GITC Handbook

Version 2.3

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1. Introduction

The objective of this document is to provide clear guidelines to committees that are organizing upcoming ICC and GLOBECOM conferences on how the technical program is organized and run. The document focuses on different roles of key members of the Technical Program, highlighting their duties and specifying the procedures for selection and approval of the Technical Leadership Team and Symposium Chairs. It also discusses recommended reviewing procedures and other topics that have been agreed upon by the GLOBECOM/ICC Technical Content (GITC) Committee. Most of the content of this document are the outcome of GITC meetings, including resolutions passed by the committee.

2. Role of GITC

The charge of GITC is to provide strategic vision and manage all technical content of the two IEEE Communications Society (ComSoc) flagship technical conferences: GLOBECOM and ICC. GITC was established in 2006 via the ComSoc GITC Charter, which has been incorporated into the ComSoc P&P document[1] at Section B.2.5. GITC is a ComSoc Standing Committee and reports to the Conferences Council. Other issues related to the operations of these conferences, including site selection, are overseen by its sister committee, GIMS. The distinction between GITC and GIMS is that GITC focuses on technical program policies and the oversight of technical programs, while GIMS focuses on site selection and operations.

The GC/ICC steering committees retain the exclusive rights to change the timeline, deadlines and paper acceptance ratios and all other organizing issues, including replacing OC leadership at any time. The Globecom and ICC organizing committees shall consult ComSoc and seek their approval for any major items and especially changes in deadlines and acceptance strategy. This policy shall be posted on the GITC handbook and shall be part of the items acknowledged by the OC when they initially sign their agreement forms with ComSoc. [Source: Motion F15.1, GLOBECOM 2015]

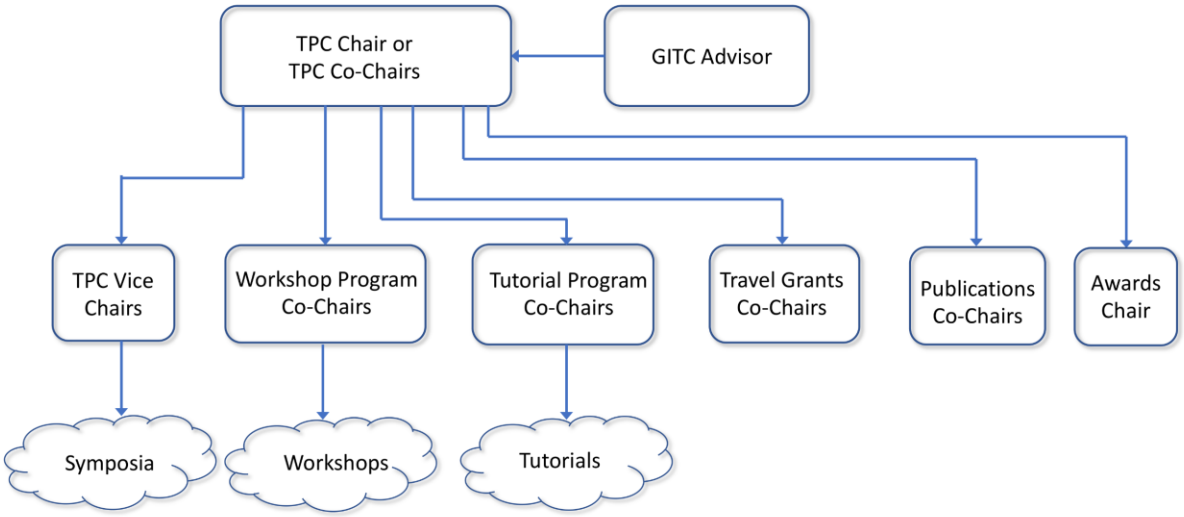
3. GITC Decision Matrix

There are a number of deliverables that each TPC committee must provide to GITC. Some items also involve oversight from the GIMS committee. The table below (on the next page) summarizes the deliverables. The number indicates the number of months before the date of the conference, e.g., C-18 means 18 months before the conference. The deliverable items are described more fully throughout this document.

[1] https://www.comsoc.org/about/documents/pp

Time	Item	Action Taken	Comment
C-40	Senior Technical Leadership Team	Nominate	Nominated by GITC
C-38	Senior Technical Leadership Team	Review	
C-36	Senior Technical Leadership Team	Approval	
C-32	Technical Leadership Team	Nominate	
C-30	Technical Leadership Team	Review	
C-30	IF&E Leadership Team	Review	jointly w. GIMS
C-30	GITC Advisor Appointed	Appointed	
C-28	Technical Leadership Team	Approval	
C-24	IF&E Leadership Team	Approval	jointly w. GIMS
C-24	Conference Theme	Approval	jointly w. GIMS
C-24	Preliminary Call for Papers (incl. Symposium List)	Review	jointly w. GIMS
C-24	Preliminary List of Symposia Chairs & Co-Chairs	Review	
C-24	Initial Technical Program Matrix	Review	
C-24	Initial IF&E Program Matrix	Review	jointly w. GIMS
C-24	Co-Located Conferences	Review	jointly w. GIMS
C-20	Final Call for Papers	Approval	jointly w. GIMS
C-20	Final List of Symposia Chairs	Approval	
C-18	Revised Technical Program Matrix	Review	
C-18	Revised IF&E Program Matrix	Review	jointly w. GIMS
C-18	Co-Located Conferences	Approval	
C-12	Interim Technical Program Matrix	Review	
C-12	Interim IF&E Program Matrix	Review	jointly w. GIMS
C-12	List of Keynote Topics and Speakers	Review	jointly w. GIMS
C-6	List of Keynote Speakers and Executive Forum Panelists	Approval	jointly w. GIMS
C-6	Final Technical Program Matrix	Review	
C-6	Final IF&E Program Matrix	Review	jointly w. GIMS
C-0	Wrap-Up Meeting Report	Review	jointly w. GIMS
C+1	Xplore Compliant Files Submitted to IEEE	Report	
C+6	Final Report	Approval	jointly w. GIMS
C+6	Submission of data to be added to Historical Information DB	Report	jointly w. GIMS

4. Technical Leadership Team



The Technical Leadership Team (TLT) is the group of individuals that oversee the technical content of the conference. The team is usually composed of the following people:

- TPC Chair or TPC Co-Chairs
- TPC Vice Chairs
- Workshop Program Co-Chairs
- Tutorial Program Co-Chairs
- Travel Grants Co-Chairs
- Publications Co-Chairs
- Awards Chair
- GITC Advisor

The *Senior* Technical Leadership Team is a subset of the TLT consisting of only the TPC Chair or TPC Co-Chairs and TPC Vice Chairs. It is important that members of the Senior TLT have prior experience serving on the GLOBECOM/ICC technical program. In this document, the Senior TLT is also referred to as the "TPC Leadership".

The standard GITC-approved model for the Senior TLT is a three-person team consisting of one TPC Chair and two Vice Chairs. Other titles (e.g., TPC Co-Chair) for members of the TPC leadership team may also be approved by GITC upon request and when the qualifications merit such a title. [Source: GITC Motion 2017-1, approved March 20, 2017].

While the team of one TPC Chair and two Vice Chairs is most common, some other models have been approved by GITC, such as a Senior TLT comprised of two or three TPC Co-Chairs, with

none of the co-chairs given the title "TPC Chair". However, when such a structure is used, it is important to designate one of the Co-Chairs as the "lead" Co-Chair, meaning that person will be the main point of contact. Below, when the term "TPC Chair" is used, it is meant to mean the lead Co-Chair when there are multiple Co-Chairs.

Some conferences have created a senior leadership position with the title "Symposia Chair" with the intent of having that person provide oversight of all the symposia. This title proved to be confusing, because it could easily be confused with the many co-chairs of the individual symposium. Moreover, the position is redundant, as at least one of the members of the Senior TLT should be providing oversight of the symposia. Therefore, GITC strongly discourages the creation of a position with the title "Symposia Chair". [Source: Corollary of GITC Motion 2017-1, approved March 20, 2017, limiting senior leadership positions]

Similarly, some conferences have created a position with the title "EDAS Chair". Such a position is redundant, as the Publications Co-Chairs should be selected that have sufficient experience with EDAS or the submission management system (SMS) used by the conference. Therefore, GITC discourages the creation of a position with the title "EDAS Chair".

4.1 Senior Technical Leadership Team

Senior TLT Selection: The Senior TLT will be appointed by GITC after the site selection process. It is important that each GLOBECOM and ICC be held at the best possible venue as well as the best possible Technical Leadership Team. Site proposals should not specify or nominate the Senior TLT, as this decision will be made by GITC after site selection. The organizing committee for the winning bid is welcome to contact GITC and nominate potential candidates for the Senior TLT, but ultimately the decision to appoint the Senior TLT rests with GITC. The Senior TLT will be nominated by GITC at C-40, then approved no later than C-36. [Source: GC 2016 meeting minutes]

Senior TLT ***Responsibilities:*** The Senior TLT is responsible for the technical program. Key tasks of include:

1. Identify and recruit strong candidates for the position of Workshop Program Co-Chairs, Tutorial Program Co-Chairs, Innovation Chair, Soft-Skills Chair, Publications Co-Chairs, and Travel Grants Chairs.
2. Solicit symposium chair candidates from the Technical Committees and Emerging Technology Initiatives. Identify candidates in accordance with policy and in consultation with the GITC Advisor. Submit the proposed list of candidates to GITC for review.
3. Solicit and identify SAC tracks to be recommended for GITC approval.
4. Invite the approved symposium chairs to join the program committee. Provide instruction and guidance to the symposium chairs.

5. Set deadlines for the technical program, including the submission, review, notification, and final paper upload deadlines. Make sure that all deadlines are in accordance with GITC policy.
6. Develop the Call for Papers.
7. Organize and run TPC meetings. These meetings will usually be held during the three conferences prior. At C-18, a meeting should be held with the Technical Leadership Team, while at C-12 and C-6 the meetings should include the symposium chairs.
8. Provide all deliverables to GITC and make presentations at the GITC meetings.
9. Attend the wrap-up meetings of prior conferences.
10. Provide oversight of the Workshop Program Co-Chairs and Tutorial Program Co-Chairs.
11. Make sure that the SMS (currently EDAS) is properly configured, including critical dates, review forms, and email templates.
12. Oversee the review process and make sure that reviews are completed in time.
13. Broker the movement of miscategorized papers from one symposium to another.
14. Deal with suspected cases of plagiarism and the triage of papers that are of very low quality or out of the scope of the conference.
15. Decide upon the overall acceptance rates, in accordance with GITC guidelines, and provide guidance to each symposium regarding the number of papers it can accept.
16. Oversee the symposium chairs' assignment of papers to sessions, and sessions to rooms.
17. Provide oversight of the Travel Grants Chairs and the travel grants awards.
18. Oversee the Publications Co-Chairs' creation of the proceedings.
19. Provide oversight of the Awards Chair and the best paper award in accordance with the policies set forth in this document.
20. During the conference, oversee the monitoring of sessions and tracking the no-shows.
21. Make sure that presented papers are submitted to IEEE Xplore within 30 days of the conference. This will be done in collaboration with the Publications Chairs.

Most of the above tasks are further documented later in this handbook. It is noted that the workload associated with the above is more than what can be expected by a single person. Thus, the tasks should be delegated as appropriate. For instance, many tasks can be divided amongst the members of the Senior TLT, and some tasks related to the SMS and publications can be covered by the Publications Co-Chairs.

4.2 Workshop Program Co-Chairs

GITC mandates that every GLOBECOM/ICC has a workshops program. Workshops should focus on the latest industrial trends, hot research topics, work in progress and interaction of participants. To achieve this goal, the workshops may include a mix of invited presentations by

known experts in the field, panels, and peer-reviewed article presentations. [Source: Motion GITC 2007-15]

Each GLOBECOM/ICC conference shall have two or three specially designated organizing committee members serving as Workshop Program Co-Chairs. The Workshop Program Co-Chairs shall be responsible to solicit high quality workshop proposals, approve workshops and assist the workshop organizers with delivering the highest quality workshops possible. [Source: Motion GITC 2007-5]

The Workshop Program Co-Chairs are responsible for the development and implementation of an attractive workshop program following the guidelines as defined by GITC. The GITC also mandates a tight, well publicized schedule for workshop approval, call for papers, program committee, peer review schedule, presentations, and publications. Furthermore, each GLOBECOM/ICC conference shall provide full support to the Workshop Chairs and ensure strong website presence for the workshops. [Source: Motion GITC 2007-16]

The job of the Workshop Program Co-Chairs is to invite and select proposals for half-day or full-day workshops at GLOBECOM/ICC conferences. Workshops provide an opportunity for focused discussion on new and emerging research topics, which may be difficult to incorporate coherently in the symposia structure. It is advisable to select the Workshop Program Co-Chairs such that they have diverse characteristics, such as academic vs. industry experience and geographic diversity. Thereby a broader and more diverse workshop program can be achieved. Furthermore, the success of the workshop program is not compromised if one of the Co-Chairs is prevented from fulfilling their role diligently for any reason.

4.3 Tutorial Program Co-Chairs

There shall be two Tutorial Program Co-Chairs. Their job is to invite and select proposals for half-day or full-day tutorials at GLOBECOM/ICC conferences. Guidelines for this role which have been agreed by GITC can be found in Annex A. It is advisable to select Tutorial Program Co-Chairs with diverse characteristics, such as academic vs. industry experience and geographic diversity. Thereby a broader and more diverse tutorial program can be achieved. Furthermore, the success of the tutorial program is not compromised if one of the Co-Chairs is prevented from fulfilling their role diligently for any reason.

4.4 Travel Grants Co-Chairs

GLOBECOM and ICC have traditionally made travel grants available to students on a competitive basis. Oftentimes external funding agencies, most notably the United States National Science Foundation (NSF), can be leveraged to extend the amount of available travel grants. The Technical Leadership Team should include two Travel Grants Co-Chairs, whose jobs is to oversee the travel grant selection and awards process.

It is important that one of the Travel Grants Co-Chairs be from the United States, because only a US-based Travel Grant Chair can solicit funding from the NSF.

Detailed guidance on the student travel grant program is provided in Annex B and in the ComSoc P&P at Section B.2.3.6.12.

4.5 Publications Co-Chairs

The Publications Co-Chairs produce the conference proceedings and submit the presented papers to IEEE Xplore. As these operations are performed within the SMS (currently EDAS), it is important that the Publications Chairs have significant expertise and experience with the SMS being used by the conference. While the job could be performed by a single Chair, two chairs are preferable as one (or both) of the chairs could be used to help support the other SMS needs of the conference.

4.6 Awards Chair

The Awards Chair has the responsibility of supervising the selection of the Best Paper Awards in accordance with the procedures given in Section 6.8.

4.7 GITC Advisor

The GITC Advisor is a member of GITC at the time of appointment and advises the other members of the Technical Leadership Team on GITC policies and procedures. Moreover, the GITC Advisor relates experiences from past conferences [Source: Motion GITC-GC15-3]. The GITC Advisor should make sure that the Technical Leadership Team is on schedule to deliver its DM items on time and that all applicable GITC policies are followed. The GITC Advisor serves as a check-and-balance to the TPC, as he/she reports directly to the GITC Chair rather than to the TPC chair.

The GITC Advisor should participate in all meetings of the Technical Leadership Team and TPC, and be included in internal conference communication. The GITC Advisor should be given chair-level access to the Conference's SMS site.

It is essential that the TPC Chair or Co-Chairs, TPC Vice Chairs (if any), and GITC Advisor be different people: No one person should take on multiple roles.

5. Symposium Policies

This section contains a list of policies related to the organization and running of the symposia.

5.1 List of Symposia

GLOBECOM and ICC shall each have the following 13 symposia:

1. IoT & Sensor Networks Symposium (new name approved in 2019)
2. Cognitive Radio & AI-Enabled Networks Symposium (approved in 2009; revised 2018)
3. Communication & Information System Security Symposium
4. Communication QoS, Reliability & Modelling Symposium
5. Communication Theory Symposium
6. Communications Software & Multimedia Symposium (revised 2020)
7. Green Communication Systems & Networks Symposium (approved in 2014)
8. Mobile & Wireless Networks Symposium
9. Next-Generation Networking & Internet Symposium
10. Optical Networks & Systems Symposium
11. Signal Processing for Communications Symposium
12. Wireless Communications Symposium
13. Symposium on Selected Areas in Communications

5.2 Symposia Sponsorship

The symposia have historically been sponsored by certain Technical Committees and Emerging Technical Subcommittees. A list of sponsoring committees is provided for reference as Annex C.

5.3 Selected Areas in Communications

The Selected Areas in Communications (SAC) Symposium started at Globecom 2008 with the dual goal of providing a home for important niche topics whose papers do not naturally fit into any of the other symposia and providing an incubator for hot new topics that may eventually mature into their own symposia. The Cognitive Radio and Networks Symposium and Green Communication Systems & Networks are examples of SAC tracks that matured into symposia.

The TPC Chair for a given GC/ICC conference is responsible for soliciting proposals for SAC Tracks. It is expected that each conference will include a mix of existing and new SAC Tracks. The TPC Chair shall send out a Call for SAC Track Proposals to all Technical Committees and Emerging Technologies Initiatives, which may respond with a proposal for SAC Tracks. The call for SAC Tracks should be sent at the same time as the call for Symposia Chairs, i.e., around C-28.

There will be a maximum number of SAC Tracks, which will be set by GITC (initially, the maximum number of SAC Tracks is set to 10, but this number may evolve over time). The TPC Chair will select no more than the maximum number of Tracks for inclusion in the SAC Symposium. It is expected that existing SAC Tracks that have been recertified (see below) will be selected, along with the new Tracks with the strongest proposals. The selected SAC Tracks will be presented to GITC for comment at C-26 and for GITC approval at C-18. All SAC Tracks must be approved by GITC.

New SAC Tracks may be proposed by a Technical Committee or Emerging Technologies Initiative in response to the TPC Chair's Call for SAC Track Proposals. Each ETI is expected to submit a proposal for a new track on the ETI's specific area of interest. The proposal must be submitted in a written form to the TPC Chair and provide enough detail to make an informed decision about its inclusion. The TPC Chair will provide guidance on the expected format of Track proposals. The proposal should justify the rationale for the Track, the anticipated audience, and the qualifications of the proposed Track Chair. It is expected that a new Track would have been run multiple times as a successful workshop in past GC/ICC conferences.

A new Track is given a 1-year incubation period (one cycle of GC and ICC), during which time it is expected to attract a sufficient number of submissions. After the incubation period, Tracks must be recertified on an annual basis by GITC in order to continue. The certification will be performance based, with GITC looking at a history of the number of submissions to the Track. Tracks that underperform (e.g., those that have much smaller number of submissions) will be identified for the remedies described in the next sub-section so as to leave room for new SAC tracks.

5.4 Track and Symposia Lifecycle

High-performing SAC Tracks (e.g., those that have more submissions than the smallest of the regular Symposia) will be identified for promotion to full Symposia.

Similarly, poor-performing Symposia (e.g., those with fewer submissions than the most popular SAC Track) will be identified for possible demotion to a SAC Track. Every year, all the Symposia will be evaluated. GITC will consider the number of submissions for each Symposia over a 4-year window. Those symposia that have fewer submissions than the most popular SAC Tracks will be identified for possible downgrading to a SAC Track. GITC will make the decision on the status of each Symposium and may downgrade any poorly performing Symposium to a Track.

The decision to promote or demote Tracks and Symposia will rest with GITC and will be performance based. The proposers of a Track that is identified for demotion may consider offering a Workshop (though they need to submit a Workshop proposal and pass the Workshop screening process). Another option for disbanded Tracks is to have their topics ported to existing Symposia.

A SAC Track that has been approved for a particular conference may still be canceled if it does not receive enough submissions. Papers submitted to a canceled Track may be moved to other Tracks or Symposia.

5.5 Symposium Chair Duties

Symposia chairs are highly respected leaders in their field of expertise. They should have an outstanding record of IEEE publications and proven experience in the peer review of scientific papers. Well recognized qualifications, integrity, independence, fairness, and commitment to serve should be mandatory qualities for this appointment.

Their role in the conference is to:

- Shape the technical program of the symposium (focusing the scope and defining the list of topics).
- Invite qualified TPC members for their symposium.
- Manage the paper review process in the symposium according to the paper review procedure defined in this document and to the guidelines provided by the conference TPC chair, assigning each paper to (normally 3) TPC members, with no evident conflict of interest with authors, and finally guaranteeing that each paper is appropriately reviewed by (normally 3) independent and qualified experts on the paper topic.
- Select papers for acceptance or rejection, according to the GITC-approved paper selection criteria and in consultation with the TPC Chair.
- Nominate papers for the Best Paper Award (see Section 6.8).
- Organize the accepted papers in technical sessions for presentation at the conference, following as much as possible criteria of topic homogeneity.
- Appoint session chairs.
- Ensure smooth running of technical sessions (e.g., handling last-minute resignations or no-shows of session chairs).

Symposium chairs take full responsibility for the quality of papers selected. In selecting papers for acceptance or rejection, they should take all aspects into account. When collected reviews are deemed inadequate, they may calibrate based on their best judgment of the manuscripts or ask for further reviews.

Symposium chairs are expected to solicit paper submission to their symposium, to publicize the conference and to invite colleagues to attend it and participate. Finally, they can also help to alert their organizations about the opportunity to be a patron or exhibitor in the conference's vendor program.

5.6 Number of Symposium Chairs

For regular symposia (not including SAC tracks), GITC will keep track of the number of submissions and will periodically make a recommendation regarding the number of co-chairs permitted per symposium. The number of co-chairs for a symposium will be between 2 and 5, with the largest symposium being allocated 5 co-chairs, the smallest being allocated 2 co-chairs, and the other symposia being allocated chairs in a manner that is proportional to their size. For SAC, there will be one chair per track except for the one or two historically largest tracks, which shall have two co-chairs.

5.7 Symposium Chair Selection Process

This section provides an overview of the process used to select symposium chairs [Source: Symposium Chair Policies, approved June 24, 2017].

Chairs and Vice Chairs of Technical Committees (TCs) and Emerging Technical Initiatives (ETIs) should expect to receive a call for nominations from the TPC Chair approximately 28 months

before the conference. The TC and ETI Chairs are given one month to respond, after which point nominations are considered late and may not be considered at the TPC Chair's discretion. Only TC and ETI Chairs shall submit nominations in response to the call.

The number of individuals that each TC or ETI nominates should be sufficient to allow the TPC Leadership a choice in who they select. Generally, a TC or ETI should be nominating about twice as many candidates than are expected to be selected. If the TPC Leadership determines that the nominated candidates are not suitable, they may ask for more.

The nominating Chairs should verify that each candidate nominated meets the following eligibility requirement: **A candidate who served, or has been selected to serve, as a symposium chair in 3 of the 10 conferences prior to the conference in question is not eligible and should not be nominated**. [Source: ICC 2018 meeting minutes]

The following information should accompany each nomination:

- Each nomination should specify a list of up to 3 symposia or tracks that the nominee could co-chair (in order of priority).
- A short (one paragraph) biography should accompany each nomination along with a URL to the nominee's webpage.

A TC may elect to identify one symposium or SAC track for which it is a "sponsor", meaning that it has a particular vested interest in the symposium or track. For instance, if a TC has traditionally served as a sponsor of a symposium, then it may indicate that it is a sponsor of that symposium. Similarly, an Emerging Technical Initiative may elect to identify one SAC track for which it has a particular "vested" interest.

All candidates nominated from TCs and ETIs will be used as input to the TPC Chair. There is no guarantee that a particular TC or ETI will have a nominee appointed.

The process used by the TPC Chair to solicit nominations is as follows:

1. At C-28, the TPC Chair shall send out a call for nominations to Chairs and Vice Chairs of Technical Committees (TCs) and Emerging Technical Subcommittees (ETIs). A template of Call for Nominations email is provided in Annex G.
2. Prior to making selections, the TPC Chair should consult GITC on how many symposium/track chairs are needed for the conference in question.
3. The TPC Chair should try to select at least one nominee from each TC. If a TC has indicated that it sponsors a particular symposium, then the TPC Chair should try to select one nominee from that TC as chair of that symposium.
4. When in doubt regarding the qualification or prior performance of a candidate, the TPC Chair is encouraged to communicate with past TPC Chairs or GITC to get their input.
5. If none of the candidates from a TC is suitable, the TPC Chair may go back to the TC and ask for more candidates.
6. The TPC Chair is allowed to appoint one chair on his/her own for each symposium from among qualified people outside the TC nomination pool.
7. For each symposium, the TPC Chair should maintain a balance of experienced and new symposium chairs. At least one chair in each symposium should have prior experience as

symposium chair. If none of the candidates from the TC nomination pool is experienced, then the TPC Chair should ask the TC for a more experienced nominee or appoint someone on his/her own with such experience.

8. The TPC Chair may not appoint any candidate who has served, or has been selected to serve, as a symposium chair in 3 of the 10 conferences prior to the conference in question. Moreover, the TPC chair should avoid appointing candidates that have been selected to serve as a symposium chair in the immediately previous conference.
9. The overall set of proposed symposium chairs should satisfy a number of criteria including: a balance of appropriate TC representation that honors traditional TC sponsorships, a mix of new and experienced chairs, and diversity (in particular, geographic origin, gender, industry/academia balance).
10. GITC will supply the TPC Chair with a list of past symposium chairs for all conferences leading up to the prior one. The TPC Chair may share the list with TC Chairs and use it to verify the eligibility of candidates.

Replacement Chairs: A symposium chair may need to be replaced due to stepping down or becoming unresponsive. If the chair was nominated by a TC or ETI, the TPC Chair should approach the nominating TC or ETI to ask for a replacement. Otherwise, the TPC Chair will need to find a suitable replacement. Once a suitable replacement is identified or nominated, the nomination will be submitted to GITC for approval. It is important that GITC approval be considered quickly; at the GITC Chair's discretion, an accelerated approval process could be used – for instance, the GITC Chair could send the nomination to GITC by email and give a 48-hour window to receive objections that will lead to a formal discussion and vote.

5.8 Interactive Sessions

GITC strongly recommends that interactive (a.k.a. poster) sessions are held at all GLOBECOM and ICC and that about 15% of papers should be presented in that fashion. Interactive sessions have been held at every conference since Globecom 2005 and provide an alternative presentation format that enables more informal interaction and discussion amongst presenters and conference attendees than oral sessions.

Conferences should consider having the best papers presented in a dedicated poster-presentations-style session [Source: ICC 2013 discussion]. This was first done at GLOBECOM 2014.

5.9 Regular TPC Members

Regular TPC Members are those individuals recruited by the Symposium Chairs to handle the paper review process. The duties and expectations of Regular TPC Members are provided in Annex E.

5.10 Session Chairs

The job of the session chair is to look after their session and ensure it runs smoothly. The task is usually more demanding for lecture-stye (oral) sessions than for interactive (poster) sessions, the latter usually being self-sustaining. In oral sessions, the session chair should ensure that each speaker keeps to their allotted time, in fairness to the other presenters in that session. If one presenter does not show up, then the session chair should allow a pause in the session so that the next speaker can start as scheduled. This is in fairness to attendees who try to move from one session to another to attend talks that interest them.

As of 2009, it is now also the job of the session chair, whether for lecture or interactive sessions, to take an attendance record of each presenter. The IEEE (and thus ComSoc) have now agreed to very strict no-show procedures, where a paper may be withheld from publication on IEEE Xplore if one of the co-authors does not turn up to present the paper.

Further guidance on Session Chairs is provided in Annex F.

6. Paper Policies

This section covers GITC policies regarding papers.

6.1 Paper Acceptance Deadline

The deadline for submission of manuscripts will be approximately 7.5 months before the conference (typically October 15 for ICC and April 15 for GLOBECOM). Any extension shall be discussed and approved previously by the steering committees (GITC and GIMS) and will not be announced before the day of the previous deadline. [Source: Motion F15.2]

6.2 Papers Submitted by the TPC

Papers submitted by the Organizing Committee and Senior Technical Leadership Team (including the TPC Chair) must follow the guidelines of Section B.2.3.6.5 of the ComSoc Policies & Procedures document[2]. In particular: "A Member of the Executive/Organizing Committee of a conference/workshop with Chair access to EDAS (or any other paper review tool used by the conference) cannot submit more than three papers to their conference as an author or co-author."

Symposium Chairs Submitting Papers to their Own Symposium

Symposium co-chairs are discouraged from submitting to their own symposium, but in any case, no chair/co-chair may submit more than 2 papers as co-author to his/her own symposium [Source: ComSoc P&P at B.2.3.6.5]. A chair/co-chair cannot review or assign reviews for his own papers. Any paper accepted in a symposium, where one of the authors is a chair/co-chair needs approval by the TPC chair, who will double check that the paper received independent reviews.

[2] https://www.comsoc.org/about/documents/pp

Such policy could be documented on the conference web site, so that there is no confusion about the process. [Source: Motion 2006-3b]

Review process: If the paper is submitted to the same symposium that the author is co-chairing, the TPC Chair anonymously assigns another co-chair in the same symposium to handle the paper review. The limit of a maximum of two papers still applies. The final accept/reject decision will be made by the TPC Chair. If the paper is submitted to a different symposium where the author has no position, the paper review will be handled same as any other paper submitted to that symposium. [Source: Motion at GC'10 meeting]

There are no restrictions on the number of papers that may be submitted by *Regular* TPC Members.

6.3 Plagiarism and Double Submission

Plagiarism and Double Submission are both serious offences which are sometimes picked up at ICC/GLOBECOM conferences. Detailed web pages that define these two offenses are:

IEEE Web Page on Plagiarism:
http://www.ieee.org/web/publications/rights/Plagiarism_Guidelines_Intro.html

IEEE Web Page on Double Submission:
http://www.ieee.org/web/publications/rights/Multi_Sub_Guidelines_Intro.html

If either offense is proved beyond doubt by the TPC Chair, then the paper should be rejected.

There exists a ComSoc ad hoc committee dealing with Plagiarism and Banned Authors. Cases identified by the conference OC shall be reported to this committee. The Executive Director of ComSoc is the point of contact in this committee, and the IPR office is to be involved thereafter. Offenses should also be reported to IEEE Copyright, email: copyrights@ieee.org In such a case the author will be notified by the TPC Chair that the case is being reported to IEEE Copyrights and that this is a serious infringement. In case this is the first time, the author gets a second chance, and only receives a warning. In case this is a repeat case, IEEE Copyrights will add the author to the list of banned authors.

6.4 Papers Flagged by the SMS as Including "Banned Authors"

If an author of a submitted paper is flagged by EDAS or other SMS as a potential "banned" author, here is GITC recommended procedure to handle such papers.

First, the senior TLT checks the authors of the papers flagged by the SMS on the IEEE Prohibited Author List (PAL) Database which contains the names of authors who have been banned from submitted manuscripts to some or all IEEE publications due to a finding of publishing misconduct. The Database provides information about the length of the author's ban, and the affiliation of the banned author. TPC Chairs who need access to the PAL Database should contact the IPR Office (email: compyrights@ieee.org).

If the flagged author is found in the PAL Database, TPC Chairs send a list of such authors to the IPR Office to verify the identity of the authors.

Meanwhile, the review process of all such papers should continue, as they were not flagged.

Once the IPR Office confirms the identity of the banned authors, TPC Chairs reject the papers and inform the prohibited author, as well as the coauthors, following an email template provided at the IEEE Plagiarism Information Center for IEEE Publication Volunteers (https://www.ieee.org/publications/rights/plagiarism/index.html, Rejecting Paper Due to Banned Author (DOC, 22KB)). Note that this needs to be done before the conference paper acceptance notifications are sent out.

6.5 Paper Review Process

Papers are accepted based on a common set of review scores and questions, as defined by GITC. The standard review form is provided in Annex D. The review form addresses several evaluation aspects (e.g., timeliness, novelty, technical content, quality of presentation, etc.). For each evaluation aspect, a score is given by the reviewers. Scores from all reviewers and for every evaluation aspect are weighted and combined, according to an appropriate formula, to yield an overall average evaluation score (AVG) for each paper. This weighting formula should be the same for all symposia.

Each review must also include some comments for Authors, detailing strengths, weaknesses, and recommended changes. Some confidential comments for the TPC may be also included.

The specific steps for handling the paper review process are as follows:

1) ***Misplaced papers are moved between symposia.***
   The actual fit of paper topics within the symposium scope should be checked before starting to assign papers to reviewers and TPC members. Misplacement of papers in inappropriate symposia blur the focus of symposia and, ultimately, makes more difficult to organize technical sessions following a logical line of topics. Symposium chairs check whether any paper, submitted to their symposium, better fits the scope of another symposium, and therefore should be moved there. They propose a list of such papers to the TPC Chair. The TPC Chair is responsible for moving papers among symposia, supported by symposium chairs, aiming at optimal fit of paper topics and symposium scopes. Authors of papers moved should be informed upon such decision, but they cannot oppose.

2) ***TPC members claim preferred topics and papers***
   TPC members, by claiming preferred topics and papers, express their wish to handle the review(s) of some papers, or, on the contrary, their wish to not review a few others.

3) ***Symposium co-chairs assign papers to TPC members***
   Since each paper requires 3 completed reviews, symposium chairs assign each paper to at least 3 different TPC members. Criteria considered for deciding this assignment shall

include: known area of expertise of TPC members, topics claimed by TPC members, load, random choice, and absence of conflicts of interest. EDAS (if used) has the ability to make automated assignments based on load, topical interest, and paper claims.

It might happen that, by chance, mistake or other reason, a paper is assigned to a TPC member that may be seen in a position of conflict of interest. In the context of peer review of scientific papers, a conflict of interest might arise as a result of direct, or indirect, personal, academic or working relationship. The acid test is whether any other author in the symposium, knowing the facts of the situation, might reasonably think that the review process could be influenced by the potential conflict of interest.

In such a case, the ethics of peer-reviewing demands that the TPC member reports this condition to the symposium chairs, who will decide whether to reassign the paper to another TPC member (cf. the IEEE Policies Sec. 7-8 "IEEE Code of Ethics": IEEE members agree "to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist.").

4) TPC members may delegate papers to reviewers

Each TPC member is responsible for ONE review per paper. A TPC member can review an assigned paper by him/herself or can appoint another reviewer by delegating or assigning the paper to someone else.

TPC members are responsible for the knowledgeability and independency of reviewers they assign. Since they are required to provide one review per each paper assigned to them, they are also responsible for monitoring the activity of all reviewers appointed, for ensuring that they deliver their report in due time and, in case, for appointing new reviewers if anyone previously assigned is not responsive.

To summarize, a TPC member may be assigned a variable number of papers and is responsible for providing one acceptable review for each of them. However, a TPC member is not expected to review many papers personally, but rather to manage their reviews, i.e., to identify and appoint expert reviewers for each paper assigned, analogously to the role of Associate Editors of a Journal or Magazine. Obviously, reviews completed personally by TPC members are welcome, although not necessary.

5) Papers are evaluated and reviews are collected

Each paper should be eventually evaluated by at least 3 independent reviews. Symposium chairs are responsible to ensure that this goal is achieved, by monitoring the activity of all TPC members, ensuring that they complete or provide all reviews in due time and, in case, appointing new TPC members, if any previously assigned is not responsive.

6) Papers are ranked and selected for acceptance or rejection

The goal of paper selection is to determine what papers are accepted and what papers are rejected. Selection cannot merely consist in a fully automated process (e.g., simply by ranking them by the average, i.e., by "AVG"), but requires careful consideration by the symposium chairs.

Papers are normally ranked by AVG, as first step of paper selection, but paper selection criteria should also include other aspects, including (1) the span between scores given by different reviewers, (2) the quality of reviews (completeness, richness, and articulation of comments, etc.), and (3) supposed knowledgeability of reviewers.

Symposium chairs retain full responsibility for the quality of papers selected. Therefore, they should commit to their best to take all aspects into due account. In some cases, they may decide based even on personally evaluating full manuscripts or asking for further reviews.

6.6 No Show Policy

In 2009, the IEEE and ComSoc agreed to tighter procedures for no shows. Papers may now be withheld from publication on IEEE Xplore, if one of the co-authors does not attend the conference to present the paper. In order to implement this procedure effectively and fairly, all session chairs must obtain and complete a presenter sign-in sheet, to show clearly which papers were presented at the conference.

A copy of the current no-show policy and procedures can be found in the ComSoc P&P at section B.2.3.6.9.

At Globecom 2012, the following text was voted on and approved by GITC for communicating with authors:

No-Show Policy:
The organizers of IEEE [ICC | GLOBECOM] 20XX as well as our attendees expect accepted papers to be presented at the conference. IEEE reserves the right to exclude a paper from distribution after the conference (e.g., removal from IEEE Xplore) if the paper is not presented by an author at the conference. If all authors are unable to present the paper at the conference, the TPC chair must be informed no later than two weeks before the conference. The authors must name a substitute who may present the paper and must be approved by the TPC chair.

6.7 Post-Acceptance Changes to Papers

After a paper is accepted, its title may be changed under special circumstances with the approval of the TPC Chairs and Symposium Chairs. The author must contact the TPC Chairs or Symposium chairs, who will make the title change in the system on the authors' behalf and will verify the consistency of all versions of the manuscript.

Although author names cannot be added, deleted, or changed [Source: ComSoc P&P at B.2.3.6.5], it is permissible to change the ordering of author names. To change the ordering of names, the corresponding author must contact the TPC Chairs or Symposium chairs, who will

make the corresponding change in the SMS. The ordering of names in the PDF must match the ordering in the SMS.

6.8 Best Paper Awards

At each GLOBECOM and ICC, multiple Best Paper Awards (BPAs) are selected according to the procedure given below.

Number and Allocation of Awards

Each GLOBECOM and ICC is composed of a dozen or so symposia and each symposium is of different size (by number of submissions). There should be one BPA for the smaller symposia and two BPAs for the larger symposia. The exact criteria for determining if a symposium is allocated one or two awards will be decided by GITC. The initial guidance is that the SAC symposium should have two BPAs and the largest non-SAC symposium should also have two BPAs, while all other symposia should have one BPA each.

Nomination and Eligibility

Papers will be nominated for the BPA based on the recommendation of the symposium chairs and/or the TPC Chair. The number of nominated papers per symposium is as follows:

(1) Four nominations for those symposia that receive two awards
(2) Two nominations for all other symposia
(3) Up to one nomination per SAC track

Symposium chairs should look at more than just the numerical review scores to select their nominations. For instance, impact and timeliness of topic are important criteria. However, each nominated paper must have a review score that is within the top 20% of papers for that symposium (or SAC track).

Each nomination should be accompanied by a short nomination statement.

The Awards Chair should check each nomination to determine that there are no conflicts of interest (perceived or actual) with the symposium/track chairs. If there are conflicts or if the symposium chairs cannot arrive at a consensus, then the Awards Chair may intervene by appointing a subcommittee, consisting of up to 4 members from the BPA committee, with the charge of nominating the requisite number of papers for that symposium.

If a paper includes any of the following as an author, it is not eligible for an award:
(1) Members of the technical program leadership team (e.g., TPC Chair and Vice Chairs),
(2) Symposia Chairs (even if from a different symposia), and
(3) Members of the BPA Committee

Selection Committee and Procedure

The Awards Chair, in consultation with the TPC Chair, will appoint a BPA Committee. The Committee will be chaired by the Awards Chair. The Committee will consist of at least nine (9) individuals considered to have high integrity and selected by the Awards Chair. Symposia chairs are not eligible to serve on the BPA Committee.

The full set of papers, nomination statements, and reviews will be made available to each member of the Committee.

If a symposium has one award (i.e., two nominations), then each member will vote for one paper in that symposium, and the paper with the most votes will receive the award (having an odd number of committee members is helpful for avoiding ties). If a symposium has two awards, then each member will provide a ranking of the nominated papers, and the rankings will be used to determine the two recipients.

Each committee member should consider all nominated papers when making their selections, rather than just a subset. With the current number of symposia, there should be 30 nominated papers; given that reviews and nomination statements will be made available, it is reasonable to ask each Committee member to consider all of them.

The Awards Chair does not vote, except to break a tie.

If the Committee feels that none of the papers nominated for a symposium are worthy of an award, they may ask the TPC Chair for additional nominations and may choose not to give an award in that symposium.

7. Workshop Policies

This section contains a list of issues GITC suggests TPC Chairs and Workshop Program Co-Chairs to consider related to the organization and running of the workshops. The corresponding policies should be set up and communicated to all the workshop organizers at the initial phase of the workshop program.

1) ***Number of papers submitted by workshop organizers to their own workshop***
   Workshop organizers are discouraged from submitting to their own workshop. They may submit any number of papers to other workshops. TPC Chairs and Workshop Program Co-Chairs will determine the policy on the maximum number of papers submitted by workshop organizers to their own workshop. GITC recommends 2 such papers per workshop.
2) ***Review of workshop organizers' papers submitted to their own workshop***
   TPC Chairs and Workshop Program Co-Chairs will determine the review process of the papers submitted by workshop organizers to their own workshop. GITC suggests that the review of such papers is handled by the Workshop Program Co-Chairs. The final accept/reject decision will be made by the TPC Chairs and Workshop Program Co-Chairs.
3) ***The approval procedure of remote presentations at workshops***
   Like symposium papers, the remote presentation of any workshop papers will only be approved by the TPC Chairs.

8. Volunteer Recognition

ComSoc policies for Volunteer Recognition are documented in Section B.2.3.6.14 of the ComSoc P&Ps. At a minimum, all symposium chairs and members of the TLT will be provided

with a complimentary registration. However, the complementary registration cannot be used to register papers.

9. Document Revision History

Version	Meeting	Approval Date
1.0	Hawaii	Dec. 1, 2009
1.1	Cape Town	May 24, 2010
1.2	Miami	Dec. 7, 2010
1.3	Atlanta	Dec. 9, 2013
1.4	London	June 9, 2015
1.5	San Diego	Dec. 15, 2015
1.6	Kuala Lumpur	May 23, 2016
2.0	Singapore	Dec. 2017
2.1	Abu Dhabi (unofficial)	Dec. 2018
2.2	Madrid	Dec. 2021
2.3	Kuala Lumpur	Dec. 2023

Annex A. Tutorial Selection Guidelines

1. Tutorial Search:

An open call for tutorials will be announced together with the normal conference call for paper. The conference tutorial chair(s) will also actively search for suitable candidates with previous experience in instructing successful tutorials and short courses and encourage prospective instructors to submit a proposal. The deadline for tutorial proposals is the same as the normal conference paper submission deadline.

At this deadline (same as regular paper deadlines), each candidate must submit an expression of interest (EoI). The one-page EoI generally includes name, title, and affiliation of the instructor(s), title and a short summary of the tutorial proposal, and preferred length of tutorial (half-day/full-day). Alternatively, the tutorial chair may wish to issue a standard EoI form that invites answers to key questions to help in the selection process.

2. Tutorial Selection:

Tutorial selections to be carried out in two stages:

Stage I:

- After receiving the EoI, the tutorial chair(s) will check the suitability of the tutorial proposals and rank them based on the factors listed in Section 3. The proposals will be considered for half-day or full-day slots depending on the proposed length and the suitability. Based on the available rooms for the tutorials in the conference facilities, the certain number of proposals with the highest scores will be selected and the authors will be contacted within one month of the deadline. The number of selected proposals at this stage shall not be more than 1.5 times of the available space allocated for the tutorials.

Stage II:

- The authors of selected tutorials will be invited to submit the complete (a detailed, more comprehensive) proposal. The details for proposal format will be given to authors. The deadline for the complete proposals will be between 1.0 and 1.5 months after the first deadline.
- Tutorial Chair(s) possibly with the aid of a small committee will evaluate the complete proposals and decide on a final list based on the factors listed in Section 3, by using the ranking system. This is the preliminary list of tutorials and tutorial chairs may keep a reserve list of alternative speakers in case the selected speakers drop out for any reason. Selected proposals at this stage shall be equal to the number of rooms available for the tutorials. Selected tutorials will be notified 0.5 month after the previous deadline as an offer, and they will be announced on the conference web page soon after receiving the acceptances from the instructors.
- The IEEE likes to have a legal contract agreed with all speakers and this should be arranged as soon as possible after the offer is made. The advantage of asking speakers to sign a contract is that it clarifies arrangements with respect to the honorarium, expenses, and timing of the tutorial. It should also specify what happens if the number of attendees is

small – should the tutorial be cancelled, or should it run with a smaller/no honorarium? This will help to sort out potential problems early in the process. **It is strongly recommended that tutorials are not advertised on the conference website until the speaker has signed such a contract.**

3. Selection Factors:

The following factors are to be considered in selection of tutorials:

- Importance of the topic
- Timeliness of the topic
- Track record of the instructor
- Previous history for instructing tutorials
- Well defined proposal (only for the Stage II)
- Ability of the tutorial to contribute to an overall program with the right breadth and depth and mix of industrial/academic speakers

4. Pre-conference Monitoring:

After the selection of the tutorials, the tutorial chair is responsible for monitoring the progress of the planning and preparation of the tutorial via communication with the instructor periodically at regular intervals.

A tutorial may be cancelled as a last resort prior to the conference if the instructor does not provide satisfactory report on his/her progress to the tutorial chair. The monitoring should also include coordination among instructors in the case of multi-instructor tutorials. It is worth noting that the administration involved in cancelling a tutorial, particularly in dealing with people who have registered for the tutorial and the IEEE, is so high that this should be avoided where possible.

5. Feedback and Refining:

The above process should be checked by the conference tutorial chair(s) and a report including the problems encountered should be provided to GITC soon after completion of the conference for consideration and possible refining the guidelines for the next conference. A copy of this report should be given to the tutorial chair(s) of the next conference as feedback for the organization of the tutorials in that conference.

Annex B. Travel Grants

This annex collects information on organizing travel grant applications for ICC/GLOBECOM conferences. Items 1-3 are guidance from Fred Bauer, Item 4 describes official ComSoc policy on travel grants.

1. How do I setup up a travel grant under EDAS?

a. Log into EDAS as an EDAS conference Chair
b. Select tab "Chairing"
c. Pick conference <your-conference-name>
d. Select tab "Conference"
e. Select tab "Configuration"
f. Scroll down to "Travel Grants"
g. Pick the plus-sign at the bottom of the "Travel Grants" section
h. Fill in the relevant travel grant fields (see below)
i. Appoint jury members. Once the travel grant is created,
    1. Pick the plus-sign at the right of the grant
    2. Enter the EDAS ID or email address of one jury member
    3. Hit "Add"
    4. Repeat for each jury member
j. Fill in the relevant email template. EDAS uses email templates to send out notifications. Note that if an email template is left blank, no notification gets sent.
    1. Select the conference configuration tab (as above)
    2. Scroll down to "Email templates"
    3. Pick one of email templates:
        Travel grant application completed
        Reference letter refused for travel grant
        Reference request for travel grant
        Reference for travel grant completed by recommender
        Travel grant request approved
        Travel grant request rejected
    4. Edit each (see below)
k. Update your conference webpage with STG instructions. Your webpage instructions should inform students how to apply, any special instructions such as what is expected in their recommendation letter, the deadline (including timezone), STG chair contact email, and any other relevant information.

2. Guidance on formation of Travel Grant Committee

Travel grant jury: The composition of the jury is up to your best judgment. I would suggest you draw from your TPC, placing an emphasis on the paper quality criteria you will get from EDAS. Your committee can, of course, consider other criteria as you see fit. The idea is for this single committee to rank applicants and then choose the most appropriate source of funding for each

candidate whether it be ComSoc, NSF, eNext, corporate sponsors or the like. This allows you, the committee, to take into account the various restrictions the funding agencies may impose.

3. Timing of Travel Grant Application Process

As to the timing, I would suggest collecting applications as soon as paper acceptances have been announced and issuing the grants a couple of weeks later to allow the students maximum time to make travel plans. I would also urge you to remind the students to get their VISAs as soon as possible. As you know, VISAs always take the longest.

4. ComSoc's Official View on Travel Grants:

Please refer to ComSoc's main Policies and Procedures document for further guidance and current policy:

http://www.comsoc.org/about/documents/pp

Below is the ComSoc Policy as of May 2008:

Under the Travel Grant Program, the Communications Society provides a limited number of student travel grants to help Society students attend major ComSoc conferences. ComSoc financially sponsored conferences are currently included in the program.

Conferences may have other sources for travel awards, e.g., the NSF (National Science Foundation) program supports travel for students studying at a US college or university. These NSF grant applications are evaluated, and the grant decisions made by the conference's Travel Awards Committee.

Eligibility: To qualify for the ComSoc STG, the applicant must satisfy all of the following requirements:

- Is an author of an accepted conference paper and presents the paper;
- Is a Student Member of IEEE Communications Society when submitting the application;
- Is a full-time student registered toward a Bachelors, Masters, or Ph.D. degree in engineering or related field in a college or university when submitting the application;
- Candidates may not receive more than one STG in any 12-month period.
- Author did not receive funding from other sources.

The STG consists of a check for up to US$1000 (subject to change) to be used toward registration fees, conference hotel expenses, and travel costs.

Travel Grant Application Process and Notification: Applicants for the STG should complete the Travel Grant Application form available on the conference web site. The current year's conference web site will provide instructions on how to proceed. The form should be submitted online via EDAS and sent by e-mail to the conference Travel Awards Chair. Applications must be submitted by the date announced on the conference website. (The recording/handling of all STG is supported within EDAS.)

The Travel Awards Committee will review applications and notify applicants about award decisions by the date indicated on the conference website.

Annex C. Symposia Sponsorship

This annex provides a list of historical sponsors of GLOBECOM/ICC symposia. While in the past, the list was carefully followed, the revision of the selection process in 2017 has made it possible for each Technical Committee to self-select the symposium or track that they want to sponsor on a conference-by-conference basis. The revision has created a more fluid and responsive mapping of TC's to symposia, and therefore the sponsorships listed below are expected to evolve over time. In 2019, the TCs confirmed their interest in sponsoring symposia, and indicated if it was of primary or secondary interest. The list does not imply that a TC has an absolute right to have one or more co-chairs for the symposia it sponsors. In some cases, there are more sponsoring TC's than chair positions, and in those cases, it is impossible to provide chairs to each interested TC. For those cases, it is suggested that chairs be allocated on a rotating basis.

IoT & Sensor Networks Symposium

- Primary: TC AHSN
- Secondary: TC CIS, TC IIN, TC WC

Cognitive Radio & AI-Enabled Networks Symposium

- Primary: CN TC
- Secondary: RC TC, WC TC

Communication & Information System Security Symposium

- Primary: TC CIS

Communication QoS, Reliability & Modelling Symposium

- Primary: TC CQR, TC CSIM

Communication Theory Symposium

- Primary: TC ComTh
- Secondary: TC SPCE, TC RC, TC WC

Communications Software & Multimedia Symposium

- Primary: TC CS, TC MMC, CNOM

Green Communication Systems & Networks Symposium

- Primary: TAOS TC, TCGCC [Source: ICC'15]

Mobile & Wireless Networks Symposium

- Primary: TC WC
- Secondary: TC CSR, TC AHSN, TC MMC
- TC Satellite & Space

Next-Generation Networking & Internet Symposium

- Primary: TC CSR, TC IIN, Internet TC
- Secondary: TC AHSN, TC CS, TC MMC, TC NOMS, TC ON

Optical Networks & Systems Symposium

- Primary: TC ON, TC TAOS
- Secondary: TC CSR, TC NOMS

Signal Processing for Communications Symposium

- Primary: TC SPCE
- Secondary: TC ComTh, TC WC, TC RC, TC MMC

Wireless Communications Symposium

- Primary: TC WC, TC RadioCom
- Secondary: TC AHSN, TC ComTh, TC SPCE

Symposium on Selected Areas in Communications
This symposium is supported by TCs not represented in the other "standard" symposia, e.g.

- TC Satellite&Spc
- TC Social Networks
- TC e-Health
- TC Big Data
- TC Data Storage
- TC MBMSC
- TC PLC
- TC Smart Grid Communications
- Emerging Technology Initiatives

Annex D. Standard Review Form

A. Relevance and timeliness
Rate the importance and timeliness of the topic addressed in the paper within its area of research.

5. Excellent
4. Good
3. Acceptable
2. Little
1. None

B. Technical content and scientific rigour
Rate the technical content of the paper (e.g.: completeness of the analysis or simulation study, thoroughness of the treatise, accuracy of the models, etc.), its soundness and scientific rigour.

5. Excellent work and outstanding technical content.
4. Solid work of notable importance.
3. Valid work but limited contribution.

2. Marginal work and simple contribution. Some flaws.
1. Questionable work with severe flaws.

C. Novelty and originality

Rate the novelty and originality of the ideas or results presented in the paper.

5. A pioneering piece of work. Striking novel ideas or results.
4. Significant original work and novel results.
3. Some interesting ideas and results on a subject well investigated.
2. Minor variations on a well investigated subject.
1. It has been said many times before.

D. Quality of presentation

Rate the paper organization, the clearness of text and figures, the completeness and accuracy of references.

5. Excellent.
4. Well written.
3. Readable, but revision is needed in some parts.
2. Substantial revision work is needed.
1. Unacceptable.

Review Comments

A. Comments to the author: what are the strong aspects of the paper?

B. Comments to the author: what are the weak aspects of the paper?

C. Recommended changes. Please indicate any changes that should be made to the paper if accepted.

D. Confidential comments to the TPC (will be not sent to Authors)

Reviewer Declaration of Independency

Tick one of the two boxes.

[ ] I hereby declare that I have had no recent associations with the authors, such as submitting or publishing a joint paper, being coworker, et similia (cf. IEEE Publication Services and Products Board Operations Manual, Sec. 8.2.2.B).

[ ] I have had whatever association with authors, specified in section "D. Confidential comments to the TPC".

Annex E. Duties and Expectations of Regular TPC Members

TPC members are respected leaders in their field of expertise. They should have a record of IEEE publications and proven experience in the peer review of scientific papers. Well recognized qualifications, integrity, independency, fairness, and commitment to serve should be mandatory qualities for this appointment.

Their role in the conference is to:

- Author and submit papers to any symposium.
- Manage the review process for all papers assigned to them, according to the paper review procedure defined in this document and to the guidelines provided by the symposium TPC chair, guaranteeing that each paper is appropriately reviewed by (normally 1) qualified expert on the paper topic, with no evident conflict of interest with authors.
- Review personally all papers in their area of interest and expertise, for which they do not appoint another reviewer.
- Check the quality of all reviews provided by reviewers appointed (e.g., whether explicative and consistent verbal comments accompany numerical scores).
- Assign additional reviewers in case those originally appointed do not provide their review timely or provide a bad-quality review.
- Solicit submission of papers to their symposium, publicize the conference and to invite colleagues to attend it and participate.

They can also help to alert their organizations about the opportunity to be patron or exhibitor in the conference's vendor program.

They are also often invited to chair technical sessions.

Annex F. Duties and Expectations of Session Chairs.

The duties of the session chair depend on whether the session is a Lecture Session or an Interactive Session (Poster).

Duties for Lecture Sessions.

Before the conference:

Once presenting authors are confirmed, email authors all the following:

- Send your complete contact information and a photo of yourself.
- Request their photo and a short bio.
- Send link to 10 Tips for Speakers[3].
- Tell the authors the location of the speaker practice room.
- Restate the No Show Policy [4].
- Coordinate a time to meet with authors at the conference before the session.
- Remind authors to contact you if they have any pertinent questions.
- Ask the authors to register before going to the sessions.

Before the session:

- Check the conference program for the session room location.
  (Check the daily day of session in case of changes to room location.)
- Know the authors and paper titles for your session.
- Review the papers that will be presented.
- Prepare questions in advance to help stimulate discussion.
- Communicate to presenting authors best way to contact you at the conference.
- Arrive at least 15 minutes prior to the start of the session

At the session:

- Obtain the Session Chair Report form from the Room Monitor.
- Check session room for necessary AV equipment.
- Notify Room Monitor immediately of any assistance needed.
- Check with each author to be sure they are familiar with the AV equipment.
- Remind the authors to sign the sign in sheet to indicate they have presented.
- Start the session on time:
    - Introduce the session (100 words or less)
    - Keep the session on schedule
    - Divide presentation/discussion time and equally among authors
    - Moderate the discussion period after each paper is presented
    - Act as a catalyst for discussion
    - Complete the Session Chair Report entry for each paper presented

[3] http://www.comsoc.org/files/Conferences/10tips.pdf

[4] http://cms.comsoc.org/eprise/main/SiteGen/Confs_P_P/Content/Home/No_Shows.html

To complete the Session Chair Report:

- Circle the name of each author who presents a paper
- If the presenter is not an author/co-author, check the appropriate box
- If the paper was not presented at all, indicate that clearly on the report
- Complete the Session Chair Report with a count of the number of attendees in the room (about 10 minutes after the session starts)
- Hand your completed Session Chair Report to the Room Monitor as you leave

Duties for Interactive Sessions

Before the session:

- Check the conference program for the session room location (check the daily day of session in case of changes to room location)
- Know the authors and paper titles for your session
- Arrive at least 15 minutes prior to the start of the session

At the session

- Check to ensure that all the papers in your session are posted and the authors are present
- See where any extra poster materials (tape, pins, highlighters are located in case they are needed)
- Obtain the Session Chair Report & Presenter Sign In Sheet from the Room Monitor
- Remind the authors that they are expected to be at their poster the entire session so attendees can discuss their work
- Authors need to sign the presenter sign in sheet

During the session:

- Complete the Session Chair Report entry for each poster paper
- Was the poster mounted in the appropriate place?
- Was the author available for discussion with attendees the entire duration of the poster session?
- Please make a note if the person representing the poster was not an author or co-author
- Hand your completed Session Chair Report & Presenter Sign In Sheet to the Room Monitor as you leave

Annex G: Template for "Call for Symposium Chair Nominations"

Note: *Below is an example used to recruit chairs to GLOBECOM 2023. The fields that are highlighted will need to be updated for the corresponding conference. Note: Some conferences have used a web-based form (e.g., google form) to collect the nominations, as an alternative to receiving them by email.*

Dear TC/ETI Chairs and Vice Chairs,

I, Linda Xie and Rose Hu are serving as the TPC Co-Chairs of GLOBECOM 2023, to be held in Kuala Lumpur, Malaysia. We are writing you to solicit your **nominations for the Co-Chair positions in all Symposia and SAC Tracks**.

The standard structure defined by GITC includes the following **13 Symposia**:

Cognitive Radio and AI-Enabled Networks
Communication and Information System Security
Communications QoS, Reliability and Modelling
Communications Software and Multimedia
Communication Theory
Green Communication Systems and Networks
IoT and Sensor Networks
Mobile and Wireless Networks
Next-Generation Networking and Internet
Optical Networks and Systems
Signal Processing for Communications
Wireless Communications
Selected Areas in Communications

Under the SAC Symposium, we plan to include at least the following **SAC Tracks**:

Aerial Communications
Big Data
Cloud/Edge Computing, Networking, and Data Storage
E-Health
Machine Learning for Communications
Molecular, Biological and Multi-Scale Communications
Quantum Communications and Computing
Satellite and Space Communications
Smart Grid Communications
Social Networks

(See below for proposing additional tracks)

Please send us your nominations for Symposium/Track Co-Chairs no later than 30 September 2021 by responding to this email.

Please address your message to the three of us (Stefano Bregni <stefano.bregni@polimi.it>, Linda Xie <Linda.Xie@uncc.edu>, Rose Hu <rose.hu@usu.edu>) and copy also the GLOBECOM 2023 GITC Advisor (Hossam Hassanein <hossam@cs.queensu.ca>).

According to GITC guidelines, in making your nominations please consider the following.

1) You are permitted to nominate several individuals to serve as Symposium or Track Co-Chairs. While there is no specific limit on how many nominations you can submit, we kindly request that you please rank your list of nominees by priority in descending order (highest priority first). Moreover, please be sure to nominate candidates only for symposia that are in the scope of your TC/ETI.

2) Any candidate that has chaired, or has been selected to chair, 3 symposia in the 10 most recent ICC/GC conferences (i.e., from GLOBECOM 2018 through ICC 2023) may not be selected. Moreover, we are encouraged to not select any candidate that has been appointed to chair a symposium in ICC 2023. Therefore, we recommend you to not nominate any candidates that are not eligible according to the criteria above, as such nominations will not be considered.

3) To assist you in selecting your nominations, a list of all symposia chairs appointed through ICC 2023 is posted here:http://community.wvu.edu/~mcvalenti/documents/GITCSymposiumChairs.xlsx
Please be sure to consult this list to verify your candidate's eligibility and when providing us with biographic information.

4) In your nomination message, please provide the following information:
a) your list of candidates, ranked by priority in descending order (highest priority first);
b) for each candidate,
- a ranked list of up to 3 symposia or tracks that he/she is qualified to chair;
- candidate's affiliation and email, bio or webpage (containing a bio);
- a list of all prior ICC/GLOBECOM symposia chaired or comparable experiences in other major conferences.

5) Finally, please note that all nominations will be used as an input to the TPC Co-Chairs and GITC. The final selection will be based on a number of criteria including: a balance of appropriate TC representation that honors traditional TC sponsorships, a mix of new and experienced chairs, and diversity (in particular, about geographic origin, gender, industry/academia balance). Therefore, although we are committed to do our best to accommodate nominations, we cannot guarantee that your nominees will be selected. If you are known as primary sponsor for a symposium and we cannot accommodate your nominations, we will get back to you asking for more nominees.

Besides your nominations for Co-Chairs, we are also keen to consider **further proposals for SAC Tracks,** additionally to those listed above. If you wish to organize a further track under the SAC Symposium, please provide us a detailed SAC Track Proposal outlined as follows:
- title
- proposed cochair (one, or maximum two);
- proposing TCs/ETIs;
- contact person;
- scope and motivation;
- topics of interest;
- biography of proposed cochairs, including previous experience in chairing ICC/GC symposia or other major conferences;
- prior record of the proposed subject, in particular whether it has it been run previously as an ICC/GC

track or workshop.
The actual set of SAC tracks will be eventually decided by the GLOBECOM 2023 Executive Committee and GITC.

We look forward to receiving your response by 30 September 2021.

Thank you in advance for your attention on this important matter.
Best regards.
(TPC Co-Chairs Signature)