

## Symposium Proposal Preparation Guide

GlobalSIP: IEEE Global Conference on Signal and Information Processing is a new flagship IEEE Signal Processing Society conference. It is motivated by the diversity and the potential synergy in the range of problems in signal and information processing that the technical community is facing today. GlobalSIP is comprised of co-located symposia selected based on responses to the call-for-symposia proposals.

### Overview of Technical Symposia at GlobalSIP

The symposia each has its own technical chairs and review processes. The symposia are tied together through co-location, common timing, shared plenary, non-overlapping oral lecture sessions, parallel poster sessions, and a single registration fee. Each symposium will choose from among different prototypes with slightly different characteristics and fixed numbers of oral sessions and poster sessions.

The conference will contain the following elements.

- Keynote presentations: There will be one keynote presentation per day held in a single room across the entire conference.
- Symposium Invited Presentations: There will be invited talk presentation sessions allocated to each symposium, with the number depending on the duration of the symposium. It is expected that there will be a fixed number of mini-plenary presentations (say 2), tutorials, or a panel discussion depending on the preference of the organizers. The talks should be understandable by those somewhat outside the field but do not have to be tutorials. There will be only one invited talk presentation session for each symposium per day. The invited presentations will occur on the same day as the poster sessions, in a non-conflicting time, and will be coordinated with other symposia to have minimal overlap.
- Symposium Oral and Poster Presentations: Technical papers will be in oral or poster presentations. Oral presentations for each paper will be around 15 minutes long. For each poster paper, a standard space of 4x8 will be provided. Each poster session will be 1.5-2 hours in duration, and will consist of 10-20 papers that may be any combination of invited and/or contributed papers. The poster sessions will overlap between different symposia in the same large space subdivided into different symposia sections (separated by partitions).

The proceedings will be published separately, but with a title modeled on: "GlobalSIP - Symposium on (your selected topic)."

## Guideline for Symposium Proposals

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A complete symposium proposal shall have the following components:

1. Title of the symposium;
2. Length of the symposium;
3. Paper length requirement;
4. Organizers: names, addresses, and a short CV (up to 250 words) of the organizers including the general organizers and the technical chairs of the symposium;
5. Technical description: a two-page description of the technical issues that the symposium will address, including timeliness and relevance to the signal processing community;
6. Names of (potential) participants on the technical program committee;
7. Names of the invited speakers;
8. A draft Call for Papers.

Guidelines for these components are provided below. Please email your proposal to the Technical Program Committee (TPC) Chairs, at [tpc-chairs@2016.ieeeglobalsip.org](mailto:tpc-chairs@2016.ieeeglobalsip.org). The deadline for symposium proposals is **February 5, 2016**. For better consideration, proposers are strongly advised to submit their proposals by January 15, 2015

### Length and Structure of a Symposium

You may choose one day or two day symposia. There are two potential templates for the conference. Each symposium is allowed to change the structure based on their requirement.

- Single Day Symposium – Held for just one day, has one invited talk session, one oral session and one poster session.
- Two Day Symposium – Held for two consecutive days, has one invited talk session, three oral sessions and two poster sessions.

The structure of each symposium is illustrated in Table 1. There is a common kickoff keynote among all symposia and then staggered oral and poster sessions. The lunch break will be combined with Government Panels in the first two conference days.

**Table 1: Example of a one day and two day symposium.**

Time/Day	Single Day Example		Two Day Example	
8:30-9:30	Keynote		Keynote	Keynote
9:30-10:00	Coffee break		Coffee break	Coffee break
10:00-11:45	Invited talk session		Invited talk session	Oral session
11:45-1:30	Lunch & Gov't panel		Lunch & Gov't panel	Lunch
1:45-3:30	Oral session		Oral session	Oral session
3:30-4:00	Coffee break		Coffee break	Coffee break
4:00-5:30	Poster session		Poster session	Poster session
7:00-10:00	Evening activities		Evening activities	Evening activities

The expected number of presentations and papers for each symposium is illustrated in Table 2. The symposium organizers will be expected to target the number of accepted papers as indicated in the table.

**Table 2: Expected capacity for each symposium.**

	Single day symposium	Two day symposium
Number of papers in invited session	2	2
Number of invited session	1	1
Number of papers in oral session	5	5
Number of oral sessions	1	3
Number of papers in poster session	21	21
Number of poster sessions	1	2
Total number of papers	28	59

## Paper Length

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One objective of GlobalSIP is to attract people from different communities. The length of regular papers for initial submission can be determined by each symposium; but it must be between 2–6 pages. Invited papers can be excluded from the constraint. A limit of 10 pages is recommended for the invited papers.

## Bio Information of the Organizers

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A typical symposium proposal will have an organizing committee that consists of One General Chair (or two General Co-Chairs) and one Technical Chair (or up to three Technical Co-Chairs). To evaluate the proposal, the names, addresses, and a short CV (up to 250 words) of each organizer is required.

## Two-Page Technical Description

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To evaluate the proposal, a description of the motivation for the symposia is required including technical issues addressed, timeliness and relevance to the signal processing community. Essentially, this description answers the question: Why is this a hot topic?

## Plan for the Invited Talk Session

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The plan for the invited talk session must be provided including confirmed speakers. The invited talk sessions will be one hour and forty-five minutes long. We envision having two invited talks.

## Draft Call-for-Papers

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A one-page draft call-for-papers is required. Paper submission will be due on **June 5, 2016** and final acceptance decisions on **August 5, 2016**. The header should be something like IEEE Global Conference on Signal and Information Processing – Symposium on your proposed title.

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For inquiries and questions, please contact the TPC Chairs, Drs. Phillip Regalia, Trac Tran, and Brian Mark, at [tpc-chairs@2016.ieeeglobalsip.org](mailto:tpc-chairs@2016.ieeeglobalsip.org).