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**FAQ list for IEEE ICDM Workshop (ICDMW) Chairs**

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## Q1: Help! We are this year’s ICDMW chairs! What should we do, what is expected of us?

1. First of all, congratulations! As ICDMW (co-)chair you have the prestigious role of making the workshop and associated events day of the IEEE International Conference on Data Mining a success.

In this FAQ we (ICDMW co-chairs from previous years) share insights, lessons learned, etc. to make life as ICDMW chair as easy as possible.

Besides relying on this document, you also need to refer to the ICDM Organizer’s Guide (<http://www.cs.uvm.edu/~icdm/Guide.shtml>) which gives a more outline of the tasks of the different ICDM chairs. In particular, we point to section 14 of that document.

In short, as ICDMW chair,

* you solicit and select proposals for workshops;
* interact with the workshop organizers, informing them of important information;
* interact with the local chairs, the registration chairs, and proceedings chairs;
* provide and uphold coordinated important dates;
* collect submission data, approve acceptance decisions;
* police the maximal acceptance rate policy,
* make sure workshop organizers know that they are allowed at most one (1) paper subject to regular workshop review process in the proceedings;
* cancel/merge workshops that do not collect sufficient high-quality submissions;
* forward the accepted paper list to the Proceedings Chair and Registration Chair, and ensure both camera ready copies and accompanying registrations for all accepted papers are collected
* are responsible for the ICDMW proceedings, which besides workshops, includes the proceedings of the PhD Forum, the ICDM contest, the ICDM Demos, and possibly other local events.

## Q2: What is the standard schedule of ICDMW?

1. The general timeline is as follows:

 **12 months before the workshop**

* Collect the former workshop information for the next ICDMW.
* Check and clarify some basic matters for the next ICDMW.

 **11 months before the workshop**

* Make a draft of Call For Workshop Proposals (CFWP).

 **10 months before the workshop**

* Release Call For Workshop Proposal.

 **10-9 months before the workshop**

* Advertise Call For Workshop Proposals extensively.

 **8 months before the workshop**

* Deadline of workshop proposals.
* Evaluate the proposals and notify their acceptance and rejection.
* Provide basic information of ICDMW to the accepted workshop organizers including paper review, publication, etc.

 **7 months before the workshop**

* Organizers of each workshop set up the workshop home page (HP) linked to a paper submission site, and send out Call For workshop Papers (CFP). Check if some important information is missing in these HPs.
* Send publication agreement of ICDMW signed by the conference chair to IEEE Conference Publishing Services (CPS).
* List accepted workshops on ICDMW HP.

 **5 months before the workshop**

* Check which papers in main conference track may roll-over to a workshop (if rejected at main conference, after its notification).

 **4 months before the workshop**

* Workshop paper submissions due.
* Evaluate the number of paper submissions and make decisions to cancel or merge workshops facing submission shortage.

 **3 months before the workshop**

* Notification of paper acceptance/rejection to authors.
* Make a list of accepted papers and their corresponding authors of each workshop.
* Make decision to assign each workshop to a full/half day slot, to merge with the other workshop, and to cancel based on the number of the accepted papers.
* Transfer the papers from the canceled/merged workshops to the others upon agreements of the authors and workshop organizers.

 **2 months before the workshop**

* Provide e-mail address list of corresponding authors to CPS.
* CPS Editor posts an online author kit to the authors.
* Plan workshop session schedule on the IEEE ICDMW workshop date.
* Plan the room assignment of the workshops, the PhD forum, and the ICDM Contest.
* Plan student volunteers required on the workshop day (work with the Local Conference Committee).
* Evaluate the number of required poster boards if some workshops/the PhD forum/the ICDM Contest have poster sessions.
* Ask workshop organizers to publish their program on their site.
* Prepare an overall welcome message as the IEEE ICDMW chairs
* Collect preface of each workshop proceedings from individual workshop organizers/the PhD Forum/the ICDM Contest.
* Prepare cover art of the workshop proceedings.
* Provide all materials needed for the workshop proceeding to CPS.
* Circulate Call For Workshops Participation via machine learning and data mining publicity channels and ICDMW HP.

 **1 month before the workshop**

* Verify registration and camera ready paper submissions for each accepted paper, and notify the workshop organizers of unregistered papers or missing camera ready papers.
* CPS Editor sends publication prototype to the workshop chair, and the workshop chair approves the prototype.
* CPS Editor sends publication to press, and the publications are shipped to the conference venue.

## Q3: What basic matters should we clarify to the next chairs?

1. These include, but are not limited to:
* The maximum acceptance rate per workshop (2/3 = 67%)
* Limitation on paper submissions by workshop organizers
* Support on the expense of invited speakers by ICDM (check with general chairs whether free ‘this-workshop-only invited-speaker registrations’ are available)
* A workshop paper must have a paid registration in order to be published no matter whether the author is a workshop organizer or an invited speaker. Exceptional rules may apply and must work with the registration chair.
* Registration fee of the workshop organizers and the invited speakers, please refer to ICDM practice on conference support for volunteers and speakers, <http://www.cs.uvm.edu/~icdm/budget/>
* Check with the general chairs whether there are any free registrations available for workshop organizers to use/hand-out. Be clear to about this to workshop organizers.
* Room availability in the venue for ICDMW, the PhD Forum, and the ICDM contest (determines how many workshops you can accept)

## Q4: How should we draft the Call For Workshop Proposals (CFWP)?

1. Please refer to the CFWP samples of the last few years. They are usually on the past ICDM HPs and in your e-mail archive. You can also ask former workshop chairs and further discuss with the past chairs for improving the CFWP to acquire many proposals having high quality.

## Q5: Where should we post the Call For Workshop Proposals (CFWP)?

1. You should post it in world-wide DM and ML related mailing lists including DBWorld and KDD Nuggets. It is also important to post the CFWP to mailing lists (ML) of regional research communities. In addition, you can mail to the past workshop chairs in all over the world and people in your research communities. Ask local arrangement chairs to indicate the CFWP on the ICDM HP.

## Q6: How do we acquire good workshop proposals?

1. After the CFWP release, immediately individually inquire with the organizers of workshops at past ICDMW’s. Ask proposals from researchers you know in your research communities, including from your colleagues.

## Q7: How should we evaluate the proposals and decide on acceptance/rejection?

1. Setting up some reasonable selection measures is recommended. You can indicate the measures in the notification mails of the acceptance and the rejection. The followings are examples of the measure.
* Overlap with other workshop proposals
* Clarity of the workshop scope
* Importance of the workshop topic
* Novelty of the workshop topic
* Quality of its organizing members
* Heterogeneity of its organizing members
* Clarity and consistency of the workshop plan
* Plan to attract participants
* Recommendation from previous ICDMW chairs if the proposed workshop series has been organized in the past

Based on the score under the measures and the potential room availability, you can accept/reject the workshop proposals. Do not forget to allocate a room for the PhD Forum, ICDM Contest, and other possible events (check with the general chairs). Keep in mind that the final numbers of the workshops can decrease if they receive too few (good) papers. You may discuss a possible merger plan with workshop organizers, if their topics and scopes are mutually close.

## Q8: What information should we provide to the organizers of the accepted workshops for their preparation of the Call For Papers (CFPs)?

1. You should provide the information to help the organization of the accepted workshops including
* Basic layout of the time slots and constraints of lunch/coffee breaks.
* Standard time length per oral presentations (normally 20min).
* Standard and minimum numbers of the oral presentations in a half/full day slots. Normally, 7 and 11 oral presentations in a half day and a full day slots. At minimum, 5 and 9 oral presentations in a half day and a full day slots, respectively, including one invited talk.
* The maximum acceptance rate of the workshop papers (normally less than 2/3=67%).
* Limitation on paper submissions by workshop organizers.
* Support on the expense of invited speakers by ICDM.
* Registration fee of the workshop organizers and the invited speakers.
* Required paper review process including the possibility to accept some papers rejected in the main conference review.

## Q9: What information should be included in the CFPs and home pages of the workshops? What information should be on our web site?

1. Include instructions for paper submission including the submission system, its URL, as well as information about the copyright process. The page limit of papers is 8 pages, plus 2 extra for additional charge, should be declared in the workshop HP and CFP. Do not share the paper PDF files in the workshop web site, since it violates the contract with IEEE on the workshop proceedings.

## Q10: Who arranges the publishing deadlines and contract with IEEE?

1. The deadlines are agreed upon with the IEEE Production Manager via Steering Committee Chair Xindong Wu, who signs the contracts. IEEE treats the main conference and the workshops as separate events with separate proceedings, which need separate contracts. The deadlines are synced, though.
You have to make sure (try very hard) to keep the ICDMW proceedings within the page limit of the contract.

## Q11: How do the roll-over papers work?

1. Once the main conference notifies, rejected papers for which the authors have indicated a roll-over workshop on submission get transferred to the workshops.
These papers then show up in CyberChair, including their reviews for the main conference. Decisions will have to be made on these reviews, as there is typically **no time** foran extra round of reviews.
* Email the workshop organizers when the roll-over papers are available.
* It is very important that the workshops ask roll-over authors if their papers should be considered (some may have changed their mind).
* Though the transfer is automated, things can go wrong: workshops may be cancelled, organizers do not see the papers, or have not tested the system yet.

## Q12: How strict is the production deadline?

1. Officially: extremely hard. In practice, there is a grace period of approx. two weeks – which you will need to chase the last authors for camera ready copies and registrations. Make your life easy, and make sure all papers and registrations are in before the production deadline. This includes camera ready copies, copyright forms, etc. Each paper must have a full registration for ICDM. To ensure, coordinate with:

 - the registration chair: s/he will tell you which authors have registered; e.g. give them the list of accepted papers, or ask for updates on who have registered.

 - the production manager: s/he will tell you which authors have uploaded their papers and who have not. (You may have to do this yourself.)

 - the workshop organizers: given the two lists above, they will chase the authors who did not upload or did not register; otherwise you have to do the chasing yourselves.

## Q13: What extra materials do we need at the production deadline?

1. The table of contents, message from the general chairs, message from the workshop chairs, workshop descriptions including acknowledgements, must all be in before the production deadline. This material is part of the volume's preamble. In addition, coordinate with the workshops to:

 - have draft workshop descriptions right after they have notified acceptance: that way, you have at least one document per workshop (for some workshops this document will not change) which allows you to plan the proceedings size.

 - request a final version when all camera ready papers and registrations are in.
The Message from the Workshop Chairs must be in the volume before the production deadline. Prepare the draft over summer, after accepting the workshops. Communicate with the General Chairs to obtain the Message from the General Chairs before the production deadline.

## Q14: How do we decide on the cancellation or merger of workshops?

1. If a workshop did not receive enough good papers to meet the minimum requirements, and the shortage is very small, you can discuss with the organizers to increase the presentations by introducing some invited talks or a panel session to avoid the cancellation and the merger. Otherwise, they need to be canceled or merged with the other appropriate workshop if it exists.

## Q15: Can workshops have parallel sessions?

1. This is not recommended, yet, if a workshop has too many presentations which do not fit into a full day schedule, and you have space to allocate an extra room, you may consider a parallel session. This is up for discussion with you as ICDMW chair, and the workshop organizers.

## Q16: How should we schedule rooms and session for ICDMW?

1. Upon your discussion with the local arrangement chair, assign each half/full day workshop to AM/PM slots in a room of the workshop venue. If some workshop runs parallel sessions, rooms for the sessions should locate closely. You should also assign rooms to the PhD forum, the ICDM contest and some related events for a full day. You should check the local arrangement chair to confirm the time of the lunch/coffee breaks and create a time table of all workshop slots based on their programs and the breaks. You also need to ask the local arrangement chair to assign a part time student to each room for supporting the session operation in the room. Check with the general chairs whether there is an opening event at the end of the workshop day—if so, the workshops need to end on time.

## Q17: What to do with visa invitation letter requests?

1. This is not your task, forward to the conference general chair.

## Q18: How will the workshop proceedings be provided?

1. The workshop proceedings will be in a CD separated from the CD of the main conference. The CD is produced by IEEE Conference Publishing Services (CPS) once the contents of the proceedings are provided by the workshop chair of ICDMW.

## Q19: What is the role of student volunteers?

1. Each session should be assigned a student that can assist in the setup of technical facilities for presentations, including projectors, microphones, laser pointers, etc. Also ask them to make notes on the number of attendees.

## Q20: We had bad-faith no-show presenters. What should we do?

1. Discuss the policy on the bad-faith no-show with workshop organizers in advance. The standard IEEE Computer Society policy is that a paper will **NOT** be included in its digital libraries if the paper is not presented. (Once published, there is sadly no way to remove a paper from the workshops proceedings CDs.) Make sure workshop organizers clearly communicate this policy to workshop participants when they inform about the acceptance of the papers.
Follow this policy to manage no-shows.

## Q21: How do we collect information to plan this year’s ICDMW?

1. You can acquire the required information, such as the standard number of workshops, the standard number of papers and presentations, some major workshop series organized in the last few years, from the former workshop chairs and the past workshop HPs.

You can also ask the previous workshop chair in private communication. The workshop chair should inform the tips and sensitive information to the next workshop chair via private communication.