# IFIP Summer School Guidelines and Recommendation

(Simone Fischer-Hübner, 1st November 2019)

## Preparation Phase

* The Steering Committee discusses and decides on the Local Organisers/Venue based on offers. If there are no offers, they should try to find suitable volunteers.
* Usually 2 General co-chairs and 3 PC co-chairs are assigned.
* One of the General Chair should be local and be responsible of the local set-up, registration process, visa invitation letters, IFIP request forms and the budget, etc. The other General co-chair should preferably be already experienced from the summer school organizations from previous years and should organize regular telco in the preparation phase and proceedings editing phase.
* The 3 PC co-chairs should represent technical/crypto, social and legal disciplines. Preferably, both genders should be represented too.
* The General Chairs take care of the IFIP request forms, see: <https://www.ifip.org/events/>
* The PC chairs take care of the Call for Papers/extended abstracts, invitation of PC members and of the invited speakers and overall summer school structure, review process. There should be also some discussion with the steering committee on these points, which usually has helpful recommendations and contacts. Hence, the steering committee chair should also invite for one or two joint telcos in the preparation phase.
* The Call for Papers should be broadly distributed via various mailing lists, including SWITS, FBSEC, IFIP-TC11, IFIP WG lists, FOSAD, PETS, etc.
* The PC chairs will put together the summer school programme and announce it in a good time before the summer school. Session chairs (typically from the PC members or invited speakers or other senior delegates) should be appointed at least a week before the summer school.
* All chairs should be able to edit the website hosted at <https://www.ifip-summerschool.org/>

## PC and Review work

* The PC chairs set up an Easychair account, which can already be utilised for inviting the PC members.
* PC members to be invited should represent all disciplines and should be reliable in terms of keeping their commitments.
* Enough PC members should be invited, so that the individual paper load will be small and PC members have more time to write long helpful reviews. We usually target for at least 40 PC members for at about 30-40 expected submissions.
* In 2016, we introduced a review process with 3 cycles:
  + In the first round, the extended abstracts (2-4) pages and workshop proposals are reviewed. For the extended abstracts, the reviews mainly check that they are within scope and have something interesting to present. This first review cycle should be rather inclusive and not too selective, as we want to give PhD students the chance to attend the summer school and present their work. Nonetheless, accepted contributions should have an acceptable quality. The workshop and tutorial proposals should rather be submitted by senior and more experiences researchers, promise high quality and have to be within the scope. This first review round is usually performed by the PC chairs and General chairs.
  + The authors of accepted extended abstracts are invited to submit full papers (up to 14-16 pages) for inclusion in the pre-proceedings, which will also be reviewed for inclusion in the Springer Post Proceedings. These papers are submitted at least 2 weeks before the summer school. The students should receive feedback on their papers and presentations during the summer school. Moreover, their papers are reviewed by a lest 3 PC members after the summer school. The authors will receive the reviews at about one month after the summer school. At this review phase, no papers are selected yet – the purpose of this review phase is to only provide feedback to the students of what changes to their papers are expected plus an indication whether they have reasonable chances to be finally accepted for the Post Proceedings.
  + The authors have a chance to submit their improved paper at about 1 month after they received the 2nd round of reviews (which is the first round of full paper reviews). For this review round, typically a new Easychair account is created. When submitting their revised papers, the authors must attach a statement how they have addressed the reviewers’ comments. This will simplify the review work for the PC members, who in most cases do not need to re-read the paper, but only have to check whether all review comments have been well addressed. However, if major changes were done, they may still be required to read the full paper. Only at this 3rd review cycle, a selection of the papers to be included in the PostProceedings according to common quality criteria is done and authors are notified.
  + Workshop and tutorial organisers are also invited to submit a paper after the summer school that summarise the workshop content and results. The workshop and tutorial papers should also be reviewed by 2-3 PC members (preferably those who have attended the workshop) according to common quality criteria. As these are papers that are written specifically for this summer school and the workshop organisers are often sponsors by contributing projects, they should be further shepherded if they do not meet expected standards instead of being directly rejected.
  + The keynote papers are also reviewed by 1-2 PC members (usually the editors) and should be shepherded if they do not meet expected standards yet. As they are invited papers, the expectation is that they will be accepted in the end.
* Abstract ad workshop submissions by the chairs and PC members are permitted, as we want that the chairs will actively contribute together with their PhD students or a workshop organisers. The review process should take care that in these cases conflict of interests are properly set in Easychair and that the chairs are not involved in the decisions on their papers. However, the chairs should not be invited speakers.

## Invited Speakers

* We usually invite 10-12 invited speakers
* There should be a good mix of disciplines, nationalities/geography, background (academic, industrial, government).
* If we have a special theme for the summer school, some of the invited speakers should give presentations related to the special theme.
* All invited speakers are motivated to not only fly in and out, but also stay for most of the summer school for interacting with the PhD students and for providing feedback.
* As the budget for invited speakers is usually limited, we try to invite also speakers that are sponsored by research projects, which can then be listed as cooperating projects at the summer school website.

## Registration:

* A secure and privacy (GDPR) compliant registration process needs to be implemented. As sensitive data is transferred about dietary requirements, security measures such as TLS encryption should be in place and if a registrations service is used, the organiser should have a data processing agreement according to art 28 GDPR and it should be taken care that the GDPR will be followed (this also means, that Google forms should not be an option).
* A GDPR compliant consent form should be used at registration, which covers the data handling plus policy for taking pictures/videos at the summer school.
* An Early Bird registration rate should be provide to assure that most registrations come in a good time. Before this deadline, the accepted extended abstracts should already be announced together with the information about invited speakers that are already known.

## Summer School schedule

* Usually it runs from Monday morning to Friday lunch time in a week in August or early September. Overlaps with other major conferences or summer schools are to be avoided.
* There is usually a welcome reception on Sunday or Monday evening and 1-2 additional social events.
* Invited speakers usually get 60 minutes slots, which should include 10-15 minutes discussion time at least.
* PhD student presentations are usually scheduled for 40-45 minutes including at least 15-20 minutes for discussion and feedback.
* At the end of the day, the results of all parallel sessions are reported in a warp-up session.
* The last summer school usually includes a Rump Session for more informal short talks and discussions.
* Sessions chairs should preferably have read the papers beforehand, provide comments, assign someone to report about the session in the wrap-up session at the end of the day, and nominate candidates for the best paper awards.
* The summer school typically ends with a panel session on Friday.

## Venue and accommodation:

* Low cost venues, e.g. rooms at the Universities that can be used free of charge or for low room renting prices, are recommended.
* It is appreciated if all participants can stay at the same hotel, which is either close to the venue or to which a bus transfer is organized.

## Proceedings

* PreProceedings with the full papers to be submitted before the Summer school are published on the summer school home page, usually in a protected area.
* One of the chairs gets in contact with Springer for getting the Publishing with Springer approved in a good time.
* For the paper submission for the PostProceedings, a second Easychair account is created. Reviewers should also have access to the old Easychair account, for viewing the review comments from the previous rounds that the authors should have addressed.
* The Post Proceedings including all accepted papers are usually create with the EasyChair LNCS Proceedings options.
* Springer is providing 50 free copies and also takes over the shipping costs for those copies.
* The PostProceedings with the copyright forms need to be sent to Springer within 6 months after the event. Otherwise, there will be costs occurring.
* Guidelines and Instructions for the IFIP Springer series are available at: <https://www.springer.com/series/6102>
* The IFIP Springer Consent to Publish form is available at: <https://resource-cms.springernature.com/springer-cms/rest/v1/content/16022156/data/Contract_Book_Contributor_Consent_to_Publish_(IFIP)_SNA>
* Typically, all 3 PC chairs plus the two General chairs are invited to be the editors of the proceedings. They compile all material and write a Preface.

After the Summer School, all chairs are invited to join the Steering Committee.