ICEC Conference Chairs' Handbook (As of March 18, 2009)

1 Organization of ICEC Chairs' Handbook

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	1.8	Tip	s of Organizing ICEC Conference
	I		Homepage URL
	I		Mailing List Management
	I		Promotion
			Organizing Programs
	I		Attract many submissions and registrations
2	Orga	aniz	ation of ICEC Executive Committee
	2.1	Co	nference Chair of Last Year (Chair)
	2.2	Со	nference Chair of This Year
	2.3	Со	nference Chair of Next Year
	2.4	ICE	EC Center Director
	2.5	EC	RA Co-Editors
	2.6	Ke	/ Invited Advisors
	<	The	program chair may replace the role of conference chair if the role of
	(conf	erence chair is (was) symbolic.
3	Rep	ort (of Reviewing the Conference of the Year
	3.1	Pro	ogram Overview
			Keynote Speakers
	1		Technical Sessions
	1		Number of Paper Presentations
	1		Other Programs: Panels, Tutorials, Workshop, Doctoral
			Consortiums
	3.2	Org	ganization of Conference

	Conference Chair		
	Program Chair		
	Organizing Chairs		
	Doctoral Consortium		
3.3 S	Statistical Glance		
	Number of Paper Submissions		
	Number of Accepted Papers		
	Number of Registration		
	Other Programs		
3.4 C	Online Paper Submission and Review System		
	What system was used?		
	Recommendable system for the next meeting		
3.5 F	Publication of Proceedings		
	Distribution at Conference Site		
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	Information for the continuity of next meetings		
3.6 F	Plan for ECRA Special Section		
3.7 E	event in the Conference		
	Reception		
	Banquet		
	Arrangement for the Announcement of Next Meeting		
3.8 N	Merge the new e-mail list with ICEC mailing list		
3.9 E	Budget Overview		
	Income Amount		
	Expenditure		
	Profit and Loss		
3.10 K	Cnowledge Management for the Tips of Success		
	The tips for the successful organization will be helpful for the		
	continued success of the following conference chairs.		
Select	tion of Host of Next Meetings		
4.1 Proposal Submission			
	Submit the proposal to one of Executive Committee Members		
	Executive Committee reviews the proposal and selects the best		
	proposal for each year.		

organizing chairs, dates, venue, theme of the proposal, expected budget, and local attraction. 4.2 Regional Rotation It is preferred to rotate to meet in Asia-Pacific, America, and Europe-Africa periodically. 4.3 Budgetary Policy The Conference Chair of the year is responsible for the budget of the conference. Preparation of the Next Meeting till the Announcement at t-1 5.1 Announcement Conference chairs of the next meeting should announce the meeting at the previous conference. To announce the next meeting, the chairs should prepare Call for Papers (both printed brochure and Web pages) and its Poster. Register the URL of Web page as www.ICECyear.net, and link it to http://ICEC.net. 5.2 Report the Plan of Next Meeting to Executive Committee The Plan of the Next Meeting should be prepared four weeks before the previous conference, and share it with the Executive Committee members through e-mail to refine the draft, and to reflect in the CFP that should be announce at the previous conference. CFP should include the organization of conference chairs, program chairs, organizing chairs, advisory members, tracks and its chairs, program committee members, themes and programs (such as panels, tutorial, and workshops), venue, important dates, events (reception and banquet) and attractions.

6 Publication of Proceedings

6.1 The proceedings (printed or CD) should be distributed to the conference attendants, and published in the ACM Digital Library as well. Thus the program chair should arrange these publications.

additionally to make sure the quality of the conference.

The conference plan needs to include the budgetary plan

6.2 Procedure of Publishing in ACM Digital Library

- ☐ The program chair needs to conduct the publication of Proceedings considering the following procedure.
- Ask for the in-cooperation status with one or more ACM SIGs. For instance, in 2007 ICEC Chair (Maria Gini) has asked for incooperation with SIGART and SIGEcomm. The procedure for requesting in-cooperation status is available at

http://www.acm.org/sigs/volunteer resources/conference manual/incoop.

☐ Contact the person at ACM in charge of the DL (currently Adrienne Griscti <griscti@hq.acm.org>) and make the arrangements. ACM requires clean PDF files and requires metadata. An easy way of getting this done is to contract with Sheridan Printing. They will collect the papers from the authors, check them, assemble the proceedings, and generate both the CD ROMs for the conference and the files for the Digital Library.

7 Guest Edition of Special Section of ECRA

7.1 Conference Co-Chairs and Program Co-Chairs from the annual International Conference on Electronic Commerce are welcome to 'fast-track' papers from the ICEC Conference to ECRA to create a 'Special Section.' Here are guidelines to help Guest Editors in their work. For further details, contact the Coordinating Editor-in-chief of the year (Professor Robert Kauffman).

7.2 Invitation of Selected Papers

- (1) Get your invitations out to a small number of people shortly after the conference concludes. Some people say 'no,' so you want to do this soon. You should give them around 3 more months to produce a fully fleshed out version of their earlier conference paper. ECRA is not able to publish articles that are too similar to the proceedings papers.
- (2) ECRA can handle a maximum of 3 or 4 fast-tracked papers for publication from any ICEC Conference. As a result, Guest Editors should think of the editorial effort as more of a 'Special Section' than a 'Special Issue.' ECRA's experience is that if Guest Editors try to put together more papers, the timeline for the project becomes

inappropriately long, and the timelineness of the Special Section's contents will be lost. ECRA has a number of special issues in process, where the expectation for the quality of the contents is high, and so the Co-Editors of the journal encourage 'quality' over 'quantity.'

7.3 Role of Guest Editor and Sponsoring ECRA Co-Editor

(3) All ECRA special issues require the Guest Editors to have a Sponsoring Co-Editor from ECRA working with them or aware of what they are doing. The Sponsoring Co-Editor will have final decision rights on acceptances and will be responsible. The Guest Editors make acceptance recommendations to the Sponsoring Co-Editor. Please note: Guest Editors do not have the authority themselves to accept a paper.

7.4 Review System for the Special Section

- (4) All Special Section papers must be submitted for review via the Elsevier Editorial System by their authors. ECRA's link is available at the following URL: ees.elsevier.com/ecra. This ensures that all of the reviewing process details are visible to the Sponsoring Co-Editor of the Special Section, and that the proper information is set up on each paper that is accepted so it can be taken to Elsevier's Production Department in a timely manner. The Sponsoring Co-Editor is responsible for making a request to Elsevier for a 'Special Section Menu Item' so authors will know how to mark their submissions in the Elsevier Editorial System. Typically, the menu item will be something like 'ICEC 2008' or 'ICEC 2009' -- the conference name from which papers are fast-tracked and the year number. The Sponsoring Co-Editor is also responsible for making arrangements to set up the Guest Editors with the appropriate editorial rights in the Elsevier Editorial System. This takes about 10 minutes for a Sponsoring Co-Editor to do.
- (5) ICEC Conference Special Section Guest Editors are welcome to engage authors to construct 'Invited Articles' that reflect selected conference themes. For example, Guest Editors might want to consider panel discussion topics or keynote speaker presentation

topics as material for this kind of article. ECRA can feature the article as a 'lead article,' if the paper reaches the level where it's well enough done and leading edge in the thinking it portrays.

7.5 Schedule of Editing Special Section

(6) Special Sections take on the order of 12 months to develop -- or 15 months, if you add in the time for the authors to expand their papers after the ICEC Conference. To reach the requisite level of quality, papers take about 3 rounds of reviewing and revision, plus a final edit to get them into publishable shape. If the Guest Editors and the Authors are fast enough in turning things around, the timeline might drop to 9 months or a little less.

7.6 Supporting English Edition by Elsevier

(7) Elsevier Publishers offers an 'English Language Editing Service.' Guest editors should rely on Elsevier Publishers for this service at the end of the reviewing process, once decisions to accept have been made. In those cases where the authors are not native speakers of English, this step will ensure that articles are properly copy-edited. The Sponsoring Co-Editor can guide the Guest Editors through this process.

7.7 Production by Elsevier

(8) Once the contents of a Special Section have been accepted by the Elsevier Sponsoring Co-Editor, they are moved to Production. Usually, it takes about 3 months for the papers to go 'Uncorrected Proof' and 'Corrected through stages. Corrected Proofs of papers are made available electronically via Elsevier Publisher's electronic publication portal, Science Direct, at www.sciencedirect.com. The publisher assigns DOI numbers, so the papers can be identified for citation in later research papers. Volume and issue numbers for papers are later assigned by the Coordinating Co-Editor in conjunction with a representative of Elsevier's Production Department. Generally speaking, it takes about 6 to 9 months from the time that papers are finalized to the time that they are marked with a volume and issue number. ECRA is published in its paper format once per year in February or March, and includes contents from the prior year's volume with 4 issues.

7.8 Any Other Questions – Contact ECRA Editors

(9) If any questions arise on the selection of papers, the size of the planned Special Section, the appropriate length for articles, the targeted quality, the expected timeline, the use of the Elsevier Editorial System, and so on, Guest Editors should direct their questions to both the Coordinating Co-Editor and the Sponsoring Co-Editor for the Special Issue. This will help to ensure that no problems arise later, when the Special Section's contents are recommended for publication in ECRA by the Guest Editors to the Sponsoring Co-Editor.

8 Homepage Maintenance of Previous Conference

- 8.1 The homepage of the previous conference should be maintained so that it can be linked at ICEC.net
- 8.2 Both the conference web and proceedings of the year will be link at ICEC.net

9 Support from ICEC Center

To assist the continued success of ICEC Conferences, ICEC Center has been helping the conference chairs in the following way.

- 9.1 Link the conferences at http://ICEC.net
- 9.2 Manage of the e-mail list and distribute the promotional announcements
- 9.3 Advise and support for the continuity between meetings
 - ☐ Link the Web pages of earlier meetings
 - ☐ Link the Proceedings of earlier conferences
 - ☐ Link with he ECRA Web pages
- 9.4 Provide the Handbook Conference Chairs on the Web