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.