

# IEEE SENSORS APPLICATIONS SYMPOSIUM

SAS



# Handbook

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## **IEEE SENSORS APPLICATIONS SYMPOSIUM**

### **WELCOME**

This handbook is designed to assist in planning and organizing the IEEE Sensors Applications Symposium (SAS) making it a success. Included are general guidelines, answers to some operational questions and suggested deadline dates for various stages of progress. The form at the end of the document is to be signed by the Conference Chair(s) and the Technical Program Chair(s) in acknowledgement of agreement with the handbook rules contained herein.

SAS provides a forum for sensor users and developers to meet and exchange information about novel sensors and emergent sensor applications. The main purpose of SAS is to collaborate and network with scientists, engineers, researchers, developers, and end-users through formal technical presentations, workshops, and informal interactions. SAS – a focused technical conference – is a meeting place where engineers, teachers, scientists, students and others discuss information relative to specific disciplines and areas of interest. The permanent sponsor of the Conference is the IEEE Instrumentation and Measurement Society.

Co-sponsors may be the IEEE section in which the Conference is held in a given year. There may also be technical sponsors which publicize the Conference and allow the use of their names by the conference, but do not participate financially.

A Steering Committee (SC) is the governing agent, identifying strategic lines of development for the conference, providing primary direction, advice and counsel to the Conference Committee. The I&M Society Administrative Committee appoints up to six members to the SAS Steering Committee.

Continuity is necessary and there are important rules to observe. However, there is plenty of latitude for change, for updating and for new ideas and techniques.

The Conference Board (or Conference Committee) is a working body and it is important that each member devotes sufficient time to carry out specific assignments. Conference Committee is composed of Conference Chairs, which plans, schedules, arranges and implements the conference. All chairs must be available during the hours of the Conference. Chairs must be reachable to answer questions, handle emergencies and generally insure the smooth operation of the conference. Because the Conference Committee is a team, Chairs must be available to fill in for other committees in emergencies and when requested to solve problems and/or relieve a work jam.

The SC has a governing and succession plan to ensure both continuity in the operations and a fair inclusion of new members willing to bring their contributions to SAS.

A SC Chair is elected for a two years term, a Chair-elect is elected together with the Chair to collaborate in the conference management and to ensure continuity and consistence in the SC actions. New SC members may be invited to join the SC every year. The SC Chair identifies potential new members and proposes them as new members to the Steering Committee; as a general rule, one among the Conference Committee that is not already SC member may be invited to join the SC.

In order to keep the number of members fixed to six, the oldest SC member (if not a Chair or Chair-elect) will leave the SC.

The Steering Committee meets in person every year during the SAS Conference. During this meeting, among other commitments, a review of the past activities is made together with planning of future actions including the designation of Chair, Chair-elect and new members.

After the SC meeting, the SAS SC Chair will send a short report to the VP Conferences of the IMS AdCom. In this report the new composition of the SAS SC will be presented and will be submitted to the IMS AdCom to be approved during the annual AdCom Spring Meeting.

The Conference Coordinator (currently Conference Catalysts) operates as paid staff, providing support and backup to each chair and maintaining a central office for administrative activities. His\* specific duties are covered in section 1.0 Introduction under 1.4 Conference Coordinator. Copies of all correspondence relating to the conference should be sent to the Coordinator. The Conference Coordinator is the agent of the SC and must approve any single commitment of Conference funds of \$3,000 (USD) or more. Generally, these commitments include hotel and facility contracts, meal guarantees and contracts for special events.

The Conference has a permanent web site: <http://2017YYYY.sensorapps.org/> (YYYY being the year) which provides full details on the Conference.

*\* For purposes of clarity, the personal pronouns “he,” “his” and “him” are used throughout the manual and carry no gender implications.*

# 1.0 INTRODUCTION

## 1.1 Conference History

The Sensors Application Symposium represents a forum where to interact on the general subject of sensors and sensor applications since 2006 when the first edition of the conference was held in Houston, TX. Since then, after few years in the US, the conference has raised to an international level having now a successful record of venues in the various part of the world.

## 1.2 Conference Planning

Conference planning should begin at least three years prior to the date of the Conference — actually, the Conference begins its official existence when the SAS SC approves a conference proposal. The SC generally meets once a year in person at SAS (spring meeting) and at least once remotely in the fall (fall meeting) in time to provide report for the fall meeting of the Society Administrative Committee. Proposals for hosting SAS are considered by the SAS SC at one of these meetings and usually at the fall meeting.

A “Call for Bid” (with a two years advance) will be open every year after the annual SAS Conference and will close at the end of September. IEEE members and IMS members seeking to host SAS initiate a proposal (see the conference section in the I&M Society web page) and submit it to the SAS SC Chair.

The SAS SC Chair will call a Telco meeting to evaluate the bids received and to eventually select the venue to be proposed to the IMS VP Conferene before the AdCom fall meeting.

Once the proposed venue has been approved by the AdCom the SC Chair will contact the proposers in order to start the .organization details.

Whenever possible, a two-year advance period should be guaranteed.(for example, the 2022 conference will be awarded at the fall 2020 SAS SC meeting. Otherwise, the steering committee and the Chair will work to have the future conference venues confirmed with the largest possible advance). It is recommended that a representative of the proposals attends the SAS SC meeting to make a presentation in person and answer questions.

As a minimum, the proposal should include the Conference theme and the following three elements.

- a. Conference Arrangements — The time and place for the Conference must be proposed and shall not conflict with any other conferences sponsored by I&M or with any secular or religious holidays. To avoid conflicts with academic institutions, the conference dates should be between the last week of February and the first two weeks of March. The Conference Coordinator participates in arranging dates and site selection.
- b. Organization — Key members of the Conference Committee should be identified, along with their commitments to support the conference and resumes of their experience with previous conferences. Important members of the Conference Committee, identified as a minimum, are the Conference Chair, Technical Program Chair, and Co-Technical Program Chair(s). If the Conference Committee plans exhibits, it should outline a strategy and identify potential exhibitors.
- c. Financial Budget — The financial budget should be prepared using the Financial Report and Working Sheet Forms cited in the IEEE Conference Planning Guide. Important aspects of the financial budget are the fee schedule (set by the SAS SC), the expected number of registrations and anticipated income from other sources (e.g., tutorials, exhibits). A budget of expenses must

be provided. The budget should plan for a fixed minimum financial surplus of 20% of total expenses.

The I&M Society and a local IEEE Section co-sponsor enter into a Memorandum of Agreement that spells out specific responsibilities of and benefits to both parties and responsible point(s) of contact at the local Section (provided on the IEEE IMS web site). The letter is the cornerstone of the Society-Section partnership in the specific SAS conference.

### ***1.3 Conference Coordinator***

The Conference Coordinator is paid a retainer fee. The Society loans funds for the Conference share of the fee with repayment after the Conference. The conference database is maintained in his office, as is the Conference bank account. He acts as liaison with IEEE Headquarters and I&M Society leadership and when appropriate with the local section co-hosting the conference. The Conference Coordinator helps organize and produce SAS and answers to the SAS SC. His office works with all committees in helping carry out their responsibilities. Although he reports to the Conference Chair, he is available to all members of the Conference Committee as needed. He also serves as the executive agent of the SC and the representative of the I&M Society AdCom.

The Conference Coordinator's office is the administrative office of the Conference. It monitors all Conference activities, maintaining a checklist of actions scheduled, under way and completed.

The Conference Coordinator maintains software programs specifically developed to handle SAS finances, registration, mailing lists, electronic proceedings production and program production. All registration, financial, technical program and mailing list data flow through the Conference Coordinator as part of the corporate memory of SAS which he maintains. He is responsible for filing with IEEE the Conference Information, Conference Publications, and Insurance Application forms and budget.

Several foundations and private organizations may provide travel funds for qualified persons to attend conferences. The Conference Coordinator serves as the contact between these funding sources and the Conference.

The SAS SC is required under the Conference Charter to approve in advance any major commitment of funds; "major" in this case is generally considered any expense commitment exceeding \$3,000. The SAS SC has delegated this approval process to the Conference Coordinator and he must be consulted before contracts covering all printing, hotel/facilities and exhibit decorating services are signed. He must be included in decisions relating to meal guarantees during the conference.

### ***1.5 Coordinator Activities***

The Conference Coordinator provides the following basic support to Conference Committee Chairs:

**Conference Chair** - Advises on policy, organization and timing, acts as liaison with IEEE Headquarters and I&M Society, maintains corporate and historical files, coordinates travel grants and other support from foundations and organizations; prepares and submits conference application, interfaces and handles negotiation and contracting with conference facility and participates in development of conference theme, logo and support materials.

**Co-Chair** – Shares all responsibilities of the Conference Chair and may provide background information and logistical support for selected speakers.

**Technical Program Chair-** Assists in preparation and distribution of call for papers, configures and manages the web-based papers program, updates the web site on an ongoing basis so that authors and attendees are advised of the status of the program, monitors registrations and payments by authors assists with the review process and maintains a database of reviewer scores and comments to author and Technical Program Chairs, ensures requirements for IEEE-mandated *Xplore* Digital Library compatible formats are met, prepares and posts on the web author kits and accept and reject notices, collects manuscripts submitted for Proceedings and serves as principal communication source for authors, maintains checklist of materials received and posts on the web and provides *Xplore* content to IEEE.

The Technical Program Chairs and the Conference Coordinator establish deadlines for receipt of papers and assure proper preparation of papers as outlined in the author kits. The Conference Coordinator establishes a timetable with the printer consistent with the overall conference schedule. This schedule includes key dates for receipt of manuscripts, confirmation of *Xplore* compatibility, setup and final production.

The Conference Coordinator is also involved in the following tasks:

**Exhibits** - When exhibits are included, he provides application forms and contracts for exhibiting companies, assists in selecting and negotiating with an exhibit contractor and establishing move-in, move-out hours and other regulations and helps in exhibit floor layout as requested.

**Tutorials** - Participates in publicizing the tutorial program and developing registration form, collects registration fees and produces receipts and certificates of attendance.

**Arrangements** - Identifies specific needs for session and poster rooms, banquet space, plenary hall, exhibits area, signs, committee meeting rooms and sleeping accommodations and aids in selection of hotel/facility and negotiating contacts. Works with local committee to select attendees' bags, if any, and features of social events, including welcome reception, banquet/gala and companion tours. Submits all contracts to IEEE for review which involve a commitment of funds exceeding \$5,000 (USD).

**Registration** – Develops author and attendee forms with fees set by the SC. Collects all advance registrations via check, bank transfer and credit cards. Operates registration desk onsite, coordinates onsite registrations, badges, tickets, receipts, and certificates of participation.

**Finance** - Assists in developing budget files, initial and interim, manages Conference bank account, reconciles account and handles receivables and payables, providing regular reports to the Finance Chair. Obtains insurance coverage (automatic upon submission of conference application). Contacts I&M Society and local section for seed money advance loans and handles return of seed money and payment of surplus prior to closing conference. Participates in final financial reporting and prepares and submits materials for audit (when revenues exceed \$250K). Assures that an accrual-based financial report is submitted to IEEE by November 30 of the Conference year and final financial report is submitted for audit within six months after the Conference. Failure to close conference books within one year will result in financial penalties assessed against the Conference by IEEE.

**Awards** - Develops certificates of participation and attendance when specified and responds to individual requests for such material. Obtains specified plaques and monetary prizes for I&M Society awards.

**Publicity** - Prepares and distributes news releases and articles for I&M Magazine and local section newsletters, as well as any local media materials as needed. Supervises distribution of call for papers and advance program via the web. Helps coordinate any attendance promotion efforts.

**Webmaster** – Creates and maintains conference web site. Posts call for papers, abstracts received and advance program, author instructions, forms for conference registration and hotel reservation, information and attractions of the conference city and venue and other relevant information.

**Publications** - Works with the Technical Program Chairs in preparing and supervising the Advance Program, the Conference Proceedings and the Conference program - in short, all materials required for the conference. With the Technical Program Chairs, ensures papers are received in time to be included in the Proceedings. Ensures receipt of completed copyright forms that are required from authors to publish their papers. Advises authors that any required clearance by a company must be obtained by the individual author(s).

Only accepted papers that are scheduled for presentation at the conference and where the required registration fees are paid may be included in the Conference Proceedings.

Conference Proceedings are provided at registration to each paid registrant and additional copies are available for purchase during the Conference.

The Conference Chair consults with the Arrangements Chair and the Exhibits Chair to make certain places and times are correct and listings of exhibitors appear in the Conference Proceedings and the advance and final programs. He obtains from IEEE Headquarters the pertinent IEEE catalog and ISBN registration numbers: this information is available from the IEEE Acquisitions Administrator.

The Publications Chair teams with the Conference Coordinator in producing the Proceedings. There are certain requirements that must be met.

- **Cover** - It may reflect the Conference theme or location. The cover must include SAS with the two-digit year and a unique catalog number designated by IEEE Conference Services.
- **Title Page and Index** - Name, date, location of conference, Conference Proceedings heading, IEEE catalog, Library of Congress and ISBN registration numbers and sponsors.
- **Reprint Criteria and IEEE Responsibility Statement** - Standard item inside title page.
- **Chair's Messages** - Two pages of welcome remarks by General Chair and Program Chairs
- **Keynote Speaker** - The identity of the keynote speaker(s), his or her professional credentials and a general preview of his talk are listed.
- **Conference Committee** - The organization, committee officers and their company affiliations. Also identifies the SAS SC.
- **I&M Society Information** – Society representative and Society Awards information is listed.
- **Special events** - A tutorial schedule is usually included, as is any special tour and the mid-evening gala. A special honor or award presentation falls into this category.
- **Call for Papers** - For continuity, a call for papers for the following year's SAS is included.
- **SAS History** - Previous SAS s and their locations are listed.
- **Table of Contents** - Lists each technical session, with paper titles and authors' information. Author names are hyperlinked to their papers.
- **Author Index** - An alphabetical list of authors and the page(s) on which their paper(s) appear. Author names are hyperlinked to their papers.

The official name of the conference is the IEEE Sensors Applications Symposium and IEEE must be prominently displayed in all Conference materials. The IEEE logo must appear on the cover and title page of the Conference Proceedings, and in the Advance Program, final program and Call for Papers. Electronic copies of the logo are available from the Conference Coordinator. Instructions on how to

use the IEEE logo and suggestions for layout, cover and binding can be found on the web at [http://www.ieee.org/conferences\\_events/conferences/organizers/publishing\\_conference\\_papers.html](http://www.ieee.org/conferences_events/conferences/organizers/publishing_conference_papers.html) click on Conference Organizers and IEEE Master Brand.

The Advance Program is posted on the SAS web page before the conference. The program contains a listing of sessions and accepted papers, Conference technical and social events, features of the conference site and city and other pertinent information.

## ***1.6 Final Program***

The final or on-site program is distributed to attendees at the Conference and contains a final program schedule, room assignments, list of exhibitors and information on the keynote address, social activities and any special events. It is not necessary to include registration forms or hotel reservation applications or "how to get to the Conference" information. Messages from the Conference Chair and Technical Program Chair(s) are included in the Proceedings and should also be included in the final program. Sufficient copies of the program are printed to supply all attendees and exhibitors.

## **2.0 CONFERENCE COMMITTEE**

### ***2.1 Composition***

The Conference Committee is composed of the Chairs of all committees – Conference Chair, Vice Chair, Technical Program Committee and optional: Exhibits, Arrangements, Registration, Finance, Awards, Webmaster, Special Sessions, Parallel Events and Conference Coordinator. The Conference Committee, which exists under the authority of the SAS SC, is the Conference operating and steering authority and is responsible for the staging of all aspects of the Conference. Through the Conference Chair, the Conference Committee reports to the SAS SC. Members of the Conference Committee **must** be members of the IEEE and members of the Instrumentation and Measurement Society.

## **3.0 CONFERENCE CHAIR**

### ***3.1 The Chair's Role***

The Conference Chair, under the authority of the SAS SC, is responsible for all activities and operations concerning SAS. His assignment is to select and supervise all committee Chairs and to monitor their activities to assure events progress in a satisfactory manner. He presides at Conference Committee meetings and is responsible for their scheduling and execution. He is the chief operating officer of the Conference, reporting to the SAS SC.

The Chair may recommend to the SAS SC and, indirectly, the IMS AdCom potential cosponsoring organizations (e.g., local IEEE section, other IEEE society) or potential "participating societies" (e.g., American Institute of Chemical Engineers, IMEKO, National Conference for Standards Laboratories, a university or university department, IEEE of Japan, AEI). Criteria for participation include utilization of

participating organization's mailing lists, participation in planning and preparation and prestige. Participating organization must be noted in publicity, publications, programs and any other public documents. The Conference Chair will ask each participating organization to appoint a representative to attend Conference Committee meetings and take part in pre-Conference activities.

### ***3.2 Chair's Duties***

He is a contact point with the SAS SC. Duties include scheduling Conference Committee meetings, developing meeting agendas and chairing meetings. Frequent communication among the committee members is a key to success. Meetings should increase in frequency as the conference approaches. One year away, alternating monthly meetings of the Chairs and all volunteers is acceptable. Six months away, meetings should be monthly for each as a minimum. The Conference Chair often is the contact with keynote, luncheon and/or banquet speakers and is responsible for invitations to such individuals. He also is responsible for providing backup speakers in the event scheduled speakers drop out – or ensuring that key speakers provide a replacement if they can't appear.

He is responsible with the Conference Coordinator for filing the Conference Application with IEEE Conference Services. This form must be received by IEEE before advance funding seed money can be released.

The Conference Chair, Finance Chair (optional, if appointed) and Conference Coordinator will oversee the return of seed money, distribution of surplus monies, filing of the final report and the closing of the Conference bank account. A preliminary financial report is to be issued within three months after the Conference and an accrual-based report must be submitted to IEEE by November 30<sup>th</sup> of the Conference year. An audited final report will be completed as soon as all financial obligations are settled and will be submitted to the SC, sponsors and IEEE headquarters. Final reports and audits not completed within one year of the conference close will result in financial penalties leveled against the conference by IEEE. A professional auditor is required by IEEE for all conferences with receipts exceeding \$250,000 (USD). Auditing services are available from IEEE itself or an independent professional may be selected. Selection of an auditor is arranged by the Conference Coordinator and is subject to approval of the SAS SC.

IMPORTANT – Attendees residing in countries outside the conference country must be reminded to apply as early as possible for visas if/where required – in some countries the process takes up to three months. With heightened security around the world, many nations are beginning to require visas. The Conference Coordinator can notify affected attendees as soon as their registrations are received, in the case of authors when their papers are accepted. The Coordinator handles all invitations to attend the conference. The Conference Chair must provide a signature and contact information to include in invitation/visa letters.

## **4.0 Co CHAIR**

A Co-Chair may be appointed and the duties of Chair divided or shared by their mutual agreement.

## **5.0 TECHNICAL PROGRAM CHAIRS**

## **5.1 Overall Responsibilities**

The program is the heart of the Conference and must be of the greatest possible quality and technical and educational value to the sensors applications community. It must be comprehensive and balanced between papers from industry and academia. The program includes both oral presentations and poster sessions. There shall be at least two (2) Program Chairs. One Chair may be from the local committee, but at least 1 Chair must have previously served as an SAS Technical Program Chair or be a member of the I&M AdCom. The Technical Program Chairs, in conjunction with the Conference Committee, organize the technical sessions. They provide the necessary program information for the call for papers, advance program and Conference Proceedings and advise the Arrangements Chair and Conference Coordinator of facilities needed for the sessions.

The Technical Program Chairs have the right of final selection of all papers. No single Chair, however, shall be allowed to individually approve a paper or papers. To avoid conflict of interest, a reviewer or a Chair may not participate in the review or approval of any paper in which they have participated as an author or presenter. They exchange with the Coordinator regular reports on all papers submitted, authors and their affiliations, status in the evaluation cycle, author notifications, final papers received and session assignments.

The Technical Program Chairs cooperate with the Editor of the *IEEE Transactions on Instrumentation and Measurement* in facilitating the publication of a special issue of the *Transactions*. They make sure that session Chairs complete author evaluation/attendance reports and notify the Conference Coordinator and Transactions Editor of papers not presented and therefore ineligible for the special SAS issue.

The Technical Program Chairs will contact all session Chairs, assist them with author/speakers, and work with the Conference Chair in coordinating technical sessions with keynote and luncheon speakers and with tutorial sessions, if any. They will determine, consulting with the Conference Committee, if papers will be invited, secured through a call for papers or both. They will work with the Conference Coordinator and the Webmaster in posting the Call for Papers on the Conference web page and will publicize it within the instrumentation and measurement community.

The Technical Program Chairs will assign reviewers to each submitted paper and will coordinate the whole review process up to the final list of accepted papers to be included in the conference program. The Technical Program Chairs will select papers and place them in sessions. When available an Advance Program will be posted on the web.

The Technical Program Chairs will select session Chairs or moderators who are well known, knowledgeable in their respective fields and who will help attract an audience. The Technical Program Chairs are responsible for briefing session chairs on their responsibilities and to encourage active participation in session development. [A guide to session Chairs is an effective companion to a letter confirming a Chair's appointment.](#)

## **5.2 Call for Papers**

The Call for Papers should emphasize the theme of the Conference and the suggested topic areas (see below). All communications to prospective author/speakers (unsolicited or invited) must direct authors to the web and author kit and must note that paper publication is subject to receipt of a full fee registration from one author.

The Call for Papers must include the following:

- A statement of the conference theme and suggested topics of interest.
- Types of contributions (paper, late results and/or other types of communications approved by the Conference Committee and the SC)
  - Paper due date, author's notification date and due date for revised paper.
  - Instructions for preparation and electronic filing of the abstract.
  - Notice that if a paper is not accompanied by a full registration fee and presented at the conference, it will not be published in the proceedings and if it is not presented it will not be eligible for the special issue.
  - Notice that only full papers (not abstracts) greater than three pages and less than 6 pages in length will be accepted as conference papers to be included in the IEEE Explore.
  - Notice that the papers will be reviewed consistent with the I&M Society requirements and accepted papers that appear in the IEEE *Xplore* will have a header indicating this fact.

The deadline for papers should be sufficiently in advance of the Conference to allow ample time for review. Submissions should be acknowledged by e-mail with assignment of a paper number as they are received. The Technical Program Chairs must prepare a clear and realistic schedule to allow time for writing, review, corrections and printing. All authors must receive acceptance or rejection notifications no later than the date stated in the call for papers.

### ***5.3 Selection of Papers***

The Technical Program Chairs and Technical Program Committee will determine which papers are suitable for presentation at the Conference and for publication in the Conference Proceedings. Manufacturing of the proceedings in electronic format begins about one month before SAS and all papers should be in hand at least one month prior to this printing deadline. The author kit contains early deadline dates for the Proceedings – many authors submit papers later than the published deadline so an early date is recommended to overcome widespread tardiness. Authors are advised their papers will not be included if their material is not received in time.

The IEEE *Xplore* program is the worldwide dissemination of Conference Proceedings to subscribers. *Xplore* compatibility requires certain PDF settings and a separate submission to IEEE than the Conference Proceedings that is distributed to attendees. The Conference Coordinator is responsible for *Xplore* compatibility which requires submission of final papers in PDF or Postscript.

The author kit contains instructions to authors for preparing papers and it is posted on the SAS website.

To assure author attendance and avoid no-shows, the SAS SC requires that all authors/speakers pay the Conference registration fee in advance of the Conference Proceedings deadline in order for their papers to be published in the Proceedings. Papers will not be included unless material is submitted in electronic format with copyright form and full registration form and fees. In addition, policy mandates that a full registration fee must be connected to each paper presented, even if authored and presented by a student, Life Member or other special category of member. In such cases, a student or other category member must pay a full registration. In addition, an author with a full fee registration and who presents more than two papers and does not have co-authors registered must pay a \$50 (USD) surcharge for each additional paper. Authors presenting more than 3 papers must pay an additional full registration for the 4<sup>th</sup> paper, \$50 (USD) for the 5<sup>th</sup>, etc.

A list of no-show authors is maintained by the Conference Coordinator and is made available to future program committees and the IEEE Transactions of I&M Editor-in-Chief. No-show authors are those

whose papers have been accepted, but who have failed to appear at the Conference and have not arranged for a substitute presenter in advance.

Conference Coordinator should contact authors in advance (at least one month prior to the Conference date) to assure they will be present and advising them of audio-visual (AV) equipment provided, presentation and poster formats. Unless otherwise specified, AV equipment is limited to a computer-controlled data projector and screen, lavalier or podium microphones and pointers. Additional equipment may be ordered at the option - and expense - of the individual author.

At the conference, a meeting should be arranged each morning for the session Chairs of the day (both presented and poster session Chairs). At this briefing, the rules for conducting a session are reviewed along with handling of missing speakers. In order to preserve paper timing for those interested in attending specific papers, a missing author should NOT cause the next author to start ahead of time. All session Chairs and authors are required to report to their assigned session room at least 10 minutes before the scheduled start of the session for any last-minute information.

## ***5.4 Program Content***

The objective of the Conference is to give the best exposure to subjects and authors in the entire sensors applications community. Thus, these general ground rules should be followed whenever possible (it is understood that some topics are the expertise of only one or two organizations and exceptions from the following rules can be made in such instances):

- If possible, avoid more than three session Chairs from any one organization.
- Try to limit papers to one from any one organization in any one session.

## ***5.5 Papers per Session***

Generally, oral sessions are programmed to last approximately one hour and 20 minutes. Each paper typically is allotted a total of 20 minutes; 15 minutes for presentation and five minutes for questions. Therefore, four to five papers are usually planned for each session. Session Chairs are responsible for limiting speakers to their allotted time and encouraging discussion.

Invariably, some selected papers will not materialize. To reduce the risk of a shortage of papers in a session, an extra paper often may be selected with the understanding that such paper may be moved to a poster session. A paper by an author on a past no-show list should be placed at the end of a session.

## ***5.6 Poster Sessions***

Papers may be placed into poster sessions in which authors explain their work to small groups or one-on-one. Posters are posted on bulletin boards - hence the name - and authors meet with attendees in front of their poster. Poster sessions carry the same technical weight as oral sessions and no differentiation is made in the Proceedings. Papers are published in the Proceedings and eligible for the special issue of the Transactions. It is merely a different mode of presentation than oral sessions and one that appears to be growing in popularity.

The precise size of poster board space must be included in the author kit on the web. The information is treated as critical by poster authors. The Technical Committee Chair is responsible for selecting

volunteers as poster session Chairs. A poster session Chair is responsible for assuring the following rules are followed for their assigned session.

- Posters should be hung within the assigned space at the beginning of the session.
- The name and photo of the author who is available throughout the session to answer questions must be posted with the paper.
- The designated author should be available for discussing the paper throughout the session.
- All posters must be removed at the end of the session.

## ***5.7 Conference Program***

Multiple Tracks – SAS generally hosts two parallel tracks which usually accommodate 4 papers in each regular or special session and 25 to 35 poster papers in each poster session. The opening session of the conference is a single, or plenary, session setting the tone of SAS and featuring a prominent authority in sensors applications that presents new or far-reaching information of general interest.

Panels - Panels offer a change of pace from the more structured presentation of papers and can be effective for a subject of timely interest if the panelists are provocative communicators. Panels generate discussions and controversy and add contrast to technical paper sessions.

## ***5.8 Special Issue of the Transactions***

The conference Chair will contact one year in advance the IEEE TIM Editor in Chief to confirm the Journal Special Issue (or Section) devoted to SAS, to define the submission window and to identify the appropriate Guest Editor..

The Technical Program Chairs coordinate production and publication of accepted and presented papers in a special SAS issue with the Editor-in-Chief of the *IEEE Transactions on I&M* and, where specified, a Guest Editor.

## **6.0 REGISTRATION CHAIR (optional - usually the duty of the Conference Coordinator)**

### ***6.1 General Information***

The Registration Chair supervises at-door registrations, oversees the sale of banquet and meal tickets, additional electronic copies of the Conference Proceedings and any special packages such as social and spouses' tours (hotels, chamber of commerce and tourist bureaus can provide information on such packages). He teams with the Conference Coordinator who collects advance registrations, processes fees and manages the registration process.

Full registration includes admission to all technical sessions and the exhibits, if any, one copy of the Conference Proceedings and tickets for conference-sponsored luncheons and banquets.

Registration fees are set by the SAS SC and approved by the IMS AdCom. The Conference Committee CANNOT independently change rates or institute additional tiers of admission. Complementary entry may be granted by the Conference Committee as allowed by the SAS SC as part of an Exhibitor or Patron benefit.

IEEE requires that there will be two levels of registrations – IEEE members (IEEE member rates are extended to co-sponsoring or participating organizations), plus a relatively small number of students and IEEE Life Members entitled to lower registration rates, and non-members. The differential for non-members is equal to basic IEEE annual dues. Advance registrations in all categories are 20-to-25 percent lower than late registrations. Cutoff dates for advance registration are usually six weeks prior to the Conference.

Categories include IEEE member advance, IEEE member at-door, IMS member advanced, IMS member at door, non-member advance, non-member at-door, student/Life Member advance, student/Life Member at-door. The Instrumentation and Measurement Society AdCom has required that IMS members be given a \$30 (USD) discount below IEEE members.

SAS policy requires that there be a full fee registration connected to every paper presented at the conference. If a student or Life Member is the only author of a paper attending, he will be required to pay full registration. Student/Life Member rates are allowed when there is a co-author present who has paid full registration. Authors presenting up to 2 additional papers without a co-author registered are required to pay a surcharge of \$50 (USD) for each additional paper. Authors presenting more than 3 papers must pay an additional full registration for the 4<sup>th</sup> paper, \$50 (USD) for the 5<sup>th</sup>, etc.

The Registration Chair and the Conference Coordinator will determine if attendees will receive registration bags. Attendees receive badges, holders, conference receipt, certificate of participation and banquet and luncheon tickets with the Conference Proceedings and tourist material from the host city or its tourist agency. They prepare packages for VIP attendees and, if pertinent, secures "exhibits only" credentials for guests invited by exhibitors.

The Registration Chair oversees an apparatus set up by the Conference Coordinator to track Conference registrations relating to hotel reservations. Many hotels will provide names of Conference reservations; this is the most effective means of monitoring progress.

The Registration Chair arranges for personnel to load registration packages before the Conference and support at-door registration. He assures there are sufficient chairs and tables, signs, computers/printers, pens, registration cards, etc. He arranges the use of a hotel safe deposit box for cash and financial records received. It is a nice touch to have a sign and a container at registration asking attendees not planning to use luncheon or banquet tickets to donate them for use by students.

## ***6.2 Registration Desk***

The registration desk is manned throughout the Conference by the Conference Coordinator, Registration Chair and personnel to accommodate at-door registration. There should be at least two PC-compatible computers and two printers. The first day of the Conference registration should open at 8 a.m. It should be open all day the first two days of the Conference and until noon of the final day (the registration area also serves as an information center). The desk is manned by two or three persons (it may be desirable to increase the number of people manning registration desks during the peak registration periods to move attendees through the process promptly - it creates an excellent impression). A space is maintained for pre-registrations where attendees pick up their prepared materials and a Conference Proceedings.

The Conference Coordinator carries out the following:

- Hand out badges and materials for advance registrations.
- Accepts completed registration forms and fees for at-door registrants.

- Prepares badges and presents badges, luncheon and banquet tickets to registrants.
- Receives payment and makes a receipt for each transaction. Onsite Payment have to be made only by credit card – Visa, MasterCard and American Express.
- The Registration Chair and Coordinator are responsible for managing cash disbursements and for keeping accurate and current financial records.

### ***6.3 Registration Form***

A combined registration form – author and attendee – is posted on the web. The attendee form includes reduced fees for students and Life Members, the author registration does not. These forms may be downloaded and submitted by mail, fax or e-mail. The form varies little from year to year with changes essentially in fees and the location, dates and special activities. This allows consistency and continuity and ease of handling.

### ***6.4 Handling Funds***

The policy of SAS is to only accept credit card payments on site. The Registration Chair and Conference Coordinator should be available at all times to answer questions and handle emergencies. Approval of the Registration Chair is required for issuance of complimentary passes for the working press, furnished upon presentation of credentials. After the Conference, the Conference Coordinator prepares a list of attendees and their full addresses, phones, faxes and e-mail addresses. Copies are furnished to the Conference Chair for his final report and to next year's Registration Chair. Upon request, a copy may be given to an exhibitor.

### ***6.5 Supplemental Tours and Activities***

The Registration Chair is responsible for non-conference social activities. Tours, shopping guidance and other programs are available through the hotel concierge, a local tourist bureau or a commercial company - and an announcement of availability should be made well enough in advance so an appropriate paragraph may be included in the advance program and other announcements. A guiding principle: all tours and social functions should be self-sustaining. The Registration Chair should have a menu of activities to help visitors make arrangements to take part on an individual or group basis.

*\*Instruct registration clerks to obtain **full** addresses, telephone and fax numbers and e-mail addresses from each registrant. Almost all large companies and all universities have mail stations or departments and will not deliver mail unless such information is contained. This policy does not apply to small companies or home delivery but please make certain Registration Chair looks over cards to make certain they are complete.*

## **7.0 WEBMASTER (optional - usually the duty of the Conference Coordinator)**

## **7.1 General Information**

SAS has an official website – <http://YYYY.sensorapps.org/> – which is a doorway to all information about current, future, and past conferences. The website has basic information about SAS, a history of locations and dates and links to the current conference, the immediate past conference and the immediate future conference.

The Conference Coordinator operates the web site within rules of operation set down by the SAS SC.

## **7.2 Web Operations**

Conference Committee must designate a website coordinator to provide material to the individual conference webpage. It is critical that the website be under the direct control of the SAS organization, specifically the Conference Coordinator.

## **7.3 Web Content**

The next-up SAS is the focus of the web and receives central attention. The future and the past are not forgotten, but must not upstage or compete with the current conference.

*Next SAS* – This Conference is the next event in the SAS schedule and contents of the web include:

1. Conference information – location, hotel, dates, activities, traveling and visa
2. Call for Papers – replaced as appropriate with full technical program
3. Awards announcement
4. Conference Schedule (developing)
5. Registration and hotel reservation information and forms
6. Committee roster and contact points
7. Other events (tutorials, tours, etc.)

*Last SAS* – This is the immediate past event:

1. Conference information – location, dates, activities.
2. Key committee contact points
3. IEEE Book broker for proceedings

*Future SAS* – *What the future holds:*

1. Location and date of one-year away SAS
2. Committee roster and contacts
3. Call for papers
4. Scheduled activities as they develop.

## **8.0 Conference Content**

The current year SAS Conference Committee is responsible for defining the day to day content and flow of SAS. However, certain elements are expected to be present and there are best practices to be considered. Specifically, the Conference contains the following elements:

## ***8.1 Opening Day of the Conference***

### **8.1.1 Session Chairs' Meeting**

All session Chairs (both presented and posters sessions) for the day should be invited to a briefing in which the Technical Program Chairs thank them for their participation and reviews their roles. Detail to the timing of papers and the poster setup are key. Review the instructions for how to handle common issues such as AV equipment failure and presenters who do not arrive on time (or at all). Answer questions.

### **8.1.2 Welcome and Announcements by the Conference Committee**

It is best practice to review the Conference rules and arrangements briefly. Make sure to point out the first day schedule and remind session Chairs to attend daily morning briefing meetings. Make it a point to thank the conference patrons.

### **8.1.3 Keynote Speaker(s)**

The Conference Committee may invite accomplished individuals to address the Conference to set the theme for the Conference.

### **8.1.4 Presented Paper Tracks**

Presented paper sessions should be organized into tracks of related subjects. Session Chairs are selected to introduce speakers, control the timing, and audience interchange of the session. It is vital that session Chairs understand their responsibilities.

The Technical Program Committee should consider invited special sessions carefully, assuring that the special session Chair can find adequate numbers of papers on the topic that meet the Technical Program Committee's high standards. All papers including special sessions are reviewed in the same way.

### **8.1.5 Poster Sessions**

Poster sessions are commonly run as a separate event with its own time frame and not in parallel with oral sessions. Paper selection and review is expected to be the same quality as presented sessions. Poster session Chairs need to be instructed on the rules and timing for arranging papers and removing papers from posting. At least one author is expected to be present during the entire session near his posted paper.

### **8.1.6 Exhibits**

Exhibit hours and procedures are determined usually by Technical Program Chairs and Conference Coordinator or optionally by the Exhibits Chair, Arrangement Chair and Conference Coordinator. Care should be given to providing exhibitors with access to conference participants during breaks by arranging the physical layout of the exhibits, posters, and break areas together. Prepare an exhibitor's handout to clearly communicate the rules for exhibiting, schedule for setup and teardown, and expectations for participation of those staffing exhibit booths.

### **8.1.7 Welcome Reception**

The traditional welcome reception is at the discretion of the Conference Committee. The cost must be controlled to assure a successful budget. Pay particular attention to food and beverage distribution. Consider whether the reception will be treated as a meal by participants or as appetizers. Control alcohol consumption through bar hours or tickets.

## ***8.2 Day 2 of the Sessions***

### **8.2.1 Session Chairs' Meeting (repeat of day 1 for current day's session chairs)**

#### **8.2.2 Announcements**

Briefly repeat Conference information and rules for late arrivals. Go over the day's schedule including specific arrangements (timing and transportation) for the Gala Dinner. Thank staff. Make it a point to thank Conference patrons.

#### **8.2.3 Keynote**

Consider another keynote if the theme and opportunity permits.

### **8.2.4 Presented and Poster Session continue as in Day 1**

#### **8.2.5 Award Lunch**

Program content and format are the responsibility of the Technical Program Committee and the Awards Committee. Arrange for a seated served lunch and expect the program to begin as lunch is finished or dessert is served. The best paper awards and student paper awards may be presented here.

#### **8.2.6 Exhibits**

At the discretion of the Exhibits Chair, exhibits may continue from Day 1.

#### **8.2.7 Gala Dinner**

The optional but recommended dinner on the second night of paper sessions is intended as a social event. It is an opportunity for colleagues from around the world to meet and communicate. The dinner should be served plated to control portions and minimize queues. Wine may be provided with the dinner. It is suggested that the wine be poured by serving staff to minimize waste. Entertainment should be provided, but the form and content is entirely at the discretion of the Conference Committee. The best paper awards and student paper awards may be presented here.

## ***8.3 Last Day of the Conference***

Expect the Conference attendance to fall off on the last day as authors who presented earlier may choose to travel.

### **8.3.1 Session Chairs' Meeting (repeat of the first 2 days meetings for current day's session chairs).**

### **8.3.2 Presented and Poster Session continue as in Day 2**

#### **8.3.3 Closing Ceremonies**

After the last session, assemble participants for a brief ceremony. Thank the participants, Conference Committee, Conference Coordinators, and others for their help. Introduce the next year's SAS Conference Committee and provide a few minutes for them to promote the conference.

## SAS Conference Committee Agreement

As General Chair (or Co-Chair) of SAS20\_\_, I agree to abide by this Handbook and the will of the SAS Steering Committee. The following points are reiterations of the contents of the Handbook:

- Per the contract with the SAS Steering Committee, the services of Conference Coordinator must be employed as specified herein.
- Conference registration rates are set by the SAS Steering Committee and may not be altered by the Chair or Conference Committee.
- The Technical Program Committee must review and approve any papers before they are presented. All presented papers must be accompanied by a full (NOT Student or Reduced Rate) registration. No single TPC Co-Chair or Reviewer can approve a paper and conflicts of interest must be avoided.
- Conference Banking must be conducted ONLY through the IEEE Consolidated Banking Account.

By accepting the position of Conference General Chair (or Co-Chair), I agree to abide by these rules and bring all conflicts to the SAS Steering Committee.

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

As Technical Program Chair (or Co-Chair) of SAS 20\_\_\_\_, I agree to abide by this Handbook and the will of the SAS Steering Committee. I will assure all program elements meet the quality standards of the IEEE Instrumentation and Measurement Society by administering a fair, open review of all papers submitted. I will avoid conflict of interest with respect to any papers authored or presented by me. I will assure all papers meet minimum requirements of length, subject matter relevance, and technical content.

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_