## Charter of the IEEE Symposium on Computers and Communications (ISSC)

### 1.    Scope of ISCC

#### 1.1    Name

The name of the conference series is the *IEEE Symposium on Computers and Communications* (ISCC).

#### 1.2    Purposes

The main purposes of the series of ISCC symposia are:

- To provide a forum for high quality interdisciplinary discussions on the various aspects of the convergence between communications and computer technologies,

- To focus on practical problems related to the design, deployment and utilization of information and networking systems;

- To create a congenial environment for friendships to develop and cooperation to blossom among tenants of many disciplines and from many countries.

#### 1.3    Location and Timing of the Conference

The venue of the conference shall be within and around the Mediterranean region

The conference shall take place annually around the first week of July.

#### 1.4    Working Methods

The success of ISCC depends on the tireless efforts of participants and volunteer organizers. Thus, it is essential to pursue all avenues to encourage contributions from IEEE members and ISCC participants. In addition, cooperation with all national and international societies is promoted in the areas falling within the scope of ISCC, as defined in this document.

#### 1.5    Constituent Entities

The activities of ISCC are implemented primarily by the following entities:

- The Steering Committee

- The Advisory Council

- The Organizing Committee of the annual conference

### 2.    The Steering Committee

#### 2.1    Role and Responsibility

The Steering Committee shall provide continued guidance and support for the management of the conference series. Thus, it is responsible for the maintenance and evolution of the conferences. In particular, it fulfills the following roles:

1. Act as a repository of the historical record

2. Seek offers for host locations and select the site of the conference.

3. Select the conference dates that do not conflict with other major international and regional conferences that might adversely affect the success of the planned conference.

4. Recruit and appoint the annual conference team particularly, the general and technical chairs, the financial and publicity chairs

5. Review and approve the project plan (i.e., venues for the conference, hotels, tasks, schedule, resources and financial plans) proposed by the organizing committees.

6. Work with the general chair(s) to get the necessary approvals from the IEEE including advance payment to help in the initial expenses

7. Work, as needed, with the general chair(s) to remedy any problems that could affect the long-term viability of the conference.

8. Evaluating ISCC progress and determines strategic changes that include adding, reshaping or discontinuing features in future events.

9. Reviewing this Charter and proposing amendments as defined later in this document.

## 2.2    Membership

The Steering Committee is formed by at least 5 members with long-standing commitment for ISCC and selected from the member of the Advisory Council by the Steering Committee. In this regard, long-standing is defined as being active in any capacity in the running of the conference for at least 5 years.

To ease the decision process, the maximum number of members of the Steering Committee is fixed to seven. Toward a balance between Academy and Industry, the Steering Committee should be composed by at least two members with industrial background and at least two members with academic background.

The Steering Committee will have a chair for a one-year term as defined in §2.3. It is recommended that the Chair be one of the two co-general chairs of the conference scheduled to take place within that term.

## 2.3    Terms of Membership

Starting from 2002, members of the Steering Committee shall serve a single term of 5 years. The term starts immediately after the annual conference. To ensure continuity, the terms are staggered to ensure that, under normal operation, only one Steering Committee member is replaced every other year. In any case, each member of the Steering Committee will serve in the Committee for a term of duration of 5 years.

In case that the annual conference does not take place, the term will start at the end of the month of July of the year in which the conference should have taken place.

The list of the current members of the Steering Committee and the expiration dates of their term are given in Annex III

## 2.4    Vacancy

In case of an emergency vacancy, the Steering Committee appoints one of the members of the Advisory council to fill the vacancy for a one term of 5 years.

## 2.5     Meetings

The Steering Committee shall conduct its business by meeting at least once per semester. One of these meetings shall take place be during the annual conference.

The quorum for these meeting is 3.

The cost of conducting such meetings (excluding travel) should be budgeted in each conference budget. Additional meetings, if needed, shall be held by conference calls and e-mail.

The Steering Committee Chair shall prepare the agenda for the meeting and take minutes of the meeting.

Decisions for running the business shall be made by a majority vote of those voting members attending. The Chair vote will be considered a tiebreaker

Minutes of each meeting will be distributed to the Steering Committee and Advisory Council within 30 days of the meeting.

 Procedures for approving amendments to this Constitution are defined in §7.

## 3.    Advisory Council

### 3.1    Role and Responsibility

The role of the Advisory Council is to advise the Steering Committee on the following subjects:

1. ISCC progress and strategic changes that include adding, reshaping or discontinuing features in future events.
2. Improvements to the Charter.
3. Locations for the conferences

The Advisory Council may advise the annual conference chairs on potential topics of interests including venues, sites, panels, suggested keynote speakers, tutorials, etc.

### 3.2    Membership

Membership in the Advisory Council includes the following:

- Past members of the Steering Committee
- Members of past conference committees selected  by the Steering Committee
- Participants in the conference activities for at least 3 years as selected by the Steering Committee.

### 3.3    Term limits

The term starts 3 months after the annual conference. There are no term limits for membership in the Advisory Council. However, members can resign after informing the Steering Committee in writing.

### 3.4 Meetings

The Advisory Council may meet once a year during the conference. During this meeting, the Advisory Council may create a chair position to act as the Point of contact with the Steering Committee and the Organizing Committee.

The quorum for a meeting of the Advisory Council is 20% of the members.

Additional details are left for further study.

## 4. Conference Organization

ISCC is an interdisciplinary conference. Therefore, all attempts will be made to select a balanced conference team (including the general and technical chairs) in terms of specialization (Computers/Communications), profession (Academia/Industry) and geographic representations.

### 4.1 General Chair(s)

The general chairs are appointed at least 18 months before the conference by the Steering Committee. Criteria for selection include balancing geographical and technical factors.

#### 4.1.1 Role and Responsibility

The general chair(s) has (have) the ultimate responsibility for the success or the lack of thereof of any given conference in terms of 1) technical quality of papers, 2) quality of the organization, 3) number of attendees and 4) satisfaction of the participants.

The main role of the general chairs is to be the focal point for all contacts regarding the conference internally, i.e., for the various committees, as well as with the outside world. In addition, he/she works to:

1. Secure approval of the IEEE in cooperation with the Steering Committee and the Registration and Finance Chair.

2. Work with the Steering Committee and Advisory Council to establish the Organizing Committee for the conference.

3. Secure advance funding from the IEEE (in coordination with the Finance Chair and the Steering Committee)

4. Help the Technical Program Committee and its chairs to prepare with the Organizing committee the Call for Papers and approve it for public release.

5. Submit the Call for Papers to the *IEEE Communication Magazine* to be published in the April issue the year before the conference.

6. Correspond, either directly or through an authorized delegate, with the various speakers (authors, invited speakers, tutorial presenters, etc).

7. Approves all keynote speakers and panel sessions and participants.

8. Approves financial plans and major changes in expenses in consultation with the Registration and Finance Chair.

9. Helps the local organizing committee in the host country in preparing the reception of the participants and their spouses

10.Helps the Publicity Chair in organizing the publicity for the event.

11. Reports quarterly on the progress of the preparation.

12. Prepare the letters needed for visa requirements for authors or attendees who may need them.

13. During the conference, the General Chair should enlist all efforts to ensure smooth running of the conference.

14. Submits a written final report to the Steering Committee after the conference.

### 4.1.2    Term

The General chairs are appointed by the Steering Committee for a 21-month term (6 months before the conference and 3 months afterwards).

### 4.2 Technical Chair(s)

The technical chairs are appointed by the Steering Committee to lead the formation and running of the technical program.  Criteria for selection include balancing geographical and technical factors.

### 4.2.1    Roles and Responsibility

1. Identify the members of the Technical Program Committee.  This should be done by consultation with the previous year's Technical chairs, the Steering Committee, and advisory council to include only those members who have been participating actively in the review process.

2. Lead the effort (together with the Technical Program Committee and Organizing Committee) to prepare the Call for Papers

3. Define the criteria for paper selection and get concurrence of the General Chair and the Steering Committee.

4. Organize the reviewing process with a goal of avoiding deadlines around major holidays (Christmas, New Year or any holiday in the host country).

5. Maintain a list of reviewers (name, affiliation, addresses, etc.)

6. Give periodic reports to the General Chairs on the status of  the submissions and review process

7. Inform the General Chair and the Steering Committee of the results of the review and the preliminary selection.

8. Inform potential authors of their acceptance and the procedures to complete their submission.

9. Make the final selection in conjunction with input from the Finance Chair and in consultation with the General Chair (so that only the authors that have paid the registration fee will be included in the final program).

10. Be the point of contact with the IEEE Computer Press.

11. Organize the technical panel sessions and invite the various plenary speakers with approval of the General Chairs.

### 4.2.2    Term

The technical chairs are appointed by the Steering Committee for a one-year term.

### 4.3 Chairs of the Standing Committees

The term for the following committees is for 21 months (6 months before the relevant annual conference and 3 months afterwards).

### 4.3.1 Tutorial Chair

1. Identify with the local host the subjects that should be covered.

2. Solicit proposals for tutorials and contact the General chairs and Local Program Chair for confirmation of the initial selection of tutorials.

3. Contact instructors to inform them.

4. Establish a process with the Registration and finance chair/general chairs to finalize the selection.

5. Collect the tutorial materials one month in advance of the conference.

6. Coordinate shipment with the local program committee.

7. Inform the web coordinator and the general chairs of state of tutorials and registrations.

### 4.3.2 Registration and Finance Chair

To ensure financial stability year after year, the term for the registration and finance chair is a 3-year conference cycle. The term can be renewed once.

Over this period, the registration and finance chair carry the following roles:

1) Inform the general and technical chairs of the authors that have paid their registration fees

2) Work with the tutorial chair to finalize the tutorial program based on interest shown

3) Follow the IEEE financial guidelines and prepare the budget plan of the conference with the general chair.

4) Request advance funding from the IEEE together with the Steering Committee and the general chair.

5) Prepare the registration materials including name badges, meal tickets, etc.

6) After each conference, prepare a balance sheet and distribute it to the Steering Committee, the General Chair and all organizing committees (technical, publicity, local, etc.)

7) Maintain a running set of procedures to be transmitted to the successive finance chairs.

### 4.3.3 Publicity Chair

- Coordinate the distribution of the call for papers in various conferences with members of the Organizing Committee.

- Manage and maintain the web site for the conference that is available through the IEEE Communications Society (www.comsoc.org/iscc)

- Add to the site information on the conference venue (including directions, maps, hotels, etc.)

- Add hotlinks to members of the Steering Committee, the general co-chairs and the technical co-chairs for the conference.

- Maintain letters in several languages to be addressed by the general chairs to secure visas (currently we have letters in English and French. Other languages are needed).

- Working with the local chairs, organize local publicity with schools, universities, research and industrial organizations, etc.

### 4.3.4   Local Chair

1) Arrange the housing accommodations (including special preparations for dietary or health reasons).

2) Arrange for the conference venues

3) Prepare and distribute information on directions, visas, health certificates, transportation, etc.

4) Arrange the social events.

## 5.   Conference Approvals

The IEEE Communications Society or any of its technical committees and the Computer Society (Technical Committee on Simulation) approves the conference.

### 5.1   Approval by ComSoc

Within the IEEE Communications Society (ComSoc), Conferences are *approved* by the ComSoc Director of Meetings and Conferences, based on this information.

### 5.2   Approval by the Computer Society

Within the Computer Society, the following is the approval process:

(TBD)

## 6.   Site Selection

The following considerations are taken into account during the site selection process.

1. On the Mediterranean and in Portugal and safe to travel to (using for example (but not exclusively) the US State Department standards)

2. Easy to get to from international destinations

3. Interesting and attractive (for people to try to come) but not too distracting

4. Availability of adequate conference facilities (i.e., one large room that seats 200, at least 4 meetings rooms that seat 60 each, experience in hosting conferences, etc.)

5. Reasonably priced in terms of lodging and conference costs.

6. Availability of proper local contact

7. The locations shall, over a period of several years, be distributed geographically so as to most effectively serve the IEEE membership.

## 7.   Amendments

1. Proposed amendments to this Charter can be submitted in writing to any of members of the Steering Committee

2. By a majority vote, the Steering Committee decides whether this amendment should be submitted for a formal vote for the Steering Committee and the Advisory Council.

3. To be passed, the Amendment shall require the 2/3 of the votes in the Steering Committee AND 2/3 of the votes in the Advisory Council.

4. Procedures for organizing the vote are defined in Annex II of this Charter.

## 8.   Dissolution of the Series

The dissolution of the Series shall be approved using the procedure for Amendments as defined in § 7.

## Annex I -The Budget Process

The content of this Annex describes the budget process on the basis of the experience from 1995 to 2002. During this period, the position of Registration and Finance Chair was occupied by Adel El-Maghrabi (1995 -1998, 2004-2005), Reda Ammar (1998-2003), and Mostafa Hashem Sherif (2005-2006).

**Annex II -** The Voting Process

Voting can be conducted by e-mail or by a show of hands (in face-to-face meetings.)

## **Annex III** - Success Metrics

An evaluation form shall be distributed to conference attendees to evaluate the conference.

Additional metrics for success are:

1.  Number of submissions

2.  Number of final acceptance papers

3.  Number of attendees

4.  Percentage of no shows.

5.  Cost overrun or underrun.

**Annex IV** - Methods and Procedures

Responsibilities of the local organization:

1) Propose to the Steering Committee venues for the conference that satisfy the following requirements:

   − A large conference room for 200 persons

   − 4 small conference rooms for 50 persons (Note: in case that the conference room can be divided, the number of rooms may be less)

2) Propose to the Steering Committee hotels in several categories to accommodate the participants. Lodging is at the participants' expense, i.e., the hotel rooms are reserved individually by each attendee and are paid directly to the hotel by attendees.

3) Once the Steering Committee selects the venue and the hotels, negotiate the contract for the conference, including:

   − Block rates for a reasonable number of rooms

   − Conference rooms

   − Meals

   − Various supplies, etc.

   − In some case, a payment schedule may have to be defined. The local committee shall try its best to minimize the expenditure (since the ISCC budget does not carry from year to year) or to find appropriate sponsors that can advance the money

Note: The local committee may suggest a travel agency to act on its behalf provide that ISCC has no liability or responsibility.

**Annex V**

For the historical records, here is a chronological list of the members of the Steering Committee. The proposed end for the terms of the current members of the Steering Committee are listed as well.

## 1995

Hussein Abdel Wahab
Yehia Elhakim
Aly Elrefaie
Mahmoud Elsoury
Aly Hebeish
Tarek Saadawi
Mostafa Hashem Sherif
Ahmed Tantawy

## 1997

Hussein Abdel-Wahab
Yehia Elhakim
Osman Lotfy El-Sayed
Mohamed Adeeb Ghoneimy
Tarek Saadawi
Mostafa Hashem Sherif
Georgios I. Stassinopoulos
Ahmed Tantawy

## 1998

Hussein Abdel-Wahab
Tarek Saadawi
Mostafa Hashem Sherif
Georgios I. Stassinopoulos
Ahmed Tantawy

## 1999, 2000, 2001

Hussein Abdel-Wahab
Tarek Saadawi
Mostafa Hashem Sherif
Ahmed Tantawy

## 2002

Hussein Abdel-Wahab
Tarek Saadawi
Cathy Savolaine
Mostafa Hashem Sherif
Ahmed Tantawy

## 2003

H. Abdel-Wahab, Old Dominion University, USA
T. N. Saadawi, City University of New York, USA
C. Savolaine, AT&T, USA

M. H. Sherif, AT&T, USA
A. Tantawy, IBM, USA

**2004**
H. Abdel-Wahab, Old Dominion Univ, USA
R. Ammar, Univ of Connecticut, USA
T.N. Saadawi, City Univ of New York, USA
C. Savolaine, AT&T, USA
A. Tantawy, IBM T.J. Watson Research Ctr, USA

**2005**
H. Abdel-Wahab, Old Dominion Univ, USA
R. Ammar, Univ of Connecticut, USA
H. Mouftah, Univ of Ottawa, Canada
T.N. Saadawi, City Univ of New York, USA
C. Savolaine, USA

**2006**
Reda Ammar, Connecticut University., USA
Antonio Corradi, University of Bologna, Italy
Adel Elmaghraby, Louisville U., USA
Hussein Mouftah, Queens University, Canada
Catherine Savolaine, USA

**Steering Committee 2007**
Reda Ammar, Connecticut University., USA (Term expires 2008)
Antonio Corradi, University of Bologna, Italy (Term Expires 2010)
Adel Elmaghraby, Louisville U., USA (Term expires 2007)
Hussein Mouftah, Queens University, Canada (Term expires 2009)
Mahmoud Daneshmand, AT&T, USA (Term Expires 2011)
Sartaj Sahni, University of Florida, USA (Term Expires 2011)

*Annex VI - Members of the Advisory Council*

*Hussein Abdel-Wahab, Old Dominion University, USA*

*Humayun  Akhtar, USA*

*Giuliano Armano, University of Cagliari, Italy*

*Paolo Bellavista, University of Bologna, Italy*

*Mario Campolargo, EC*

*Jésus Carretero, Universidad Carlos III de Madrid, Spain*

*Vicente Casares Giner, Universitat Politècnica de València, Spain*

*Enis Cetin, Bilkent University, Turkey*

*Chi-Min Cheng, AT&T, USA*

*Mahmoud Daneshmand, AT&T, USA*

*Yurdaer Dogonata, IBM, USA*

*Cem Ersoy, Bogaziçi University, Turkey*

*Juan Garcia Haro, Universidad Politécnica de Cartagena, Spain*

*Heba Koraitim, Thales,  France*

*Ibrahim Matta, Boston University, USA*

*Symeon Papavasilliou, NTUA, Greece*

*Antonio Puliafito, University of Messina, Italy*

*Douglas S. Reeves, North Carolina State University, USA*

*Tarek N. Saadawi, City Univ of New York, USA*

*Roberto Saracco, Telecom Italia, Italy*

*Guenter Schaefer, Technische Universitaet Ilmenau, Germany*

*Mostafa Hashem Sherif, AT&T, USA*

*Asser Tantawi, IBM, USA*

*Samir Tohme, University of Versailles, France*

*Mehmet Ulema, Manhattan College, USA*