International **S**ymposium on **E**lectronic System **D**esign **(ISED)**

(2nd Monday/Tuesday/Wednesday of December of each year in the US, or 3rd Monday/Tuesday/Wednesday of December of each year in India)

Website: http://ised.seedsnet.org

GENERAL GUIDELINES
(For the researchers by the researchers.)

1. INTRODUCTION

When we think about one single thing that has caused maximum social impact, the "mobile phone" comes to our mind. Mobile phones and other similar systems are essentially embedded systems designed using system-on-chip (SoC) technology. These systems consist of several heterogeneous components including the following:

(1) Digital circuits,
(2) Memory circuits,
(3) Analog/mixed-signal circuits including radio frequency (RF) components,
(4) Power management systems including the battery,
(5) System Software, and
(6) Application Software.

The issues and challenges span from specification, architecture, design, integration to validation. However, existing conferences primarily deal with research aspects of the above rather independently thus blocking the interactions of diverse skills needed for the efficient realization of such portable electronic systems. The objective of this symposium (called **International Symposium on Electronic System Design or ISED**) is to bring experts from these fields together so that efficient design of such portable systems is made possible.

The next important issue is the gap in academic and industrial skills crucial for a vibrant and creatively productive knowledge economy. There the question arises how to train the next generation of engineers to acquire the needed expertise. Thus, the overall ISED event is designed to include the **Workshop for Engineering Scholars (WES)** with several synergistic objectives, including the following:

(1) Enhancing the employability of graduating students,
(2) Inducing research thought and skills in students,
(3) Providing career road maps to students, and
(4) Making teachers aware of the latest cutting-edge and relevant research areas.

Overall the event, **International Symposium on Electronic System Design (ISED)**, will have the following tracks:

(1) **Analog/Mixed-Signal System Design (AMS)** -- Mobile phones rely on extensive manipulation of analog and Radio Frequency (RF) signals for voice and data communication. This track considers research addressing Analog/Mixed-Signal (AMS) and RF designs needed for mobile and communications applications. Computer aided design (CAD) research contributions targeted towards analog/mixed-signal/RF will be considered.

(2) **Digital System Design and Validation (DSD)** -- The trends of integrating multiple functions on chips, growing technology complexity, and performance advances at low costs, demand innovative methodologies for their design. This track deals with research in design, modeling, validation, and testing of digital circuits and systems. FPGA prototyping of algorithms and other applications belong to this track. CAD research contributions on digital circuits and systems will be considered in this track.

(3) **Embedded System Design (ESD)** -- Typical consumer applications are designed as an embedded system potentially using hardware and software together for design tradeoffs.

This track considers research in efficient hardware *and* software *system-level* design for embedded applications, as opposed to circuit-level hardware design only. FPGA prototyping of complete systems belong to this track. CAD research contributions on embedded systems will be considered in this track.

(4) **Emerging Technology and System Design (ETD)** -- The design of efficient electronic systems must take advantage of emerging computing paradigms and emerging technologies. This track includes the use of nanoelectronics, nanotechnology, and Nano-Electro-Mechanical Systems (NEMS) for efficient electronic system design. Application areas such as green technology and battery design also belong in this track. CAD research contributions in the areas of emerging technology and emerging systems will be considered in this track.

(5) **Power Aware System Design (PSD)** -- Portable applications heavily rely on batteries as the main source of energy. This track considers research addressing energy-efficient circuit and system design, particularly emphasizing leakage power, as well as hardware and software techniques for power management. CAD research contributions for low-power design and power-aware design will be considered in this track.

(6) **Software System and Application Design (SSD)** -- Software plays a key role in controlling the hardware in addition to providing the user interface in embedded systems. This track focuses on energy-efficient software that can execute with minimal resource usage. Social computing, communications, and multimedia (image, audio, and video) applications also belong in this track.

(7) **Workshop for Engineering Scholars (WES)** -- This track focuses on educational research and general education materials for guiding students in their future career, to enhance their employability, to motivate students to higher studies, and to advise young faculty for new research and career advancement. Various disciplines (or programs) of electrical sciences, including computer science, computer engineering, electrical engineering, electronics engineering, and communication engineering are targeted.

2. SYMPOSIUM STEERING COMMITTEE

The **steering committee is the permanent committee** of the ISED/WES/EES; its main function will be to nurture them. Steering committees will provide continuity of leadership for the annual meetings and offer guidance. The steering committee is responsible for the general oversight of, and setting of, policy and strategic direction. The steering committee is normally responsible for making the major strategic decisions, namely, the selection of chairs, dates, locations, major theme, etc. **The steering commit will consist of the following members**:

1) Saraju P. Mohanty, University of North Texas, saraju.mohanty@unt.edu (**Steering Committee Co-Chair**)
2) Priyadarsan Patra, Intel Corporation, priyadarsan.patra@intel.com (**Steering Committee Co-Chair**)
3) Elias Kougianos, University of North Texas, elias.kougianos@unt.edu
4) Jimson Mathew, University of Bristol, jimson.mathew@bristol.ac.uk
5) Durga Misra, New Jersey Institute of Technology, dmisra@njit.edu

6) Dhiraj Pradhan, University of Bristol, pradhan@compsci.bristol.ac.uk
7) K. R. Ramakrishnan, Indian Institute of Science, krr@ee.iisc.ernet.in
8) N. Ranganathan, University of South Florida, ranganat@cse.usf.edu

3. SYMPOSIUM ORGANIZING COMMITTEE

This is the committee which will organize the event each year. This committee will be appointed by the steering committee. This section describes the constitution of the symposium organizing committee and possible chair(s) for the event, with broad overview of their roles and responsibilities. However, additional chairs may be added as necessary depending on the situation. Though the following section describes the overall responsibilities of the chairs, it is expected that the organizing committee members will work as a team and supplement/compliment various responsibilities/activities with mutual assistance and understanding. The organizing committee has the full responsibility for the symposium for a specific year led by the general chair(s).

3.1. General Chair(s)

The **general chair (s) has the primary responsibility** for all aspects of the event and is accountable to the steering committee and the sponsors with respect to the discharge of that responsibility. The general chair may consult the steering committee as and when required. It is recommended that there would be one general chair from overseas and one from India. He is responsible for finding key note speakers for the event.

3.2. Program Chair(s)

It is recommended that there would be one program chair from overseas and one from India. The primary objective of the program chair(s) is to ensure that a well-balanced, high-quality program is organized and presented at the symposium. Some of the **primary duties of the program chair(s)** include the following:

- Prepare the call for papers
- Receive and track submitted papers
- **Setup the paper review committee (program committee)**
- Select the papers to be presented in consultation/recommendation of the program committee.
- Organize sessions and select session chairs
- Corresponds with authors on acceptance/rejection
- Finalizes the advance program
- Works with publications chair(s) on the symposium proceedings
- Provides instructions to speakers and session chairs
- Works with the publicity committee on key content of the program for publicity
- Works with exhibit committee to coordinate exhibits with program content

- Identifies invited speakers which are different from key note speakers (which comes under general chairs) and embedded in the session talks.
- Liaises with publication, workshop, expo, finance, publicity, web, and organizing chair(s).

3.3. Workshop Chair(s)

The **workshop chair(s) will be responsible for WES.** They will invite and select education materials and educational-research papers from prospective speakers, and will guide the organization of WES.

3.4. Expo Chair(s)

The **expo chair(s) will be responsible for EES** which includes the following:

- Guidelines for exhibits
- Exhibit prospect preparation
- Exhibitor contact, exhibitor registration
- Exhibit guide

3.5. Publication Chair(s)

- Primary responsibilities of the publication chair(s) are to co-ordinate, edit, and publish the proceedings and any other symposium materials.

3.6. Finance Chair(s)

The finance chair(s) is responsible for the following:

- Operating the bank account each year
- Budget/cash flow
- Income/Expense Records
- Audits (if required)
- Financial reports

3.7. Registration Chair(s)

The following are some of the responsibilities of the registration chair(s):

- Work in co-ordination with the organizing and finance chairs.
- To overlook the registration process of ISED/WES/EES.
- To communicate with authors to help in the registration process.
- Report final statistics to the finance chair.

3.8. Publicity Chair(s)

The main duty of the publicity and public relation chair(s) is to promote the conference throughout the entire planning process:

- Arrange for publicity/mailing of the call for papers
- Arrange for placement of the conference on the calendar of various publications
- Arrange for advertising in related conferences
- Arrange for publicity of the advance program

3.9. Web Chair(s)

The web chair(s) responsibility is to maintain the website of the ISED conference. The web chair will work with program chairs, publication chairs, and publicity chairs.

3.10. Professional-Society Liaison Chair(s)

The **professional-society liaison chair(s) responsibility is to help** in achieving support, co-operation, or co-sponsorship from professional societies, such as IEEE/ACM. He will work closely with general chairs, program chairs, and steering committee chair.

3.11. Local Arrangement Chair(s)

These chairs are very important to ensure that those who attend the event should see a good show and have a comfortable stay so that they plan to attend it again subsequent years. So, **every attempt should be made to appoint neutral and dedicated people as these chairs**. Some of the primary responsibilities of the local arrangement chairs include:
- Co-ordinate and secure sponsorship
- Liaise with finance chair
- Meeting Facilities
    - Audio visual arrangement
    - Room allocation/arrangement for meetings/talks/presentations
- Hospitality and guest activities
- Function planning
- Security
- Social programs
- Local transportation (as needed), local trips/tours
- Hotel selection and negotiation

4. SYMPOSIUM PROGRAM COMMITTEE

This is the committee that will be responsible for technical activities of the event. The committee will have members to help in ISED, WES, and EES. **The committee will be appointed by the program chair (of ISED)** with some member nominations from the

Workshop (or WES chair) and the Expo Chair (or EES chair). The program chair (ISED) may first appoint track chairs of individual tracks (other than WES and EES) and the **track-chairs** will eventually help program chairs to appoint the program committee.

5.   SYMPOSIUM SPONSORSHIP

5.1. Symposium Sponsor(s)

ISED/WES must seek support from various agencies in India and the US for funding. In India they are the DST and AICTE and in the US it is the NSF. EES attendees which are essentially industries and other exhibits will provide sponsorship. **The sponsorship will be of five types: Silicon, Platinum, Gold, Silver, and Bronze as detailed in Appendix 3.**

Primarily the organizing committee (specifically the organizing finance and/or local chair), with support from the steering committee, will lead the work effort to obtain sponsorship from various entities. Sponsorship(s) will be requested from private individuals, industries (private, public and government sectors), academic/research institutes, and, semi-government/government entities/organizations. The sponsorship could be in terms of financial grant and/or sponsoring of specific items or events (e.g., proceeding publication, banquet dinner, etc.) for the symposium. The sponsoring entities will be given publicity/benefits (as deemed necessary).

5.2. General Guidelines and Financial Responsibilities

The local arrangement chairs have the responsibility for local arrangements to ensure the successful organization of the symposium. The finance chair(s), general chair(s), and organizing chair(s) jointly take decisions on budget and expenditures of each year's event (**a sample budget is in Appendix 6**). The advance and surplus of the symposium must be returned to the ISED account. **The ISED permanent account will be operated by the steering committee chair. For year-wise operations finance chair(s) will be appointed as custodians of the account. Another alternative is to open separate year-wise accounts and close them after transferring the surplus to the ISED permanent account.** Registration of the delegates is one mechanism to generate funding for the event. A **registration form is provided in Appendix 4**.

6. GENERAL GUIDELINES OF THE SYMPOSIUM

6.1. Symposium Venue

The venue of the ISED/WES/EES will be a hotel or group of hotels. It will not be an educational or any other institute campus. The intention is to run the symposium at the highest international standard where researchers, educators, scholars, students, and entrepreneurs

come out of the regular day to day routine life and interact for the broader benefit of the society. In addition, no single institute will acquire the feeling that they own the symposium. The symposium is for the international community.

6.2. Symposium Location

The symposium is an annual event; it will take place every year. The symposium location will be Bhubaneswar (India), Bangaluru (India) and Denton (USA). Other locations will be considered as opportunities permit in the future.

6.3. Symposium Proceedings

The symposium proceedings are the publication of papers presented at the ISED. **The papers will be selected through a blind-review process. For ISED there must be a proceeding published by IEEE-CS. The ISED proceeding will be published in electronic format only, i.e. CD or DVD.** In addition, indexing in DBLP and IEEExplore will be secured. A selected number of ISED papers (i.e. best of the best) will be published in a Special Issue of an International Journal. The **Proceedings for WES and EES will be printed by a local press in hardcopy format**. The publication chair(s) along with consultation with the program chair(s) and general chair(s) will co-ordinate the publishing activities. In addition, there will be a **symposium souvenir** printing the symposium/workshop/expo programs and embedded invited, keynote, and invited-talk abstracts.

6.4. Support and Honorarium

The actual support of keynote speakers, invited speakers, and session chairs, in terms of supporting travel, accommodation and honorarium are dependent on the financial situation of the symposium. **Specifics may be considered on a case-by-case basis in consultation among the symposium executive committee members.** The following are general guidelines, which should be adhered to as much as possible. The following recommendations are not binding and may be revised by the steering committee from time to time:

(1) No registration fees charged for keynote speaker or invited speakers.
(2) Free accommodation to keynote speaker, invited speakers – maximum of two nights, on case by case basis (ex: if an industry person is coming as keynote speaker, he/she will have funding from his company for accommodation).
(3) Local (domestic) travel support on a case by case basis (ex: if a industry person is coming as keynote speaker, he/she will have funding from his company so no travel grant will be needed)
(4) A memento (if possible) to keynote speakers and invited speakers in appreciation for their time and support.

6.5. **Registration Discount and Travel Grants**

IEEE and other professional society members may be allowed registration at discount prices as the case arises. The actual support in terms of supporting travel grants, and accommodation for participants and students, depends on the financial situation of the symposium. **Specifics may be considered on a case-by-case basis in consultation among the symposium organizing committee members.** The following are general guidelines, which should be adhered to as much as possible. Students will register for the symposium with a discounted fee than regular participants. Students must have a valid student ID and must be full time students. Students pursuing higher studies with corporate sponsorship will not be given student discount. Out-of-station students may be given free accommodation in hostels and travel grants on a case-by-case basis. Faculty members (without research grant and/or institutional support) may be similarly considered on a case-by-case basis. The registration form is provided in Appendix 4 has many of these options mentioned.

7. SYMPOSIUM AWARDS

At present, **there are three awards** in the symposium:
(1) Best paper award
(2) Best WES presentation award
(3) Best EES award

Private individuals, industries (private, public and government sectors), academic/research institutes, and semi-government/government entities/organizations in India and abroad can sponsor specific awards. The establishment of any award on permanent/long term basis will be done in consultation with the steering committee. The endowment for such permanent awards will be based on the ISED account and will be separately earmarked for the awards only.

8. SYMPOSIUM BUDGET AND ACCOUNTING

A pre-symposium budgeting exercise is advised to be done, which would be chaired by the general chair with participation/consultation of the organizing chair, finance chair and steering committee chair (**a sample budget is in Appendix 6**). The objective is to ensure that the expense does not exceed the anticipated revenue and the conference is organized in a cost-effective and self-sustained manner, with potential revenue surplus. **Within six months of the symposium date, the finance chair will distribute the surplus to the ISED account**; a complete detailed financial report will be submitted to the steering committee, general chair(s), program chair(s), organizing chair(s), followed by a complete audit, if required. Following that, either the bank account for the year will be closed or the custodianship of the ISED account by the finance chair will be removed.

9. POST-SYMPOSIUM ACTIVITIES

The first official "post-symposium" activity will be performed during the afternoon of the last day. It is an informal activity led by the program chair (who is joined by other chairs) and will discuss the problems and successes encountered during the symposium; this information is also shared with attending future conference chairs who can thus obtain an overall picture of the event. The **general chair(s) and/or program chair(s) are encouraged to provide a brief final report** which will be shared with the future committees and would include the information discussed during the wrap-up session and also items such as:

- Narrative portion containing innovative activities.
- Time line showing major activities of the committee.
- A list of committee members, who can be contacted for more detailed information.
- List of participants in electronic form to assist future symposium statistics.
- Suggestions/recommendations for future improvement/growth.

The organizing chair is encouraged to help collect symposium information, including photographs that may have been taken during the symposium, in the ISED website.

Within two weeks of conclusion of the symposium, the general chair(s) and conference committee chair(s) should send letters of appreciation to all who have contributed to the success of the symposium. Letters should also be written to volunteer groups, supervisors of individuals who made significant contributions, speakers, exhibitors, sponsorship, and the session organization. It is important to thank all those who contributed time, effort and money to the success of the symposium. Though the letters should be personal to the extent possible, many can be prepared in advance of the conference, and sent immediately following. A sample letter is attached in Appendix 5.

APPENDIX – 1 : SPONSORSHIP REQUEST LETTER

To:

      Name: _____

      Affiliation: _____

      Address: _____

                _____

Dear Dr./Prof./Mr./Mrs. _____:

      We are pleased to introduce the International Symposium on Electronic system Design for year 20_ _ (ISED-20_ _) to be held in December _ _ -- _ _ in Bhubaneswar/Bangaluru/Denton/Others_____, India/USA/Others_____. This is organized jointly with Workshop for Engineering Scholars (WES) and Expo on Electronic Systems (EES). For information is provided in the symposium website located at: http://www.ised2010.org.

      The goal of ISED/WES/EES is to bring researchers, educators, and students under one roof for the advancement of research and education, and international collaboration, networking and knowledge sharing leading to the innovations in and the efficient realizations of electronic systems, such as cell phones, mobile internet devices and embedded systems which have profound effect on society. There will be research and development sessions as well as a workshop on education, coupled with an industrial expo. Students, researchers, faculty, and industry professionals engaged in the disciplines of electrical sciences, including computer science, computer engineering, electrical and electronics engineering, and communication engineering will be substantially benefitted.

      On behalf of the steering committee and executive committee we invited you to sponsor ISED/WES/EES. **The details of sponsorship is provided in Appendix 2 and Appendix 3**. We sincerely believe that your strong support will immensely help the event and a strong relationship between your institute and ISED will be established.

      We invite you for ISED-20__ __. We hope to have the pleasure of working with you and your organization. Please contact us for any further information.

Best Regards,

XXX	YYY	ZZZ
General Chair(s) (or on behalf)	Finance Chair(s) (or on behalf)	Organizing Chair(s) (or on behalf)

Contact Information:

Name and Address of the finance chair(s)

APPENDIX – 2 : SPONSORSHIP APPLICATION

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1. Name of the Organization Providing the Support:

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2. Support Category: Silicon($6,000)/Platinum($4,000)/Gold($2,000)/Silver($1,000)/Bronze($500)

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3. Support Amount: India Rupee _____ / US $ _____

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4. Contact Information:

Authorized Representative:	
Postal Address:	
Street:	
City:	
State:	
Postal Code:	
Country:	

Telephone No.:   **Fax No.**:

E-mail:

_____

PAYMENT INFORMATION:
☐☐Check / Draft Enclosed
☐☐Payment to be made by Bank Transfer (Account/Routing number will be provided on
   request of this option)
☐☐Credit Card (circle type): Visa MasterCard American Express
Cardholder Name: _____
Card Number: _____
Expiration Date (MM/YY): _____ Security Code: _____

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5. Application Submitted By:

Name:
Affiliation and Designation:
Signature: **Date**:

APPENDIX – 3 : SPONSORSHIP INFORMATION

Sponsorship represents an organization's innovations, developments, and capabilities to the world of eminent scientists, engineers and professionals from academia, government and industry. The opportunities are available on a first-come, first-served basis, thus organizations are advised to reserve the opportunity that spotlights the organization's name. The following table gives a list of sponsorship categories/levels and a summary of benefits that the sponsoring organization can get.

Categories	Fees	Benefits Include
Silicon	US$6,000 (or equivalent Indian Rupee)	• Exhibit space (up to a 20ftx10ft booth) • Up to 8 complimentary registrations. • Banner (up to a 10ftx6ft) on all symposium programs. • Logo on symposium web site, with link to organization's site or any page of organization material. • Press release in the symposium media kit.
Platinum	US$4,000 (or equivalent Indian Rupee)	• Exhibit space (up to a 12ftx8ft booth) • Up to 6 complimentary registrations. • Banner (up to a 8ftx4ft) on all symposium programs. • Logo on symposium web site, with link to organization's site or any page of organization material. • Press release in the symposium media kit.
Gold	US$2,000 (or equivalent Indian Rupee)	• Exhibit space (up to a 8ftx8ft booth) • Up to 4 complimentary registrations. • Banner (up to a 6ftx3ft) on all symposium programs. • Logo on symposium web site, with link to organization's site or any page of organization material. • Press release in the symposium media kit.
Silver	US$1,000 (or equivalent Indian Rupee)	• Exhibit space (up to a 6ftx6ft booth) • Up to 2 complimentary registrations. • Banner (up to a 4ftx2ft) on all symposium programs. • Logo on symposium web site, with link to organization's site or any page of organization material. • Press release in the symposium media kit.
Bronze	US$500 (or equivalent Indian Rupee)	• Up to 1 complimentary registrations. • Banner (up to a 3ftx2ft) on all symposium programs. • Logo on symposium web site, with link to organization's site or any page of organization material.

APPENDIX – 4 : REGISTRATION FORM

ISED/WES/EES 20__ __ Registration Form

1. Personal Details:	
Name: Mr./Ms./Dr./Prof.:	
Affiliation and Designation:	

2. Category [Please check the appropriate box]:

☐ Author; Paper #: _____	☐ Speaker	☐ Committee Member
☐ Session Chair	☐ Sponsor	☐ Industry
☐ Academician	☐ Student	☐ Others: _____
☐ IEEE Member; #_____	☐ ACM Member; #_____	

3. Contact Information:

Name:	
Postal Address:	
	Street:
	City:
	State:
	Postal Code:
	Country:
Telephone No.:	**Fax No.**:
E-mail:	

4. Travel Plans:

Arrival Date/Time:_____ Departure Date/Time:_____
Details (Flight/Train information, etc.):
Accommodation (Subjected to availability): ☐ Required   ☐ Not Required

5. Payment Details:

Total amount: US $ / Indian Rs. _____
Details of Check/Draft:
Detail Information of On-Line Transfer (if applicable):
Email-ID if paid through PayPal:
Date:
Drawn on (Bank):
The above information are correct to best my knowledge.

Signature:	**Date**:

Registration Category	Registration Cost
Regular/Industry Participants from India	Rs. 8,000
Participants from academic Institutions in India	Rs.6,000
Participants from outside India	US$400
ACM/IEEE Members from India	Rs.5,000
ACM/IEEE Members from outside India	US$300

APPENDIX – 5 : LETTER OF APPRECIATION

Dear Authors, Speakers, Panelists, Sponsors, and Reviewers:

On behalf of ISED/WES/EES executive committee, steering committee, and attendees, we wish to express our sincere thanks for the tremendous support you provided for XXth International Symposium on Electronic System Design (jointly with Workshop on Engineering Scholars and) 20XX held in XXXX. The Symposium is known for its excellent program content and your efforts were pivotal to the success of this year's event. Thank you for sharing your expertise and valuable information with this year's attendees.

We received numerous favorable comments regarding the quality of the presentations during the Symposium. We greatly appreciate your cooperation with us and commend you on the efficient manner in which you fulfilled your obligation and responsibilities. ISED/WES/EES will grow and we will only improve with feedback from those who enrich our program content.

We sincerely thank all our sponsors who provided strong support in making the Symposium successful.

We invite you for next year's Symposium, i.e. ISED-20XX. We hope to have the pleasure of working with you and your organization again next year!

Best regards,

XXX	YYY	ZZZ
General Chairs	Program Chairs	Steering Committee Chair

APPENDIX – 6 : A SAMPLE BUDGET

The Expenditures		
Items	**India (in Rupees)**	**USA (in US $)**
Proceedings Printing / Disc (200 copies of 300 pages each)	INR 400,000	$8,000
Lunch (3 times: Dec 20, 21, 22 for 200 attendees)	INR 200,000	$8,000
Dinner (2 times: Dec 20, 21 for 200 attendees)	INR 100,000	$8,000
Tea / Breakfast (6 times: Dec 20, 21, 22 for 200 attendees)	INR 100,000	$2,000
Hotel (3 conference rooms and 20 lodging rooms for 20 keynote/invited speakers/organizers)	INR 400,000	$10,000
Registration Kit (for 200 attendee)	INR 100,000	$5,000
Transportation (Partial Flight support for 2 Key Note speakers and 6 WES-Invited Speakers)	INR 200,000	$10,000
Gifts (Best Paper Awards, Gift for 14 Session Chairs, Certificates for Authors)	INR 100,000	$4,000
Publicity (Posters, Website)	INR 200,000	$3,000
Other Miscellaneous (for overhead, etc.)	INR 200,000	$4,000
Total	INR 2,000,000	$62,000
The Incomes		
Registration	INR 700,000	$14,000
Sponsorship	INR 500,000	$10,000
Funding	INR 800,000	$16,000

APPENDIX – 7: TIME LINE FOR ISED ARRANGEMENT

NOTE: It is important to follow them for smooth operation. The month timeline in the following implies by the end of that month.

January:

1. Steering Committee Chair fixes symposium venue.
2. Steering Committee Chair forms the organizing committee.
3. Publication Chair applies for the IEEE-CS publication services approval.
4. General Chair applies for IEEE-CS (technical) co-sponsorship.
5. Steering Chair opens an online paper submission site for program chair use.

February:

6. Web Chair prepares the symposium website.
7. Program Chair prepares a tentative call for papers.
8. Finance Chair deals with bank accounting opening or mandatee transfer, etc. as relevant for "ISED" account.
9. Finance Chair prepares a budget in consultation with general chair and program chair.

March:

10. Web Chair updates the website and call for papers with IEEE-CS publication information.
11. Web Chair updates the website with IEEE-CS (technical) co-sponsorship.
12. Publicity Chair creates the mailing list for call for paper circulation.
13. Program Chair appoints six Track Chairs (one per track).
14. Program Chair forms the technical program committee in consultation with the track chairs.
15. Program Chair finalizes the call for papers (and poster) with all IEEE information.

April:

16. Publicity Chair sends the first call for papers.
17. Program Chair opens the paper submission process.
18. General Chair creates the sponsorship package.
19. General Chair identifies sponsors (NSF, Indo-US forum, DST, AICTE, Education Institutes, Industry, etc.) in consultation with the steering committee and organizing committee.

May:

20. Publicity Chair sends the second call for papers.
21. Program Chair closes paper submission process.
22. General Chair identifies two key note speakers.
23. Program Chair identifies six invited speakers (one per track).
24. Workshop Chair identifies five invited speakers (may vary depending on scope and duration of each talk).
25. Expo Chair starts reaching industry for expo and sponsorship.
26. General Chair leads the sponsorship drive.

June:

27. Publicity Chair sends the third call for papers.
28. Program Chair sends invitation to the two key note speakers for a (maximum) 6-page paper based on the talk to be included in the proceedings.
29. Program Chair sends invitation to the six ISED invited speakers for a (maximum) 6-page paper based on the talk to be included in the proceedings.
30. Program Chair sends invitation to the five WES invited speakers for a (maximum) 6-page paper based on the talk to be included in the proceedings.
31. General Chair continues the sponsorship drive.
32. General Chair, Local-Arrangement Chair, Finance Chair, etc. meet at the local venue for the first time and come up with a plan for smooth operation.
33. Local Arrangement Chair books the Hotel.
34. Program Chair advertizes the key note speakers in the website.

July:

35. Program Chair closes the paper submission process.
36. Program Chair sends the papers to track chairs and program committee members for review.

August:

37. Program Chair completes the review process.
38. Program Chair sends the status notifications to the authors.
39. Program Chair makes the accepted papers list available in the symposium website.
40. Program Chair gets the two key note papers.
41. Program Chair gets the six ISED invited papers.
42. Program Chair gets the five WES invited papers.

43. Program Chair makes the complete program including key note papers, invited papers, and contributing papers.
44. Program Chair releases the preliminary program in the symposium website.
45. Program Chair sends that information (i.e. gives online permission to Publication Chair).
46. Publication Chair collects messages of General Chair and Program Chairs.
47. Publication Chair sends information to IEEE-CS publication services for proceedings which include: (1) Email-IDs of contact author of each papers, (2) Message from General Chair, (3) Message from Program Chair, (4) Cover Art for the proceedings.

September:

48. IEEE-CS conference publication services (CPS) reaches the authors to collect the camera ready papers.
49. General Chair continues the sponsorship drive.
50. Program Chair sends the Email-IDs of authors of all accepted papers Registration Chair, Local Arrangement Chair, and Publicity Chairs.
51. Publicity Chair now updates the mailing list with these new Email-IDs avoiding any duplicate entries in the list.
52. Registration Chair ensures registration of all accepted papers.
53. Local Arrangement Chair creates the call for participation and the poster.
54. Publicity Chair circulates the call for participation.

October:

55. General Chair continues the sponsorship drive.
56. Local Arrangement Chair reaches the key note speakers, invited speakers (ISED/WES) to ensure that their local hospitality is well taken care of.
57. Program Chair updates the preliminary program (if necessary) and releases it in the symposium website.
58. Local Arrangement Chair reaches the authors to help any other needing travel information, etc.
59. Local Arrangement Chair continues registration drive and sending call for participation poster.

November:

60. General Chair continues the sponsorship drive.
61. Local Arrangement Chair continues registration drive and sending call for participation poster.
62. General Chair in co-ordination with Local Arrangement Chair prepares the symposium souvenir.
63. General Chair sends the symposium souvenir for printing.

December:

64. IEEE-CPS sends the proceedings to the symposium venue (Local Arrangement Chair).
65. Local Arrangement Chair receives the symposium souvenir.
66. ISED/WES takes place. First two days ISED and 3rd day WES.
67. Registration Chair remains present all 3 days for spot registration.
68. Local Arrangement Chair co-ordinates the local arrangements.
69. Finance Chair prepares expense reports.
70. Finance Chair sends payments to hotel, publication, and other expenses.
71. Steering Committee Chair sends an email thanking organizing committee and participants.