

## A Typical International Scientific Conference (Handout Version A)

### Call for Papers

- goes out \_\_\_\_\_ months before the conference using hardcopy and via the Internet (e.g. email)
- announces topics and guidelines for submission. Papers are due 4-5 months before the conference.

### Program Committee

- is a group of 10-12 \_\_\_\_\_ in this research area.
- decides which papers are accepted and will be presented at the conference.
- A conference paper is often an “extended abstract” (shorter version) and will later be submitted to a journal as a full paper.
- Traditionally, nearly all (>90%) of papers were accepted. Such conferences are called “\_\_\_\_\_”.
- In some fields, popular conferences accept as few as 25% of the submitted papers. These are called “refereed conferences”.
- Note: A “referee” in a sports match makes sure players follow the rules. A referee for academic writing makes sure the paper is \_\_\_\_\_, original, \_\_\_\_\_, and well-written. Typically, two or three referees (also called “reviewers”) evaluate each paper submitted to a journal and each writes a report.
- For a refereed conference the program committee does not do full refereeing. Authors are given an accept/reject answer with no explanation. Committee members often use graduate students to review and summarize the papers for committee members, who then make the final decision.
- Conference papers do not count toward \_\_\_\_\_ and tenure like journal papers, which are fully refereed. It is still a mark of great prestige, however, to get a paper in one of the important refereed conferences.

### Local \_\_\_\_\_ Committee

- composed of 10-12 people from the local sponsoring university and/or organization
- often uses grad student help or secretaries to do this work
- arranges registration, accommodation, meals, outing, travel advice, ...

### Conference Proceedings

- is a book of all accepted papers. Publication is arranged by the Local Arrangements Committee.
- Conference attendees look at the book and \_\_\_\_\_ while the presenter is speaking.
- Libraries and researchers not attending the conference order copies of the conference proceedings so that they have access to the newest research results.

### Conference Announcement

- sent out 3 months before conference by Local Arrangements Committee after the Program Committee has decided which papers are accepted
- tells about local arrangements (when, where, how to get there, ...)
- lists conference schedule (papers, speakers)

### Registration fee

- includes lunches, one banquet, and one copy of the \_\_\_\_\_.
- Typical costs vary widely, from perhaps US\$200 (student, early) up to thousands of dollars (commercial, late). Discount for early registration. Discount for Academic (e.g. teacher). Discount for student (no lunches, banquet or proceedings). Discount for member of sponsoring professional organization.

### Accommodation

- usually a hotel (4-star or 5-star) but sometimes a university residence or conference center
- Local Arrangements Committee negotiates with the hotel to get a cheaper hotel room rate for attendees.
- The accommodation cost is \_\_\_\_\_ included in registration fee.
- Attendees must book their own rooms with the hotel 21 days or more in advance.

### Banquet

- one special meal, usually \_\_\_\_\_ (e.g. Indian, Korean) or regional (e.g. seafood)

### Outing

- some social activity, something \_\_\_\_\_ to the area like to do such as tour of city or nearby scenery. Examples: Norway – tour of fjords, England – Shakespearean play or castle tour, Ottawa – tour of parliament buildings.
- The outing is a good chance to make friends with others in the same research field, leading to research collaboration.
- The outing cost is not included in registration fee.

### Travel arrangements

- Unless they live close enough to drive, most people take airplanes. \_\_\_\_\_ are more expensive and inconvenient, except in some places in Europe (and Japan?).
- Attendees can check with the conference’s group travel agent (see conference announcement) for special discounts but most people use their own usual travel agent.