



# Guidelines for Organizing and Bidding to Host the International Conference on Pattern Recognition (ICPR)

## 1 Introduction

The International Conference on Pattern Recognition (ICPR) is the major scientific event organized under the auspices of the International Association for Pattern Recognition (IAPR). The aim of this conference is to bring together international experts to share their experiences and to promote research and development in Pattern Recognition.

The conference is hosted by an institution under the auspices of an endorsing IAPR member organisation (national association). Any such organisation interested in making a proposal to host an ICPR must proceed according to the rules outlined below. It is expected that Proposers familiarise themselves with the guidelines for organising ICPR first, to fully plan their bid. The submission of a bid implies full agreement with the guidelines and procedures for organising the conference as well as with the IAPR constitution.

A call for bids to host an ICPR will be issued by the IAPR Conferences & Meetings Committee about six months before each ICPR. Bids can then be made to host the ICPR that will take place four years from then. The selection of the conference venue will be made by the IAPR Governing Board (GB) during its meeting at the coming ICPR (four years prior to the proposed conference).

## 2 General Information

### 2.1 *Timing and Location*

The conference is held every two years (in even-numbered years), in different geographic areas, preferably with a rotation from one area to another. For this purpose, three broad geographic areas are defined: Americas, Europe/Africa and Asia/Oceania. The ICPR usually takes place sometime between mid-August to mid-September but deviations may occur depending on climatic conditions, for instance. Information on previous ICPRs can be found on the IAPR website ([www.iapr.org](http://www.iapr.org)).

### 2.2 *Language*

The language of presentation and publication of ICPR is English.

### 2.3 *Hosts*

An ICPR is hosted by an institution under the auspices of an endorsing member organisation of IAPR, i.e., a national association, rather than by a group of people. The list of IAPR member organisations can be found on the IAPR website ([www.iapr.org](http://www.iapr.org)).

The representatives of the host IAPR member organisation must include at least the General Chair, Program Chair and the Local Arrangements Chair who must have a well-established connection to the conference location. There must be at least two alternative persons who may replace (with the approval of the IAPR Executive Committee) one of the above if these for some reason cannot carry out their duties.

## **2.4 Scientific Program Organisation**

An ICPR is organised as a number (usually around 5) of parallel scientific tracks, usually over four days. The scientific program is organised mainly by the Track Chairs, co-ordinated by the overall Conference Program Chair(s). The Conference Program Chair(s) consult with Track Chairs but are the final authority for conference program decisions. The Track Chairs are responsible for appointing Program Committee members, for the assignment of manuscripts for review, recommending accept/reject decisions for manuscripts and for organising the structure of the scientific program of their track – liaising with the Conference Program Chair(s). The Hosts are expected to provide assistance to the Track Chairs such as the management of paper submissions and collection/dissemination of reviews.

## **2.5 Officials**

In addition to the Conference General Chair(s), Program Chair(s) and Track Chairs, a number of officials are usually appointed to facilitate the smooth organisation and running of ICPR. A local team is usually appointed (usually including a Local Arrangements Chair) to deal with the significant operational issues. It is also customary to appoint a Publications Chair (to look after the proceedings and other publications such as the programme booklet), a Tutorials Chair (to facilitate the organisation of tutorials) and a Workshops Chair (to facilitate the organisation of satellite workshops). The post of Exhibitions/Demos Chair has also been used to facilitate the arrangements of those events. Finally, the responsibility for actively attracting sponsorship may be given to a member of the local team or to a separate official. Note that the post of Publicity Chair is not as necessary as it used to be in the pre-web era. It is now common practice for Hosts to undertake the dissemination of Calls for Papers, posters and other materials to raise awareness of ICPR (primarily through email and the conference website).

**Note:** It is considered good practice to appoint researchers with previous ICPR organising experience to some of the official positions to ensure continuity of organisation.

## **2.6 Financial Responsibility**

The Hosts are responsible for all financial arrangements and associated risks. The IAPR cannot accept liabilities with respect to ICPR. A loan can be provided by the IAPR to the Hosts to cover some of the initial expenses. Official IAPR approval of the ICPR budget is a prerequisite for this loan and the maximum amount is US \$10,000. The borrowed funds must be returned after the conference irrespective of the final financial outcome.

If there is more than one host institution, an agreement must be signed among the Hosts with respect to how surplus/losses will be distributed between the different legal entities involved in the organisation of the ICPR.

## **2.7 Relationship with the IAPR and the TCs**

The ICPR is the flagship conference of the IAPR and as such it is the main forum for the breadth of the field represented by the TCs. Consequently, there must be a balanced representation of the areas of interest represented by TCs both in the CfP and in the scientific program.

While the Hosts are responsible for most of the organisational decisions for a given ICPR, the IAPR needs to ensure the continuation and growth of the conference series in terms of quality and scientific impact. To that effect, the Hosts are responsible for providing frequent reports on ICPR preparation (see below) and for immediately notifying the IAPR (ICPR Liaison Committee – see below) of any issues that need attention or the Hosts require some assistance with.

Hosts must also liaise with the Chairs of various IAPR standing committees for the organisation of the various prizes/awards that are associated with ICPR (see below).

## **2.8 ICPR Liaison Committee**

The ICPR Liaison Committee has been created by the IAPR to monitor and assist the organisers of an ICPR (once their bid has been approved by the IAPR GB), ensuring a high quality conference in the best interests of IAPR. Members of the ICPR Liaison Committee have been intimately involved in the organisation of previous ICPRs and will be able to offer useful advice. The current membership of the ICPR Liaison Committee can be found on the IAPR website ([www.iapr.org](http://www.iapr.org)).

Hosts must work closely together with the ICPR Liaison Committee, providing regular brief progress reports and responding to requests for information. If the organisers encounter an unforeseen problem that has an impact on the fulfilment of their plan (as originally committed to the IAPR) or leads to a contravention of IAPR policy they must immediately inform the ICPR Liaison Committee who will then inform the IAPR ExCo, as necessary. Any significant changes from the proposal must be approved by the ExCo.

# **3 ICPR Organisation**

## **3.1 Budget and other financial matters**

Upon request, the IAPR Conferences & Meetings Committee will issue a spreadsheet which can be used to draft the budget for an ICPR as well as to report the accounts after the end of the conference. When presenting the budget, the following points must be addressed.

### **3.1.1 Income**

- Registration (early/late fees, IAPR member/non-member fees, student fees);
- Expected grants and sponsorships;
- IAPR and other loans;
- Tutorials and co-located workshops;
- Exhibits and demonstrations;
- Excess page charges (if any).

### **3.1.2 Expenditure**

- Venue hire and other infrastructure (e.g., audio-visual equipment);
- Insurance and security;
- Production and shipping of proceedings;
- Secretariat, publicity, communication, mailing;
- Conference Banquet, Conference reception, coffee breaks;
- Expenses of K.-S. Fu award recipient (see below);
- Invited speakers;
- IAPR secretariat expenses (see below);
- Expenses of Organizers, Program and Track Chairs for face-to-face meeting (if any – see Section 3.7)
- Various awards (see Section 3.5);
- IAPR levy (10% of the gross registration receipts) – see Statute S.1 in [C&B](#);
- Refund of loans;

#### **3.1.2.1 Details of costs borne by the Hosts and other parties**

The Hosts are responsible for partly bearing certain costs that are integral to ICPR. More specifically, the Hosts must fund:

- Full registration fee, including all conference meals and official social events (welcome party and conference dinner) for one person representing the IAPR secretariat;
- One display booth for the IAPR secretariat. Ideally, this is a place where IAPR officials can meet. The minimum requirement is a desk, chair and display board;
- Travel and accommodation support for the recipient of the K.-S. Fu prize, at a level no less than offered to other keynote speakers. In any case, support should cover economy return airfare, full registration, and reasonable costs of accommodation, meals and local transportation for the duration of the conference.

Costs for hire of meeting rooms and for catering of meetings shall be borne by the party requesting the meeting.

The IAPR may request the cooperation of the Hosts in carrying out some tasks on its behalf, such as framing the IAPR Fellows certificates, providing meeting rooms and catering for IAPR GB and committee meetings. All costs for this type of requests will be fully reimbursed by the IAPR.

#### **Notes:**

1. Full registration shall include proceedings (possibly in electronic form) and banquet;
2. Discount on registration fee for IAPR members shall be at least 5%;
3. There shall be a reduced student fee, which includes proceedings (in electronic form only, at least) and banquet.

### **3.1.3 IAPR Travel Stipends**

The IAPR usually offers a number of travel stipends for researchers (authors of accepted papers for ICPR) with very limited resources. These stipends are aimed primarily at those who cannot otherwise attend the conference to present their work and whose background financial situation is very restricted (possibly due to broader national conditions).

The application and selection process for the travel stipends is managed by the *IAPR Secretary*. An *ad hoc* committee comprised by the *IAPR President*, the *IAPR Secretary* and the *IAPR Treasurer* reviews applications and make final decisions. The *IAPR Treasurer* then authorises the issue of the stipends to the selected candidates. Candidates must claim their stipend on site.

The role of the ICPR Hosts in this process is twofold. First, the Hosts (in consultation with the *IAPR Secretary*) must publicise the availability of the stipends on the ICPR website. Second, the Hosts will be asked to distribute the stipends to the selected candidates on behalf of the IAPR.

## **3.2 Conference Schedule**

There are certain ICPR traditions with regard to the organisation of both the scientific and the administrative meetings schedule, as outlined below.

### **3.2.1 Scientific Schedule**

The number of tracks (usually around five) will have been discussed and determined by the ExCo (on behalf of the GB) following proposals by all stakeholders - after a bid to host a given ICPR has been successful. The number of tracks cannot change after that, unless there is joint agreement with the ExCo and the ICPR Liaison Committee to make the changes. There is no fixed format for the number of sessions. The overall Program Chair(s) and the Track Chairs decide on the scientific schedule so as to include suitable opportunities for quality presentations, plenary sessions, keynote speeches and poster sessions. Previous ICPR schedules should be consulted and advice should be sought from the ICPR Liaison Committee on quality and organisation matters (see also the “Good Practice” section below).

A fixed requirement for the program is that the *first plenary session* on the first day of the conference is reserved for the *K.-S. Fu Prize ceremony* (presentation of the prize and lecture of the K.-S. Fu Prize recipient). Another plenary must be reserved for the *J.K. Aggarwal Prize ceremony* (presentation of the prize and lecture of the J.K. Aggarwal Prize recipient).

### **3.2.2 Administrative Meetings Schedule**

When preparing the overall schedule for an ICPR, it should be taken into account that traditionally a number of events and meetings take place, which must be accommodated. Time slots for such events and meetings should be allocated in consultation with the *IAPR Secretary*. It is the responsibility of the organizers to reserve rooms (and, when required, catering) for these events and meetings. More specifically:

- The first meeting of the ExCo (for outgoing ExCo) must be scheduled on the first day, traditionally starting at noon or even earlier. The second ExCo meeting (for incoming ExCo) must be scheduled towards the end of the conference (traditionally on the last day, and in any case after the Governing Board meeting – see next – electing the new ExCo).
- The Governing Board (GB) meeting takes place on the second day. Typically, it starts in the afternoon and may continue until late at night. Provisions should be made for dinner and beverages to be served at the cost of IAPR.
- Various TCs, committees of forthcoming conferences and editorial boards of IAPR-related journals may require rooms for meetings. ICPR organisers are expected to facilitate the booking of such facilities but not to bear the costs.
- It is recommended that the organisers of the next ICPR use the opportunity to meet the ICPR team to “pass on the relay baton”; this may be planned in the

vicinity of the conference, typically the day after the end, although other separate appointments are also possible.

### **3.3 Co-located events**

It is usual for a number of satellite events to take place just before or after ICPR. These are usually one-day workshops and tutorials that are not directly organised by the Hosts, but fall under their financial responsibilities nevertheless. For the convenience of ICPR attendees, such tutorials/workshops are usually located at the same venue as ICPR and the Hosts are expected to plan for the facilitation of the running of these satellite events.

When selecting or booking a venue for ICPR, Hosts are expected to take into consideration the availability of facilities for satellite events. Hosts, via the Tutorials/Workshops Chair(s), must provide contacts at the ICPR venue to the satellite event organisers for booking the necessary facilities. In addition, it is desirable that Hosts provide facilities for registration (at least on-line) for these satellite events.

The above constraints necessitate close interaction between organisers proposing satellite events and ICPR Hosts. This is where the Workshops/Tutorials Chair(s) must act by providing help and information to satellite event organisers and co-ordinate requests to ensure availability of facilities. If necessary, Hosts can impose quota on how many satellite events can take place and, in consultation with the Tutorials/Workshops Chair(s), can refuse to associate a given satellite event with ICPR. That may happen also if the association of a proposed satellite event is thought to be counter-productive or damaging to the reputation of the ICPR and/or the IAPR. In all cases, the topics of the satellite events should be such that they do not divert papers from the main conference.

It should be noted that co-location of an event with ICPR does not automatically imply IAPR *sponsorship* or *endorsement*. The satellite event organisers must apply to the IAPR Conferences & Meetings Committee for such sponsorship or endorsement separately. For more information on the process and associated rules the satellite event organisers should be referred to the IAPR website.

### **3.4 ICPR Competitions**

It is possible (and indeed desirable) for a number of competitions to be associated with ICPR. These are independently organised processes but need to co-ordinate efforts with the Hosts in a number of aspects. A Competitions Chair may be appointed by the Hosts to approve and oversee the organisation of the competitions as well as to specify and communicate the requirements of the competitions (as far as ICPR is concerned) to the Hosts.

The competitions may run before or during ICPR. In either case, the results can be announced during a plenary session. The Hosts should be aware that they may need to plan for such a plenary session and, perhaps, for a separate section in the Proceedings. For the latter, it may be necessary to reserve the space in advance as the papers that describe the competition results may not be ready in time for the normal reviewing process. In that case the competition result paper(s) can be reviewed by the Track Chairs separately.

### **3.5 Prizes/Awards at ICPR**

A number of awards are usually associated with ICPR. There are five prizes/awards that originate from the IAPR or its committees and are presented during ICPR. These are:

- K.-S. Fu Prize
- J. K. Aggarwal Prize
- Best Scientific Paper Awards
- Piero Zamperoni Best Student Paper Award
- Best Industry-Related Paper Award
- Best Biometrics Student Paper Award

Responsibility for the advertisement and selection of these awards rests with the corresponding IAPR committees. More information can be found on the IAPR website.

The Call for Papers and the manuscript submission website should clearly list the paper-related awards to be made. The rules for eligibility and the selection process for these awards should be explained on the manuscript submission website. An appropriate reviewing strategy (e.g., specific questions on the submission and reviewing forms) is undertaken to establish award winners. The Hosts and Track Chairs must, therefore, liaise closely with the relevant IAPR committees handling these IAPR paper-related awards.

In addition to the above there can be a number of other awards which are handled by the Hosts. Examples include: *Best Paper Award* and *Best Poster Award*. These awards may comprise a certificate and a nominal monetary award. Responsibility for advertisement, selection and financing of these awards rests with the Hosts (the Program Chair and Track Chairs should also be involved in the selection process).

Finally, it is desirable for the Hosts to provide certificates for the winners of any competitions held in connection with ICPR. The Hosts should liaise with the competition(s) organiser(s) (or with the Competitions Chair, if there is one) to assess requirements.

### **3.6 Official Activities during the Conference Banquet**

There are a number of official items of business that are carried out during the Banquet, in addition to the culinary and entertainment activities:

- Various official announcements are made by the ICPR organisers, the IAPR ExCo and IAPR standing committees.
- All awards and prizes (except the K-S.-Fu Prize and the J.K. Aggarwal Prize) are presented.
- The certificates to new IAPR Fellows and the certificates of appreciation for service to the IAPR are presented.
- Other parties (e.g., journal editors) may wish to present non-IAPR awards during the banquet. Hosts should bear this in mind but it is the other parties' responsibility to request a suitable time slot from the Hosts.

**Note:** The organisers are strongly encouraged to provide the *IAPR ExCo* well in advance with a list of the activities taking place during the Banquet to ensure all items of official business are included in the program.

### **3.7 Paper Review Protocol**

The peer-review process for papers submitted to ICPR is one of the most important determinants of the scientific quality of the conference. As such, the whole process

must be managed by scientifically knowledgeable people, i.e., the Program Chair and the Track Chairs. Under no circumstances must a non-scientific organiser (e.g., a commercial conference organiser) be involved in the selection of reviewers and in the assignment of papers to them.

The use of a web-based paper submission and review management system is essential. The IAPR has determined that PaperCept (papercept.com) will be used to manage paper submission and review. Test runs must be performed well in advance of the date when submissions are due to start being accepted. There is considerable expertise within the ICPR Liaison Committee in using such conference management software which the organisers can draw upon.

It is recommended that the specification of the format and length of papers submitted is as close as possible to that of the final papers to be included in the proceedings. This practice enables the review of a more representative (of the final) version of the papers and enables early checking for adherence to formatting guidelines.

It must be noted that the members of the Program Committee are chosen by Track Chairs as prominent experts in their field and are expected to be the primary pool of reviewers. Each PC member will be allocated a number of papers by the Track Chairs for which they are responsible for producing reviews. If, at their discretion, PC members can identify competent reviewers outside the PC, they can delegate some papers (that are possibly not entirely within their field of expertise). PC members are, however, still responsible for the quality and timeliness of the reviews allocated originally to them. Accordingly, the paper/review management system should support the delegation of reviews, at the initiation of PC members.

It is very important that the selection of Program Committee members demonstrates strong international representation, reflecting the international nature and ethos of IAPR.

Typically, the protocol for the paper review should be as follows:

1. Track Chairs appoint PC members well in advance (at least six months before the submission deadline).
2. After the submission deadline, the Conference Secretariat makes full papers available to Conference Program Chair(s) and Track Chairs.
3. Track Chairs assign three PC members to each paper (see below).
4. Conference Secretariat makes available to each PC member their allocation of full papers along with review forms; PC members act as reviewers or, if appropriate, appoint competent additional reviewers and delegate some papers to them.
5. Reviewers return reviews to Conference Program Chair(s) and Track Chairs via the manuscript/review management system.
6. Track Chairs recommend papers to accept/reject and, together with the Conference Program Chair(s), assign them to sessions, thus constructing the scientific program. In setting the acceptance threshold, the Conference Program Chair(s) and Track Chairs should refer to the Quality section under "Good Practice" below. It is advised that a face-to-face meeting of the Conference Program Chair(s) and a sub-group of the Track Chairs takes place to make final decisions on constructing the program. The Hosts are responsible for reimbursing reasonable expenses incurred by the Conference Program Chair(s) and any participating Track Chair(s) in order to attend this meeting.
7. Notification concerning acceptance distributed to authors along with reviewers' comments. Reviewers must remain anonymous.

To allocate papers to PC members, a semi-automated method is possible using PaperCept. The system first proceeds with an automated assignment process based on matching keywords provided by authors with those provided by PC members. Track chairs can then review the result of the automated assignment, make corrections and, in general, make any assignment they judge relevant. Papers submitted by Track Chairs or other Conference Chairs are generally handled outside of PaperCept by a separate process in order to avoid organizers having access to the information on their own papers.

Alternatively (i.e. without using the suggested semi-automated method of PaperCept), it is also possible to manually allocate papers to PC members, by pursuing the following steps:

1. Track Chairs request and compile a set of keywords outlining the expertise of each PC member in their Track (when PC members are appointed).
2. Each of the Track Chairs is allocated a subset of the papers submitted (taking care to remove from a Track Chair's allocation those papers whose author is that Track Chair).
3. Each Track Chair assigns the papers in their allocation to PC members (only PC members are sent papers at this step) making sure that:
  - Each paper is assigned to three PC members.
  - Papers are evenly distributed (while taking into account the area of expertise of each PC member, the load must be balanced, therefore some papers will be assigned to PC members whose expertise may be in the periphery of the paper's topic).
  - Conflicts of interest do not arise.

**Notes:** From experience, the following are considered good practice:

- The invitation letter to potential PC members should briefly state what is expected of them (i.e., approximately how many papers of how many pages each may be allocated to them to review over what time period). The letter should also give the invitee the option to refuse, possibly recommending another colleague.
- The number of papers allocated to a Program Committee member for review must reflect reasonable expectations of time and effort spent and must take into account other workload constraints. It should not be assumed that PC members can always delegate a large proportion of their reviews allocation.
- Reminders to reviewers that have not completed their allocated reviews must be sent at suitable intervals before the due date.

### **3.8 Proceedings**

Proceedings should be published by a major publisher under an ISBN number. The publisher will store copies of the proceedings and will issue copies on request to libraries and other requesting parties. The publisher should ensure that ICPR papers are listed in major engineering and science databases such as INSPEC. The Hosts must ensure that ICPR papers are available through a recognised digital library and listed in major electronic resources, such as DBLP and CiteSeer.

It is critical to execute written conference proceedings publication agreement with the publisher well in advance (typically at least one year prior to conference) since many steps must be followed to guarantee inclusion in electronic libraries and indexing.

It is strongly recommended that the proceedings are available in electronic form in addition to, or instead of, the printed form. The electronic form can be CDs or USB key or (see also *Visibility* – Section 4.3 below) a free access website (at least for registered

participants). The publisher may allow the latter, so the Hosts are encouraged to take advantage of this.

**Note:** *The IEEE Computer Society Press usually allows the posting of full camera-ready papers on the conference website as long as the IEEE copyright notice is included. The Hosts are strongly encouraged to investigate and implement this entitlement as it is considered a very useful benefit for researchers in the fields covered by IAPR.*

### **3.9 After the Conference**

After the conference, a detailed financial account shall be submitted to the *IAPR Conferences & Meetings (C&M) Committee*.

In addition to the financial report, detailed statistics about the conference (including the list of participants and their contact details) must be submitted to the *IAPR Conferences & Meetings (C&M) Committee*.

**Note:** *The list of participants and their contact details remains always the property of the IAPR and may be used by the Hosts only for the purpose of ICPR organisation.*

A report for inclusion in the IAPR Newsletter should be submitted to the Newsletter Editor. The same report should be sent to the IAPR webmaster for inclusion in the IAPR website.

### 3.10 Timetable

The following table provides the guidelines for the timing of strategic actions:

|  | <b>Months prior to conference</b>  |
|--|------------------------------------|
| Selection of required skeleton organisational structure for bid preparation  | 54, or 6 months prior to ICPR(n-2) |
| Proposal to IAPR Conferences & Meetings (C&M) Committee  | 52, or 4 months prior to ICPR(n-2) |
| Selection of venue by Governing Board  | 48, or at ICPR(n-2)                |
| Budget approval and signing of Memorandum of Understanding   | 45, or 3 months after ICPR(n-2)    |
| Proposals (by all stakeholders) for Tracks and Chairs sent to ExCo and ICPR Liaison Committee; organisers submit proposal to ICPR Liaison Committee for filling the rest of organisational posts | 42, or 6 months after ICPR(n-2)    |
| Tracks and Chairs approved by ExCo on behalf of GB, after taking into consideration comments by ICPR Liaison Committee   | 40, or 8 months after ICPR(n-2)    |
| Approaching industry, government and other parties for donations   | 36                                 |
| Initial progress report and updated budget to IAPR C&M committee   | 26, or 2 months prior to ICPR(n-1) |
| First call for papers (email, IAPR website, IAPR Newsletter etc.), poster of conference  | 24, or ICPR(n-1)                   |
| Second call for papers   | 18                                 |
| Final call for papers  | 12                                 |
| Deadline for paper submission  | 8 (absolutely latest)              |
| Meeting to finalize conference scientific program  | 5                                  |
| Notification to authors concerning acceptance  | 5                                  |
| Publication of authors and titles of accepted papers on website  | 5                                  |
| Detailed (draft) program on website  | 4                                  |
| Deadline for camera-ready paper  | 3                                  |
|  | <b>Months after conference</b>     |
| Report for inclusion in Newsletter due   | 1                                  |
| Financial report, attendee list, and detailed statistics due   | 6                                  |
| Return of IAPR loan (if any) and payment of IAPR levy  | 6                                  |

## 4 Good Practice

The ICPR is the premier international conference in the field of Pattern Recognition Recognition, providing a unique overview of research directions in a wide variety of subfields. It is also the venue which is most important for the development of the next generation of researchers.

The inclusive ethos of ICPR and its traditions must be maintained and enhanced wherever possible. The following are some objectives that ICPR organisers must adopt as far as possible.

### 4.1 Quality

Ensuring the quality of the ICPR is paramount to maintaining and enhancing the significance of ICPR to its participants and its reputation in the wider community.

The most important aspect of quality is that of papers presented at the conference. Care must be taken not to allow other factors (e.g., budget balance or contract with venue) to dilute this by accepting more papers than the professional judgement of the Program Chair and Track Chairs dictates.

### 4.2 Low Participation Cost

One of the foremost facilitating factors for achieving and enhancing inclusiveness and accessibility is the cost effectiveness of participation. The Hosts are strongly encouraged to achieve this through:

- **Controlling costs.** The Hosts are expected to make cost-effective arrangements for hosting ICPR. The desirability factor of the conference location and social program (e.g., banquet) should be seen as a bonus that is affordable only if there is sufficient sponsorship/subsidy (see below). It is not seen as good practice to pass on the majority of the cost of such secondary items to the participants. Organisational expenses should be minimised by using reliable volunteers as far as possible and keeping the number of non-fee paying participants to an absolute minimum (keynote speakers and K-S. Fu prize recipient only). Finally, it is recommended to set up conference bank accounts with “non-profit” or “charity” status so as to minimise (or avoid) paying bank fees and taxes. To that effect, an academic institution associated with the Hosts may be able to handle these accounts within its financial system.
- **Sponsorship.** The Hosts are encouraged to actively seek as high levels of sponsorship/subsidies from external organisations as possible. These can be funds from grant-awarding bodies (e.g., national research councils) as well as from other commercial and governmental/non-profit organisations as long as such sponsorship do not have conditions that negatively impact on the scientific quality and prestige of the conference. Ideas, contact names and advice can be sought from the ICPR Liaison Committee and the Industrial Liaison Committee.
- **Student incentives.** Discounted registration fees and provision of inexpensive accommodation for students is essential. Furthermore, the provision of a limited number of student grants (a fixed amount covering part of the participation expenses) is highly recommended.

### **4.3 Visibility**

It is the responsibility of the Hosts to ensure the high visibility of ICPR. This can be achieved by judicious advertisement in quality publications as well as mailing lists. It must be noted that conscious effort must be made not to over-advertise in mailing lists; the three suggested occasions are listed in the Timetable above. The best channels will be the mailing lists of the IAPR member organisations and the list from the previous ICPR. Advertisement in the IAPR newsletter is essential (see Timetable above). The possibility of advertising ICPR in IEEE Computer and in various journals must be investigated (bearing in mind it has to be cost-effective). Conference posters can also be produced, ready for distribution at relevant events attended by members of the wider research community.

The visibility and availability of the proceedings papers is an important issue that it is not only functional but it enhances the visibility of ICPR. The contract with the IEEE-CS Press (publishers of several previous ICPR proceedings) usually allows the contents of the proceedings to be hosted on-line at the Conference website and that authors can list/distribute their own papers, provided the IEEE-CS copyright notice is included in each paper (the IEEE-CS can provide the PDFs of the papers with that notice).

### **4.4 Accessibility**

Participants must be able to attend the conference without any restriction of nationality (i.e., the hosting country must not have blanket policies that refuse entry to citizens of another country) etc. This is one of the key principles of the IAPR. If Hosts discover any problems of that sort at a later stage, they must inform the ICPR Liaison Committee immediately.

### **4.5 Professionalism**

The ICPR and any associated activity of the Hosts are expected to adhere to and project high standards of professionalism. On a higher level, the best practices as outlined by professional societies (e.g., IEEE) must be followed. On a daily organisational level, it is expected that the Hosts will fulfil their duties as outlined in this document and other applicable duties as described on the IAPR website. In particular, Hosts must be responsive to requests for information by the IAPR Conferences & Meetings committee, the ICPR Liaison Committee, the IAPR ExCo, the IAPR Publications and Publicity committee and other relevant IAPR officers.

### **4.6 Continuity**

It is strongly recommended that ICPR organisers have a face-to-face debriefing and handover meeting with at least their immediate predecessors (probably towards the end of the preceding ICPR). To ensure continuity at all levels, the handover should take place at all organisational levels (i.e., between Hosts as well as between Track Chairs and other officials).

## 5 Bid Submission/Selection

This section details the information that must be included in a bid to host an ICPR and summarises the selection process. Proposing consortia must read this information carefully before preparing a bid.

### 5.1 Selection Procedure

In chronological order, the following sequence is observed:

- A member organisation of the IAPR considering endorsement of an ICPR proposal must inform the IAPR Conferences & Meetings Committee of such intention as soon as the plans take a definitive form. The Conferences & Meetings Committee will then inform the candidate organizers if other national associations have announced similar plans.
- A proposal for hosting an ICPR must be submitted to the Conferences & Meetings Committee (containing the mostly organisational structure information as specified in Section 5.2), no later than four months before the ICPR at which the venue will be selected (i.e., roughly four years and four months in advance).
- Any question concerning the organization of an ICPR should be addressed to the Conferences & Meetings Committee who will handle it directly, or after discussion with the ExCo.
- The Conferences & Meetings committee will evaluate the submitted proposals and present the results first to the ExCo and then to the Governing Board which is responsible for making a definitive decision (at its meeting during the ICPR). The Conferences & Meetings committee will also seek anonymous expert reviews (from experienced Organisers involved in previous ICPRs) in their evaluation. These comments will be forwarded to the ExCo and the GB.
- At the GB meeting during the ICPR, proposers are expected to make a brief (10 minute) presentation covering the key points of their bid (As outlined in Section 5.2 below).
- The selected conference will be announced at the banquet during the ICPR at which the decision is taken; it will also be announced in the IAPR Newsletter and on the IAPR website.
- A Memorandum of Understanding is signed between the IAPR and the Hosts (see Appendix B).
- The full scientific structure of the conference is determined and key posts are filled after discussions between the (now successful) proposing consortium, the ExCo, the ICPR Liaison Committee, and other stakeholders, and approved by the ExCo.

### 5.2 Proposal

It is essential that the proposing consortium familiarise itself with the requirements and procedures of ICPR outlined in this document (and any relevant IAPR Bylaws and Statutes) before submitting a proposal. The proposal must reflect this fact.

The proposal **must provide only specific information about the conference organisation**: location, the group of organizers in charge of the event (Hosts and other officials) and the financial arrangements. Proposers **must not provide information about scientific aspects** (tracks, track chairs etc. will be discussed with the ExCo and the ICPR Liaison Committee, and determined after a proposal is successful).

The structure of the proposal must include **only the required information (especially in terms of named Chairs)** in order for the GB to be able to assess all proposals fairly.

Specifically, **precisely** the following points must be addressed in the proposal:

1. **Venue** (facilities, meeting rooms and other accommodation) and **date**. The date does not need to be exact and could be given as a range of up to one month because the proposal will be made far in advance, and there may be reasons to adjust the date as the conference draws closer (for example, to avoid clashes with other major events).
2. **Accessibility** (transportation and visa requirements) to all members of IAPR societies;
3. **Skeleton organisational structure**. Only the following six positions should be listed in the proposal:
  - a. General Chair(s)
  - b. Finance Chair
  - c. Local Arrangements Chair
  - d. Conference Program Chair(s)
  - e. Up to two additional key posts (to be specified at the discretion of the Proposers)
4. **Accommodation** information for participants (regular delegates and students), including indication of costs;
5. Key milestones **schedule**.
6. **Budget**, detailing each of the items listed in Section 3.1 above;
7. Outline of the **experience** of the Hosts in hosting scientific conferences.

As mentioned earlier, it is explicitly not allowed to include any additional information related to the scientific program of ICPR or to further posts and committees.

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*Last revised: 8 December 2009*

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*Based on a previous version (current up to 2007) of the guidelines elaborated by successive C&M committees.*

# APPENDIX A

## IAPR Statutes and Bylaws related to ICPR

For the most up-to-date version see:

<http://www.iapr.org/constitution/>

<http://www.iapr.org/constitution/bylaws.php>

<http://www.iapr.org/constitution/statutes.php>

### The Organisation of ICPR

11.1 The ICPR Chairman shall be responsible to the Governing Board for planning, managing, operating and evaluating ICPR.

11.2 The ICPR should be endorsed by the local IAPR member society, rather than a group of individuals. The names of general chairman, program chairman, and local arrangements chairman should be submitted with the proposal together with two alternate names of people who may replace one of the above if these for some reason cannot carry out their duties. Any significant changes in the proposal must be approved by the Executive Committee.

11.3 Articles 6.8 through 6.10 of these Bylaws concern the financial aspects of the ICPR.

11.4 Whenever possible, publicity matters relating to the ICPRs should clearly state that the conference is a conference of the International Association for Pattern Recognition. The ICPR organizers will provide the IAPR with detailed statistics about ICPR, including the list of participants and their addresses, and financial summary balance sheets.

11.5 The ICPR, as well as all other conferences and workshops sponsored or co-sponsored by IAPR, must be open for attendance to all members of IAPR member societies.

### Financial Matters

6.8 The Chairman of the next ICPR shall prepare the budget for this ICPR and submit it to the Governing Board for adoption.

6.9 The Governing Board may reserve an allowance for the financial support of the next ICPR. The ICPR Chairman or one of his committee members may, with the approval of the President and the Treasurer of IAPR, use (part of) this allowance for the organization of ICPR. Such disbursement may be recovered from ICPR receipts.

6.10 The Chairman of the next ICPR or one of his committee members may, with the approval of the Treasurer of IAPR, open an IAPR account to be used for the deposit and disbursement of funds for this ICPR.

## 5.3 STATUTES

### S.1 ICPR Compensation to IAPR

The organizers of an ICPR shall prepare their budget and set their fee structure so as to provide for compensation to IAPR for its efforts and expenses in promoting the conference. Such compensation is to be ten percent of the gross registration receipts and is to be paid to the IAPR treasury no later than 45 days after the conclusion of this ICPR. The gross registration receipts shall include receipts for the ICPR itself, for any tutorials or workshops held in connection with the ICPR, as well as for any exhibits.

# APPENDIX B

[SAMPLE]

## Memorandum Of Understanding between the International Association for Pattern Recognition (IAPR) and the Legal Entity responsible for organizing ICPR

**THIS MEMORANDUM OF UNDERSTANDING** is made this **Xth** day of **Month, Year**, by and between The International Association for Pattern Recognition (IAPR) and the **Legal Entity responsible for organizing ICPR**, hereinafter referred to as “Parties” and sets forth the relationship and obligations relating to the International Conference on Pattern Recognition to be held **Date**, in **Location**.

### 1. Purpose of Conference

The purpose of the International Conference on Pattern Recognition, which is the principal conference of the International Association for Pattern Recognition, shall be to advance the understanding and application of the discipline of Pattern Recognition and related fields.

- (Fill in what is appropriate for ICPR based on the program that is proposed by the Organizing Committee)

### 2. Basic ICPR Administration

The ICPR Chairman shall be responsible to the Governing Board for planning, managing, operating and evaluating ICPR. The Conference Organizing Committee shall be responsible for the conference operations (the size and composition of the committee should be defined). This committee will be responsible for defining the conference tracks, assigning track chairs (given the tremendous amount of work that is required from track chairs, it is recommended that two track co-chairs be assigned to each track), assigning technical program committee members (with support from track co-chairs), managing the paper submission process, managing the paper review process, defining the scientific program, identifying short courses, planning special events, coordinating exhibits, supervising the editing of the conference proceedings, selecting hotels and conference venues, managing the ICPR WWW page, managing the budget, reporting to the IAPR Governing Board and to the IAPR Executive Committee, and other duties and responsibilities of the ICPR Organizing Committee. The IAPR Executive Committee shall oversee the ICPR Organizing Committee and assures consistency in the conference operations.

### 3. ICPR Management

The ICPR Organizing Committee may contract a Conference Management Professional to provide those services not handled by the Conference/Workshop Organizing

Committee or other volunteers. The associated expense shall be treated as a conference expense, billable to the conference at rates agreed upon by the Conference Organizing Committee and reflected in the approved budget. The contracted management services may include registration, publications, mailings, exhibits, tours, arrangements, hotel accommodation, and airline discounts.

#### **4. ICPR Publicity**

Publicity matters relating to the ICPR should always clearly state that the conference is the principal conference of the International Association for Pattern Recognition (IAPR).

#### **5. Participation in ICPR**

The International Conference on Pattern Recognition ICPR is open for attendance by all research communities within the field of pattern recognition.

The language of presentation and publication of ICPR proceedings shall be English.

#### **6. Financial Responsibility**

Revenues and expenses of the ICPR are the responsibility of the ICPR Organizing Committee.

##### **6.1 Budget**

The Organizing Committee of the ICPR shall prepare a detailed budget for the Conference and submit it, along with the conference proposal, to the IAPR Governing Board for approval. A budget update shall be submitted to the Governing Board for approval two years prior to the conference at the biennial meeting during ICPR. If the updated budget is not approved by the Governing Board, there should be a deadline set for the submission of a new update so the Governing Board can examine it via mail voting.

##### **6.2 Loans**

Upon approval of the ICPR budget, the IAPR may provide (*if requested*) an interest free loan to the ICPR Organizing Committee. All loans are considered a conference expense and must be repaid to IAPR. The maximum amount for the loan is US \$10,000.

##### **6.3 IAPR levy on registration**

The organizers of an ICPR shall prepare their budget and set their fee structure so as to provide for compensation to IAPR for its efforts and expenses in promoting the conference. Such compensation is to be ten percent of the gross receipts including all taxes and is to be paid to the IAPR treasury no later than 6 months after the conclusion of this ICPR. When submitting a bid for ICPR, Conference organizers shall provide details in the budget on how this levy will be computed (e.g. including VAT or not, etc.).

##### **6.4 Agreement between ICPR Organizing Committee Members**

Organizing Committees for the ICPR are often composed of persons affiliated with different organizations. An agreement between the members of the Organizing Committee with respect to how Surplus/Losses will be distributed

between the different organizations shall be signed by the members of the Organizing Committee.

### **6.5 Banking**

The Chairman of the ICPR or one of his committee members may open an account for the purpose of organizing ICPR.

### **6.6 Liability Insurance**

The IAPR cannot accept liabilities with respect to ICPR. Consequently, the IAPR recommends liability insurance on its sponsored conferences and meetings, but is not in a position to provide such insurance. The Chairman of the ICPR or one of his committee members shall obtain this insurance. Depending on the country where the ICPR is held, it is sometimes easier to have an umbrella organization such as a university or commercial conference organizer obtain this insurance.

### **6.7 Final Financial Reporting**

The Conference Organizing Committee shall prepare a detailed final financial report for the conference, showing all relevant items of revenue and expense as well as final disposition of repayment of all outstanding loans as well as the IAPR levy on registration. The ICPR Organizing Committee shall provide the IAPR with detailed statistics about ICPR, including the list of participants and their addresses, and financial summary balance sheets.

### **6.8 Liability for Deficit**

The "Legal Entity responsible for organizing ICPR" shall assume fiscal responsibility for any deficits relating to the conference.

## **7. Dissolving the Relationship**

This relationship may be dissolved by any of the Parties by giving the other Party a 60 day notice in writing. Notification should be 30 days before the ICPR that is to be held two years before the ICPR that is the object of this Memorandum of Understanding. If notification is later, then the withdrawing party is still liable for any losses in the current ICPR. If the Legal entity responsible for organizing ICPR is the Party which dissolves the relationship, the ICPR Organizing Committee shall make all reasonable efforts to transfer all conference related materials under its control to IAPR. If IAPR is the Party which dissolves the relationship, the other Party cannot continue to organize and run the ICPR.

## **8. Miscellaneous**

This MOU is binding on the parties, their successors, and transferees and constitutes the entire MOU between them, superseding any and all previous agreements, oral or written with respect to the subject matter hereof. No modification or waiver of any term or amendment to this MOU shall be effective unless signed in writing by all Parties.

This MOU shall be interpreted in accordance with and governed by the internal laws of the State of New York, where IAPR is registered.

This MOU may not be assigned or transferred to another Party without the written consent of the other Party(ies).

If any Party uses facsimile transmittal, then the fax copy shall serve as an original until an actual original is executed and received by all Parties.

In witness whereof, the Parties hereto have executed this memorandum of understanding as of the day first above written.

| <b>IAPR</b>          | <b>ICPR Organizing Committee</b>                           |
|----------------------|--|
| Authorized Signature | Signature of authorised representative of Host Institution |
| Name                 | Name   |
| Title                | Title  |
| Date                 | Date   |