Conference preparation procedure / expectations

Things to be done one year or more prior to the conference:
Conference organization is often not active until one year before the conference; however, there are some couple of important items to be completed at least a year in advance.

1. Paper work to sponsor organization, ACM and IEEE (24 months prior to the conference): *the steering committee co-chairs will work on this.*
   - ACM:
     http://www.acm.org/sigs/volunteer_resources/conference_manual/conference_manual-toc#TMRF
     - Step 1: Preliminary Approval Form (PAF)
       http://cms.acm.org/paf/
     - Step 2: Technical Meeting Request Form (TMRF)
       HRI2011's TMRF URL:
       http://cms.acm.org/public/cms/tmrf/cms_tmrf.cfm?id=4814
   - IEEE:
     The on-line Information Schedule (till 2013)
     http://ta.ieee.org/InfoSched/Welcome.aspx
     IEEE Conference Application (from 2014)
     http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html

   (It seems that they will often forget to work on these unless reminded, and in past we sent a number of reminders or called them to make this happen)

2. Budget (similar timing as above):
   Financial chair needs to prepare a budget plan to be submitted to IEEE and ACM. The paper work requires us to submit the budget.
   - ACM:
     We need to input the budget in TMRF process above.
   - IEEE:
     We need to send the budget from the link below:
     http://www.ieee.org/conferences_events/conferences/organizers/required_documentation.html

Also, at the same time, we need to submit the budget to RAS (Robotics and Automation Society of IEEE). In the past, we sent email to the person in charge in RAS (in 2012, we sent to Prof. Sugano).

3. Contract for the venue (at latest, 15 months prior to the conference): the general chairs are expected to secure the conference site very soon after the proposal approved. The contract approval and signing must be completed by the primary financial sponsor, either ACM or IEEE. The conference organizers are responsible for conducting the contract negotiations in conjunction with the primary financial sponsor. The conference organizers are not permitted to sign the contract on behalf of the conference or the Steering Committee.

4. Advertisement (12-16 months prior to the conference): it is expected that a CFP has been prepared for distribution at the annual HRI conference (i.e. ,one year in advance to the conference; to be included in the program booklet, this should be done 15-16 months prior to the conference). Conference site, important dates, theme, topics, etc. should be decided by then. Distributing CFP to the participants in preceding HRI conference is very important, as considerable amount of people are repeated participants!
In addition, a web site for the conference should be prepared. Note that the preliminary web site needs to be prepared around the time of submitting the paper work to ACM and IEEE.

5. Technical co-sponsors (AAAI, HFES): There are two co-sponsors of the conference that do not have a financial stake in the conference. We generally call this technical co-sponsorship, but for HFES and AAAI, this is generally called "in cooperation" since they do not use the terms technical co-sponsors.
Mike Goodrich (for AAAI) and Julie A. Adams (for HFES) are the primary contact persons with these organizations. After a web site and the paper work submitted to IEEE is prepared, please contact to them. About AAAI, notice that renewal of the co-sponsors will be automatic if we satisfy the reporting requirements for the preceding conference (at least, for 2012).

6. Location of PC meeting (12-15 months prior to the conference): Program co-chairs are responsible for planning the location of PC meeting and should choose a meeting location prior to inviting PC

members. In the steering committee, there is an argument that PC meeting location should rotate around geographic regions (i.e. North America, Asia, to Europe), as it would affect geographic balance of senior people in program committee.

7. Meeting (12 months prior to the conference): If possible, plan to have a committee meeting at the preceding HRI conference. Having face-to-face meeting within the committee will foster friendly relationships among committee members, and make decisions during the organization much easier.

8. Recruiting committee member (often useful to do at preceding conference, i.e. 12 months prior to the conference): Please try to involve diverse people (diverse from both academic and geographic regions) in the committee. It is useful to make an announcement to ask volunteers to be involved in the committee, as it is HRI community's view to make this involvement process open.

Expected things for organizing the committee during one year of preparation:

Conference organization becomes very active within one year of the conference! Each chair will start to actively work. The following represents a few key points.

1. Monthly telephone conference: although it is up to the general chairs how they will organize the conference, in the past, as successful model has been to hold monthly telephone conference calls to ask each chair to update their activities and to plan for the conference.

2. Proceeding: HRI has agreement with both ACM and IEEE: papers will be archived to both ACM digital library and IEEE Xplore, which is one of unique features of HRI conference. Please communicate with publisher for detailed procedures.
   - for ACM, if we use Sheridan, they will communicate with ACM (though, please double-check with Sheridan).
   - for IEEE, we need to submit the publication form: http://ta.ieee.org/InfoSched/Pub/Search.aspx

3. Financial: The steering committee have two expectations:
   a) Conference fee. If possible, the registration fee should be as low as possible. Typically only increase within 50 USD from previous year. (e.g., for member early registration, HRI2010: $475, HRI2009: $450, HRI2008:$465, HRI2007: $395, HRI2006: $385). It is necessary to have registration fees that include members (IEEE, ACM, AAAI, and HFES), non-members, and students/IEEE life members (IEEE life members cannot be charged a registration fee larger than students). The early registration deadline should be about 5-6 weeks prior to the start of the conference. There should also be late registration fees, sometimes there are both a late registration fee and an on-site fee.
   b) Try to generate funding for student travel, particularly for those who have papers to present. It was typical to prepare approx. 10K$ (or more) for this purpose.

Things to be done after closing the conference:

You, the organizers, probably relax now, and start to forget about the organization of the conference... But, please don't forget to do the things as follows!

1. Close the financial.
2. Send thank-you letters to committee members.
   The steering committee co-chairs have format of the letter. Please send such a letter to committee members with cc-ing their supervisors, so that the fact they volunteered to the conference is explicitly visible in their university/organization.
3. Report to sponsors.
   - AAAI: we need to satisfy their reporting requirements. Specific details will be added later.
   - We don't need actions for IEEE SMC and HFES.
4. Update statistics. The steering committee co-chairs collect the information as follows:
   - Number of participants (and the details, such as early/late/on-site, and member/non-member/students)
   - Number of submissions and acceptance for each submission categories.
5. Knowledge transfer. Please encourage each committee member to transfer "things that work well, not work well, and lesson learnt" to the next committee member.