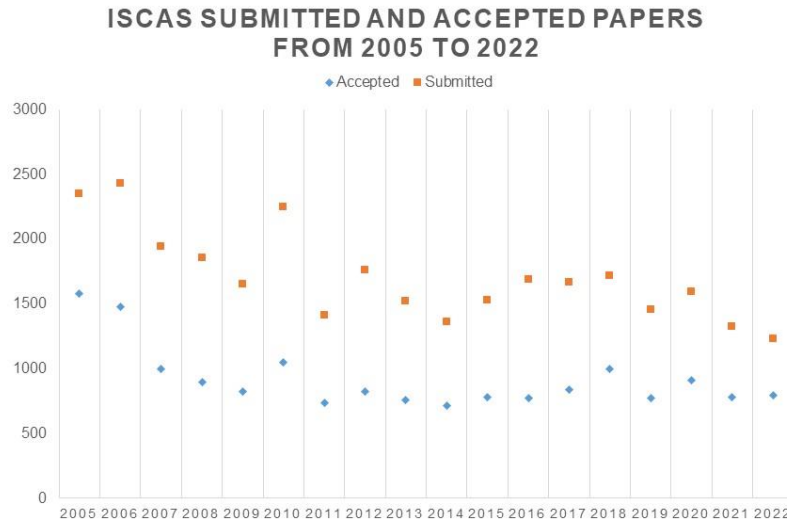
## **ISCAS Rotation Cycle, Locations and Historical Data**

<b>Date</b>	<b>City</b>	<b>Country</b>	<b>Registrants</b>
28 May – 1 June 2022	Hybrid - Austin	TX, USA,	896
22 – 28 May 2021	Hybrid - Daegu	South Korea	1227
10 – 21 October 2020	Virtual due to COVID-19 Pandemic		1830*
26 – 29 May 2019	Sapporo	Japan	1211
27 – 30 May 2018	Florence	Italy	1379
28 - 31 May 2017	Baltimore, MD	U.S.A.	1065
22 - 25 May 2016	Montreal	Canada	1061
24 – 27 May 2015	Lisbon	Portugal	Unknown
01 - 05 June 2014	Melbourne	Australia	1032
19 - 23 May 2013	Beijing	China-P.R.	900
20 - 23 May 2012	Seoul	S. Korea	1200
15 - 20 May 2011	Rio de Janeiro	Brazil	900
30 - 02 June 2010	Paris	France	1400
24 - 27 May 2009	Taipei	Taiwan	Unknown

18 - 21 May 2008	Seattle, WA	U.S.A.	Unknown
27 - 30 May 2007	New Orleans, LA	U.S.A.	Unknown
21- 24 May 2006	Kos	Greece	1400
23 - 26 May 2005	Kobe	Japan	1200
23 - 26 May 2004	Vancouver, BC	Canada	1200
25 - 28 May 2003	Bangkok	Thailand	1200
25 - 29 May 2002	Scottsdale, AZ	U.S.A.	1200
06 - 09 May 2001	Sydney, NSW	Australia	1147
28 - 31 May 2000	Geneva	Switzerland	1200
30 - 02 June 1999	Orlando, FL	U.S.A.	1200
31 March 1998	Monterey, CA	U.S.A.	1200
09 - 13 June 1997	Hong Kong	China	1000
12 - 15 May 1996	Atlanta, GA	U.S.A.	1000
28 - 01 May 1995	Seattle, WA	U.S.A.	1000
30 - 02 June 1994	London	United Kingdom	700
03 - 06 May 1993	Chicago, IL	U.S.A.	1200
10 - 13 May 1992	San Diego, CA	U.S.A.	1200
04 - 07 Jun 1991	Singapore	Singapore	1200
29 - 03 May 1990	New Orleans, LA	U.S.A.	Unknown
OS ~ 10 May 1989	Portland, OR	U.S.A.	Unknown
07 - 09 June 1988	Espoo	Finland	1181
04 - 07 May 1987	Philadelphia, PA	U.S.A.	700
05 - 07 May 1986	San Jose, CA	U.S.A.	500
05 - 07 June 1985	Kyoto	Japan	600
07 - 10 May 1984	Montreal, QC	Canada	Unknown
02 - 04 May 1983	Newport Beach, CA	U.S.A.	600
10 - 12 May 1982	Rome	Italy	700
27 - 29 Apr 1981	Chicago, IL	U.S.A.	Unknown

28 - 30 Apr 1980	Houston, TX	U.S.A.	400
17 - 19 July 1979	Tokyo	Japan	400
17 - 19 May 1978	New York City, NY	U.S.A.	400

\*Virtual registrants that created credentials for online conference



### Future ISCAS Locations

- 2023 Monterey CA, USA
- 2024 Singapore Singapore
- 2025 London United Kingdom
- 2026 Shanghai China