PicoConference Competition Rules

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Competition Description

An evolution of the Paper Competition from previous years, the IEEE SAC PicoConference gives undergraduate IEEE student members the opportunity to experience submitting a paper to and attending a conference. Throughout an engineer's career, writing and presenting technical content is quintessential, regardless of if you are in the field or performing research. Researching, writing, and presenting a paper provides a student with invaluable early experience in expressing ideas relating to engineering. Since this event's primary purpose is to improve a student's communicative skills, no student should be discouraged from entering the contest due to a lack of technical knowledge.

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Contents

1. Eligibility

1.1 Grade Level

The entrant must be an undergraduate student at a school in the region at which there is an IEEE Student Branch at the time of entry and competition at the branch contest.

1.2 IEEE Membership Status

The entrant must be a registered IEEE student member.

2. Number of Entries

2.1 Total Entry Limit

There shall be no limit of entries in the contest. If there is only one entry, the counselor may declare the author submitting the paper the winner of the competition.

2.2 Entries per School

There shall be no limit to the number of papers one school submits to the competition.

2.3 Entries per Student

There shall only be one paper submitted by a single student.

3. Subject Matter

3.1 Allowable Topics

Papers should cover technical, engineering, education, or societal aspects of subjects related to the areas of which the author is familiar. This may include subjects either from school courses, hobbies, summer work, or similar sources.

3.2 Plagiarism

The work should be original in treatment and concise in coverage of the author's contribution to the subject. Plagiarism is grounds for disqualification from the contest.

4. Written Preparation

4.1 Paper Format - First Submission
All papers must be typed using the IEEE Peer Review format. A copy of this template in LaTeX can be viewed on Overleaf.

4.1.1 Document Editor
While the use of LaTeX is not mandatory, it is highly recommended. Not only is it the standard in academic and technical writing, it also contains all of the formatting required for this paper style. Any other document editor may be used, however, the format must **<u>EXACTLY</u>** match that listed above.

4.2 Paper Length
The entire paper must not exceed 6 pages, including any pictures, diagrams, tables, graphs, appendices, etc. This does not include the front page of the Peer Review Format.

4.3 Peer Review Process
The first draft of the paper must be submitted no later than February 15, 2017 through the Rowan SAC 2017 website. If your paper is not submitted by this, it will not be peer reviewed. However, participants can submit their final draft by March 15, 2017.

4.3.1 Submission Format
Each paper must be submitted in the PDF format only.

4.3.2 Peer Review
After submitting a paper, each entrant will receive two papers from other entrants. These papers shall be peer reviewed and returned no later than March 1, 2017 through the Rowan SAC 2017 website. Participation in the Peer Review process is not required for all entrants.

4.3.3 Final Submissions
Entrants will be able to proof and edit their paper. The final draft should be resubmitted no later than March 15, 2017. These will be the papers presented to the Paper Judges.

4.3.4 Failure to Resubmit
If the revised paper after the peer review process is not submitted by March 15, 2017, the original paper submitted to the conference as a first draft will be considered the final draft.

4.3.5 Submission Process
Your paper must be submitted through the SAC website by visiting sac17.rowanieee.org/?p=pico_conf_dashboard. Authenticated users will see the option appear in the menu. This page will allow a user to upload their file.

4.4 Paper Format - Camera Ready
Before the 2017 SAC Competition, we will ask all papers accepted to the proceedings to change from the IEEE Peer Review Format to the standard IEEE Conference Format. Instructions on how to do this will be provided at that time.

5. Oral Presentation

5.1 Conference Participants
The top entrants, based on the preliminary scores from the submitted paper, will be given the opportunity to give a presentation about the same topic. The number of participants will be based on the number of judges available to the event. We will try to maximize the number of papers accepted to the conference.

5.2 Time Allotted
Seven minutes will be allotted for the presentation with two minutes for questions from the judges.

5.2.1 Preparation Period
Presenters will be given two minutes for preparation.

5.2.2 Presentation Clock
A clock will be made available in the back to provide the presenter with time checks.

5.2.3 Timing Penalty
If the presenter continues to speak over the allotted time, a five point penalty will be applied.

5.2.4 Forced Stop
If a presentation goes for more than thirty (30) seconds over the seven (7) minutes allotted, the presentation will be stopped abruptly and another penalty will be applied.

5.2.5 Visual Aids
Visual presentation software like PowerPoint or Google Slides may be used.

5.2.6 Presentation Aids
A projector and microphone will be made available to every presenter.

5.2.7 Custom Equipment
Each contestant is responsible for making arrangements with the paper contest committee for additional audio-visual equipment if needed.

5.3 Lateness
If any presenter is not available at the time their presentation is to begin, the next contestant will present. The skipped presenter may be allowed to present after all other scheduled presenters if time permits.

6. Judging

6.1 Evaluation Criterion
Submitted papers and presentations will be evaluated and judged based on a variety of criteria relating to technical capability and presentation skills.

6.1.1 Point Breakdown
A rubric for the written and oral portions of the competition will be supplied the contestants.

6.2 Final Score
The entrant's final score will be the sum of these scores.

6.2.1 Tie
In the event of a tie for first, second, and/or third place, there will be a tie breaker based on a majority vote of the judges.

6.2.2 Additional Questioning
Before a tie breaking vote, the judges may choose to talk with any of the contestants. This may consist of further questions about the entrant's paper and/or presentation.

7. Discrepancies and Clarifications

7.1 Challenging and Contesting

In the event that any discrepancy in the rules arises or any clarification is needed, it will be settled by judgment of the paper contest committee. Any rulings made by the committee will be considered official and final.