

ICSE Guidelines

International Conference on Software Engineering (ICSE) Operating Rules and Guidelines Updated October 20, 2019

Since 1975, the *International Conference on Software Engineering* (ICSE) has served as a premier forum for the presentation and exchange of the latest research results and practical experiences relating to software engineering theories, methods, techniques, tools, and practices. To ensure the continued excellence and success of the ICSE conference series.

A set of Guidelines (A-E) is appended that provide more detailed information relating to those aspects of ICSE organization, process and rules. The purpose of the guidelines is to provide guidance to all stakeholders for conducting the conference and a reference for making decisions. To reflect evolution of conference structure and scope, the operating rules and guidelines may be updated by the ICSE Steering Committee by majority vote.

I. Parties

The parties to ICSE are:

- ICSE Steering Committee (SC)
- ACM Special Interest Group in Software Engineering (SIGSOFT)
- IEEE-CS Technical Council on Software Engineering (TCSE)
- Association for Computing Machinery, Inc. (ACM)
- Institute of Electrical and Electronics Engineers (IEEE), incorporated, through its IEEE Computer Society (IEEE-CS)

II. Roles

The roles, authorities, and responsibilities with regard to ICSE are:

- ACM and IEEE-CS are the co-sponsors of the ICSE conference: they are represented by their respective software engineering societies in the organization of the ICSE conference through those societies' participation in the SC and through their review and approval of the budget for each conference. Responsibilities and services of the co-sponsors are further detailed in Guideline A.
- ACM and IEEE-CS alternate as the Administrative Co-sponsor (AC): responsibilities and services of the administrative co-sponsor as detailed in the ACM/IEEE MOU
- The ICSE SC is responsible for constituting and guiding each edition of the conference as operated in the operating rules.
- The ICSE SC is responsible for establishing and updating guidelines and evaluating practices for the continued scientific and financial success of ICSE.

III. Membership of the ICSE SC

- The ICSE SC shall comprise:
 - Current chair of ACM SIGSOFT
 - Current chair of IEEE-CS TCSE

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- The two most recent past ACM SIGSOFT and IEEE-CS TCSE Chairs
 - All General and Program Chairs or Co-Chairs and one Software Engineering in Practice chair/year (from industry), who have been approved by the ICSE SC for future conferences
 - All General and Program Chairs or Co-Chairs and one Software Engineering in Practice chair/year of the preceding three conferences
- B. Representation shall reflect the goal of providing continuity, expertise, and organizational memory for ICSE planning and oversight. It shall also provide equal representation of the co-sponsors ACM and IEEE-CS and their respective software engineering societies ACM SIGSOFT and IEEE-CS TCSE.
- C. The Chair of the ICSE SC shall be elected by and from among the SC members for a term of two years. The Chair must be a SC member at the time of election. The Chair will serve for two years and can be nominated for a second term regardless of the membership status.
- D. The ICSE SC may formulate a process to appoint liaisons to include constituencies that may not be effectively represented in the SC. Liaisons are non-voting members and are appointed for a two-year term.

IV. Conference Sponsorship

- A. ACM and IEEE-CS shall be the co-sponsors of the conference per their MOU. . At the request of the ICSE SC, a Local co-sponsor may be added for up to 50% for a particular conference with ACM and IEEE splitting the remaining percentage of responsibility equally).
- B. The ICSE co-sponsorship covers all conference tracks and events, the workshops and those co-located events that opt to stay within the ICSE budget. The organizers of an event who apply for co-location with ICSE will be asked to choose explicitly between taking own and separate sponsorship, or stay under the full ICSE sponsorship. In the latter case, ACM and IEEE-CS (as well as the LCS if any, see IV.C) will split evenly legal and financial liability as per ICSE. Therefore, the request for event co-location must be done normally at least eight months before the conference and should undergo the appropriate approval processes. New colocated events must be approved by the GC in consultation with ACM SIGSOFT and IEEE CS TCSE. All co-located events within ICSE budget must fill out an ACM Preliminary Approval Form (PAF, see at http://cms.acm.org/tmrf/cms_paf.cfm) that ACM SIGSOFT will review and approve. Because handling co-located events outside ICSE sponsorship adds a burden on ICSE organizers, full ICSE sponsorship is the preferred option (and a General Chair may decide not to accept a co-located event which does not opt for this scheme). The co-located events within the ICSE Budget will need to complete the IEEE Conference Application form as well that will be reviewed and approved by TCSE.
- C. For each year, part of the surplus coming to the ACM-SIGSOFT and IEEE-CS TCSE will be attributed to the conference for re-investment in future editions, granted that IEEE-CS TCSE and ACM SIGSOFT may apply to their respective shares different surplus/cost models (see Appendix). The surplus funds that IEEE-CS TCSE and ACM SIGSOFT return to the conference will be spent on enhancing the experience and augmenting the learning opportunities of the ICSE attendees, at the discretion of the GC in consultation with the Conference Operations Committee. Changes in the

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IEEE-CS TCSE and ACM SIGSOFT funding models must be communicated to the SC 24 months in advance.

V. Publication

- A. Proceedings Volumes: The proceedings will be published into multiple volumes with differing ISBN numbers, including for example:
- one volume with the just papers from the technical research track,
 - one volume with the just papers from the industrial track,
 - one volume with the just papers from the education track,
 - one volume for all workshop proceedings,
 - one volume for the remaining tracks (e.g., societal track, Doctoral Symposium, Posters, ...)
- B. Timeliness of publication: Both ACM and IEEE-CS must include the proceedings of the conference, including workshop proceedings, in their respective digital libraries each year (cf. Section V-C above). Before inclusion, the papers will be checked for plagiarism. The General Chair must notify the publisher of the proceedings that the publisher is required to forward the intellectual property in electronic format to both ACM and IEEE-CS as early as possible, and in no case later than two weeks after the conference is concluded to ensure timely posting into the digital libraries. To foster early dissemination, authors of accepted papers are allowed to upload to the ICSE web site a link to a preprint.

VI. Conference Rotation

As a general rule, the location of ICSE will rotate yearly among three regions: (1) Europe, (2) North America, and (3) one of Africa, Asia, Oceania, and South America. The SC, in special circumstances, can institute an exceptional change in the rotation.

VII. Responsibilities

- A. ACM SIGSOFT and IEEE-CS TCSE are responsible for: the review and approval of all conference budgets; promoting and publicizing the conference; scheduling and coordinating calendars to prevent overlap of the ICSE conference with other conferences in software engineering. Specific responsibilities of the ACM SIGSOFT and IEEE-CS TCSE are enumerated in ICSE Guidelines Part A.
- B. The ICSE SC is responsible for general oversight of the conference, including guiding the scope of the conference, choosing conference leaders (including General Chair and Program Co-Chairs), selecting conference locations, proposing any change in the AC rotation, and providing financial and operational guidance conforming to the policies and procedures of the co-sponsors. Information about ICSE history, reports from past organizers, specific operational expectations and procedures for an ICSE conference are maintained on the ICSE conference series home page at <http://icse->

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conferences.org/. Specific responsibilities of the ICSE SC are enumerated in ICSE Guidelines Part C.

- C. The General Chair (GC) holds central responsibility for the overall planning and execution of an ICSE conference concerning both scientific and financial aspects. With the rest of the conference organization committee, the GC shapes the conference program and structure complying with the guidelines for conference operations set forth by the AC and the ICSE SC. Specific responsibilities of the GC are enumerated in ICSE Guidelines Part D.
- D. The General Chair cannot submit to any event of the conference, including workshops or co-located events. The ICSE Program Co-Chairs cannot submit to any event within the ICSE Proceedings, including workshops, but they can submit to the co-located events. The Chairs of any Track or Workshop within the ICSE Proceedings cannot submit to their own event, but they can submit to the other tracks or workshops and the co-located events.
- E. When an LCS is a co-sponsor of an ICSE conference, the specific responsibilities and authorities of the LCS must be put in writing and ratified by the SC, ACM, and IEEE-CS, in consultation with the General Chair of that conference.

VIII. Budgets and Financial Reporting

- A. The General Chair of an ICSE conference shall use a single Conference Budget Form in budgeting for the conference. The General Chair shall look first to use the IEEE Conference Budget Form to provide consistency of budget information among instantiations of the conference, and in order to support consistency in ICSE conference budgeting and ease of reference. Use of the ACM TMRF is also permitted. Both societies shall approve an ICSE conference budget, on a single timeline, to allow a single notification of budget approval through the AC to the General Chair.
- B. Administrative and overhead fees required by the co-sponsors shall be included in the budgeting process.
- C. The AC and the General Chair (with the Financial Chair) will work diligently to present a final financial report on the conference no later than six (6) months after an ICSE conference. This report shall be approved by the SC and by ACM and IEEE-CS. The co-sponsors will receive their share of the surplus funds or will cover their share of a loss not later than 30 (thirty) days after the submission of the final financial report.
- D. The ICSE SC expenses and contracted services to support conference continuity and success shall be funded via an expense line item in each ICSE's Conference Budget Form. The amount shall be approved by the ICSE SC, ACM and IEEE-CS each year. Any expenditure shall be explicitly approved by the Chair of the ICSE SC.

IX. Non Discrimination

In line with IEEE and ACM policies, ICSE is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to the ability, performance, or qualifications as determined by IEEE and ACM policies and/or applicable laws. ACM and IEEE codes of ethics and antiharassment policies can be found in the following references:

- <http://www.sigcas.org/2018/07/17/2018-acm-code-of-ethics/>

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- <https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/opening-slide-on-acm-activities-policy>
- <https://www.acm.org/special-interest-groups/volunteer-resources/acm-conflict-of-interest-policy>
- <https://www.ieee.org/about/corporate/governance/p7-8.html>
- <https://www.ieee.org/about/compliance/conflict-of-interest/index.html>

ICSE prohibits discrimination, harassment or bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. ICSE expects that its organizers and suppliers shall maintain an environment free of discrimination, including harassment, bullying, or retaliation when and wherever those individuals are conducting ICSE business or participating in ICSE events or activities.

X. Organizational Agreements

ACM and IEEE-CS will keep the ICSE-SC informed of organizational agreements, such as signing a new MOU.

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ICSE Guidelines Part A Responsibilities and Services of ACM SIGSOFT and IEEE CS-TCSE

I. ICSE Steering Committee Meeting Attendance

The ACM SIGSOFT and IEEE-CS TCSE Steering Committee members are expected to attend—in person or in exceptional circumstances by teleconference—the biannual ICSE Steering Committee meetings. These include:

- The Chair of ACM SIGSOFT
- The Chair of IEEE-CS TCSE
- The two most recent past ACM SIGSOFT Chairs
- The two most recent past IEEE-CS TCSE Chairs
- Administrative Co-Sponsor Liaisons (without vote)

II. Administrative Co-Sponsor Liaisons

- Both ACM and IEEE-CS will designate a staff person as liaison to the ICSE conference.

III. Community Coordination and Investment

- ACM SIGSOFT and IEEE-CS TCSE are expected to act on behalf of the general software engineering community to provide a voice on behalf of the members of their communities to the deliberations of the ICSE SC.
- In addition to ICSE, ACM SIGSOFT and IEEE-CS TCSE each sponsor a large number of regularly scheduled events. ACM SIGSOFT and IEEE-CS TCSE are responsible for providing coordinated scheduling for these events so that they do not conflict with ICSE. In particular, ACM SIGSOFT and IEEE-CS TCSE are responsible for making best efforts not to schedule any ACM SIGSOFT and IEEE-CS TCSE-sponsored events from being held within one week prior to or following the full week of ICSE including its collocated events and workshops.
- Surpluses generated by the ICSE conference series, which are returned to ACM SIGSOFT and IEEE-CS TCSE should be used by ACM SIGSOFT and IEEE-CS TCSE to support ICSE activities (as per Section IV.D of the MOU) and the software engineering communities through a variety of vehicles, with preference being given to programs such as travel subsidies for students and other needy groups, achievement and recognition awards, and subsidizing new events.

IV. Publication of Logos

- ACM SIGSOFT and IEEE-CS TCSE are responsible for monitoring ICSE products and materials so that they bear the names and logos of ACM, IEEE, ACM SIGSOFT, IEEE-CS TCSE, and those of any additional approved financial co-sponsors (if any) and that the logos of the co-sponsors and the societies shall be featured equally. Products include the ICSE proceedings and any other ICSE publications; materials

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include web sites, calls for papers, proposals and participation, advance and final programs, and any other publicity materials.

V. Digital Libraries

- ACM SIGSOFT and IEEE-CS TCSE are responsible for monitoring their respective digital libraries to ensure that the ICSE proceedings appear immediately following ICSE each year. In particular, ACM SIGSOFT and IEEE-CS TCSE are responsible for ensuring that the ICSE proceedings appear roughly at the same time in these digital libraries.

VI. Publicity

- ACM SIGSOFT and IEEE-CS TCSE are responsible for providing advertising of ICSE through their mailing lists, websites, and publications.
- ACM SIGSOFT and IEEE-CS TCSE use their respective mailing lists to promptly distribute material provided by and by the explicit request of the General Chair.

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ICSE Guidelines Part B Responsibilities and Services of the Administrative Co-Sponsor

I. Administrative Co-Sponsor

- ACM and IEEE-CS alternate as Administrative Co-sponsor (AC) for the ICSE conference.

II. Administrative Co-Sponsor Liaisons

- Both ACM and IEEE-CS will designate a staff person as liaison to the ICSE conference.
- The staff liaison for the AC will be the co-sponsors' primary liaison for the year. Staff liaisons will facilitate providing organizers access to additional staff that is knowledgeable in different areas of conference management and shall be entitled to participate in the SC meetings in a non-voting capacity.

III. Approval of Local Co-Sponsors

- Local Co-Sponsors (LCS) may be selected and approved in accordance with the principles given in the MOU (Section IV.C of the MOU).

IV. Budget and Financial Reporting

- Budgeting and financial accounting shall proceed in accordance with the principles given in the MOU (Section IX).
- The AC is responsible for the approval of the conference budget, according to the principles given in the MOU. More specifically, the AC is responsible for:
 - Receiving budget, and forwarding copy to co-sponsor(s) for comment and approval
 - Gathering comments on budget and working with conference leaders to clarify and resolve problems
 - Submitting revised budget for approval by co-sponsors (on reasonable timeline)
 - Receiving budget approval from sponsoring societies and notifying conference leadership and Chairs of SIGSOFT, TCSE, and any other sponsoring agency of the conference approval
- ACM and IEEE-CS shall maintain an archive of budget documents of previous ICSE conferences (i.e., approved budgets and final financial reports). The documents shall be maintained in the format of the agreed Conference Budget Form to provide consistency of budget information among instantiations of ICSE and for ease of reference.

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V. Contracts

- The AC is responsible for negotiating and executing the venue contract. If the General Chair needs support from local agency, the latter needs to be approved and its operation regulated by the AC.
- The AC is responsible for issuing requests for proposals and approving all major contracts, including but not limited to venue, conference management, registration management, publisher management, website support, audio/visual management, food and beverage, and contracts. AC will review/negotiate and execute contracts with the General Chair endorsement making sure that contracts comply with AC contract guidelines.

VI. ICSE Trademarks

- ACM is responsible for guarding and defending the ICSE trademarks. IEEE agrees to cooperate with ACM in obtaining registration of the Conference Marks and to execute any documents and take any actions that may be necessary to enable ACM to secure registration of and enforce rights in the Conference Marks.
- The Service Mark, “INTERNATIONAL CONFERENCE ON SOFTWARE ENGINEERING” is the property of ACM—Registration number 1246626, Registration Date: July 26, 1983, United States Patent and Trademark Office. The Service Mark, “ICSE” is the property of ACM—Registration number 3508250, Registration date July 15, 2008, United States Patent and Trademark Office. IEEE shall have a non-exclusive, non-transferable, royalty-free license to use the ICSE Conference Marks in connection with ICSE. IEEE agrees to cooperate with ACM in obtaining registration of the ICSE Conference Marks and to execute any documents and take any actions that may be necessary to enable ACM to secure registration of and enforce rights in the ICSE Conference Marks.
- ACM and IEEE-CS agree to share the costs of establishing, guarding and defending the marks.

VII. Co-Sponsor Benefits

- ACM and IEEE provide name recognition, brand name, quality seal, industry standard
- Conference registration discounts to ACM, ACM SIGSOFT and IEEE-CS members
- Indemnity for conference organizers
- Legal liability, legal representation, and liability insurance
- Each Sponsoring Party represents and warrants that they maintain general liability insurance in an amount no less than US\$1 Million to cover potential liabilities that could arise from the Sponsoring Parties participation in the Conference
- Financial liability (proportionate to the percentage of sponsorship)
- Financial risk management

VIII. Co-Sponsor Services

- Access to ACM and IEEE-CS personnel, experience and technology
 - Advice on all aspects of conference organization through experienced personnel

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- Budget development and approval support
- Liaison to steering committee
- Liaison to General Chair
- Maintenance of corporate knowledge
 - Budget history
 - Attendance history
 - Conference space requirements history
 - Hotel room requirements history
 - Corporate knowledge including other conferences
 - Hosting archival ICSE website (ACM)
 - Corporate knowledge archiving
 - Maintain legacy publications
- Publicity services
 - ACM and IEEE-CS calendars
 - Promotion and marketing strategies; IEEE-CS marketing team
 - Production, printing, distribution of promotional materials
 - Trademark/logo/web domain names enforcement
 - Hosting of websites and e-mail distribution lists
- Contract services
 - RFP preparation, solicitation and screening
 - Venue contract negotiations including standardized agreements with preferred hotel chains
 - Visit conference venue with General Chair if needed
 - Relationships with venue representatives
 - Monitoring venue pick up and working with venue
 - Other vendor contract negotiations (e.g., registration, conference management, A/V, food and beverage)
 - Issues arising regarding contracted deliverables (e.g., scope of service is not met or delivered)
- Publication services
 - Author templates
 - Copyright forms
 - PDF Express free of charge
 - Digital libraries (preparation, indexing, hosting, publicity)
 - Priority indexing service
 - Ownership for Intellectual Property (IP)
 - IP issues (short- and long-term)
 - Copyright infringement and patent dispute cases (short-term and long-term)
 - Receipt and management of manuscripts
 - Production and printing of products
- Financial services
 - Banking services (in-house and/or outside)
 - Banking MOUs with universities
 - Oversee setting up clear responsibilities for authorization of payments
 - Accounting services
 - Invoicing

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- Credit card processing
- Advance loans
- Collect tax information from conference organizers, and issue the necessary documents (e.g., the 1099 form in the US) as required
- Tax-exempt status and coverage
- VAT filing services
- Disbursements
- Invoicing for donations (in part)
- File music licensing forms and payments as needed
- Conference closing and account reconciliation support
- Discounted conference audit services
- Visa letters (in part)

IX. Co-Sponsor Conference Organization Resources

- ICSE Conference Organization and History is maintained at:
<http://www.icse-conferences.org/>
- ACM provides several resources at the page:
<https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/>
- IEEE provides several resources at the page:
<https://www.ieee.org/conferences/organizers/organizers-new-index.html>

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Part C

Responsibilities of the ICSE Steering Committee (SC)

I. ICSE Steering Committee Meetings

- The ICSE Steering Committee holds face-to-face meetings twice a year - one of the meetings shall be held during the ICSE conference week and the other approximately six (6) months later (normally in colocation with FSE or ESEC/FSE conference). The meetings are set up and chaired by the SC chair.
- SC members should make their best effort to attend the meeting in person. Members who cannot attend will excuse themselves with the SC chair. Electronic participation is admitted when feasible – especially for SC members who must report to the committee.
- The meetings are closed and as a general rule the discussions are kept confidential. A report about the SC decisions will be made public on the ICSE conference web page at <http://icse-conferences.org/>

II. ICSE Practices

- The ICSE SC is responsible for establishing and evaluating practices that are binding upon the organizers of each conference for the continued technical and financial success of ICSE.
- ICSE SC can consider and decide major changes to established practices, e.g., concerning the conference tracks, the organizing committee, the paper selection process, the publishing formats, and other relevant practices. The changes can be requested by the General chair(s) or the Program chair(s) with proper advance time and must be properly motivated. Normally, major changes once approved should remain in place for at least three years, and performance data should be collected for evaluation.
- The ICSE SC utilizes two structural mechanisms to improve its efficiency, namely:
 - A. Two Standing Committees, composed of subsets of the SC, that provide guidance and support for general conference organization and for the conference's research track. They operate semi-independently of the SC, bringing items for discussion and recommendations to the whole SC as required. Precisely:
 - The Conference Operations Committee is charged with assisting General Chairs (GC) by establishing a consistent operational framework and providing oversight and organizational memory. The committee maintains a body of guidelines and templates to retain organizational memory. This committee is composed of all past, current and future GCs, and one of the IEEE TCSE and one of the ACM SIGSOFT representatives from the SC.
 - The Technical Research Review Committee is charged with establishing and maintaining guidelines for supporting PC Chairs in setting schedules, making changes, and forming their teams, while remaining cognizant of ICSE being the premier software engineering conference. This committee includes one PC Chair from each ICSE from the current SC.
 - B. The Task Forces are established by the SC to deal with specific emerging challenges and opportunities that are out of the scope of the two Standing Committees. The Task Forces each have a specific objective and timeframe. They

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include SC and may include non-SC members, operate semi-independently, and bring updates and recommendations to the SC.

III. Constituting an ICSE Conference

The ICSE SC is responsible for:

- Constituting each edition of the ICSE conference. The specifics of an edition structure and contents will be decided by the conference leaders in agreement with the SC.
- Approving conference locations. As stated in MOU Section VI, the conference location normally rotates between North America, Europe, and rest of the world.
- Approving the conference leaders, the city and potential venue for the future ICSE conference, normally at least four years in advance.
- Within the established rotation scheme, the SC will launch in due time open invitations to submit letters of interest to host a future ICSE, and will evaluate thoroughly the proposed teams and locations.
- Proposing any change in the AC rotation. The SC can propose changes in the conference location rotation under exceptional circumstances.
- Ratifying a Local Co-Sponsor (LCS) for an ICSE conference in accordance with the principles given in the MOU Section IV.
- Approving the following conference leaders:
 - General Chair or General Co-Chairs
 - Program Co-Chairs
 - Software Engineering in Practice Co-Chairs

IV. Oversight of an ICSE Conference

- The ICSE SC is responsible for overseeing and guiding the scope, scientific success, financial success, and operational success of an ICSE conference.
- The ICSE SC is responsible for ensuring that the selected ICSE conference chairs receive a copy of the ICSE Memorandum of Understanding (MOU) and Guidelines and that they agree explicitly to act in accordance with the terms in those documents.

V. ICSE Steering Committee Budget

- The ICSE SC is responsible for its own budget.
- The ICSE SC budget is used to pay for the committee's expenses, including any contracted services to support conference continuity and success.
- Funding for the ICSE SC budget shall be obtained via an expense line item in each ICSE's Conference Budget Form.
- The annual expense line item amount shall be justified by a statement of proposed expenses and is subject to approval by ACM and IEEE-CS.

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ICSE Guidelines Part D

Responsibilities of ICSE Conference General Chair

I. Accountability and Reporting

- The General Chair of an ICSE reports to the ICSE Steering Committee Chair and to the Administrative Co-sponsor (AC).
- Upon request by the IEEE CS or ACM or ACM SIGSOFT or IEEE-CS TCSE, and at reasonable intervals, the General Chair is to provide a detailed update on current conference activity, including, but not limited, to current financial and registration activity.

II. Duration of Appointment

- The term of appointment for an ICSE General Chair is 48 months (3 years before an ICSE conference and one year after an ICSE conference).

III. Responsibilities and Obligations

- To plan and execute an ICSE conference so that it is a scientific and financial success.
- To oversee the activities of all conference sub-committee chairs and co-chairs.
- To ensure that the conference objectives as established by the ICSE Steering Committee (SC) are met.
- To ensure that the conference objectives of the societies and co-sponsors are met.
- To serve as a focal point for communications between the conference organization committee and the staff of the AC.

IV. Selection Criteria for General Chairs

- Must be a member of ACM or ACM SIGSOFT or (IEEE or IEEE-CS)+TCSE
- Must be of sufficient stature within the ICSE software engineering community.
- Must be a competent manager, preferably with significant management and budgeting experience.
- Must have outstanding communications skills.
- Must have support from employer since chairing an ICSE conference is a major commitment requiring significant time and energy over a four-year period.
- Is advised against committing to other major volunteer activities since the success of the conference depends on the ongoing and regular management of the conference committee.

V. Conference Organization Resources

The General Chair must be familiar with the ICSE MOU, the Conference Operations Committee, and the conference organization resources collected at:

<http://www.icse-conferences.org/>

<https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/>

<https://www.ieee.org/conferences/organizers/organizers-new-index.html>

VI. Major Responsibilities

- A. Conference Venue: In consultation with ACM and IEEE-CS staff, identify conference city and venue. Seek approval of conference site from ICSE SC. Let ACM and IEEE-CS staff negotiate venue contract (it is recommended that the General Chair does not negotiate on their own).
- B. Progress Reports: For the entire duration of the appointment, present semi-annual progress reports in person to the ICSE SC.
- C. Master Plan and Risk Analysis: Develop a master plan and perform risk analysis for the entire conference, including financial and technical risks, responsibilities, timelines, milestones, deadlines, and check lists for the entire conference for all sub-committee chairs and co-chairs.
- D. Preliminary Approval Form (PAF): This form allows conference organizers to secure dates on the ACM and IEEE-CS conference calendars and obtain agreement in principle from all sponsors (ACM, IEEE-CS and other co-sponsors) that the conference will occur. Note that this form does not grant rights to conference organizers to enter into contracts, to incur expenses, to advertise conference registration rates, to open a bank account, or to collect funds for the conference.
- E. Learning Opportunities:
 - It is highly recommended that General Chairs of a future ICSE attend every postmortem session of prior ICSE conferences to gain experience with ICSE conference organization.
 - The ICSE SC—with its many past General Chairs and Program Co-Chairs—is a rich source of information for how to organize and execute an ICSE conference. General Chairs are strongly encouraged to solicit feedback from SC Chair and selected SC members on all aspects of ICSE conference organization and execution.
 - It is also suggested to take advantage of other learning opportunities be provided, such as “shadowing” another General Chair or being involved or at least being copied in important conference organization discussions.
- F. Conference Budget Form (CBF):
 - Work with Finance Chair to prepare the ICSE budget using the IEEE-CS Conference Budget Form. Review and approve all items that exceed approved budgeted expenses. The General Chair is ultimately responsible for the revenue and expenses of the conference. It is important to review and understand the requirements of the Administrative Co-sponsor (AC) (e.g., administrative fees).
 - The overall purpose of the CBF is to collect the information that is necessary to evaluate the proposed conference for approval. The CBF is an important planning document to help plan the finances of the conference and identify decisions that must be made in the planning process. Consistently using the IEEE-CS CBF will provide readily comparable information for future conference leaders.
- G. Financial Management:

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- Each ICSE conference is expected to generate a surplus.
- In consultation with Treasurer and AC, decide on financial management for the conference
 - Central versus distributed banking and accounting (e.g., central account at AC in USD as well as local university in local currency)
 - Invoicing of donations (e.g., by AC in USD or local university in local currency)
 - Contracts (e.g., paid by AC in USD or local university in local currency)
- For conferences outside US/North America:
 - Working with AC to identify potential local co-sponsoring organizations.
 - If a local co-sponsor is added, ensure that a Joint Sponsorship Agreement or Memorandum of Understanding is developed and signed that covers percentages of conference sponsorship and other financial, legal, and copyright issues.

H. Organization Committee

Recruit and appoint the ICSE organization committee that is formed by all (co-)chairs for the technical and administrative positions of the conference: Some examples are outlined below and other leadership positions can be appointed at the discretion of the General Chair. Inform and oversee all these subcommittee chairs of their duties and responsibilities. Be sure that each chair understands budgetary allocations, task deadlines, and the ICSE conference policies of the SC and the AC.

- Identify and recruit chairs for several conference sub-committees dealing with different aspects of the technical success of an ICSE program, such as (example list):
 - Program Co-Chairs (must be approved by ICSE SC)
 - Workshop Co-Chairs
 - Co-located Events
 - Software Engineering in Practice Track (must be approved by ICSE SC)
 - Software Engineering Education and Training Track
 - Low Rise High Rise Track
 - Research Demo Track
 - New Faculty Symposium
 - New Ideas and Emerging Results Track
 - Doctoral Symposium
- Identify and recruit chairs for several conference sub-committees dealing with different aspects of the financial and organizational success of an ICSE conference, such as (example list):
 - Web Master
 - Publications Chair(s)
 - Treasurer or Finance Chair(s)
 - Fund-raising and Sponsorship Chair(s)
 - Promotions and Publicity Chair(s)
 - Registration Chair(s)
 - Local Arrangements Chair(s)
 - Data Chair(s)
 - Student Volunteers Chair(s)

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- Student Contests and Mentoring Chair(s)
 - Establish discretionary policies (i.e., policies not outlined by AC) governing conference activities working with treasurer (e.g., expense reimbursement guidelines and payment approval guidelines), web master (e.g., major and minor updates and schedule), registration chairs (e.g., complementary registration for keynotes and program co-chairs).
 - As sponsoring organizations, ACM or IEEE retain publication rights. During the preliminary preparation for each instance of the conference, the General Chair must ensure the necessary forms required by either the IEEE or ACM policies are completed to insure the subsequent timely posting of the publications materials into the digital libraries as quickly as possible after the conference.
 - In consultation with program co-chairs, invite keynote speakers
- I. Communication Channels:
- Establish effective communication with the AC.
 - Establish effective communication channels with key conference committee members through web site, mailing lists, regular conference calls, progress reporting and tracking.
 - Schedule program and conference committee meetings.
 - Define publicity strategy, timeline, and milestones, including web site, calendars, calls, ads, registration, mailings, poster, postcard, advance programs, and logistics.
 - Prepare progress reports and agendas for conference committee meetings and distribute minutes of meetings to members of the Conference Committee, SC Chair, and the AC.
- J. Execution of ICSE Conference Contracts:
- Work with the AC on issuing RFPs to conference vendors and evaluating proposals. All major contracts must be endorsed by General Chair and approved by the AC, including venue, conference management, registration management, publisher or publications management, audio/visual management, food and beverage. The AC will review/negotiate and execute contracts making sure that contracts comply with contract guidelines. Consult extensively with the AC on all contracts.
- K. Conference Management
- Logistical management
 - Conference week schedule
 - Room assignments including ancillary meetings, including ACM SIGSOFT, IEEE-CS TCSE town hall meetings, ICSE+1/+2 Conference Committee, ICSE+1 Program Committee, IEEE TSE board, ACM TOSEM board, FSE PC, ...
 - Display of sponsor logos
 - Signage
 - Wireless Internet access
 - Conference and sponsors banners
 - Conference bags
 - AV schedule
 - Catering schedule
 - Exhibits schedule (if any)
 - Final program

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- Hotel room block management
- Free hotel rooms for VIPs management

L. Conference Week

- Establish an evaluation mechanism for all aspects of the conference.
- Chair opening and closing sessions of the conference.
- Chair awards session (or appoint delegate Award Chair).
- Chair victory dinner.
- Conduct a postmortem session at the end of the conference for future conference organizers.
- Ensure that the appropriate thank-you notes are sent to all conference and program committee members, and to organizations that have made financial contributions to the conference.
- ACM SIGSOFT and IEEE-CS TCSE will present to the General Chair and the Program Co-Chairs a Certificate of Recognition.
- Endorse all catering changes.

M. Final Reports:

- Together with the AC and conference leaders, prepare a final financial report on the conference no later than six (6) months after an ICSE conference. The co-sponsors will receive their share of the surplus funds or will cover their share of a loss not later than thirty (30) days after AC validation of the final financial report.
- Prepare a final report for the conference and submit it to SC Chair and the AC no later than six (6) months following the conference. The final report should include:
 - A copy of the Conference Budget Form with actuals provided in the designated columns.
 - All registration details (i.e., fees and number of attendees for each category), which will help organizers of future conference.
 - List of conference participants
 - Fund-raising strategy and report
 - Publicity strategy and report
 - Conference management strategy
 - Lessons learned and a critique of problem areas and list of things you would have done differently. This will greatly enhance the planning efforts of future conference organizers.
 - Note that this information will be posted on the ICSE conferences archival website as a reference for future conference leaders.

N. Chain of Accountability:

- The General Chair is responsible for overseeing the technical, financial, administrative and logistical management of all activities related to the conference and for upholding all policies and procedures of the AC.
- The General Chair is responsible for ensuring that no major expenses are incurred until the Conference Budget Form is approved by the AC.
- The General Chair is responsible for ensuring that ACM, IEEE-CS, ACM SIGSOFT, IEEE-CS TCSE, and potentially other co-sponsors are featured—equally—on all conference and particularly publicity materials (e.g., wherever ICSE is mentioned) including conference calendars at the societies, conference web

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site, letter head, printed materials, call for papers, call for participation, registration forms, fliers, proceedings, CDs, conference bags, signage).

- The General Chair is ultimately responsible for the revenue and expenses of the conference and, thus, responsible for delivering on administrative fees as well as contingency and profit margins as required by the co-sponsors. Note that the Conference Budget Form is a living document that must be kept up-to-date throughout the conference planning to stay on top of the budget.
- The General Chair is responsible for keeping the conference planning on schedule.
- The General Chair is responsible for periodically reviewing the activities of the conference sub-committee co-chairs and members. If need be, the General Chair has to replace conference sub-committee chairs or add an additional co-chair.
- The General Chair, together with the AC is responsible for delivering the final financial report on the conference no later than six (6) months after an ICSE conference.

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Part E

Responsibilities of ICSE Conference Program Co-Chairs

I. Accountability and Reporting

- The Program Co-Chairs (PCs) of an ICSE report to the ICSE General Chair.

II. Duration of Appointment

- The term of appointment for an ICSE Program Co-Chair is 18-24 months.

III. PCs Responsibilities and Obligations

The ultimate responsibility of PCs is to guarantee a high-quality, up-to-date and attractive scientific program that supports ICSE objectives, and, together with the General Chair, to serve as the editors of the ICSE conference proceedings (but not of the Companion volumes). They collect a team of world leading software engineering scientists, who can be organized into a one-tier (e.g., the Program Committee) or multi-tier (e.g., the Program Board and the Program Committee) structure, which help in the selection of technical papers. For the purpose of these guidelines we will call it the Scientific Team (ST). They organize the ST and the reviewing process according to the most adequate model that normally will be in continuity from previous ICSE editions. Major changes from previous year reviewing model must be approved by the SC.

The PCs serve as the point of communication between the General Chair and the ST.

For more details about PCs tasks, ICSE SC maintains a set of guidelines for the Program Co-Chairs in the document "ICSE Program Co-Chairs Guiding Document" that can be found on line in the page: <http://icse-conferences.org/reports.html>. The same page provides several PCs reports.

IV. Selection Criteria for Program Co-Chairs

- Must be a member of ACM or ACM SIGSOFT or (IEEE or IEEE-CS) + TCSE
- Must be of sufficient stature within the ICSE software engineering community.
- Must be able to organize and oversee the paper selection process.

V. Major Tasks

A. Appoint the Scientific Team:

- Recruit and appoint ST members at least one year in advance of the conference. The structure of the ST is to be approved by SC. In principle a reviewing model should stay in place for 3 years so that data could be collected. At any rate, major changes from the established model (for example, Program Board + Program Committee) and review process must be well motivated and analyzed by the Program Chairs.
- With assistance from the General Chair and ICSE SC, develop a list of potential ST members.

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- For a balanced ST membership, consider the topics covered, expertise, seniority, university/industry affiliations, geography, and gender.
 - When recruiting ST members, be clear that abiding by the established reviewing schedule and ensuring high-quality reviews as well as attending face-to-face or virtual established meetings for paper selection is mandatory—a member is dropped off the team if the member fails to comply.
 - It is recommended that a clear and detailed letter be sent, possibly re-using a standard template (e.g., one developed by previous PCs) when inviting team members.
- B. ST Meetings:
- Set up a first ST (including PB and/or PC members, depending on ST structure) meeting at ICSE-1 (previous year ICSE).
 - Select a date and (physical or virtual) venue for the ST meeting approximately six months before the conference.
- C. Paper Submission Procedure:
- In consultation with General Chair and ICSE SC, establish a specific and documented process for paper submission and review with appropriate infrastructure and documentation.
 - Select and contract for a web-based submissions system to handle all ICSE submissions (i.e., workshop proposals, tutorial proposals, special track papers and workshop papers); work with the manager of the web-based submissions system to set up the details of the system for ICSE.
 - Study and test the web-based submissions system before operation—for submission, review, and ST meeting operations.
- D. Timeline, Policies and Practices:
- In consultation with General Chair and publisher, prepare a timeline, deadlines, and a budget for all program related activities including submission, review, acceptance and final paper due dates. Work with publisher on final paper submissions date and then work backwards to determine the appropriate timeline.
 - Contact the previous ICSE Program Co-Chairs and verify general policies of acceptance and page limits. Consult with the General Chair to ensure there is general agreement on these practices.
 - Assign responsibilities (e.g., “distinguished paper” awards) to ST members and review timelines and budgets for these activities.
- E. Call for Papers:
- Develop the list of topics and the Call for Papers (CFP).
 - Coordinate with General Chair and Publicity Co-Chairs on the CFP.
 - Solicit papers.
 - Publish the CFP using web sites, mailing lists, and ads, within budget constraints.
- F. Paper Reviewing Process:
- Receive papers.
 - Reviewer preferences, conflicts, bidding.
 - Solicit appointed members of the scientific team.
 - Orchestrate the reviewing process.
 - Prepare extensively for the ST selection discussion and meeting.

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- Plan for the ST meeting including logistics

G. ST Meeting:

- Conduct and direct the (face-to-face or virtual) ST meeting.
- Manage conflicts effectively.
- Inform authors of accepted and rejected papers in a timely manner.

H. Program Development:

- In conjunction with other track chairs, such as the SEIP and journal-first tracks, develop the structure of the final technical program within the framework of the entire conference as outlined by the General Chair and previous conferences.
- Get the program on-line as quickly as possible after the selection process is complete.
- Provide materials on program content to the promotions chair in a timely manner.
- Develop the program carefully to minimize “overlaps”.
- Recruit session chairs. Manage the arrangements for session chairs and provide them with the information they require, such as speaker names and telephone numbers, introductory information concerning speakers, session times and locations.
- Manage all speaker communication (e.g., letters of invitations to speakers, promotional information, biographical information, session times and locations)
- Track author registration in collaboration with Proceedings chairs.

I. Best Paper Awards:

- Manage several “best paper” awards, including:
 - ICSE Most Influential Paper Award (ICSE N-10)
Process. There is not a standard process; most recent PCs have delegated the process to a respected member of the community.
Plaque. The program co-chairs are responsible for preparing the plaque and producing one for each author.
Program. No single, standard approach has been adopted both in terms of the actual presentation of the award and also in terms of any presentation one or more of the authors may be asked to give at ICSE.
 - SIGSOFT Distinguished Paper Awards

J. ICSE Proceedings:

- Oversee the production of the ICSE proceedings and other technical by-products including collection of copyright and permission forms as appropriate and work with proceedings chair to insure the quality of the final publication.

K. ICSE Conference:

- Oversee the execution of the program.

L. ICSE Postmortem:

- Attend the ICSE postmortem session.
- Write a report with suggestions and lessons learned for future ICSE PC Co-Chairs and a non-confidential report for the ICSE archival website.

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Appendix: IEEE-TCSE and ACM-SIGSOFT Models for Surplus and Deficit Distribution

IEEE: See IEEE Technical Meeting Handbook (updated November 18) [<https://ieeecs-media.computer.org/media/technical-activities/technical-meeting-handbook.pdf>] Section 3.1.9.

ACM: See <https://www.sigsoft.org/policies/surplus.html>