

# ISMM+DGCI 2020

## Guidelines for DGCI+ISMM 2020 organization in fall 2020

DGCI and ISMM are both IAPR conferences following the IAPR sponsorship policy (<https://iapr.org/conferences/sponsorship.php>). Information on the past editions can be found on: <http://www.tc18.org>

### **Submission of proposals to organize DGCI+ISMM conference**

The proposal should provide as much information as possible on:

- the organizing University, laboratory/department, and research team;
- proposed dates (conference dates and deadlines);
- the venue (city and conference hall), main access and transportation alternatives, and accommodation;
- financial plan, including preliminary registration fees;
- an evaluation and some suggestions to reduce the environmental impact of the conference;
- program outline, scientific policy, suggestions for invited speakers (to be formally validated by the committees);
- reviewing interface (easychair, conftools or other);
- conference and suggestions for program, and other chairs;
- any other important information.

Proposals should be sent to the Steering Committee members of both conferences ([sc\\_dgci@tc18.org](mailto:sc_dgci@tc18.org) and [sc\\_ismm@tc18.org](mailto:sc_ismm@tc18.org)) before the upcoming ISMM 2019 event.

### **DGCI+ISMM committees**

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

*Organizing committee:* It should be already well defined at the time of the proposal submission. The OC must prepare and send the call for paper, complete the Program Committee and the Reviewing Committee (see Reviewing Process), comply with the DGCI+ISMM rules for the reviewing process, prepare the proceedings (see below), and finally the conference itself. These steps are processed in relation with the Steering Committee.

## **Organization**

DGCI+ISMM 2020 is a *four day* event. It could be a 3+1 event with a special day dedicated to courses or tutorials. Usually, there is one invited lecture per day. The whole conference is organized as single track, with one or two poster sessions. The poster sessions should be considered regular sessions. In particular, poster authors should be considered equal to oral session authors. Poster sessions may not be held at the same time as oral sessions. The organizers should provide a meeting place for the Steering Committee the day before the main social event of the conference. The organizers should also reserve a TC18 track in the program to present the TC18 organisation.

## **Costs**

The main purpose of DGCI and ISMM is to bring together researchers active in the field. Therefore travelling expenses and hotel costs must not be prohibitive, and cheap alternative for participants with a limited budget should be available. This is really more important than finding a touristically attractive spot! It is also important to propose low registration fees for PhD students. The TC18 members should have a registration fee reduction defined in link to the IAPR endorsement. Concerning the location of the event, academic places should be preferred to reduce the costs.

## **Proceedings and special issues**

All accepted papers should be treated equally in the DGCI+ISMM proceedings, of its format, either oral or poster presentation. 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 are invited for submission in special issues of one or two journals, proposed by the organizers (of course contacts must be initiated several months in advance).

DGCI has a long term agreement with JMIV (Journal of Mathematical Imaging and Vision) to publish a selection of extended version of DGCI papers as a Digital Geometry Special Issue. We will discuss with EIC of JMIV to also have a DGCI+ISMM special issue after the conference.

## **Reviewing process**

For each main DGCI and ISMM topic, one or two persons are selected to form a *joint Program Committee*. Each DGCI submission was 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.

In recent editions of the conference, DGCI has implemented a rebuttal step in the reviewing process to foster exchanges between the reviewers and the authors before a final decision is made. Due to the success of this idea both from authors' and reviewers' perspective, we would like (or we warmly suggest) the DGCI+ISMM event to implement it.