

GUIDELINES

Article I. Authority of Guidelines (adopted October 2010)

Section 1.01 These guidelines are provided to direct members of the Steering Committee in decision-making endeavors and to facilitate consistent authority over ICME.

Section 1.02 Effective Date: Unless specified in the action of the Steering Committee, amendments to these guidelines shall become effective immediately upon approval by the Steering Committee and the founding Society. The Steering Committee shall submit the amendments to the Society and the Society shall have thirty days to respond.

Section 1.03 Amendments to these guidelines require the approval by two-thirds of the voting members of the Steering Committee.

Section 1.04 Each guideline may become null and void should it contradict or prevent compliance with IEEE Policy and Procedures. If a partner society objects to an amendment they shall have sixty days to negotiate change.

Section 1.05 If a guideline is found to be contrary to IEEE Policy the IEEE Policy shall supersede the guideline and an amendment shall be adopted by the Steering Committee at the next meeting.

Article II. Steering Committee Tasks (adopted October 2010)

To foster the long-term success of ICME, the Steering Committee shall establish Tasks. These tasks are the responsibility of all Steering Committee members. Each Task shall have two Task Leads, who cannot be from the same society. The Task Leads shall be from the society voting members.

Section 2.01 The Tasks may include, but are not limited to:

- (a) Quality Assurance: including but not limited to monitoring conference quality, comparing with other peer conferences, and making proposals to ensure the quality of ICME.
- (b) Publicity: including but not limited to connecting with the sponsoring societies, assisting conference organizers with publicizing ICME through societies or at other occasions, and establishing and maintaining the ICME website.
- (c) Strategy: including but not limited to reporting on long-term strategies for fostering multimedia research, suggesting new directions for ICME, and proposing strategic actions to the Steering Committee.
- (d) Management: including but not limited to organizing steering committee meetings, reviewing organizer's budget before steering committee meeting, assisting organizer's budget being passed by the managing society, assisting organizers with contracting, negotiation, and venue-related issues.

Section 2.02 Each society voting member may change to lead another task before the beginning of the year or when there is a vacancy.

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Article III. Steering Committee Minutes (adopted October 2010)

Section 3.01 The Chair shall maintain minutes of the past Steering Committee meetings and shall pass the minutes to the new Chair when his/her term expires.

Article IV. Steering Committee Long-Term Vision and Strategy (adopted October 2010)

Section 4.01 The Steering Committee is expected to lead strategic planning for the long-term success of ICME, as well as the long-term success, publicity, and influence of multimedia research.

Section 4.02 The Steering Committee shall host an ICME website. The cost of sustaining an ICME website shall be charged to each year's ICME conference budget.

Article V. Technical Committee of the partner societies (adopted October 2010)

Section 5.01 Relevant Technical Committees within the partner societies includes:

- (a) Circuits and Systems Society (CAS)
 - (i) Multimedia Systems and Applications
- (b) Signal Processing Society (SPS) Managing Partner ~~and founder, in perpetuity~~
 - (i) Multimedia Signal Processing
- (c) Communications Society (ComSoc)
 - (i) Multimedia Communications
- (d) Computer Society (CS)
 - (i) Multimedia Computing

Article VI. Approval of a Conference (adopted October 2010)

Section 6.01 The Steering Committee shall obtain, through open and informal solicitations issued by the managing society, proposals for: conference locations, names of individuals who are suitable to serve as General Chair(s), individuals who are suitable to serve as Program Chair(s), and other organizational issues. Individuals or institutions interested in proposing and organizing a future ICME should follow the steps listed below.

Section 6.02 Written proposals for the conference should be sent to the Chair of the Steering Committee at least three month prior to the ICME Steering Committee meeting co-located with the ICME at least three years before the proposed conference year. The decision on the conference shall generally be made at least 24 months before the proposed date.

Section 6.03 Proposals shall list facilities, venue, proposed management, budgets and financial arrangements, a brief summary of the conference structure, a draft of a preliminary call for papers, and any other information requested by the Steering Committee.

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Section 6.04 Proposals shall identify the scheduling of any other potentially conflicting meetings within several months before or after the proposed meeting date. The proposed dates must be evaluated by the Steering Committee as part of the proposal.

Section 6.05 To foster multiple submissions of every year's conference, the Steering Committee shall not evaluate proposal based on any form of rotation (e.g., geography, society).

Section 6.06 Those wishing to host a future ICME should make their intentions known sufficiently in advance of the proposed date (e.g. 30 months) so that any information required by the Steering Committee can be obtained in a timely manner, and other activities can be integrated into a program of interest to all.

Section 6.07 The Steering Committee shall review proposals and may seek advice from anonymous reviewers. The proposals shall be formally presented and reviewed during the ICME Steering Committee meeting co-located with the ICME. If the evaluation is positive, the Steering Committee shall tentatively accept the proposal, and the proposer(s) shall work with the managing partner society representative to coordinate a site inspection. The proposer(s) shall prepare a detailed budget using the IEEE appropriate forms and submit the form to the Steering Committee Chair. The Steering Committee Chair shall seek approval of the budget and the location upon completion of a site inspection, from the managing partner society executive office. Final approval of the proposal shall be made by the managing partner society executive office.

Section 6.08 The Steering Committee shall follow the IEEE policy regarding the Office of Foreign Asset Control (OFAC) when selecting a location for a conference.

Article VII. ICME Conference Organizing Committee (adopted October 2010)

The Organizing Committee shall approve all major decisions concerning the conference that are not the business of the Steering Committee or the Managing Partner (e.g. Program, management). The Organizing Committee shall be comprised of General Chair(s), Technical Program Chair(s), Finance Chair ("Treasurer"), Publicity Chair, Local Arrangements Chair, and Workshop Chair.

Section 7.01 General Chair(s)

- (a) The General Chair(s) of ICME shall be selected by the Steering Committee and shall go to qualified individuals who have successfully served as General Chair on other IEEE conferences or workshops. It is especially important that these persons are active in the field, have extensive practical experience, and either have published frequently in relevant journals [in particular the IEEE Transactions on Multimedia] and conferences or have led an industrial team in the field. In addition, they should have significant experience in organizing international conferences (e.g., as chairs or program chairs or as organizing committee members of other conferences). It is important that the General and Program Chairs, as well as the members of the Program Committee and the Organizing Committee, represent the different disciplines and professions.
- (b) The General Chair nominates Technical Program Chairs as defined in Section 7.02.

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- (i) Special efforts should be made by the General and Program Chairs to get organizers of future ICME's involved in the organizing and program committees of the present conference.
- (c) The General Chair appoints a Finance Chair ("Treasurer"), Publicity Chair, and Local Arrangements Chair.
- (d) The name(s) of the person(s) recommended as the General Chair(s) shall be part of the proposal (see Section IV). The Steering Committee shall be free to accept or reject any recommended names for General Chair in order to best promote the conference.
- (e) If the General Chair should need to be replaced after the Steering Committee has approved; the replacement or addition must be evaluated and approved by the Steering Committee prior to succession of leadership role.
- (f) The General Chair(s) is expected to report their progress of the conference organization and seek guidance from the Steering Committee on issues that arise over time from the time of approval through the dates of the conference
- (g) The General Chair(s) is expected to report their conferences and experience to the Steering Committee as feedback at the Steering Committee meeting held within 6 months of the conference.
- (h) The General Chair(s) shall be responsible for the overall running of the conference, and serve as the Chair(s) of the Organizing Committee.

Section 7.02 Technical Program Chairs

- (a) The Technical Program Committee is chaired by a minimum of five (5) members.
 - (i) Nomination and Selection
- 1) The General Chair nominates one (or more) Program Chair(s) in the proposal.
 - a) The Program Chair(s) nominated by the General Chair shall take charge of track(s) covering topics within the scope of all TCs, and shall be the lead coordinator(s) between Program Committee and the Organizing Committee.
 - b) The Program Chair(s) nominated by the General Chair shall be responsible for ensuring the technical program integrity according to the IEEE policy.
- 2) Each sponsoring society multimedia TC shall nominate and elect one (1) Program Chair.
 - a) It is expected that the Program Chair nominated by each TC shall take charge of the review and selection of the papers submitted to the track(s) for which the TC is responsible.
- 3) The names of all nominated Program Chairs shall be sent to the Steering Committee for approval.
 - a) If a Program Chair should need to be replaced after the Steering Committee has approved; the replacement must be evaluated and approved by the Steering Committee prior to succession of leadership role.

Section 7.03 It is especially important that the Program Chairs be active in the field, and have frequently published in relevant journals.

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Section 7.04 The Program Chairs shall be responsible for planning the technical program of the conference.

Section 7.05 The Program Committee shall follow the IEEE Policy on Nondiscrimination 9.26.

Section 7.06 The Program Chairs shall select the program committee members with the guidance of the General Chair(s).

Section 7.07 Finance Chair

- (a) The General Chair(s) and the appointed Finance Chair shall be responsible for the finances of the conference and for coordinating banking services and accounts. He/She is responsible for following IEEE Conference Finance policy and procedures including but not limited to the financial reports, securing the final audit, and closing the conference with IEEE Conference Finance within 120 days of the last day of the conference.
- (b) The General Chair(s) and the Finance Chair shall be responsible for obtaining all necessary approvals and financial support from the managing partner society executive office.

Section 7.08 Publicity Chair

- (a) The General Chair(s) and the appointed Publicity Chair shall be responsible for the publicity of the conference. All notices requesting papers, panels, tutorials and demonstrations as well as the advance program announcement and registration material shall be widely distributed in a timely manner. This should include announcements in professional and research journals, the trade press, electronic bulletin boards, the World Wide Web, and mailings to individuals on (electronic and postal) mailing lists of interested or participating organizations. The goal is to allow full participation in all facets of the conference by a worldwide audience.

Section 7.09 Local Arrangements Chair

- (a) The General Chair(s) and the appointed Local Arrangements Chair shall be responsible for soliciting proposals on local facilities (such as hotels and universities) to host the conference.

Section 7.10 Workshop Chair

- (a) The General Chair(s) and the appointed Workshop chair shall be responsible for soliciting and vetting workshop proposals as described in Article VIII.

Article VIII. Program Committee (adopted October 2010)

Section 8.01 Program Committee Meetings

- (a) It is expected that the ICME Program Chairs shall chair the program committee meeting at which acceptance/rejection decisions are made. In extraordinary situations and at the discretion of the Program Committee and General Chairs, these meetings may be conducted via virtual meeting rooms (video conference) or even telephone or electronic mail. It is expected that all tracks follow a similar acceptance rate.

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- (b) The Program Committee will shall adhere to IEEE best practices for conference peer review to insure the best possible technical program.
- (c) The final acceptance rate shall be determined jointly by the General Chair(s), and the Program Chairs, under the guidance of the Steering Committee. It is expected to be around 30%, with the top 15% as lecture papers and the additional 15% as poster papers. The Steering Committee may decide, when appropriate, to change the target acceptance rate to achieve certain desirable conference paper quality.
- (d) The acceptance/rejection of invited papers, workshop papers, or demonstration papers is not counted toward the calculation of the conference acceptance rate. Paper acceptance must be based upon originality and quality and acceptance rate should not be increased to balance the budget or raise funds to support social or other non-technical aspects of the conference.

Article IX. Call for Papers (adopted October 2010)

Section 9.01 The Program Chairs shall prepare the Call for Papers (together with the Publicity Chair), send out notifications of acceptance and rejection of submitted papers, and send out instructions to authors for submitting their final papers. The Call for Papers as well as actions by the individuals on the Program Committee shall encourage the submission of high quality papers that have not been previously published or are currently submitted elsewhere, including reports on practical experiences with evaluations of advanced technologies.

Section 9.02 The paper submission deadline shall be determined by the General Chairs and Program Chairs jointly under the guidance of the Steering Committee. It may be around end of November or early December, but the Steering Committee can change it when necessary. The conference date shall typically be the following June or July. The Steering Committee may, when appropriate, change the date.

Section 9.03 The disposition of rights and permissions, and the maintenance of the authors' copyright assignments, rests with the IEEE as the sole copyright holder. The revenue from the dispensation of rights and permission shall be the sole property of the IEEE. Requests for reprint or re-use from third-party material shall be handled according to the existing reprint policies of the IEEE.

Article X. Reviews of Submitted Papers (adopted October 2010)

Section 10.01 Core Technical Program

- (a) The conference shall require full papers for review. It should typically be six (6) pages, but the Steering Committee may, when appropriate, change the paper length.
- (b) The review process shall be 'double blind'. The author information shall not be shared with reviewers and the reviewer information shall not be shared with the authors.

Section 10.02 The Program Committee shall be responsible for reviewing all submitted papers, for submitting timely, informative reviews that provide authors with feedback about their papers, and for attending program committee meetings. The Program Chairs shall determine the procedures for reviewing and accepting papers for the program. They shall distribute the papers for review and arrange information so the papers can be discussed by knowledgeable reviewers during the program

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committee meeting. Program committee members can seek expert advice from external reviewers, but they shall be responsible for having reviewed the papers themselves. Each paper shall be reviewed by at least three reviewers and each paper shall be discussed at the program committee meeting. Direct discussion provides other committee members familiar with the work an opportunity to contribute useful information that might affect the outcome of the review process. If consensus cannot be formed or there are additional concerns raised about a paper, additional information or reviews should be obtained.

Section 10.03 Usually those papers that have received very poor reviews or very strong reviews can be discussed briefly, but an open discussion of all papers is required. It is important that the Program Committee consider all papers fairly.

Section 10.04 If a committee member (Program, Organizing, or Steering Committee) of the forthcoming ICME submits papers, care must be taken that his/her papers be reviewed at least as stringently as other submitted papers. Committee members shall leave the room during the discussion of their submitted papers or for any paper where he/she might have a conflict of interest.

Section 10.05 All discussion about a paper shall remain in confidence. The names of reviewers are not to be revealed to authors.

Section 10.06 The final acceptance rate shall be determined jointly by the General Chair(s), and the Program Chairs, under the guidance of the Steering Committee. It is expected to be around 30%, with the top 15% as lecture papers and the additional 15% as poster papers. But the Steering Committee may decide, when appropriate, to change the target acceptance rate to achieve certain desirable conference paper quality.

Section 10.07 The acceptance/rejection of invited papers, workshop papers, or demonstration papers is not counted toward the calculation of the conference acceptance rate.

Section 10.08 All accepted papers are encouraged to submit a separate multimedia demonstration proposal either on site, on the Internet, or both. This demonstration shall significantly increase the interaction of the author of accepted papers with the ICME participants or general public.

Section 10.09 It is recognized that English may not be the native language of many of the authors of contributed papers. It is still expected, however, that all papers shall be reasonably presented and written in acceptable English. It is strongly recommended that authors whose native language is not English seek professional help in polishing the writings in their papers.

Article XI. Presentation of Accepted Paper (adopted October 2010)

Section 11.01 An accepted paper shall be presented by its author(s) in the ICME conference. Only when none of the authors can travel to the ICME conference site under exceptional circumstance (e.g., visa rejection or health risk), surrogate presenter may be allowed with the agreement of the Session Chair. Surrogate presenters must be sufficiently familiar with the material being presented to answer detailed questions from the audience. Any paper without onsite presentation shall be

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removed from the ICME Proceedings in the IEEE Digital Library (Xplore®) and any other publications (e.g., websites or other digital libraries).

Article XII. Additional Policies (adopted October 2010)

Section 12.01 All steering committee members SHALL not be involved in the proposed organizing committee during his/her term

Article XIII. Technical Committee Seminars (adopted October 2010)

Section 13.01 Concurrent with ICME Society Seminars may be organized by the sponsoring TCs. The multimedia TC of each sponsoring society may organize a seminar during the ICME, with a theme related to the TC. The goal of TC-organized Seminars is to provide overview vision talks by the members of the TC members or the people invited by the TC.

Section 13.02 The seminar may be half-day or 1-day with a single track.

Section 13.03 The seminars shall be held in conjunction with ICME.

Section 13.04 The Organizing Committee of ICME shall provide logistic support to these Seminars.

Section 13.05 Transactions produced by the TC Seminars shall be included in the proceedings of the ICME and shall be the intellectual property of IEEE. The transactions shall be published under the title *IEEE International Conference on Multimedia and Expo*.

Article XIV. Proposed Collocated Workshops (adopted October 2010)

Section 14.01 Collocated workshops can be proposed by individuals or the partner society technical committees. The theme of a collocated workshop must be relevant to the ICME scope.

Section 14.02 The submission deadline of workshop papers may not be more than 4 months before the conference date.

Section 14.03 Such workshops may be held immediately before, during, or after the ICME main program.

Section 14.04 Call-for-Workshop proposals shall be issued by the Workshop Chair with certain submission deadline. Submitted proposals shall be reviewed by the Workshop Chairs and Program Chairs, with the help of the Program Committee.

Section 14.05 An accepted proposal shall have its Chair and Technical Committee handle the Call-for-Papers, paper review, and selection.

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Section 14.06 The Organizing Committee of ICME shall provide logistical support to these Workshops, including the venue renting and set-up, promotion on the ICME webpage, paper submission, registration, proceeding publication, food and beverage, etc. Workshop papers shall be included in the ICME proceedings.

Section 14.07 Transactions produced by the Collocated Workshops shall be included in the proceedings of the ICME and shall be the intellectual property of IEEE. The transactions shall be published under the title *IEEE International Conference on Multimedia and Expo*. The disposition of rights and permissions, and the maintenance of the authors' copyright assignments, rests with the IEEE as the sole copyright holder. The revenue from the dispensation of rights and permission shall be the sole property of the IEEE. Requests for reprint or re-use from third-party material shall be handled according to the existing reprint policies of the IEEE.

Section 14.08 The collocated workshop must contain "IEEE" in the title and shall follow the IEEE naming policy. The Collocated Workshop shall not produce any promotional materials without clearly identifying the collocated relationship to ICME.

Article XV. Keynote Speeches ([adopted October 2010](#))

Section 15.01 Keynote presentations are a very important and visible part of the program. The Program Chairs shall propose a list of potential keynote speakers and keynote topics and submit the list to the Steering Committee for approval. If necessary, the number of potential speakers and topics proposed may be more than the allocated keynote slots. The Steering Committee shall endorse speakers or suggest alternatives prior to invitations.

Article XVI. Side Meetings of ICME ([adopted October 2010](#))

Section 16.01 Upon timely request, ICME will make arrangements to provide meeting space for side meetings during the conference for the ICME Steering Committee, multimedia Technical Committee (TC) from each of the sponsoring societies, and the IEEE Transactions on Multimedia (TMM) Steering Committee. The Editor-in-Chief of TMM, the chairperson of each of the sponsoring TCs, and the chairperson of the TMM steering committee, should communicate their intention to hold such side meetings to the conference organizer well in advance. The expense of these meetings shall be included as part of the ICME budget.

Article XVII. Financial Matters ([adopted October 2010](#))

Section 17.01 The ICME budget shall be developed by the Organizing Committee of each conference, in conjunction with the staff of the managing partner society responsible for administrative support, and approved by the Steering Committee. The General Chair(s) and the Finance chair shall then submit the budget for approval by the IEEE no later than nine months prior to the conference. Budget approval shall be handled by the managing partner society. The budget must be approved by the IEEE prior to the distribution of any publication or registration fees. Failure to submit a budget that can be approved by IEEE without an unreasonable effort to adjust to the IEEE requirements will lead to the immediate rescinding of sponsorship and cancellation of ICME for that year.

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- (a) The budget shall include as an expense item an administration fee which is equal to that Society's approved administration fee.
- (b) The budget shall comply with IEEE policy 10.1.6 and should be set to generate a minimum surplus of 20% over projected expenses.

Section 17.02 The conference will comply with all IEEE conference closing requirements. Conference accounts shall be closed within 120 days following the completion of an ICME. At that time, all surplus funds shall be distributed to the partner societies as defined in the memorandum of understanding. A final report and the closing bank statement must be submitted to the Steering Committee and managing partner society no later than 120 days after an ICME by the General Chairs and Finance Chair. The managing partner society shall receive a list of ICME attendees with names and full address and e-mail information no later than 120 days after an ICME. Each Sponsor of ICME may use the attendee mailing lists at its sole discretion, subject to the IEEE rules governing the use of mailing lists.

Section 17.03 All contracts shall be reviewed by the managing partner society per IEEE policy 10.1.18. The Partner Societies agree that the managing partner society may represent the others for the purpose of signing contracts. Members of the Steering or Organizing Committees are not authorized to sign contracts.

Section 17.04 ICME Organizing Committees may request from the Steering Committee an advance or loan to apply to advance deposit fees and to seed the organization of ICME. The loan shall be issued by the Managing Partner society when the Steering Committee approves. The loan shall be repaid to the Managing Partner Society in full within thirty (30) days of the end of the conference.

Article XVIII. Intellectual Property (adopted October 2010)

This section describes the ownership of the conference name, slogan, copyright for publications, and/or logo ownership.

Section 18.01 The proceedings shall equally carry the names, logos, and addresses of the IEEE and the IEEE Signal Processing Society, IEEE Circuits and Systems Society, IEEE Communications Society, and IEEE Computer Society. The disposition of rights and permissions, and the maintenance of the authors' copyright assignments, rests with the IEEE as the sole copyright holder. The revenue from the dispensation of rights and permission shall be the sole property of the IEEE. Requests for reprint or re-use from third-party material shall be handled according to the existing reprint policies of the IEEE.

Article XIX. Termination of the Conference (adopted October 2010)

Section 19.01 The termination of the ICME may be proposed by the Steering Committee or one of the Partner Societies, and shall be approved by the partner Societies, in accordance with the MOU. In the event of a termination, the Partner Society's shall work together to dispose of any assets and liabilities of ICME.

Article XX. Impossibility (adopted October 2010)

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- (a) It shall be the responsibility of the Steering Committee to determine impossibility of holding ICME in light of:
 - (i) Acts of God
 - (ii) Acts of governments
 - (iii) Acts or threats of terrorism
 - (iv) Impossibility of travel
 - (v) Unavailability of conference site
- (b) Any other situation that would make it dangerous, inadvisable, financially foolhardy to hold the conference
- (c) In the process of making such determination, the SC shall consult:
 - (i) The local organizing committee
 - (ii) The leadership of each Society
 - (iii) The appropriate conference staff in IEEE
 - (iv) The appropriate IEEE leadership
 - (v) The directives of the U.S. Federal government where IEEE is incorporated
 - (vi) The directives of the country in which the conference is scheduled
 - (vii) Any and all other relevant information that bears on the successful and safe mounting of the conference
- (d) The final decision regarding impossibility provided all avenues of information are considered and addressed, shall be the responsibility of the SC.

Article XXI. Inadvisability to Continue (adopted October 2010)

- (a) In the event, that it becomes infeasible for ICME to continue, the SC shall advise the leadership of the Partner Societies (the Steering Committee Chair shall advise the MP Society staff to send formal notices) of this fact based on:
 - (i) Financial inadequacy
 - (ii) Reduced registration, such that income no longer covers obligations
 - (iii) Technical infeasibility
 - (iv) Other reasons determined through study of all appropriate data regarding the conference
- (b) And the Steering Committee shall determine the date of the last conference and give formal notice to IEEE Conference Services of formal discontinuance after that date.
- (c) Such decision shall not be made lightly by the SC because of disruption of the proceedings publication in the IEL on Xplore and availability for citation of the proceedings by Thomson Scientific and other indexes.

Article XXII. Managing Partner (adopted October 2010)

Section 22.01 The Managing Partner Society shall act as the administrative partner to the ICME Steering Committee and to the ICME Organizing Committees. Administrative partner responsibilities include but are not limited to the following:

- (a) Evaluate and recommend a budget to the Steering Committee for approval and for satisfying the IEEE conference budget documentation process

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- (b) Appointing one (1) representative to serve on the Steering Committee ex officio
- (c) Assuring that elections are carried out according to the Steering Committee Charter
- (d) Steering Committee Meetings
 - (i) Arrangements for the meeting shall be facilitated by the staff of the MP Society as instructed by the Chair and/or in cooperation with the Organizing Committee (OC) of the conference in that particular year
 - (ii) Formal notices of meeting shall be circulated electronically by MP Society staff at least 20 days prior to the date of the meeting and the members of the SC will be requested to provide any agenda items
 - (iii) MP Society staff will assist the Chair in creation of the agenda and supporting materials and shall circulate this material electronically no later than ten days prior to the meeting
 - (iv) MP Society staff will capture minutes/motions/actions for all meetings whether in person or on telephonic
- (e) Maintaining an archive of documents as defined in the Steering Committee Charter
- (f) Conducting site inspections as prescribed in section 6.07. The cost of the site inspection shall be absorbed into the managing partner society staff travel budget.
- (g) Issuing loans or advances as approved by the Steering Committee (section 17.04)
- (h) Review and process contracts per IEEE policy