

## **Guidelines for DGCI organization**

and on how to prepare a DGCI proposal

### **DGCI editions**

DGCI is a IAPR conference, then DGCI follows most of IAPR rules. Information on the past editions can be found on:  
<http://www.tc18.org>

### **Submission of proposals to organize a DGCI conference**

The proposal must contain information on:

- the venue (city and conference hall), main access and transportation alternatives, and accommodation;
- the organizing University, laboratory/department, and research team;
- proposed dates (conference dates and deadlines);
- financial plan, including preliminary registration fees
- program outline, scientific policy, suggestions for invited speakers;
- conference, program, and other chairs;
- any other important information.

Proposals should be sent to the Steering Committee members ([sc-dgci@tc18.org](mailto:sc-dgci@tc18.org)), at least two weeks before the upcoming DGCI.

The winning proposal for the next DGCI is selected by the Steering Committee during the current one, and announced to the participants before the end of the conference.

### **DGCI committees**

*Steering committee:* It is composed of a few permanent people completed by the main organisers of several previous DGCI's (one for each) and by the chair (or vice-chair) of TC18-IAPR. It is headed by a president who is a main contact for the current organising committee.

*Organising committees:* It is already well defined during the proposal to organise. It must prepare and send the call for paper, complete the Program Committee and the Reviewing Committee (see Reviewing Process), organise the reviewing process following DGCI rules, prepare the Proceedings (see below), and finally the conference itself. These steps are processed in relation with the Steering Committee.

### **Organisation**

DGCI is a three day event. Usually, there is one invited lecturer per day. The whole conference is organised as single track, with one or two poster sessions. The poster sessions should be considered as regular sessions, that is, they should not be held at the same time as oral sessions.

The organisers should provide a meeting place for the Steering Committee the day before the main social event of the conference. The organisers should also provide a meeting place and time for the TC18 members.

### **Frequency**

DGCI is organised every 18 months. This frequency assures that the scientific community can provide new results, while a PhD student can attend two editions. It also provides some flexibility for the organizers to find convenient dates.

Consequently next DGCI (the 17<sup>th</sup>) should be organised during autumn 2012.

### **Other conferences**

When deciding the DGCI dates, information about related conferences, for example ISMM, IWCIA, must be taken into account. Information on dates should be acquired by early exchanges between Steering Committee or organizers.

### **Venue**

The current tradition is to hold every other DGCI in France and to hold the others outside France. The Spring DGCI's have been held in France and the Autumn ones outside. Of course, the field of interest of IAPR-TC18 is worldwide, not limited to Europe.

### **Costs**

The main purpose of DGCI is to gather together researchers active in the field. Therefore travelling expenses and hotel costs must not be prohibitive, and cheap alternative for participants on a limited budget should be available. This is really more important than finding a touristically attractive spot! It is also important to have low registration fees for PhD students.

### **Proceedings and Special issues**

All accepted papers should be treated equally in the DGCI proceedings, independently of if the presentation is oral or poster. The choice of presentation mode depends on suitability, rather than on perceived quality. Proceedings are traditionally published by Springer Verlag in the LNCS series. Extended versions of papers selected by the Steering Committee can be published in special issues of one or two journals, proposed by the organisers (of course contacts must be taken several months in advance).

### **Reviewing process**

For each main DGCI topic, one or two persons are selected to form a Program Committee. Each DGCI submission is reviewed by at least two (usually three) members of the Reviewing Committee. Program Committee members will provide reviewing reports for papers dealing with their associated topics in case of disagreement between reviewers. Submissions from the Organizing Committee are handled by an independent process. During the main steps of the reviewing process, the Steering Committee is kept informed. Items for useful discussions are: acceptance rate, session topics, etc.

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