

Publikasi Prosiding Seminar Internasional dengan IEEE



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Latar Belakang

- Trend penyelenggaraan seminar internasional di Indonesia meningkat dari tahun ke tahun
- Tuntutan publikasi terindeks Scopus di semua Universitas
- Banyak organizer belum memahami tiap proses quality assurance dalam usaha indeksasi paper ke database online
- Indonesia menjadi salah satu pasar utama oleh pihak asing dalam penyelenggaraan seminar internasional
 - Daya tarik wisata, kebutuhan publikasi yang bereputasi



About the IEEE

- World's largest technical membership association with over 430,000 members in over 160 countries
- Not for profit organization dedicated to “Advancing Technology For Humanity”
- Four Core areas of activity
 - Membership organization
 - Conferences organizer**
 - Standards developer
 - Leading Publisher





IEEE Sponsored Conference

| | | |
|---|--|---|
|  Like 10k |  Like 24k |  Like 3.6k |
|  Like 4.7k |  Like 1.6k |  Like 135 |
|  Like 2.5k |  Like 221 |  Like 2.6k |
|  Like 1.4k |  Like 10k |  Like 2.9k |
|  Like 19k |  Like 3.1k |  Like 610 |

IEEE Technically Co-Sponsored UGM Conference



ICITEE 2013
The 5th International Conference
on Information Technology and Electrical Engineering

ICITEE 2014
6th International Conference on
Information Technology and Electrical Engineering

ICITEE 2015
The 7th International Conference on
Information Technology and Electrical Engineering
29-30 October 2015
Le Meridien Chiang Mai, Thailand



ICoDSE 2015
International Conference
on Data and Software Engineering
Data and Software Engineering
in The Age of Social Media



ICITEE 2016
The 8th International Conference on Information
Technology and Electrical Engineering
Yogyakarta, October 5th - 6th, 2016



InAES 2016
"the 6th International Annual Engineering Seminar"



UGM
ICST 2016



InAES 2017
"the 7th International Annual Engineering Seminar"



UGM
ICST 2017

ICITEE 2017
The 9th International Conference on
Information Technology and Electrical Engineering,
October 12-13, 2017
Centara Grand Beach Resort Phuket, Thailand



Keunggulan Publikasi di IEEE Xplore

- Proses MoU cepat dan dapat dilakukan secara online
- Memiliki timeframe yang jelas
- Tidak ada 2nd paper review dari IEEE. IEEE hanya mengevaluasi Quality Assurance dari technical program
- Proses indexing ke IEEE Xplore cukup singkat (~3 bulan)
 - ICST 2017: ~1 bulan
 - InAES 2017: ~2.5 bulan
- Tidak ada biaya untuk indexing
- Database IEEE Xplore Digital Library secara otomatis akan diindex oleh Scopus sebagai indexing partner

IEEE Xplore[®]
Digital Library

Scopus

Kesulitan/Gagalnya Publikasi di IEEE Xplore



- Sifatnya relatif pada masing-masing organizer
- Kesulitan mendapatkan informasi tiap proses yang harus dilakukan seperti MoU, LoA, review, submit dokumen, dll
- Persiapan yang selalu terlambat
- Paradigma konvensional organizer yang memandang proses utama conference hanya saat hari H
 - Conference IEEE: Pre-conference = 85%, Hold conference = 1%, post conference = 14%
- Proses Quality Assurance bersifat rigid (format, halaman, dll)
- Topik yang disubmit ke IEEE out of scope

IEEE Conference Proceedings: Guide to Scope and Quality Criteria



- Each paper must fit within the stated scope of the conference
 - The paper must also be within the scope of Electrical Engineering (EE) and Computer Science and closely-related areas, and more specifically, within one of more of the following 16 topical areas
- Aerospace
 - Bioengineering
 - Communication, Networking & Broadcasting
 - Components, Circuits, Devices & Systems
 - Computing & Processing (hardware/software)
 - Engineered Materials, Dielectrics & Plasma
 - Engineering Profession
 - Fields, Waves & Electromagnetics
 - General Topics for Engineers (Math, Science & Engineering)
 - Geoscience
 - Nuclear Engineering
 - Photonics & Electro-Optics
 - Power, Energy Industry Applications
 - Robotics & Control Systems
 - Signal Processing & Analysis
 - Transportation



Tips Guide

- Some papers in fields that have some overlap with EE and Computer Science, such as other branches of engineering, **physical science**, **life science**, or **applied mathematics**, are considered to be within scope, but *only* when the paper includes significant portions that are relevant to EE and Computer Science
- A paper describing the design of a new instrument for medical imaging is likely to be within scope, while a paper tabulating the fraction of the population that suffers from a disease is detected with this instrument is unlikely to be within scope.
- For example, a paper that uses control theory to optimize the performance of a chemical manufacturing plant would be considered within scope, especially if it concentrated on the mathematical model of the plant, the methods used for optimization, and gave comparisons to previous methods used to control the plant. A paper that compared how quickly the chemical processing completed as a function of temperature is not likely to be considered within scope, as its use of these techniques is trivial at best.



Conference Timeline

IEEE Conference Timeline



CONFERENCE TIMELINE

PRE - CONFERENCE

| START | 24+ MONTHS | 24 - 18 MONTHS | | 18 - 15 MONTHS | 15 - 12 MONTHS | | 12 - 9 MONTHS | 9 - 6 MONTHS | 6 - 4 MONTHS | 4 - 3 MONTHS | 2 MONTHS | 6 - 4 WEEKS | 2 DAYS | HOLD CONFERENCE |
|---|--|---|---|---|--|---|---|--|--|---|---|---|-------------------------------------|---------------------|
| Determine and apply for sponsorship from all applicable IEEE and/or non-IEEE organizational units (OU) | MoU | Register your conference submit Conference Application and approve MOU | Contact IEEE Section where conference will be held. | Develop communications plan, marketing materials and conference website | Develop paper management process or identify system vendor | Develop technical program, establish paper submission process and deadlines | Create website for paper submissions. Work with paper management company, if applicable | Plan social activities and tour program, if applicable | Complete paper review process. Finalize technical program. Notify speakers | Request weekly reports from hotels on room block | Review room block with hotel against attendance and contracts | Deadline for early registration | Confirm onsite logistics with venue | Onsite Registration |
| Engage with IEEE MCE for conference education, guidance, services and tools. | Submit conference committee list and initial budget forecast to Conference Business Operations | Submit Conference Publication Form to obtain Letter of Acquisition (LOA), if publishing with IEEE | Send request for proposal (RFP) to exhibit decorators and develop exhibitor prospectus, if applicable | Establish a Call For Papers (CFP) | Update conference website with page/link about CFP information | Obtain permission from related IEEE OUs to market to their members using e-Notice | Send out RFPs for ground transportation and finalize contract, if applicable | Create and post advance program on conference website | Order attendee giveaways, speaker gifts, and/or conference shirts | Send final program, advertising, publicity and registration reminders | Preliminary specifications to conference site. Order signage and recognition products | Set-up registration area, exhibit space, information booth, office area | Monitor Budget | |
| Contact IEEE Meetings, Conferences & Events (MCE) if you would like to be assigned a Conference Mentor. | Review IEEE Insurance coverage and determine if additional coverage is required | Register for Electronic IEEE Copyright Form (eCF) if proceedings are acquired by IEEE | Begin outreach to educational institutions, corporations, government and industry for support and patronage | Establish a Visa process for international attendees and post on the conference website | Meet with previous year's committee to discuss best practices | Establish registration process and ensure registration service is Payment Card Industry (PCI) compliant | Launch registration site | Determine preliminary exhibitor space assignments, if applicable | Solicit bids from proceedings production vendors based on accepted papers | Develop and finalize volunteer job functions and onsite needs. | Submit Pre-Conference budget forecast | Monitor Daily Activities | | |
| Review tax information to ensure IRS and international compliance VAT and GST | Register for PDF eXpress (optional) | Apply for grants for conference support | Submit conference budget with written IEEE OU approval(s) for headquarter review | Establish conference bank account(s) | | Organize and prepare for production of conference publications per Letter of Acquisition (LOA) | Complete paper review process. Finalize technical program. Notify speakers. | Ship final program to conference site | Hold Post-Conference Wrap Up Meeting | | | | | |

Realizable Conference Timeline



| Pre Conference | | | | | Hold Conference | Post Conference |
|--|--|-------------------------------------|-------------------------------|-------------------------|---------------------------|--|
| 6 months ++ | 4 months | 3 months | 2 months | 1 month | 0 month | 1 month |
| Forming committee | MoU Accepted (can use IEEE logo) | LoA accepted | Paper Acceptance notification | Camera ready submission | Opening ceremony, plenary | Prepare TPQ |
| Create conf. website | Submit Conference Publication Form | Register/request e-Copyright | Early bird registration start | Late registration end | Parallel session | Submit TPQ via email |
| Create conf. management system | Register for PDF eXpress | Update website | Late registration start | Technical program | | Prepare packing list document, submit by postal |
| Establish a Call For Papers (CFP) | | | | | | |
| Submit Conference Application (MOU) | | Monitor paper submission | | | | |
| Paper submission start | Paper submission deadline 1, 2, 3 extended | Final deadline, review start | Review deadline | | | |



| Pre Conference | | | | | Hold Conference | Post Conference |
|--|--|-------------------------------------|-------------------------------|-------------------------|---------------------------|--|
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| Create conf. management system | Register for PDF eXpress | Update website | Late registration start | Technical program | | Prepare packing list document, submit by postal |
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| Submit Conference Application (MOU) | | Monitor paper submission | | | | |
| Paper submission start | Paper submission deadline 1, 2, 3 extended | Final deadline, review start | Review deadline | | | |



Sponsorship



IEEE Sponsorship Definitions

- Financial Investment

- Sole Sponsorship

- Your OU has 100% ownership for both the financial and technical responsibilities related to your conference

- Co-Sponsorship

- Your OU has shared ownership for both the financial and technical responsibilities related to your conference

- No Financial Investment

- Technical Co-sponsorship

- Your OU will have direct and substantial involvement in executing a high quality technical program and oversight of IEEE brand usage



Conference Supporters

- You can align your conference with “For-Profit Companies “ but **not** as a “sponsor”, they can be designated as: Supporter, Patron, Partner or Contributor
 - Supporters can contribute or donate goods and services to a conference but can not be involved in the overall execution Support can be in the form of a grant to assist organizers with any aspect of a conference (eg. provide a dinner)
 - Providing conference attendees trinkets or small gifts
 - A university may donate facilities to host a conference
 - Support can be in the form of supplying a Key Note speaker
- You can promote your conference to the “Supporter’s” constituency



Conference Application



The world's largest professional association for the advancement of technology

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- Societies & Communities
- Publications & Standards
- Conferences & Events
- Education & Careers
- Contact & Support | Sitemap

Search IEEE

Search

Follow: Share:

Home > Conferences & Events > Organizers

♦ IEEE Conference Application

The IEEE Conference Application lets you register your conference and request approval for an IEEE conference. It will take approximately 20-30 minutes to complete the application. Before you begin, have the following information available: conference title, dates, location, website URL, sponsorship, technical program plans, and conference contacts. If you do not have all the necessary information, you can save the application after step 3 and complete it later. An email with a temporary user ID and password will be sent to you.

If you need to make any changes, select the Back button. Do not use your browser Back button or you will exit the application and your changes will not be saved.

You cannot promote your conference as an IEEE conference until it is approved. After it is approved, your conference will be listed on the IEEE Conference Search and IEEE Call for Papers. If you have any questions, contact us at conference-services@ieee.org.

I want to

Start a new application:

Complete an application I started:

Find the status of a submitted application:



♦ Step 2: About the Event

Name and Scope

When naming your conference the year must be included as the first item in the name, followed by IEEE, if applicable, and then by the specific conference name. The conference acronym should always be listed in parentheses as the final item after the conference name. For example: 2011 IEEE Radio and Wireless Symposium (RWS).

Conference name:*
(200 characters left)

Conference acronym:
(100 characters left)

Event type:

Conference URL:
(255 characters left)

Start date:* **End date:***

Keywords:*
(200 characters left)

IEEE uses the important words from the conference name, including the conference acronym as the keywords. Enter other keywords that would help people search for the conference. Separate each word or phrase by a comma.

Scope:*
(300 characters left)

Enter a short description of the scope of the conference. The scope may be an existing field of interest, a subset of that field, or a new technology.

Field of interest:*

- Aerospace
- Bioengineering
- Communication, Networking & Broadcasting
- Components, Circuits, Devices & Systems
- Computing & Processing (Hardware/Software)
- Engineered Materials, Dielectrics & Plasmas
- Engineering Profession
- Fields, Waves & Electromagnetics



Press Ctrl + to select and move more than one item to the right column. Press Ctrl - to remove items.

Estimated attendance:*

Check here if there will be exhibits.

Check here if there will be tutorials.

♦ Step 3: About the Location

Enter the name and address for each separate venue used by the conference. The venue may be a conference center, hotel, university or some other location. You can add multiple venues for a conference. If you know the contact at the venue, select Add Contact to add their name and email address. You can add multiple contacts for each venue. Save the venue and contact information before leaving the page or your information will be lost. You can only view one venue at a time. Click on a venue name to see the venue details.

If the venue is not known, enter TBD (to be determined) in the Name, Address and other fields and select a state and country. You will be able to revise these later.

Venue

▼ (New Venue)

Venue details

| | |
|-------------------|------------------------|
| Name:* | <input type="text"/> |
| Address 1:* | <input type="text"/> |
| Address 2: | <input type="text"/> |
| Address 3: | <input type="text"/> |
| Address 4: | <input type="text"/> |
| Country:* | <input type="text"/> ▼ |
| City:* | <input type="text"/> |
| Zip/Postal code:* | <input type="text"/> |

Save venue

Add venue contact

▼ (New Venue Contact)

Venue contact details

| | |
|-------------------------|------------------------|
| Title: | <input type="text"/> ▼ |
| Given name/First name:* | <input type="text"/> |
| Last/Family/Surname:* | <input type="text"/> |
| Job title:* | <input type="text"/> |

Email:*

| | |
|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> ▼ |
|----------------------|------------------------|

Add

Phone:*

| | |
|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> ▼ |
|----------------------|------------------------|

Add

Delete contact

Save contact

- Step 1: Submitter Information
- Step 2: About the Event
- Step 3: About the Location
- Step 4: Conference Sponsors
- Step 5: Technical Program
- Step 6: Conference Contacts
- Step 7: Comments

♦ Step 4: Conference Sponsors

Add all financial and technical sponsors. Financial sponsors have financial responsibility for the conference, including bank accounts, contracts and other financial obligations. Technical sponsors do not have financial involvement or responsibility. Do not add supporters and patrons. The sponsors you enter here will be listed on the Memorandum of Understanding (MOU).

Sponsor Information

Sponsor name:*

Start typing the sponsor's name to find it in the list. Select the name in the list and choose Add Sponsor. If the name is not listed, type in a new name then choose Add Sponsor. Type in the full name of the organization. Do not type in acronyms or abbreviations. Add all conference

IEEE Indonesia Section
Financial share: 0%

Financial Share

IEEE Sponsor %

If an organization is a financial sponsor, enter the percent of financial share. If an organization is a technical sponsor and not a financial sponsor, enter 0%. The financial share of the sponsors must equal 100%.

Non IEEE Sponsor Name %

Non-IEEE signatory name:*

The signatory is the person authorized to enter into legal agreements for the conference.

Non-IEEE signatory email address:*

Financial share total (100%)

Penyelenggara
Financial share: ~100%
Tips:
Masukkan nama dan email pejabat tempat penyelenggaraan conference yang terlibat langsung dan mudah merespon email

Who will own the conference name?*

Conference Committee Responsibilities

Describe how each sponsor is directly and substantially involved in developing the Technical Program:*

(1000 characters left)

List the agencies that are represented on the

Technical Program Committee.

(1000 characters left)

Describe the role of each sponsor represented on the Technical Program Committee: *

(1000 characters left)

Does the conference committee have full authority to operate the conference? Yes/No*

Yes No

Select No if there is a steering committee or other group that has authority to make decisions.

Is the oversight committee made up of representatives from each sponsor?*

(1000 characters left)

Who appoints the conference committee chairs and other key members?*

(1000 characters left)

Who approves the conference budgets?*

(1000 characters left)

Who establishes registration fees?*

(1000 characters left)

[Back](#)

[Save & Exit](#)

[Next](#)

♦ Step 5: Technical Program

The technical program information you provide here will be included on the Memorandum of Understanding (MOU).

Will this conference produce a conference publication? Yes/No*

Yes No

Will IEEE own the copyright?*

Yes No

Will you request publication of your conference proceedings in IEEE Xplore?*

Yes No

What is the structure of the technical program committee?*

(1000 characters left)

What materials are being reviewed?*

Abstracts

Full paper

What type of review is being performed?*

Blind

Blind/Double Blind review

What is the estimated number of submitted papers?*

What is your targeted acceptance rate for submitted papers?*

%

How many named reviewers will be associated with this conference?*

How many reviewers will review each paper?*

What criteria will be used by your reviewers to evaluate submissions?*

(1000 characters left)

Are you using student reviewers? *

Yes No

Jangan gunakan student reviewer

How will you use student reviewer? *

(1000 characters left)

How will you ensure that all accepted papers will be presented? *

(1000 characters left)

♦ Step 6: Conference Contacts

You must submit a Conference Chair and an Information Contact for your conference. A contact can have more than one role and you can assign more than one contact to each role. For example, if you have two conference co-chairmen, select Conference Chairman for both contacts. Please save the current contact before adding a new contact.

Contact Information

▼ (New Contact)

Contact Details

Same as submitter information?

Title:

Given/First name:*

Middle name:

Last/Family/Surname:*

Suffix:

Email:*

Add

Phone:

Add

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

Fax:

Add

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

Save contact

This Contact is the

- Conference Chair
- Conference Treasurer
- Information Contact
- Other
- Publication Chair
- Technical Program Chair

Add Address

▼ (New Address)

Address Details

Address type:*

Address Line 1:*

Address Line 2:

Address Line 3:

Address Line 4:

Country:*

City:*

Zip/Postal code:*

Delete Address

Save address

Add New Contact



Step 1:
Submitter
Information

Step 2:
About the
Event

Step 3:
About the
Location

Step 4:
Conference
Sponsors

Step 5:
Technical
Program

Step 6:
Conference
Contacts

Step 7:
Comments

♦ Step 7: Comments

Enter any comments or information that you would like to share with IEEE. Use this field to notify IEEE of other events you would like to have associated with this conference or event. Provide the event name, acronym and record number, if known. Associated events share the same budget, sponsors and sponsorship relationship and occur within the same time period. You need to submit a separate conference application for each associated event. Each event is reviewed and must be approved by IEEE before it can be associated with a conference.

You can preview your application by selecting the Preview button. If you need to make any changes, select the Back button. Do not use your browser back button or you will exit the application and your changes will not be saved. Once you select Submit, you will not be able to make any changes to your application.

After you choose Submit, we can start to review your conference application. We will contact you within 5 business days to let you know if we have any questions or need additional information. We will also let you know what you need to do next to register your conference. While you wait to hear from us, you can check the status of your application.

Comments

(1000 characters left)

Back

Save & Exit

Preview

Submit



Proses Approval MoU

- IEEE headquarter akan meminta persetujuan ke IEEE Indonesia melalui email
- IEEE Indonesia akan mereview aplikasi MoU dengan penekanan pada:
 - Venue conference
 - Tanggal conference
 - Organizing committee
- Jika salah satu sponsor menolak MoU maka proses harus dimulai dari awal lagi
- Proses MoU akan memakan waktu 1-2 bulan setelah semua pihak sponsor menyetujui MoU



| Pre Conference | | | | | Hold Conference | Post Conference |
|--|--|-------------------------------------|-------------------------------|-------------------------|---------------------------|--|
| 6 months ++ | 4 months | 3 months | 2 months | 1 month | 0 month | 1 month |
| Forming committee | MoU Accepted (can use IEEE logo) | LoA accepted | Paper Acceptance notification | Camera ready submission | Opening ceremony, plenary | Prepare TPQ |
| Create conf. website | Submit Conference Publication Form | Register/request e-Copyright | Early bird registration start | Late registration end | Parallel session | Submit TPQ via email |
| Create conf. management system | Register for PDF eXpress | PDF eXpress Welcome Kit sent | Late registration start | Technical program | | Prepare packing list document, submit by postal |
| Establish a Call For Papers (CFP) | | Update website | | | | |
| Submit Conference Application (MOU) | | Monitor paper submission | | | | |
| Paper submission start | Paper submission deadline 1, 2, 3 extended | Final deadline, review start | Review deadline | | | |



Sample – Accepted MoU ICST 2017

THIS MEMORANDUM OF UNDERSTANDING (this "MOU"), entered into as of 22-Feb-2017, by and between Indonesia Section ("Technical Co-Sponsoring Party"), affiliate(s) of the Institute of Electrical and Electronics Engineers Incorporated ("IEEE") AND Badan Publikasi dan Penerbitan UGM, ("Financial Sponsoring Party"), (collectively known as the "Sponsors") sets forth the relationship and obligations relating to the 2017 3rd International Conference on Science and Technology - Computer(ICST) to be held on or about 11-Jul-2017, in Yogyakarta, Indonesia (the "Conference").

FINANCIAL LIABILITY: It is understood that financial liability for the Conference is the sole responsibility and obligation of the Financial Sponsor(s). The Technical Sponsor will not share in the surplus of the Conference or be expected to contribute to the financial loss, if any. To view the Financial Sponsor(s) liability percentages refer to the [Conference Application URL](#)

RESPONSIBILITIES OF THE SPONSORS: The responsibilities of the Sponsors shall be as described in the IEEE Conference Application submitted. The Conference shall be conducted in accordance with IEEE's bylaws and policies, including, but not limited to, the IEEE Conference Organization Manual.

TERMINATION: Any Sponsor may terminate this MOU at any time by providing at least thirty (30) days' prior written notice to the other Sponsor(s).

After MoU is accepted

Your search returned 44 Conferences from 2017-01-02 to 2017-11-01 in Region10-Asia and Pacific, Indonesia

Search Conferences

Keywords, Title, Conf #, etc.

Select type & date range

Conference date

Call for papers

From:

To:

Location (optional)

Sponsor (optional)

Exhibits

Tutorials

Search

[Search tips](#)

Conference Name ▲ ▼

Conference Date ▲ ▼

Location ▲ ▼

2017 15th International Conference on Quality in Research (QiR) : International Symposium on Electrical and Computer Engineering

24 Jul - 27 Jul 2017

The Westin Resort
Nusa Dua
Kawasan Pariwisata Nusa
Dua
Nusa Dua, Indonesia

Abstract submission deadline: 31 Jan 2017
Full Paper Submission deadline: 01 Mar 2017
Final submission deadline: 01 May 2017
Notification of acceptance date: 01 Apr 2017

2017 3rd International Conference on Science and Technology - Computer(ICST)

11 Jul - 12 Jul 2017

Eastparc Hotel
Jl. Laksda Adisucipto km 6,5
Seturan
Yogyakarta, Indonesia

Abstract submission deadline: 07 Apr 2017
Full Paper Submission deadline: 07 Apr 2017
Final submission deadline: 12 Jun 2017
Notification of acceptance date: 05 Jun 2017

2017 International Conference on Applied Computer and Communication Technologies (ComCom)

17 May - 18 May 2017

Binus University
Jl. Kebon Jeruk Raya No. 27
Kebon Jeruk
Kebon Jeruk
Jakarta Barat 11530
DKI Jakarta
Indonesia

Abstract submission deadline: 05 Feb 2017
Full Paper Submission deadline: 05 Feb 2017
Final submission deadline: 10 Mar 2017
Notification of acceptance date: 20 Feb 2017

2017 International Conference on Signals and Systems (ICSigSys)

16 May - 18 May 2017

Inna Grand Bali Beach Hotel
BALI, Indonesia

Full Paper Submission deadline: 17 Jan 2017

Submit Conference Publication Form



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https://www.ieee.org/conferences_events/conferences/organizers/conference_pub_form.html

♦ IEEE Conference Publication Form

The Conference Publication Program (CPP) assures wide distribution of conference proceedings by providing abstracting and indexing of all individual conference papers for inclusion in worldwide databases. The CPP makes every reasonable attempt to ensure that abstracts and index entries of content accepted into the program are included in databases provided by independent abstracting and indexing (A&I) services. Each A&I partner makes its own editorial decision on what content it will index. IEEE cannot guarantee entries are included in any particular database.

I want to

Submit/Complete a Conference Publication Form:

Start

Find the status of a submitted Conference Publication Form:

Status

Register for PDF eXpress:

Start

All conferences and conference proceedings must meet IEEE's quality standards, and IEEE reserves the right not to publish any proceedings that do not meet these standards.

IEEE is ready to help. If you have questions about this form, please contact Conference Operations at ieee-mce@ieee.org.



Conference Publication Form

- The Conference Publication Form is your request for approval to submit your conference papers to the CPP and the IEEE *Xplore*[®] Digital Library. Submit the form at least six months before the conference.

Upon review and approval, IEEE sends you the Letter of Acquisition (LoA) after receiving your Conference Publication Form. **The Letter of Acquisition is an agreement between your conference and IEEE to consider your conference for acceptance into the CPP and IEEE *Xplore*.**



| Pre Conference | | | | | Hold Conference | Post Conference |
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| Paper submission start | Paper submission deadline 1, 2, 3 extended | Final deadline, review start | Review deadline | | | |





Sample – LoA ICST 2017

Letter of Acquisition - 41834

LETTER OF ACQUISITION

Conference Record # 41834

10-Apr-2017

Thank you for completing the IEEE Conference Publication Form for 2017 3rd International Conference on Science and Technology - Computer (ICST). We are pleased to inform you that your publication is eligible for inclusion in the IEEE Conference Publication Program (CPP). The CPP **exclusively** handles the worldwide post-conference sales and distribution of IEEE-related conference publications to individuals (including IEEE members) and institutions (including libraries), via channels such as IEEE Xplore®. The IEEE Online Conference Publication page is available to assist Organizers with issues related to conference proceedings:

http://www.ieee.org/web/conferences/organizers/pubs/conference_publications.html

Please be advised that this Letter of Acquisition does not represent a commitment by IEEE to publish the proceedings of the identified conference. All conferences and conference proceedings must meet IEEE's quality standards and **IEEE reserves the right not to publish any proceedings that do not meet these standards.**

TITLING CONSISTENCY INFORMATION

For the purpose of consistency, the title 2017 3rd International Conference on Science and Technology - Computer (ICST) *must* be used on this conference proceedings. Consistency is required to ensure that end-users can readily identify, access and cite your content. Please use the same sequence of words on the *cover*, *title page*, *copyright page* (reverse side of the title page), and, if applicable, *the spine*. (Subtitles may be used to customize titles so they are more recognizable. However, they must be placed *after* the full official title as it appears above). This will fulfill the need for accurate cataloging data that can be easily employed in



- Cover
 - Table of Contents
 - Copyright Page
 - Author Index
 - Etc.
- Packing List- The Packing List itemizes all PDF files for your conference proceedings by content type (author papers, table of contents, etc.) which ensures that all files will be accounted for during processing. Note: If the front matter files do not appear on the packing list, they will not be uploaded to IEEE Xplore.

All conference publication material is to be sent **no later than 11-Aug-2017**. Please note that the Xplore compliant submission must be distinct from any proceedings in any format (*CD, DVD, USB drive, paper, etc.*) you may be producing for distribution to attendees and others. For detailed information on how to prepare and submit PDF files and packing lists, please visit the following website:

http://www.ieee.org/web/conferences/organizers/pubs/preparing_content.html

CATALOG NUMBERS

| Media Type Requested | Part Number | ISBN | Print ISSN | Online ISSN | Media Qty Requested |
|----------------------|--------------|-------------------|------------|-------------|---------------------|
| XPLORE COMPLIANT | CFP17WOF-ART | 978-1-5386-1874-5 | | | 3 |
| PRINT | CFP17WOF-PRT | 978-1-5386-1873-8 | | | 4 |

If the media types being produced change from what you provided on the IEEE Publication form, please contact conference-ops@ieee.org for new cataloging information.



IEEE PDF *eXpress* PLUS Site Setup Confirmation

Dear **I Wayan Mustika**:

This receipt verifies that an **IEEE PDF *eXpress* Plus** site has been set up for access as follows:

Project Info

Request Rec'd: **2017-04-28**

Full Publication Title: **2017 7th International Annual Engineering Seminar (InAES)**

Conference Contact for conference-related questions

Name: **I Wayan Mustika**

Email: **wmustika@ugm.ac.id**



Tips

- LoA merupakan dokumen persetujuan bahwa publikasi dapat disubmit untuk diindeks ke IEEE Xplore namun tidak menjamin publikasi pasti diterima karena akan melalui proses evaluasi
 - Gunakan kalimat “(Accepted/Selected*) and presented papers within the scope of IEEE will be submitted for uploading to the IEEE Xplore digital library” pada website
- LoA berisikan instruksi bagaimana file publikasi dalam bentuk packing list harus dikirim ke IEEE melalui pos
- LoA perlu diupload ke EDAS Conference Management System jika mau request eCopyright



Conference Quality



Quality Challenges

- Papers well outside of the stated subject matter scope of the conference
- Papers well outside of IEEE's core engineering/technology subject areas
- Papers that are poorly or unintelligibly written
- Fraudulent content - machine-generated papers
- Papers that lack some or all of the basic elements commonly found in scientific research papers:
 - Introductory question or hypothesis -> brief summary of related previous scholarly work by others -> research methods -> results -> conclusions



Ensuring the Quality of your Proceedings

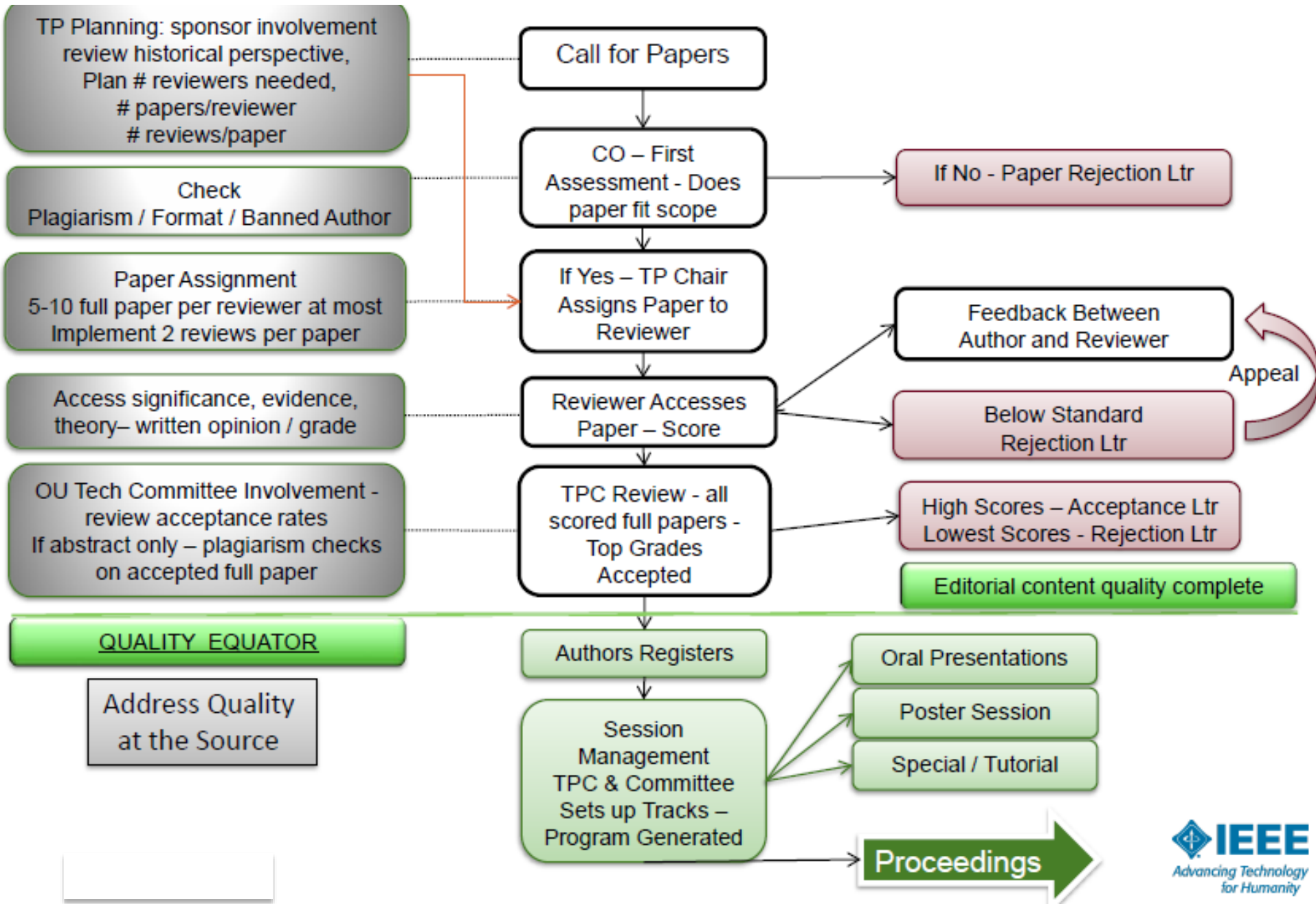
- Develop a quality process for your Technical Program
 - Drive quality at front end of the process
- Paper management planning is essential
 - Estimate number of papers received
 - # reviewers
 - # reviews per paper
- Things to consider
 - Are your reviewers overburdened?
 - Do you need an automated process for paper management (software) ?
 - Is IEEE Sponsor supporting your technical program development?



Sizing the Peer Review Team

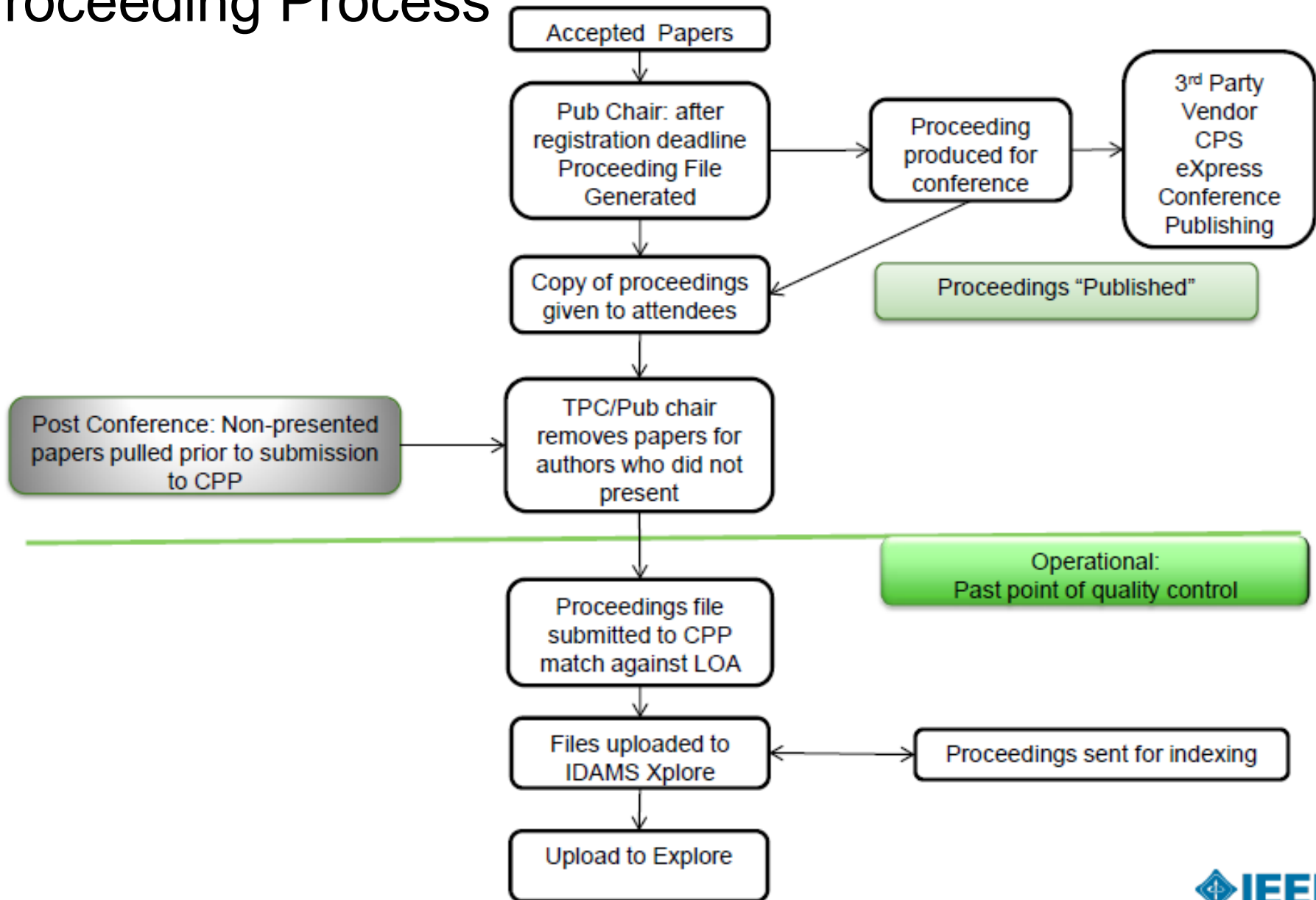
- Determine the number of reviewers required based on: the expected number of papers submitted
 - the number of reviews per paper (2 minimum, 3 preferred)
 - establish a maximum number of papers that can be assigned to a reviewer (suggested: 12 max for full paper)
- Example:
 - Anticipated full paper submissions = 200
 - Reviews per paper = 3
 - Total reviews = 600
 - Full papers per reviewer = 6
 - Number reviewers needed = 100
 - Acceptance rate should be less than 60%
- Review previous conference history when available

Paper Review Process





Proceeding Process





Plagiarism

- IEEE defines plagiarism as the use of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source. Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct.
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 - Level 5:** Credited reuse but unclear delineation of the copied material



Multiple Publication/Submission

- IEEE policy states that authors must submit original work that:
 - has not been published elsewhere
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 - cites previous work
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- Authors must also inform the publication volunteer when submitting any previously published or submitted work.



CrossCheck Overview

- CrossCheck compares submitted manuscripts against a very large database of published articles contributed by members of the publishing industry.
- The tool automatically flags manuscripts that surpass a predetermined similarity threshold.
- IEEE recommends a 30% threshold. Therefore, any manuscript with 30% or more similarity to previously published content will be flagged for further review.
- Paper management systems or peer review tools may have CrossCheck integrated into it.

Things to Consider When Evaluating Similarity Reports



- Is the similarity to the author's own work?
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- If previously published content was cited and referenced properly, is there a sufficient amount of new or original material?
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Conference Publication



IEEE Conference Publications Program

- IEEE will send you the Letter of Acquisition (LOA) after your (conference is approved) and your completed Conference Publication Form is received
 - The LOA includes information on what is needed to prepare your conference proceedings (PDF eXpress, eCopyright)
- Publications Chair must approve the Letter of Acquisition via an electronic signatory process
- All conference proceedings are subject to quality reviews



Publications Chair

- The Publication Chair is responsible for managing the production of all material that is published in relation to the conference
 - Selecting a production vendor for the conference proceedings
 - Produce the conference proceedings (USB, DVD, CDR, printed booklet)
 - Producing the conference program (an agenda for the presentation schedule)
 - Ensuring inclusion of papers from special tutorial sessions or colloquia (if peer reviewed)
 - Ensuring exclusion of non-presented papers if conference policy dictates
 - Author management – formatting issue related, not content quality
 - Obtain copyright from authors
- The Publications Chair is responsible for submitting the conference proceedings to IEEE Xplore
 - IEEE requests content to be sent within 30 days of the conference end date to ensure timely processing and upload to IEEE Xplore



How to Publish

Four Basic Steps

- Request publication to be included in the IEEE Conference Publications Program
 - Complete the IEEE Publications Form
- Receive confirmation of your publication by IEEE
 - Letter of Acquisition (authorized via an electronic signatory process)
 - includes information on what is needed to prepare your conference proceedings
- Collect and submit copyright forms for the accepted paper in the proceedings
 - Electronic copyright form
- Prepare and submit the proceedings to IEEE
 - Xplore CD/USB formatting requirement

Essential Tools

Publication Chair



PDF eXpress or PDF eXpress Plus!

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IEEE Electronic Copyright Form

Publications Chair



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Saves time for the Publications Chairs while improving the author experience. eCF tool can be invoked directly by authors from the access-controlled site

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Post Conference

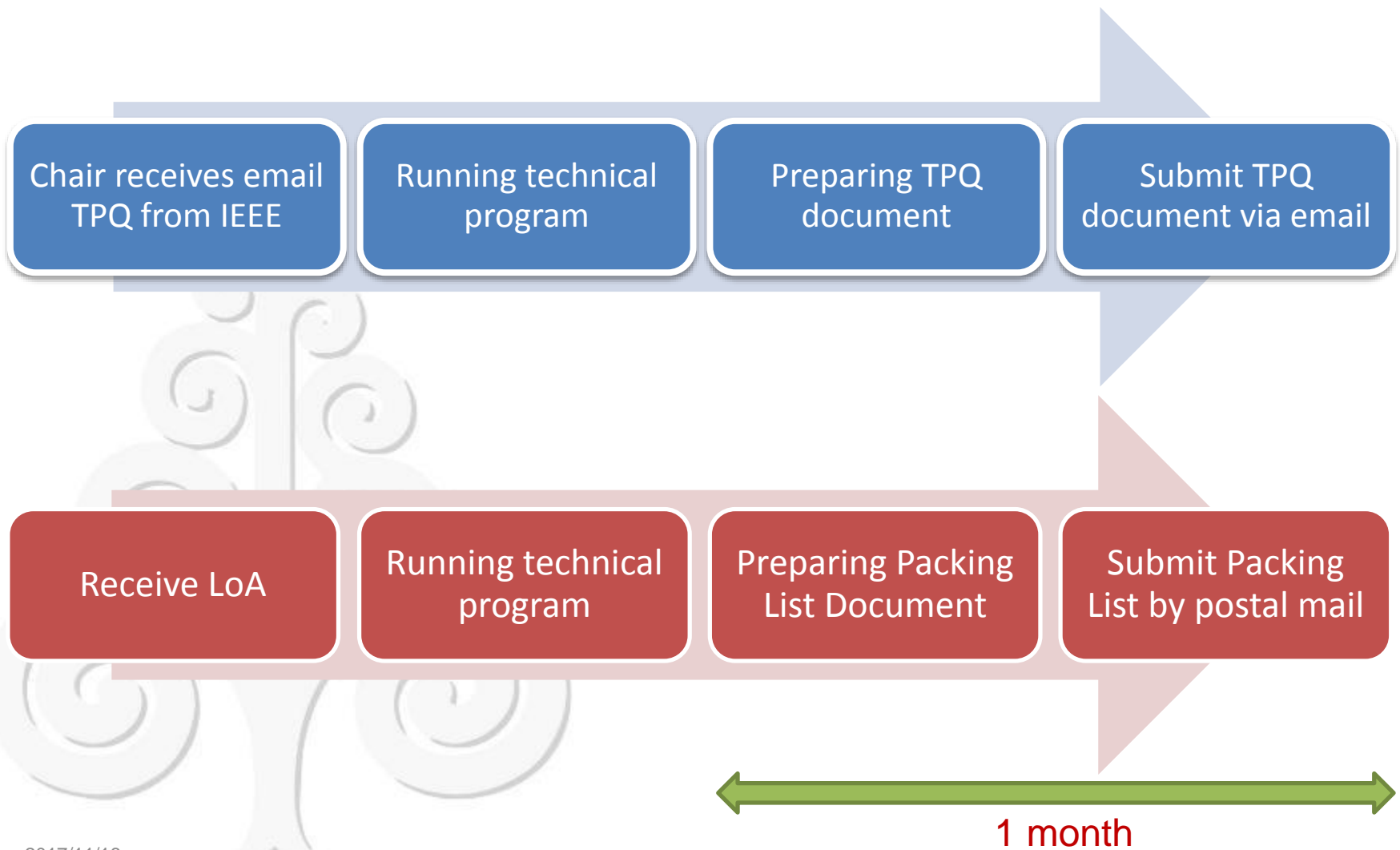


| After Conference | Task | Remark |
|-----------------------|--------------------------------------|---|
| Within 1 Month | Submit conference content and report | <ul style="list-style-type: none">• Submit Technical Program Questionnaire (TPQ) by email• Submit Conference Proceedings/Content (Xplore CD and other media types) per LOA |





Process



2017/11/16

IEEE Technical Program Questionnaire



Action Required - 2017 ICST

Inbox x



IEEE MCE <ieee-mce@ieee.org>

Jun 28 ☆



to jumina, Conference, sunu, tririni, I, Satriyo

Dear Prof. Jumina,

IEEE is proud of its 133-year heritage in producing the highest caliber and most well-attended conferences in support of the technology and engineering professional. IEEE continues to follow strict governance guidelines for evaluating its conferences and publications to provide the highest quality experience possible for our attendees, members, and volunteers.

IEEE requests that you complete the following Technical Program Questionnaire for the **2017 3rd International Conference on Science and Technology - Computer (ICST) (41834)**

Please send your completed questionnaire to <conference-quality@ieee.org> no later than two weeks after the conference has taken place, **26-July-2017**. If we do not receive a fully completed questionnaire within 90 days from the conference end date, IEEE reserves the right not to publish the proceedings from the conference noted above in the IEEE Xplore Digital Library.

An IEEE conference quality review cannot be conducted until the following has taken place:

- The conference has concluded
- The Technical Program Questionnaire has been completed & returned
- The complete conference proceedings publication has been submitted to the IEEE Conference Publications team

The Technical Program Integrity Committee, which is made up of volunteers, will review all information regarding your conference and you will be notified in a timely manner on the status of publication for this conference's proceedings into IEEE Xplore.

Please enter all responses into the attached Word document titled: "Technical Program Questionnaire"

We appreciate your prompt attention to this important matter.

Sincerely,



2017/11/16



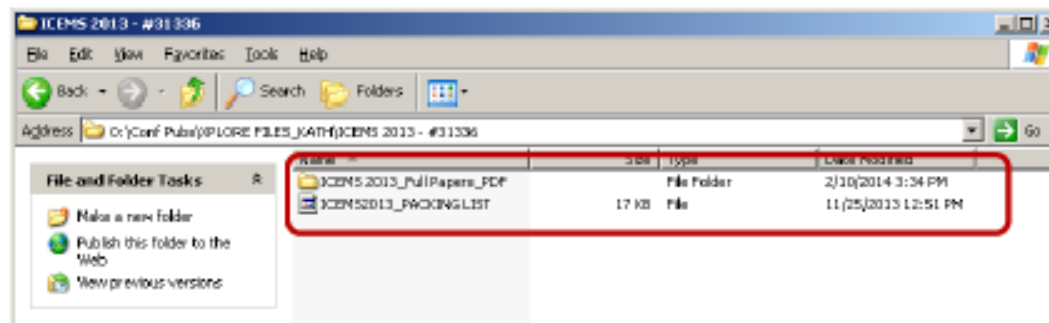
Dokumen yang perlu disiapkan

- Sample of papers reviewed with reviewer comments
- PDF Program Book
- Attendee List
- Call for Paper
- List of Reviewers



Packing List Preparation

- Utilize the Packing List Generator (PLG) which itemizes all PDF files for the conference proceedings by content type (author papers, table of contents, etc.)
 - PLG ensures that all files will be accounted for during processing
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- Submit to IEEE three identical sets of Xplore compliant files on CD, DVD, or USB which contain the following:
 - IEEE Xplore-compliant PDF files
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 - Cover (PDF)
 - Table of Contents (PDF)
 - Copyright Page (PDF)
 - Author Index (PDF)
 - Packing List
- Your Xplore-compliant submission files (CD, DVD, USB) is a different from the media you are producing to distribute to your conference attendees

Publication Quality Evaluation Result: Accepted



ICST #40050 - ATTENTION REQUIRED

Inbox x



Jennifer Kopcho <conference-quality@ieee.org>

Feb 24 ☆



to roto05, faizal_makhrus, triyana, wmustika, satriyo.dharma. ▾

Dear Dr Roto Roto,

IEEE has reviewed your conference materials and supplemental Technical Program Questionnaire for the **2016 2nd International Conference on Science and Technology-Computer (ICST) (40050)** and determined that the proceedings from this conference will be accepted for publication in IEEE Xplore.

IEEE is committed to maintaining the highest quality standards for our events and conference proceedings and we greatly appreciated your patience while the Technical Program Integrity Committee completed their assessments.

Thank you,
Jennifer

Jennifer Kopcho
Conference Quality Specialist

IEEE Meetings, Conferences & Events (MCE) | 445 Hoes Lane, Piscataway, NJ 08854 USA
| j.kopcho@ieee.org | www.ieee.org/conference-organizers

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Publication Quality Evaluation Result: Rejected



Dear [REDACTED]

IEEE has reviewed your conference materials and supplemental Technical Program Questionnaire for the [REDACTED] and determined that the proceedings from this conference will not be accepted for publication in IEEE Xplore.

The conference materials and supplemental Technical Program Questionnaire were thoroughly reviewed by our Technical Program Integrity Committee. The Technical Program Integrity Committee is a volunteer - based committee responsible for ensuring the quality of IEEE conference publications. The Committee has concluded that the procedures followed in the development of the technical program were insufficient to assure compliance with IEEE's standards for publications. The decisions of the Committee are final.

If authors have previously signed and submitted IEEE Copyright Forms for the papers included in the proceedings of conference #36011, then the assignment of copyright, as provided in the Form, shall become null and void. Please send the following link to all authors who previously completed the copyright form. Authors will need to complete the web form.
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Sincerely,

Jennifer Kopcho
Conference Quality Specialist



Indexing Confirmation

Congratulations! 2017 7th International Annual Engineering Seminar (InAES) - #42066 is now published in IEEE Xplore



Inbox x



conference-ops@ieee.org

to intan.supraba, lukito, wmustika, wihardyanto, me

Oct 17



Conference Record #42066

Dear Dimas Wihardyanto, Lukito Nugroho, Intan Supraba, I Wayan Mustika

Congratulations! 2017 7th International Annual Engineering Seminar (InAES) has been posted to the IEEE *Xplore* digital library effective 2017-10-16.

Along with publication in IEEE *Xplore*, IEEE assures wide distribution of conference proceedings by providing abstracting and indexing information of all individual conference papers to worldwide databases. IEEE makes every reasonable attempt to ensure that abstracts and index entries of content accepted into the program are included in databases provided by independent abstracting and indexing services. Each abstracting and indexing partner makes its own editorial decision on what content to include. IEEE cannot guarantee entries are included in any particular database.

We encourage you to review your content, and let us know if you have any questions. It's been a pleasure working with you and we hope to partner with you again shortly on another conference. Please contact us at any time for any of your IEEE conference needs.

Best regards,

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Tips

- Pahami conference timeline dengan baik
- Lakukan proses paper review melibatkan reviewer external
- Lakukan quality assurance sesuai dengan standar IEEE
- Konsultasikan jika ada permasalahan pada tiap proses dalam conference timeline ke BPP UGM
- Pengalaman adalah kunci berharga dalam penyelenggaraan seminar internasional bereputasi



Terima kasih

