Technical and Conference Activities (T & C) Board Handbook

(Updated December 2008)
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1. About the IEEE COMPUTER SOCIETY

The IEEE Computer Society is the world’s leading organization of computing professionals. Founded in 1946, and the largest of the 39 societies of the Institute of Electrical and Electronics Engineers (IEEE), the CS is dedicated to advancing the theory and application of computer and information-processing technology.

The CS serves the information and career-development needs of today’s computing researchers and practitioners with technical journals, magazines, conferences, books, conference publications, and online courses. Its Certified Software Development Professional (CSDP) program for mid-career professionals and Certified Software Development Associate (CSDA) credential for recent college graduates confirm the skill and knowledge of those working in the field. Known worldwide for its computer-standards activities, the CS promotes an active exchange of ideas and technological innovation among its members.

A. Board of Governors

The Society is governed by the Board of Governors. The Board of Governors is responsible for providing guidance, at the policy level, to all of the organizational entities within the Society. The Board should set direction and strategy for the Society, and should review the performance of the program boards and other committees and entities to assure compliance with its policy directions. Members of the Board include the society president, president-elect, first and second vice presidents, the immediate past president, and twenty-one elected members of the board. Ex officio members of the board are designated in the bylaws.

The president chairs the Executive Committee; other members are the president-elect, all the vice presidents, the secretary, the treasurer, the immediate past president, Computer Editor-in-Chief, the chief staff executive, the IEEE division directors and division director-elect elected by the Computer Society. The IEEE directors, director-elect, Computer Editor-in-Chief, and the chief staff executive are ex officio members.

The Executive Committee may make recommendations to the Board on matters which require Board approval and acts for the Board on subjects for which it has been authorized by the Board. This committee is the volunteer oversight body for staffing, facilities, capital expenditures, and other matters relating to the operation of the Society’s offices.

B. Program Boards

In addition to the Technical and Conference Activities Board (T&C Board), the following boards are part of the Computer Society governing structure:

(From the ByLaws of the IEEE Computer Society)
The Educational Activities Board (EAB) shall develop, implement, and evaluate all policies and programs with respect to educational activities in the computer field at all levels. It shall be chaired by the vice president for educational activities and shall consist of the following members: the vice chairs, the chairpersons of EAB and additional members as defined in the IEEE Computer Society Policies & Procedures Manual.

The Chapters Activities Board shall establish such standing committees as it shall deem appropriate, the names and functions of which will be set forth in the IEEE Computer Society Policies & Procedures Manual.

The Electronic Products & Services Board shall formulate the policies related to the creation, and packaging of all IEEE Computer Society electronic products and services. This Board shall advise and monitor its subcommittees on the execution of these policies. The Board has the responsibility for recommending new electronic products and services, coordinating and encouraging efforts to provide electronic products and services, monitoring the quality of present electronic products, reviewing the scope of new and existing electronic products, recommending changes in the scope of electronic products and making budgetary recommendations. It is also the responsibility of the Board to acquire and develop electronic tools and technologies to facilitate the development of new products or improve the production of current products. The policies related to the intellectual property of electronic products shall be formulated by the originating board. The policies related to periodicals and press products shall be the responsibility of the Publications Board. The Electronic Products & Services Board shall be chaired by the Vice President for Electronic Products & Services and shall consist of the following voting members: the chairpersons of the operations committees, a representative from each IEEE Computer Society program board, and additional members as defined in the IEEE Computer Society Policies & Procedures Manual.

The Publications Board formulates the policies for IEEE Computer Society publications and advises and monitors its operations committees which are charged with the execution of these policies. The Publications Board has the responsibility for recommending new periodicals publications, monitoring the quality of present publications, altering the scope and direction of present publications, recommending termination of publications and making budgetary recommendations to the Finance Committee and Board of Governors.

The Publications Board is chaired by the vice president for publications and consists of the following voting members: Magazine Operations Committee chair, Press Operations Committee chair, Transactions Operations Committee chair, the IEEE Computer Society’s representative to the IEEE Publications Services and Products Board (PSPB), and an additional three to five members-at-large (non-EICs) with experience in publications appointed by the vice president for publications. In addition, all editors-in-chief, and the publisher shall be ex officio, non-voting members of the Publications Board. The president may delegate authority for such appointments to the vice president.

The Standards Activities Board shall formulate the policies and practices with respect to standards, and other consensus documents and agreements and monitor all such activities to
assure conformance to approved policies and practices. It shall be chaired by the vice president for standards activities.

C. IEEE Computer Society Staff & Services

<table>
<thead>
<tr>
<th>Headquarters Office:</th>
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<tbody>
<tr>
<td>1828 L. Street, N.W., Suite 1202</td>
</tr>
<tr>
<td>Washington, DC  20036-5104 USA</td>
</tr>
<tr>
<td>Phone: +1 202 371 0101</td>
</tr>
<tr>
<td>FAX:  +1 202 728 9614</td>
</tr>
<tr>
<td>Membership Queries: +1 800 272 6657</td>
</tr>
<tr>
<td>Executive Director</td>
</tr>
<tr>
<td>Director, Governance &amp; Associate Executive Director</td>
</tr>
<tr>
<td>Senior Volunteer Services Coordinator</td>
</tr>
<tr>
<td>Awards Administrator</td>
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<tr>
<td>Director, Membership Develop</td>
</tr>
<tr>
<td>Senior Online Sales, Marketing, Product Manager</td>
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<tr>
<th>West Coast Office:</th>
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<tbody>
<tr>
<td>10662 Los Vaqueros Circle • PO Box 3014</td>
</tr>
<tr>
<td>Los Alamitos, CA  90720-3014 USA</td>
</tr>
<tr>
<td>Phone: +1 714 821 8380 • FAX: +1 714 821 4010</td>
</tr>
<tr>
<td>Publications Orders: +1 800 272 6657</td>
</tr>
<tr>
<td>Director, Finance &amp; Accounting</td>
</tr>
<tr>
<td>Interim Director, Information, Technology &amp; Services</td>
</tr>
<tr>
<td>Manager, Electronic Publishing Smith</td>
</tr>
<tr>
<td>Digital Library Coordinator</td>
</tr>
<tr>
<td>Sales &amp; Marketing Director</td>
</tr>
<tr>
<td>Electronic Newsletter Editor</td>
</tr>
<tr>
<td>Director, Business &amp; Product Development</td>
</tr>
<tr>
<td>Director, Products &amp; Services</td>
</tr>
<tr>
<td>Senior Manager, Conference Services</td>
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<tr>
<td>Manager, Conference Services Event Management</td>
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<tr>
<td>Manager, Conference Services Business Operations</td>
</tr>
<tr>
<td>Client Services, Conference Publications</td>
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<tr>
<td>Financial Analyst, Conference Services</td>
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<tr>
<td>Meeting Planner</td>
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<tr>
<td>Senior Meeting Planner, Conference Services Admin</td>
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<tr>
<td>Senior Manager, Editorial Services</td>
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<tr>
<td>Senior Acquisitions Editor</td>
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<tr>
<td>Magazine Business Operations Manager</td>
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<tr>
<td>Magazine Editorial Manager</td>
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<tr>
<td>Senior Manager, Publishing Services</td>
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<tr>
<td>Conference Publishing Services Supervisor</td>
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The **Volunteer Services Coordinator (VSC)** is the main Computer Society staff contact for services and information related to technical and conference activities. The VSC is within the Volunteer Services Department at the Computer Society Headquarters Office.

A quarterly updated report of your TC’s budget, income and expenses, entitlement, and conference income and expense totals is sent to TC/TF Chairs with each **T & C Activities Board quarterly mailing**. You may also contact the VSC to request updates at anytime.

The Computer Society Volunteer Services Department offers management and staff support for **meetings and conferences** sponsored or co-sponsored by CS Technical Committees (TCs). TCs serve an important role in reviewing **Technical Meeting Request Forms (TMRF)** required for approval of meetings and conferences.

**Electronic Mail:** All TC chairs should register for a **Web Account**. A Web Account gives members exclusive access to online products and services, such as a free @computer.org e-mail address and the society’s **Digital Library**.

**Membership Database:** The Computer Society maintains an online TC membership database. This can be accessed by chairs at any time.

**Newsletters:** Several TCs get assistance with production of TC newsletters, coordinating both printing and distribution. Contact the CS staff in the Volunteer Services Department at +1-202-371-0101 for further information.

**TC Membership Application:** Members join TCs by completing a TC application form. CS Staff can provide the most updated TC application form to include in newsletters and to distribute at meetings. An on-line form is also available on the Web at [http://computer.org/tcsignup](http://computer.org/tcsignup).
2. ROSTER OF TECHNICAL COUNCILS, TECHNICAL COMMITTEES & TASK FORCES

Technical Councils

- Software Engineering (TCSE) - Home page
- Test Technology Technical Council (TTTC) - Home page

Technical Committees

- Autonomous and Autonomic Systems (TCAAS)
- Bioinformatics (TCBI)
- Complexity in Computing (TCCX)
- Computational Medicine (TCCM)
- Computer Architecture (TCCA) - Home page
- Computer Communications (TCCC) - Home page
- Computer Elements (TCCE) - Home page
- Computer Languages (TCCL)
- Computer Generated Music (TCCGM)
- Data Engineering (TCDE) - Home page
- Design Automation (TCDA) - Home page
- Digital Libraries (TCDL) - Home page
- Distributed Processing (TCDP) - Home page
- Electronic Commerce (TCEC) - Home Page
- Engineering of Computer Based Systems (TCECBS) - Home page
- Fault-Tolerant Computing (TCFT) - Home page
- Haptics (TCHAP) - Home page
- Human Centered Computing (TCHCC)
- Intelligent Informatics (TCCI) - Home page
- Internet (TCI) - Home page
- Learning Technology (TFLT) - Home page
- Mass Storage Systems (TCMS) - Home page
- Mathematical Foundations of Computing (TCMF)
- Microprocessors and Microcomputers (TCMM) - Home page
- Microprogramming & Microarchitecture (TCuARCH)
- Multimedia Computing (TCMC) - Home page
- Multiple-Valued Logic (TCMVL)
- Nanoelectronics, Nanoarchitecture, and Nanocomputing (TCNANO)
- Operating Systems Applications and Environments (TCOS) - Home page
- Parallel Processing (TCP) - Home page
- Pattern Analysis and Machine Intelligence (TCPAMI) - Home page
- Real-Time Systems (TCRTS) - Home page
- Scalable Computing (TCSC) - Home page
- Security and Privacy (TCSP) - Home page
• **Services Computing (TCSVC)** - [Home page](#)
• **Simulation (TCSIM)**
• **Sustainable Systems and Technology (TCSST)**
• **Systems Packaging (TCCP)** - [Home page](#)
• **Visualization and Graphics (vgTC)** - [Home page](#)
• **VLSI (TCVLSI)**
• **Wearable Information Systems (TCWIS)** - [Home page](#)

**Task Forces**

• **Embedded System Codesign (TFESC)**
• **Game Technology (TFGAM)**
• **Information Assurance (TFIA)** - [Home page](#)
• Mobile Computing

**Community of Interest**

• Ontologies
3. T & C ACTIVITIES BOARD CHARTER

The T&C Activities Board assists the Vice President for Technical and Conference Activities and the Technical Committee and Council (TCs) and Task Force (TF) chairs and Community of Interest (CoI) leadership in providing technical leadership and in organizing technical activities, conferences, and tutorials. The T&C Board intends to ensure active and healthy technical activities programs that operate in the best interest of the members and contribute to the overall technical growth and vitality of the Computer Society. The Board shall oversee and set policy for the Society’s TFs, TCs, conferences, symposia, workshops and tutorials which shall be in accordance with the IEEE conference policies and procedures.

From the Policies and Procedures Manual of the IEEE Computer Society:

**6.1. MEMBERSHIP**

The Technical and Conference Activities (T&C) Board is chaired by the Vice President for Technical and Conference Activities as provided in the bylaws, and shall consist of the following members: four chairs of the T&C Board committees (who will also serve as vice chairs of the T&C Board), the Secretary, the Treasurer and at least six individuals representing a balance of both TC and conference volunteer leadership experience, appointed by the Vice President for Technical and Conference Activities. The most recent past Vice President for Technical and Conference Activities and a member of the society’s professional staff appointed by the chief staff executive are non-voting members.

The T&C Activities Board will meet at least once per year, with teleconferences at other times as appropriate.

The T&C Activities Board includes the past VP for T&C Activities, four vice chairs, secretary, treasurer, six at-large members (appointed by the VP), and a Computer Society staff member. The T&C Board is a valuable resource for the Vice President and for TC and Chairs and conference organizers with questions about any facet of operations.

**6.2. RESPONSIBILITIES**

The T&C Board is responsible for the general oversight of and for setting policy for the activities of the IEEE Computer Society’s task forces, technical councils and technical committees (combined, TCs) as well as for defining the society’s role and policy for the meetings in which the society participates, whether defined as conferences, symposia, workshops or tutorials (excluding chapter tutorials).

1. The T&C Board will review and approve annual TC operating plans and operating budgets as proposed by the TCs and recommended by the Technical Activities Operations Committee.
2. The T&C Board will approve technical meetings with expense budgets between 1% and 2% of the society’s annual budgeted expenses. The Technical Meeting Request Committee will approve technical meetings with expense budgets under 1% of the society’s annual budgeted expense according to procedures established in the Technical Meeting Handbook.
3. The T&C Board will review and recommend to the Board of Governors approval of any technical meetings with expense budgets over 2% of the society’s annual budgeted expenses.
4. The T&C Board will establish an effective interface between the T&C Board and the program boards and other activities of the IEEE Computer Society.
5. The T&C Board will encourage discussion of issues related to technical meetings among TC chairs and technical meeting organizers,
6. Periodically (at least once every four years) the T&C Board will evaluate each TC’s scope of activity, technical vitality, and financial health, and recommend appropriate action, i.e., creating new TCs and/or terminating or merging existing TCs. Minimum activity criteria shall be set forth in the Technical Activities Handbook.

### Additional Board Responsibilities

- Establish effective interface with other program boards and society committees
  - The Board will provide an effective interface with other programs within the Computer Society – publications, chapters, membership, education, distinguished visitors program, etc. to:
    - Foster communication and cooperation
    - Report concerns and suggestions from the T&C Board to other boards.
    - Providing the T&C Activities Board with information on other board policies that affect TC activities.

- The Board will promote cooperation and joint technical activities between TCs, conferences, and computer and technical professional communities inside and outside the IEEE, such as ACM SIGs.

- The Board will assist TC Chairs in recognizing and nominating outstanding technical leaders for awards by submitting the necessary documentation to IEEE and Computer Society Awards Committees.

- Encourage discussion of issues related to technical meetings among TC and TF chairs and meeting organizers.

- The Board will also explore other administrative matters or procedures that could be of help to TC and TF Chairs, such as membership list updates.

- Periodically evaluate the scope of activities of each TC and TF and recommend appropriate action.
  - Because of the rapidly evolving nature of the computer industry, the T & C Board will periodically examine each TC's scope of activity and the quality of the technical services provided to TC and Computer Society members. If the vitality criteria for a TC are not met, the T&C Activities Board will recommend terminating or merging that TC. If a technical field is not covered by the current TCs, the Board will consider taking steps to create a new TF.
  - The Board will encourage TCs and TFs with common technical interests and overlapping scopes to sponsor joint technical activities, such as workshops, symposia, and newsletters.
  - Likewise, the T&C Board will periodically examine the scope of activities and how they serve the Computer Society for each TF. Generally, TFs are expected to increase activity to the level appropriate for proposal for TC status within one year of their initial approval.
  - The Board will provide oversight for Communities of Interest and encourage cooperation with existing TCs and TFs when appropriate.

- The Board will annually review the T&C Activities Board Handbook.
- The T&C Activities Board will conduct a Board orientation and leadership session as needed.

Collectively the four Vice Chairs:
• Participate in setting T&C Activities Board goals and planning.
• Contribute to ongoing T&C Activities Board activities such as the T&C Activities Board budget and TC newsletters, as well as T&C Activities Board news for Computer magazine.
• Perform special functions, such as organizing new TC/TF and Conference Chair orientation sessions, technical sessions in the T&C Activities Board meetings, or surveys of TC/TF activities.
• Monitor vitality of TCs and conferences and encourage activities that improve their vitality.

Four sub-committees will be chaired by the vice chairs: Technical Activities Operations Committee, Conference Advisory Committee, Technical Meeting Request Committee, and Assessment and Planning Committee.

Technical Activities Operations Committee provides a forum for discussion among TC, TF, and CoI chairs. Members are the Vice Chair (appointed by the VP for T&C), TC/TF/CoI chairs, and at least 4 additional members appointed by the T&C VP.

From the Policies and Procedures Manual of the IEEE Computer Society:

6.3.1 Technical Activities Operations Committee
6.3.1.1 Membership
The Technical Activities Operations Committee (OpCom) shall be chaired by a vice chair of the T&C Board appointed by the Vice President for Technical and Conference Activities and shall consist of all the chairs of the TCs, and at least four additional members appointed by the Vice President of Technical and Conference Activities. The vice chair of the Conference Activities Advisory Committee shall be an ex-officio member of this Committee.

6.3.1.2 Duties
The Technical Activities OpCom shall provide guidance for the technical activities and technical committees of the society and shall report such activities to the T&C Board.
1. The Technical Activities OpCom will review proposed operating plans and budgets to assist TC chairs in defining adequate, substantive, and realistic technical programs and budgets. TC budget entitlements shall be computed according to the policies set forth in Section 6.10. Once a plan is reviewed by the Technical Activities OpCom, it will be forwarded for approval to the T&C Board with a Technical Activities OpCom recommendation for approval or amendment. The plan will become the official operating plan for the TC upon its approval by the T&C Board.
2. The Technical Activities OpCom will encourage TCs with common technical interests and overlapping scopes to sponsor joint technical activities (e.g., workshops, symposia, conferences, newsletters, etc.) and to explore and collaborate in areas of interest. Technical Activities OpCom will encourage TCs to merge conferences in overlapping areas and to develop new programs and activities in important disciplines where the CS does not already have such activities.
3. The Technical Activities OpCom will promote cooperation and joint technical activities between TCs and other IEEE Organizational Units and with non-IEEE computer and technical professional bodies and relevant national professional societies.
4. The Technical Activities OpCom will assist TC chairs in recognizing outstanding technical leaders and achievers and assist the Vice President for Technical and Conference Activities in submitting the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.
5. The Technical Activities OpCom will make recommendations for updating the Technical Activities Handbook, to be approved by the Vice President for Technical and Conference Activities.
6. The Technical Activities OpCom will provide an interface between the T&C Board and society staff to explore administrative matters or procedures that could impact TC chairs (e.g., TC budgets, timely TC membership list updates, etc).
Chairs of Task Forces and Communities of Interest are associate members of the Committee. Conference representation is through aligned TC representation. When that is not adequate, the Vice Chair may invite additional participation.

Additional responsibilities include, but are not limited to:

- Review and recommend to the T&C Activities Board the establishment of new TCs, TFs and CoIs. Assess the vitality of the on-going TCs, TFs, and CoIs. Such assessment is reviewed by the T&C Board and the Board of Governors and can lead to either termination of a technical activity or recommendations for changes.

- Recommend updates to *Technical and Conference Activities Board Handbook* and the *Technical Meeting Handbook*

**Conference Advisory Committee** provides guidance for meeting activities of the society. Members are the Vice Chair (appointed by VP for T&C) and up to six members with conference experience appointed by the T&C VP.

From the *Policies and Procedures Manual of the IEEE Computer Society*:

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<tr>
<th>6.3.2 Conference Activities Advisory Committee</th>
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<tr>
<td>6.3.2.1 Membership</td>
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The Conference Activities Advisory Committee (AdCom) shall be chaired by a vice chair of the T&C Board appointed by the Vice President for Technical and Conference Activities and shall consist of six members appointed by the Vice President for Technical and Conference Activities. The members shall be drawn from past meeting chairs of small, medium, or large meetings. The vice chair of the Technical Activities OpCom shall be an *ex-officio* member of this Committee.

6.3.2.2 Duties

The Conference Activities AdCom shall provide guidance for meeting activities of the society and shall report such activities to the T&C Board.

1. The Conference Activities AdCom will assist meeting chairs in recognizing outstanding technical leaders and achievers and assist the Vice President for Technical and Conference Activities in submitting the necessary documentation for nominating candidates for the various IEEE and IEEE Computer Society awards.

2. The Conference Activities AdCom will make recommendations for updating the *Technical Meeting Handbook*, to be approved by the Vice President for Technical and Conference Activities.

3. The Conference Activities AdCom will provide an interface between the T&C Board and society staff to explore administrative matters or procedures that could impact meeting chairs (e.g., meeting budgets, timely processing of Technical Meeting Request Forms (TMRFs), planning support, etc.).

Additional responsibilities include, but are not limited to:

- Provide advice regarding specific challenges brought forward by conference and tutorial organizers.
- Identify CS conferences not under the umbrella of specific TCs or TFs
- Recommend updates to *Technical and Conference Activities Board Handbook*

**Technical Meeting Request Committee** reviews and approves TMRFs from TCs and TFs. Members are the Vice Chair (appointed by the VP for T&C Activities) and at least
4 members drawn from TC and conference leadership appointed by the T&C Activities VP.

From the *Policies and Procedures Manual of the IEEE Computer Society*:

<table>
<thead>
<tr>
<th>6.3.3 Technical Meeting Request Committee</th>
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<tr>
<td>6.3.3.1 Membership</td>
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<tr>
<td>The Technical Meeting Request Committee (TMRC) shall be chaired by a vice chair of the T&amp;C Board appointed by the Vice President for Technical and Conference Activities and shall consist of at least four members appointed by the Vice President for Technical and Conference Activities. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. Subcommittees may be formed at the discretion of the chair.</td>
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<tr>
<td>6.3.3.2 Duties</td>
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<tr>
<td>The TMRC is responsible for oversight of the administrative tasks which support the meetings of the society. The TMRC provides guidance for the technical meeting committees of the society and establishes methods, tools, and training programs to assist meeting organizers. The TMRC will approve technical meetings according to procedures established in the <em>Technical Meeting Handbook</em>. The TMRC, with the assistance of the appropriate society staff member, maintains the IEEE Computer Society’s <em>Technical Meeting Handbook</em>. The handbook shall include detailed procedures for the conduct of the technical meetings program. Additionally, the TMRC is responsible for recommending approval of Memorandums of Understanding (MOUs) to the Vice President of Technical and Conference Activities. (6.4.3).</td>
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Other responsibilities include, but are not limited to:

- Review, update, and maintain the *Technical Meeting Handbook*, in particular reviewing for consistency with the governance established in the *Technical and Conference Board Activities Handbook*
- Recommend updates to *Technical and Conference Board Activities Handbook*

**Assessment and Planning Committee** manages conference portfolio activities. Members are the Vice Chair (appointed by the VP for T&C Activities) and at least four members drawn from TC and conference volunteer leadership appointed by the T&C Activities Board VP.

From the *Policies and Procedures Manual of the IEEE Computer Society*:

<table>
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<th>6.3.4 Assessment and Planning Committee</th>
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<tr>
<td>6.3.4.1 Membership</td>
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<tr>
<td>The Assessment and Planning Committee shall be chaired by a vice chair of the T&amp;C Board appointed by the Vice President for Technical and Conference Activities and shall consist of at least four members appointed by the Vice President for Technical and Conference Activities. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. Subcommittees may be formed at the discretion of the chair.</td>
</tr>
<tr>
<td>6.3.4.2 Duties</td>
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<tr>
<td>The Assessment and Planning Committee is responsible for the strategic planning and ongoing assessment of the meetings of the society. The Assessment and Planning Committee assesses the technical and financial viability of the T&amp;C Board meeting portfolio and makes recommendations to the T&amp;C Board regarding the management of this portfolio. The Assessment and Planning Committee also reviews steering</td>
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committee charters for technical meetings, and their modifications, and makes recommendations to the T&C Board on meeting termination or sponsorship changes.

Other responsibilities include, but are not limited to:

- Recommend updates to Technical and Conference Board Activities Handbook.

The T & C Activities Board Treasurer is the financial officer of the T&C Activities Board. Specifically, the Treasurer:

- Prepares the annual T&C Activities Board budget.
- Assists the TC and TF Chairs in preparing their budget requests.
- Monitors TC and TF income and expense trends and reports significant variances from the budget.

The T & C Activities Board Secretary supports the T&C Activities Board in achieving its general objectives and performs special projects as necessary. Specifically, the Secretary:

- Attends all meetings of T&C Activities Board, takes minutes, and distributes them in a timely manner.
- Keeps the Board address list up-to-date, and distributes updated lists with the T&C Activities Board minutes or at T&C Activities Board meetings.

The Computer Society Staff Member is an ex-officio (non-voting) member of the T&C Activities Board. The Staff:

- Assists TC Chairs in printing and distributing TC newsletters.
- Assists TC Chairs in getting information about expenditures and membership statistics.
- Is a reference point for all T&C Activities Board members for information about administrative services, forms, and procedures.
- Is the source for mailing lists of TC and T&C Activities Board members.
- Assists TC newsletter editors with production and coordination of their newsletters.
- Updates and maintains T&C Activities Board Handbook.
- Assists TC Chairs with access to other CS services (for example, website technical support)
4. TECHNICAL COUNCILS, TECHNICAL COMMITTEES, TASK FORCES, AND COMMUNITIES OF INTEREST

A. Guidelines for Establishing a Technical Council, Technical Committee, Task Force, or Community of Interest

The authority to create, merge, or dissolve Technical Councils/Committees (TCs) lies with the Board of Governors of the Computer Society, which acts upon the recommendation of the T & C Activities Board transmitted through the Vice President for Technical and Conference Activities. The T & C Activities Board's recommendation should be based on the technical needs of the Computer Society membership and on the existing or expected levels of activity of the TC in question.

To form a new TC, a formal proposal shall be presented at a T & C Activities Board meeting. If the proposal is approved by the T & C Activities Board, the Vice President for Technical and Conference Activities will bring the T & C Activities Board's recommendation forward to the Board of Governors for final approval. The format of this proposal is not fixed, but it should include the name, scope, and goals of the TC, an overview of planned activities, a list of interim officers, and a mailing list of prospective members who have indicated an interest in actively participating in the TC. Although there are no specific requirements for the size of this mailing list, it should contain a large enough number to form a "critical mass" for the success of the TC.

The T & C Activities Board shall consider how well the TC meets the general TC vitality criteria, which include providing services to the TC's membership, to the Computer Society, and to the professional community at large. The assessment process will proceed as follows:

- Each TC Chair will submit an Annual Report and Budget Request Form in January. The report will detail the TC's technical activities for the past year and will propose the TC's operating plan and budget request for the next year.
- The T & C Activities Board will review the proposed operating plan in order to assist TC Chairs defining adequate and realistic technical programs and budget requests. Once a plan or budget is approved by the Vice President for Technical and Conference Activities, it will become the official plan or budget for the TC.

The T & C Activities Board will use the Annual Report to identify TCs that are inactive or only minimally active. The Board will emphasize stimulating and guiding these TCs into greater activity by identifying and training additional leaders, and helping the TCs to establish appropriate and attainable goals. If efforts to revitalize an inactive TC are not successful after a probationary period, the T & C Activities Board shall bring a recommendation that the TC be merged with an existing successful TC or that it be dissolved.

Formation of a Technical Council
A technical council is supported when member interest in a specialty area and a wide assortment of its individual sub-specialties justifies a larger organization with greater structure than a single technical committee. Though councils operate under the same policies and procedures as technical committees (see below for further guidance for formation of technical committees), their role is broader as: unified committee, organizational parent, and coordinating entity.

- Unified Committee. The council shall serve as a single interface (point of contact) for technical activities in its specialty area. The council shall participate in T&C Board as a single entity.
- Organizational Parent. The council shall sponsor and manage topical committees for sub-specialties within its specialty area in the same manner that the T&C Board manages TCs. Procedures for such committees shall be specified in the *Technical Activities Handbook*.
- Coordinating Entity. The council shall serve as a coordinating entity to promote sharing, integration, and cooperative planning among IEEE Computer Society activities, programs, and services within its specialty area, including standards, conferences, and publications. The council shall invite the chairs of the applicable society activities, or their designees, to be members of the executive committee of the council. The council shall be for coordination, not control, of non-T&C Board entities.

**Formation of a Technical Committee**

A Technical Committee (TC) is a formal subcommittee of the T & C Activities Board. The purpose of a TC is to conduct a wide and varied set of activities within the context of the IEEE Computer Society. Included in these activities are:

- publish a newsletter,
- conduct workshops, symposia, conferences and tutorials,
- develop awards for technical excellence, student awards, etc. within the technical discipline,
- provide a forum for discussion of technical topics.

Perhaps most succinctly, a TC should be the focal point of industry and academia for activities and discussion within their area. In addition, a TC should always be striving to conduct additional activities - a TC that has a steady state of activities will be serving fewer and fewer members over time.

Technical Committees and Councils are "heavy weight" organizations with policies and procedures required by the IEEE, the Computer Society, and the T & C Activities Board. A TC shall work within the context of the CS and serve the members of the Society.

It is generally expected that a Technical Committee will be created from an existing Task Force. Because the requirements for TC activities are large, a TF provides a less formal and stringent environment for those activities to reach a level appropriate for
TC status. Hence, a group seeking to establish a TC should first establish a TF. Generally, the group shall conduct activities for a period of one year before a proposal for TC status will be entertained. At that time the extent of activities and how those activities served the Computer Society will be examined.

Establishment of a TC begins with a discussion with the VP of Technical and Conference Activities to determine if TC status is appropriate. If so, a formal proposal is written and submitted to the VP for T&C Activities. A sample proposal is provided in Appendix I of this handbook. After VP review, the proposal is sent to the Vice Chairs for review. If accepted, the proposal is brought to a meeting (teleconference or face-to-face) of the Technical Activities Operations Committee for their endorsement. If approved, the VP for T & C Activities brings the proposal to the Computer Society's Executive Committee for endorsement, the Finance Committee for establishing a TC budget and the Board of Governors for their approval.

The initial proposal should be sent to the VP for T&C Activities at least eight weeks prior to the Technical Activities Operations Committee, and if approved should be provided to the TAOC four weeks prior to their meeting.

Acceptance is required at each step of this sequence or the proposal shall be reworked and resubmitted. The general reason for disapproval is the lack of sufficient volunteers, activities and scope to warrant TC status.

**Formation of a Task Force**

A Task Force (TF) is an ad hoc subcommittee of the T & C Activities Board. The purpose of a TF is to foster new activities in a particular technical discipline and determine whether additional effort and a larger organizational structure (such as a Technical Committee) are appropriate.

Task Forces exist at the discretion of the Vice-President for Technical and Conference Activities, although in practice the VP generally asks for a consensus from members of the Technical Activities Operations Committee. The budget for a TF is derived from the general T & C Activities Board fund and the CS "entitlement formula" does not apply to their activities. Hence, funds for TF activities are limited and at the discretion of the T&C Activities Board.

The prerequisites for establishment of a TF are:

- identification of a technical area not currently pursued by other CS activities,
- pro-active collaboration with other CS entities, e.g. TCs, for which there is a technical overlap,
- identification of activities, with both research and practical applications, that will be pursued,
- identification of a core group of volunteers, from both industry and academia, who will lead this effort.
Proposals for the formation of a TF should be made to the VP for T & C Activities. At his/her discretion the Technical Activities Operations Committee will review them. If approved, the T & C Activities VP will appoint a Chair and establish a budget. The TF Chair is a voting member of the Technical Activities Operations Committee.

Task Forces shall complete an annual report and budget request, as do Technical Committees. It is expected that a TF will either increase the scope of activities such that establishment of a TC is warranted, or the TF will be disbanded. A TF is expected to have a finite term of existence, normally a period of 2-3 years. Continued existence beyond that point is generally not appropriate.

Formation of a Community of Interest

As an ad hoc subcommittee of the Technical Activities Operations Committee, a CoI defines a new program and its value, while exploring the ability to sustain and grow interested volunteers. As such it is an experimental phase that can lead to a TF for which a core set of volunteers are dedicated. The prerequisite for the establishment of a CoI, its approval process and its expected annual report and budget process are the same as those listed above for a TF. Normally such a CoI continues for a period of two years before a decision is made regarding its transformation to a TF or its termination.

B. Summary of TC/TF/CoI Chair Responsibilities

Accepting the position of TC/TF Chair should be carefully considered. The Chair is accountable to both TC/TF members and the T&C Activities Board. The Chair is the leader for TC vitality, and is responsible for building a strong organization and officer structure in support of the TC's or TF’s mission. The chair is responsible for making sure T&C Activities Board policy is carried out in relation to TC/TF activities, and is the vital communication link between the TC/TF and the T&C Activities Board. It is the responsibility of the Chair to see that the technical committee or task force operates within T&C Activities Board guidelines, and that any deviations from T&C Activities Board policy are brought to the attention of the T&C Activities Board. Roles specific to the technical committee of interest should be discussed with the current or previous chair, as each TC/TF is different.

As the TC/TF Chair, it is your primary responsibility to see that your TC/TF conducts a program of varied activities that satisfies the needs of TC/TF members, Computer Society members, and the computing profession. As a Chair, you are a member of the society's Technical Activities Operations Committee. A summary of roles and responsibilities follows:

i. General

Leadership: The TC/TF chair has ultimate authority and responsibility for the conduct
of the technical committee or task force. While duties may be delegated to other parties, typically Executive Committee members, it is the Chair that bears responsibility for the successful operation of the TC or TF. The chair leads TC/TF direction and vitality, oversees the development of long term strategy and planning, ensures service to members/customers, and builds an active executive committee and operating structure.

Communication: The Chair is responsible for communicating the TC’s or TF’s activities to its members, TC/TF needs to the Computer Society staff liaison, T&C Activities Board, and/or others as necessary; and TC/TF activity information to the Computer Society headquarters office.

Representation: The Chair schedules and leads TC/TF meetings, represents the TC/TF at Technical Activities Operations Committee meetings, and represents to the Computer Society and other groups the positions of the TC/TF on technical matters.

Transition: After the TCTF chair's term expires, the chair becomes immediate Past Chair and is a de facto member of the Executive Committee. The Past Chair is responsible for providing advice and counsel to the new TC/TF Chair in particular, and the Executive Committee in general. The only defined duty of the Past Chair is to chair the nominations committee for election of the future chair. Other duties are determined by each TC/TF on a case by case basis.

ii. TC Vitality

T&C Activities Board policy requires that TCs be evaluated at least once every four years. TC vitality is based on a wide and varied set of activities:

- Communicate with Members: Newsletters, special magazine issues, welcome letters, email, etc. on a regular basis.
- Provide a Forum for Discussion of Technical Topics: Conferences, workshops, symposiums, tutorials, etc.
- Recognize TC Volunteers: It is important that the TC Chair recognize individuals who have performed important services on behalf of the TC, through awards for members and students, scholarships, or other means of recognition.
- Develop New Initiatives: The TC should have a mechanism for both identifying new areas for growth and implementing new initiatives.

To dissolve or merge a TC, the T & C Activities Board shall consider how well the TC meets the general TC vitality criteria, which include providing services to the TC's membership, to the Computer Society, and to the professional community at large. The assessment process will proceed as follows:

- Each TC Chair will submit an Annual Report and Budget Request Form in January. The report will detail the TC's technical activities for the past year and will propose the TC's operating plan and budget request for the next year.
The T & C Activities Board will review the proposed operating plan in order to assist TC Chairs defining adequate and realistic technical programs and budget requests. Once a plan or budget is approved by the Vice President for Technical and Conference Activities, it will become the official plan or budget for the TC.

The T & C Board will use the Annual Report to identify TCs that are inactive or only minimally active. The Board will emphasize stimulating and guiding these TCs into greater activity by identifying and training additional leaders, and helping the TCs to establish appropriate and attainable goals. If efforts to revitalize an inactive TC are not successful after a probationary period, the T & C Board shall bring a recommendation that the TC be merged with an existing successful TC or that it be dissolved.

iii. Technical Activities Operations Committee Membership

The TC/TF Chair, or a designated representative, should attend all annual T&C Activities Board meetings. The T&C Activities Board currently conducts only one face-to-face Technical Activities Operations Committee meetings per year along with telecom or video conference meetings as needed.

The TC/TF chair or designated representatives should participate in conference calls, email discussions, and other scheduled discussions.

As part of the Technical Activities Operations Committee, the TC/TF Chair should contribute to the development of Computer Society policies, procedures, strategies, etc. in support of T&C Activities Board’s technical mission and to facilitate the needs of technical committees.

iv. T&C Activities Board Policy

**T&C Activities Board Handbook:** The TC/TF chair should refer to the T&C Activities Board Handbook as the primary source of information, and as orientation for the position. Information can be found on elections, officer responsibilities, newsletter development, awards, sample documents, and more.

T&C Activities Board on the Web: Most T&C Activities Board information, including the T&C Activities Board Handbook, is posted on the WWW, and should be referred to by the TC chair when questions arise. Additionally, the TC/TF is encouraged to develop its own page to link or have hosted on the Computer Society website

Accountability: The TC/TF chair is accountable and responsible for compliance with T&C Activities Board policy and procedures. The chair should seek assistance from staff or T&C Activities Board officers as necessary.
v. Administration and Records

1. TC Membership: The TC chair is responsible for helping the Computer Society staff maintain updated TC member information in its database.

2. TC Elections: The members of the TC elect the TC chair. The chair is responsible for conducting elections per T&C Activities Board policy (see section 5D of this document) and reporting the results of elections to the T&C Activities Vice President.

3. TC Reporting: The TC chair is required to submit an annual report for the previous year and budget requests for the following year. These reports are required for the TC to be able to access its funds. Other information may be requested throughout the year.

4. Financial Health: TCs are expected to plan a wide range of activities, and to use its approved budget for implementation of those activities. The TC chair is responsible for approving spending within its budget limits, and monitoring its financial health.

Record keeping: The Chair maintains records covering the activities of the TC/TF. In particular, TC history should be maintained, including TC planning, administrative functions, finances and activities, meeting minutes, officer lists, newsletters (hard copy and electronic), special membership activities, award nominations, etc. The TC/TF chair is responsible for seeing that pertinent TC/TF activity information is sent to the Computer Society staff for the TC historical file.

vi. Conferences

TMRF: When a technical committee or task force is a sponsor of a technical meeting, the Technical Meeting Request Form (TMRF) should be approved by the chair of that TC or TF. The TMRF will be sent to the chair of the TC/TF for approval. It is the responsibility of the Chair to respond within a two-week period to the Conference Finance Coordinator, or approval is assumed.

Financial Report: Assistance is sometimes requested of the TC/TF chair in acquiring the financial report for technical meetings.
C. Technical Committee and Task Force Membership Requirements

Membership in a technical committee or task force is open to all Computer Society members, but is subject to any requirements established by that technical committee or task force. The TC/TF Chair and the Vice President for Technical and Conference Activities shall approve all requirements. The requirements can be based on such criteria as participation, payment of a reasonable fee, or just expressed interest in the technical field. These members will be considered regular members.

A technical committee and a task force may allow individuals who are not Computer Society members to join the TC/TF. Such individuals will be considered participating members. The group shall make a distinction between its regular members and its participating members. The TC/TF Chair shall be a member of the Computer Society.

Only members of the Computer Society receive free distribution of the Computer Society Technical Committee newsletters.
D. TC/TF Organization and Officers

The following describes the organizational structure of a Technical Committee (TC) and the duties and responsibilities of the TC officers. Computer Society or T&C Activities Board policy and procedures determine the duties of the TC Chair. The other duties and responsibilities are recommendations, but recommendations derived after many years of experience with TCs that have done well, and those that have failed. Where possible, the rationale is provided for these recommendations. The structure and officers of a Task Force (TF) are similar. Proposed structures and officer requirements for the TF should be worked out with the T & C Activities Board when the TF is formed.

Perhaps the most important aspect to consider when (re)organizing a TC is that the TC Chair cannot do the job alone. A TC consisting of a single individual, or even a small group, will fail. For a TC to succeed it shall have a "reasonable" group of volunteers that are active at conducting the business of the TC. Each shall have a role to play and be responsible for making a particular activity happen. Each critical job should have a "backup" for the case when a person, for whatever reason, cannot do the job. This happens regularly in a volunteer organization – sometimes paying jobs get in the way!

The positions described below are defined as being the officers of a Technical Committee (or Task Force, as appropriate). Often, these individuals are also known as being members of the TC Executive Committee. The TC Chair decides the membership of and appoints the Executive Committee, with the exception of the TC Chair and Past Chair. Members of the Executive Committee may serve in more than one capacity within one or more TCs. The TC Chair may decide not to fill a position on the Executive Committee should the TC not engage in activities appropriate for that position.

Members of the Executive Committee shall be members of the Computer Society within six months of the date of their initial appointment. The TC Chair may exempt one member of the executive committee from this requirement under exceptional circumstances.

i. Chair

The TC Chair has ultimate authority and responsibility for the conduct of a TC. While duties may be delegated to other parties, typically Executive Committee members, it is the Chair that bears responsibility for the successful operation of the TC.

By Computer Society policy, the responsibility of the Chair is considered to be absolute within the TC. For example, a TC Executive Committee may not vote to limit the powers of the TC Chair. The Chair can, and should, defer action to the TC Executive Committee. However, ultimate authority rests with the Chair. Only the Vice-President for Technical and Conference Activities or the CS President may
overturn the decision of a Chair.

The TC Chair may obtain the position in one of two ways:

1) Be elected by the membership of the TC
2) Be appointed by the Vice-President for T&C Activities

All TCs should have a procedure in place for member-based elections. It is the intention of the Computer Society Board of Governors that TC Chairs be appointed by VP for the T&C Board only for new or “struggling” TCs or TFs. A sample chair ballot and process are given in Appendix II to this document.

TC Chairs elected by the membership may serve a one or two year term, per policy established by the TC. A Chair that is appointed by VP for the T&C Board will serve for one year. In both cases, the Chair may only serve for two continuous terms. Complete policy and procedures for electing a TC Chair are described in section 4.E. of this handbook.

The TC Chair is responsible for the overall administration of the group. This includes providing technical direction and leadership. The Chair is responsible for maintaining the vitality of the group by coordinating activities such as conferences, workshops, tutorials, standards, newsletters, etc.

The Chair shall provide an annual report to the VP for the T&C Activities Board on the current and planned activities of the TC, including a statement on vitality and a budget. The due date of this report is announced at the face-to-face T&C Activities Board meeting. Generally, the report is due in January or February. Details of the annual report are covered section 5. in this handbook.

The Chair is responsible for administering the finances of the TC. An annual budget request is generally done with the annual report.

ii. Meeting Participation

The TC/TF Chair, or a designated representative, should attend all Technical Activities Operations Committee (TAOC) meetings. T&C Activities Board currently conducts one face-to-face TAOC meetings per year along with other video and tele-conference meetings. A designated representative should have the proxy, preferably written, of the TC Chair and should have been briefed on any matters to be covered at the meeting and be ready to report on TC/TF activities. The Chair is expected to attend all technical and business meetings of the TC/TF. Where committee activities are extensive, it may be reasonable to have some functions covered by other members of the Executive Committee.

iii. Record Keeping
The Chair maintains records covering the activities of the TC/TF. In particular, history is to be maintained by the Chair or a designated individual. This history should include information on TC/TF planning, administrative functions, finances and activities. As an example, the following should all be included within the history: Executive Committee meeting minutes; appointment of Executive Committee members; resignation of Executive Committee members; conference planning; standards planning; newsletter publication; special membership activities such as submission of TC/TF dues proposal; correspondence; award nominations, etc. This information is crucial for future Chairs and T&C Activities Board assessment. The history should be sent to the T&C Activities Board staff each time a change is made.

iv. Awards

It is important that the TC/TF recognize individuals who have performed important services on behalf of the TC. Computer Society service awards provide recognition of key contributors. These awards also demonstrate to corporate/organizations management that the time and money spent by their staff has been important to the operation of a professional society and therefore provide the justification for continued corporate support. Information on Computer Society service awards is provided elsewhere in this handbook.

v. Past Chair

The immediate Past Chair of the TC is a de facto member of the Executive Committee. The Past Chair is responsible for providing advice and counsel to the TC Chair in particular, and the Executive Committee in general. The only defined duty of the Past Chair is to chair the nominations committee for election of the future chair. Other duties are determined by each TC on a case by case basis. TCs should be encouraged to provide a mechanism by which past chairs continue involvement; their past experience should be recognized for the value it is. In addition, past TC/TF chairs are often asked to serve on the T&C Activities Board Executive Committee. In this way, their experience is available to all TCs, as well as for the T&C Activities Board in general.

vi. Vice Chair

The Vice-Chair shall act for the Chair in his/her absence or incapacity and shall perform such duties as specified in the TC/TF Policy and Procedures Manual or assigned by the TC/TF Chair. The Chair may appoint more than one Vice-Chair, as appropriate to the organization and activity level of the group. T&C Activities Board policy provides that the Vice-Chair will receive all communications that are addressed to the Chair; both electronic mail and postal mail.

vii. Newsletter Editor
The Newsletter Editor is responsible for the publication of the newsletter. This includes solicitation of articles, coordination with the Computer Society office for mailing, formation of editorial policy, coordination of content such as articles, correspondence, letters to the editor, advertisements, and other contributions.

The Newsletter Editor may and should recruit a group of volunteers to assist in the publication of the newsletter.

viii. Treasurer

The Treasurer is responsible for monitoring the financial accounts of the TC/TF. The Treasurer reports to the Executive Committee on the financial status of the TC/TF and performs such other duties as required by the PPM or as assigned by the Chair. This position is generally filled only if the TC/TF charges for membership or has extensive conference and newsletter activity.

ix. Secretary

The Secretary provides administrative support to the TC by keeping the required records of the TC and performing such other duties as required by the PPM or assigned by the Chair. Typical responsibilities of the Secretary include keeping records of Executive Committee meetings, and responding to letters addressed to the TC concerning general information on the TC.

x. Chair, Subcommittee on Standards

The Chair of the Subcommittee on Standards is responsible for coordinating standards activities with the Standards Activities Board (SAB) of the Computer Society. The Chair is also responsible for assuring that all TC/TF standards activities conform to IEEE standards policy (see Computer Society Policy and Procedures Manual).

xi. Chair, Subcommittee on Conferences

The Chair for the Subcommittee on Conferences is responsible for coordinating all TC/TF sponsored, co-sponsored and cooperative conferences, symposia, workshops and tutorials. The Chair should actively encourage the creation and organization of new conferences as well as ensuring the success of existing conferences.

xii. Members-at-Large

A member at large is an individual appointed by the TC/TF Chair to the Executive Committee to assist in the general administration of the TC/TF. These individuals perform duties assigned by the Chair. There should be no more than five member-at-large individuals on the Executive Committee.
E. TC Chair Election Policy and Procedures

The IEEE Computer Society's Technical Activities Board requires that, under normal circumstances, the Technical Committee (or Task Force) Chair be elected by the TC membership. TC Chairs may be appointed by the Vice-President of the T&C Activities Board if the TC does not conduct an election, does not follow proper election procedure, or if this is a new TC (not evolved from a TF). All TCs shall have election procedures established in the TC Charter; elections shall occur when the term of the current TC Chair expires (usually December). The following policies are required by each TC. The procedures that follow are intended to assist TCs in conducting these elections. A TC may modify these procedures provided their modifications are approved by the T&C Activities Board Executive Committee.

i. Policies

The Computer Society Board of Governors and/or the T&C Activities Board Executive Committee establish the following policies for all Technical Committees and Task Forces:

a. The TC/TF shall have written election procedures.

b. Each Technical Committee and Task Force shall conduct an election by its membership for the position of Chair. TCs and TFs will not make appointments for the position.

c. The TC/TF Chair shall be a member of the Computer Society.

d. The TC/TF shall form a nominations committee to prepare a slate of two or more qualified candidates that are willing to run. The nominations committee should make every effort to find at least two qualified candidates. TC/TF members can make nominations by simply submitting names to the nominations committee. The nominations committee shall have no less than three people, all of whom shall be members of the Computer Society. If there are less than two candidates, the TC/TF shall get the approval of the T&C Activities Vice President for its slate.

e. Nominations may also be made by petition. Each TC/TF shall determine the number of signatures required for a petition candidate.

f. Prior to the election, the TC/TF shall present a summary of chair duties and responsibilities to all candidates, per the group's charter and the T&C Activities Board. The TC/TF shall also present a copy of the charter to candidates.

g. The TC/TF shall submit an election report to the T&C Activities Vice President including:
   • a copy of the ballot and candidate information, and
• a report of the election results (how many returns, total/name of write-ins, votes per candidate, winner, etc.).

h. Only those who are both members of the Computer Society and the TC/TF are allowed to vote in these elections.

i. Ballots shall be made available to all TC/TF members that are entitled to vote. For example, voting may not be restricted to those attending a particular meeting.

j. The TC/TF shall choose either a one or two year term of office for its Chair. A Chair may serve for a maximum of two consecutive terms of office.

k. Returned ballots shall be made available to the Vice President of Technical & Conference Activities upon request.

l. The incumbent chair is responsible for providing orientation to the new TC/TF chair, and for closing out pending activities of the past chair (i.e., submitting annual reports and budgets, or other required information).

ii. Suggested Procedures

The Technical Committee or Task Force first forms a Nominations Committee. The purpose of this committee is to identify individuals qualified and willing to serve as Chair. The nominations committee shall be chaired by the immediate Past Chair of the TC/TF, when available. Should that individual not be able or willing to serve, the TC/TF Chair will select the chair of the committee. The committee should consist of three to seven individuals appointed by the nominations committee Chair. No more than fifty-percent of this committee may be currently serving as a TC/TF Vice-Chair or Chair of a TC/TF subcommittee.

Nominations should be solicited from active members of the TC/TF field of interest. It is suggested that members of the current Executive Committee be solicited. Presumably, these individuals are those with significant experience in TC/TF activities. If at least two candidates cannot be found, it is recommended that a mailing to the membership be used to solicit nominations for the position. Prior to nominations committee endorsement for a nominee, the individual shall be made aware of all rights and responsibilities of the position, both those determined by the TC/TF as well as those determined by the T&C Activities Board.

The nominations committee, by a majority vote, will determine the slate of candidates. None of the candidates may be a member of the nominations committee. The slate shall contain a minimum of two candidates. The slate shall then be presented to the TC/TF Executive Committee which is then responsible for conducting the election; in the remainder of this procedure the TC/TF Secretary will administer the election.
Additional nominations may be made by petition to the TC/TF Executive Committee, or by simply offering names of people willing to serve. Petitions shall be presented no later than four weeks after the nominations committee presents its slate to the TC/TF ExComm. The Executive Committee shall specify in its policy and procedures the number of signatures necessary for a petition candidate to appear on the ballot. One guideline is to require that the petition be signed by a minimum of 2% of the TC/TF members who are eligible to vote. Recognizing the distributed nature of TC/TF membership, the TC/TF may allow members to join a petition for nomination individually before the deadline by signed letter, fax or electronic mail message that can be authenticated. These should be delivered to the TC/TF Secretary.

Upon acceptance of a slate of candidates by the TC/TF Executive Committee the TC/TF Secretary will prepare a ballot (sorted alphabetically by family name or by suitable randomized sort) containing each candidate's name. The ballot shall contain sufficient information to enable validation of the member's right to vote. A biography and position statement shall accompany the ballot. No distinction will be made on the ballot between candidates nominated by the nominations committee or by petition.

The final ballot and candidate information will then be sent to all current members of the TC/TF who are also members of the Computer Society. Only members of the IEEE Computer Society may vote. The mechanism by which the TC/TF distributes ballots shall be determined by the TC/TF Executive Committee. A special mailing need not be performed. The TC/TF may choose to use its newsletter, electronic mail, or advertisement in a CS periodical. Regardless of the mechanism used, the TC/TF shall provide a mechanism by which it attempts to contact all TC/TF CS members.

A single point of contact, generally the TC/TF Secretary, shall be the recipient of all ballots. The TC/TF may accept returned ballots in a number of forms. Electronic mail, fax, and postal mail may be included as accepted forms. Note that these forms do potentially permit fraudulent ballots. It is the intention of T&C Activities Board that simplification of this procedure shall have a higher priority than 100% accuracy of the ballots. However, all reasonable attempts should be made to determine the authenticity of received ballots as well as to authenticate that only current CS members are voting. A TC/TF may decide to institute balloting procedures that provide more control over the process and accuracy of the results. However, it is important that all members of the TC/TF who are entitled to vote be given fair opportunity to do so. Hence, it would not be appropriate to only accept ballots at a TC/TF meeting since individuals without sufficient time or travel funds would be prohibited from voting.

The individual obtaining the largest number of votes shall be the TC/TF Chair. In the case of a tie, the TC/TF Executive Committee shall determine a method of breaking the tie. No intermediate counts may be released. The final numeric vote totals will be released only to the candidates and the VP for T&C Activities.

Dates by which each of these steps are to be performed shall be decided by the TC/TF
iii. Appeal Process
Any member of a technical committee can appeal any part of that particular Technical Committee or Task Force election. A request for appeal shall be filed with the T&C Activities Vice President within 30 days after the election results are announced. In the case of an appeal, the following shall be submitted by the election committee to the T&C Activities Vice President:

- a) Summary of election process
- b) Incumbent
- c) Term of office
- d) Nomination and ballot counting committee members
- e) Start and close of call for nominations and election
- f) Summary of chair duties and responsibilities
- g) Nominations made
- h) Approved slate of candidates
- i) Copy of ballot and candidate information
- j) Distribution of ballot (to whom, how many?)
- k) Election results (how many returns, total write-ins, votes per candidate, winner, etc.)

F. Technical Committee and Task Force Meetings

Technical Committees and Task Forces make important contributions to Computer Society (CS) meetings. TCs and TFs initiate new meetings, and foster and support ongoing meetings. TC/TF members serve on program and conference committees.

The Computer Society has two types of meeting participation: sponsorship or co-sponsorship and cooperation. If the Computer Society commits its fiscal and legal resources (namely that the Society should loan advance funds, cover a deficit, or share in a surplus), then this is sponsorship or co-sponsorship. "In cooperation" status means that the Society lends its name to a meeting and will have no financial or legal liability for the meeting. For all meetings that the CS supports, its members are usually involved both technically and administratively.

When a TC/TF is the primary sponsor of a technical meeting, or is asked to cooperate with a meeting, meeting organizers shall complete a Technical Meeting Request Form (TMRF) as directed in the Technical Meeting Handbook.

From the IEEE Computer Society Technical Meeting Handbook:
The TMRF, the application for requesting financial sponsorship or co-sponsorship, is available through our web-based Conference Information Management Application, CIMA, (pronounced, chē•ma) via the WWW at (https://cima.computer.org/main_login.php). If you have not previously used CIMA or you have not established an IEEE Computer Society web identity, please contact tmrf@computer.org to request CIMA access and to receive further instructions. Additional information may be required. Please follow instructions provided by your Conference Meeting Planner.

The TMRF captures information on the meeting and its technical scope, and provides budget details. The TMRF is reviewed by the T&C Activities Board, and input from the TC/TF Chair is considered. The Vice President for Technical & Conference Activities has the authority to approve or disapprove meeting requests.

Technical Committee Chairs serve an important role in reviewing the TMRF. TMRFs received by the conference department that are sponsored by a technical committee/task force or fall under the technical area of the TC will be forwarded to the TC Chair. TC Chairs should review requests for financial soundness and technical quality. The TC Chair should also alert the conference department staff to any other activity that conflicts with the scope or the dates of the proposed meeting. The TC Chair should return comments on the TMRF within a two-week period, or approval is assumed. If additional time is required to review the TMRF, the TC Chair or his or her designee, can arrange a timetable with the Conference Budget Coordinator.

For further information related to Computer Society conferences, please consult the Technical Meeting Handbook or contact the Society’s Volunteer Services Manager.
5. TC/TF Reporting and Budgeting

A. TC/TF Financials

i. Budget

The annual TC/TF budget request is submitted with the TC/TF Chair's annual report normally at the beginning of each year. Please note that this request is for funds in the year following the year in which the request is submitted. For example, in January 2009 the TC/TF Treasurer will submit a budget request for funds to be allocated in 2010; this request is attached to the TC/TF Chair's annual report covering the year 2008. The TC/TF budget requests feed into the overall T & C Activities Board budget request, which in turn feeds into the budget for the CS as a whole. Each stage of the budgetary cycle requires time for review. Thus, it is essential that the TC/TF budget requests be received by the T & C Activities Board as early as possible. Current-year funds for the TC/TF will be frozen by the T & C Activities Board until the annual report and budget request are received.

ii. Entitlement

The basis for TC/TF budgeting is the "entitlement" amount. A TC's entitlement is based on sponsored conference reporting and net revenue. The TC receives

- 50% of surplus (income minus expenses, including administrative fee) within six months after close of conference.
- 35% of surplus within 7-9 months after close of conference (grace period of up to three months under extenuating circumstances can be requested)
- 20% of surplus within 10-12 months after close of conference.
- Nothing after more than 12 months after close of conference.

A TC without revenue-generating activities has a minimum entitlement amount of $1000.

It is important to realize that the entitlement formula represents a maximum "ordinary" allocation; that is, the T & C Activities Board Treasurer may choose to approve an allocation smaller than the full entitlement if it is determined that the proposed budget does not fulfill the needs of the TC membership as a whole. However, it is also possible to request funds beyond the entitlement amount (an "extraordinary" allocation, from the T & C Activities Board general budget) if the TC/TF can make a good argument for the use of these funds (e.g., startup of a newsletter). Such a request is especially likely to be approved if the T & C Activities Board feels that the activities sponsored by these funds will lead to additional revenues for the TC/TF, thus increasing the TC's or TF’s entitlement for future years. A TC may have funding beyond the basic entitlement. A few potential revenue-producing activities are: Sponsorship of conferences and workshops, CS Press books and tutorials, CD-ROM databases, videos for classroom or other use.
The TC can receive up to 50% of any surpluses generated by conferences; the amount received from CS Press-related activities is negotiable with them. Since deficits are covered by the CS, a new venture along these lines is essentially "risk-free" for a TC without other money-yielding activities. However, since it's not risk-free for the CS, a TC should not expect to repeat a money-losing activity! If a TC has several conferences or other activities, a deficit from an activity will reduce the surplus amounts available to the TC from its other activities.

Advances on conferences may be available via the T&C Activities Board and standards activities are supported by the Standards Board.

iii. Spending Requests Approval

Having determined what funds are to be requested in the budget year, the TC/TF Treasurer shall also determine how these funds are to be spent. In making this determination, the TC/TF Treasurer should be aware of the priorities for TC/TF spending requests established by the T & C Activities Board Executive Committee.

In general, the items most likely to be approved are those which promise to benefit the largest portion of the membership of the TC/TF. High-priority items include newsletter publication, video and CD-ROM generation, and other such items which arguably can benefit the TC/TF membership as a whole. Somewhat lower in priority, but still likely to be approved, are items such as awards (e.g., for best paper at a conference) or student scholarships (e.g., for travel to a conference at which the student is to present a paper). Lowest in priority are items which benefit only the TC/TF officers or a small portion of the membership, such as travel funds for TC officers or funds for awards banquets (money for the awards themselves is a relatively high priority, but money for parties is not).

In general, TC/TF officers are expected to find their own sources of funding for TC/TF or T & C Activities Board related travel, as do the T & C Activities Board and CS volunteer leaders. Funding for such travel is highly unlikely to be approved without very good justification in the budget request. Also unlikely to be approved are requests for items which can be funded from other sources. For example, funding for new conferences and standards activities are available from other CS Boards, as mentioned above. Also, meeting rooms for TC/TF meetings at conferences can usually be obtained for free from the conference hotel. Rooms for non-conference-related meetings for highly-active TCs are legitimate requests, however. All such low-priority items will be approved (if at all) in amounts proportional to the high-priority items such as newsletter publication. Recall that additional funds may be requested beyond the TC's or TF’s entitlement amount. There is not a limit on the amount of such funds that can be requested, so long as the:

- Activities for which the funding is sought are consistent with CS policies;
- TC/TF can demonstrate the availability of volunteers to implement the proposed activities; and
Proposed activities will be of general benefit to the TC/TF membership.

B. Budget Training for Technical Committee and Task Force Chairs

Computer Society Budget Model

- Fiscal year is 12 months: 1 January - 31 December.
- Technical Committee and Task Force funds do not carry over from one year to the next.

TC/TF Budgets

- TCs/TFs receive a minimum $1,000 entitlement at the beginning of each year
- In addition to the entitlement, TCs may receive up to fifty percent of the surplus from conferences they have sponsored for the preceding year
- Entitlements show up in the following year's budget

What affects the entitlement figure in the TC/TF budget

- The accurate surplus is determined ONLY after the conference final report, and all invoice payments are received, along with the Administrative Services calculation
- If a conference report is not received, the surplus and entitlement are ESTIMATES only (figures on the entitlement report sent in the T & C Board quarterly mailings)
- Timely receipt of final reports and invoice payments means timely calculation of the TC/TF entitlement figure [Late conference reports = estimated TC/TF entitlement figures]
- When a conference report is not received before the year-end close, income and expense figures are estimated and accrued -- these estimates may be listed as "final" in the Agenda Book budget

TC Entitlement Example

- TCXX conducted no activities (such as sponsoring a conference, workshop, etc.) in year 2007. No activity revenue was generated therefore its operating budget entitlement for 2008 (the next year) will be $1,000.
- TCYY conducted one workshop in 2007 that experienced a net loss of $1,200. Its operating budget entitlement for 2008 (the next year) will still be $1,000.
- For TC ZZ, the next year's budget will be $1,000 + (.35 X $229,400) = $ 81,290 because TCZZ conducted several conferences and workshops in 2007, with net surplus/loss as follows: Workshop A: $1,400, Conference B: $240,000, Symposium C: -$12,000, Total: $229,400, and the conference reports were received within 8 months after close of each conference.
TC/TF Budgets: Things to Remember

- In January of each year, TC/TF budgets for the following year are due.
- TC/TF budgets are approved at the beginning of the year but are not static.
- TC/TF budgets are modified throughout the year to reflect the changing entitlement figure from final conference numbers for the year prior.
- A TC/TF chair can request a budget amendment from the T & C Board Treasurer as needed.

Accessing Budget Funds

- Annual Report/Budget Request are requested the beginning of each year.
- Invoices approved by the TC/TF Chair can be sent directly to the Volunteer Services Coordinator (VSC).
- Reimbursements (receipts required) may also be sent to the VSC, as long as the expense is covered in the approved TC/TF budget and approved by the TC/TF Chair.

TC/TF Budget Requests

In planning your budget, make estimates based on:

- Last year's budget
- Last year's actual expenditures
- Expected conference entitlement
- Expected TC/TF activities

T & C Board Budget Amendments

High Priority:

- Large benefit to membership of TC/TF
- New initiatives, products, or services which forward the T & C Board mission/vision, and for which the TC/TF can demonstrate adequate volunteer support

Low Priority:

- Items which benefit individuals, just TC/TF officers, etc.
- Travel for volunteers
- New conferences or standards development, both funded by Conference or Standards budgets

CS Conference Administrative Services Fee

- Administrative Services Fee = 20% of our sponsorship share. Calculated after the conference is over, and based on all expenses except social functions.
• Fee includes processing TMRF and final reports, printing, accounting services reports, audits, handling inquiries, reviewing and negotiating hotel contracts, and department administrative costs.
• The Computer Society covers conference insurance for sponsored, or 50% co-sponsored meetings.
C. Technical Committee/Council/Task Force Annual Report

Each Chair is required to submit an Annual Report describing the activities it sponsored in the previous year and plans for the coming year. Reports should follow the format provided and shall be submitted electronically by email by 15 December of the reporting year to the Volunteer Services Coordinator, VSC@computer.org.

See Appendix VI for the Annual Report Format.
D. Technical Committee/Council/Task Force Budget Request Form

The **Budget Request Form** shall be submitted for the TC/TF to be able to use its funds. No financial obligations or reimbursements will be made until a TC's/TF’s budget request has been received. Reports should follow the format below and shall be submitted electronically by email by 15 October of the prior year to the Volunteer Services Coordinator, [VSC@computer.org](mailto:VSC@computer.org).

The **Budget Request Form** at is provided in Appendix VII. Your budget request will be considered based on the most recent TC/TF Entitlement Report estimate and the activities you have planned for your TC/TF in your Annual Report. If you request funds over and above your entitlement estimate, please submit brief details on planned activities which support this funding request. TC/TF Entitlement Reports are sent with each Quarterly Mailing.

Remember that your budget is not static. It may change as your entitlement figure changes and it can be considered for amendment throughout the year upon request from the TC/TF Chair. A budget that is not approved at the level you wish may be raised later in the year should additional T & C Activities Board funds materialize from non-use by other TCs/TFs or through increased entitlement to your TC/TF.

In the expense categories of the form, you should provide a description of the use of those funds. For example, in the category of "printing, binding, and mailing" you might list "4 newsletters and one TC chair election" and for the "meeting expenses" category, you might list "two executive meetings at TC related conferences". The report should be a "business plan" for the use of these funds. In general, the more information you provide on how and why this money will be spent, the more likely you will gain approval for your plan.

The key is for you, as Chair, to plan in advance both activities and the funds needed to carry out those activities.

See Appendix VII for Budget Request Format.
E. Financial Monitoring Responsibilities

T & C Activities Board Treasurer

- Prepares annual T & C Activities Board budgets
- Assists TC/TF Chairs in preparing budget requests
- Assists in approving TC/TF budgets
- Monitors TC/TF income and expenses

Volunteer Services Coordinator

- Monitors TC/TF expenses based on approved TC/TF budgets
- Collects annual reports/budget requests
- Can not pay invoices for TCs/TFs delinquent in submitting AR/BR
- Processes invoices based on budgets and approval of TC/TF Chair
- Provides treasurer and TC/TF chairs with updated entitlement reports on a quarterly basis

TC/TF Chairs

- Submit budget requests based on anticipated activities and entitlement, and submit annual report of TC/TF activities
- Request of T & C Activities Board Treasurer, budget amendments when appropriate
- Review TMRFs for sponsored meetings for technical quality and budget items -- respond within 2 weeks
- Assist with collection of final conference reports if needed
- Read the T & C Activities Board Handbook on the World Wide Web
- Assist with transition of new TC/TF Chairs and treasurers

Conference Finance Coordinator

- Handles conference finances
- Updates overdue conference reports list quarterly
- Sends TMRF to TC/TF Chairs for review
- Sends approved TMRF and copy of final reports to TC/TF Chairs
6. **NEWSLETTER GUIDELINES**

Technical Councils and Committees should consider printing newsletters as a service for their membership. Generally, newsletters can fill a gap between the Chair's correspondence and Computer magazine, perhaps somewhat overlapping both.

These guidelines are just that – guidelines. There are no required features. Newsletters content is left to the Council/Committee/Task Force. You may request sample copies of other TC newsletters for ideas from the Washington, DC, office. If you have any doubt about the appropriateness of your content, contact the T&C Activities Vice President.

**A. General Newsletter Characteristics**

i. Content – No required content, features at discretion of TC/TF.

ii. Frequency – One to six times a year, specific schedule set by TC/TF.

iii. Size – Usually four to twelve pages, but some are as large as sixty pages per issue.

iv. Format – Standard 8-1/2 x 11-inch page size; otherwise, format up to TC/TF. Cover page and logo may be unique to TC/TF, but should include reference to IEEE Computer Society.

v. Circulation – Members of your TC/TF who are Computer Society members. Newsletters are also sent to all T&C Activity Board members and other Society leaders. Newsletters’ editors and TC officers may request extra newsletters as well.

vi. Policy – Each newsletter shall contain a statement of editorial policy. This statement shall mention whether technical papers, if any, are referred. It should also state newsletter frequency and distribution.
B. Ideas for Newsletter Content

i. Messages – From Chairperson, Editor, Society Officer.

ii. TC/TF Business – Appointments, elections, minutes from TC/TF meetings.

iii. Technical Papers – Refereed or un-refereed. If un-refereed, a statement to that effect should be included in the technical papers section.

iv. TC/TF Standards – Publish working definitions, alternatives.

v. Calls for Papers – For Transactions, Computer, special sessions at conferences.

vi. Call for Leadership – Solicitations and descriptions of TC/TF positions to be filled.

vii. Membership – Solicit new members; survey membership; research interests and ideas for TC/TF activities; ask members' general willingness to serve as referees, workshop organizers, program committee members, etc.

viii. Calendar – Meetings, conferences, or tutorials of interest to members.

ix. Reports – From subcommittees and technically related meetings/trips of members.

x. Society News – News from the Computer Society or other societies, particularly as it affects the TC/TF.

xi. Books, Tools, and Reports – New publications/tools of interest to members, special reviews.

xii. Developments – Research news, results, surveys; industry news; descriptions of interesting projects or works-in-progress.

xiii. Short Notes – Latest technological developments, important trends, and abstracts of articles, summaries of Ph.D. theses and proposals.

xiv. Sounding Board – Meeting proposals, technical ideas, forum for controversial issues, letters to the editor, complaints.

xv. People – Transfers, promotions, members' activities, paragraphs about what members are working on.
C. Newsletter Staff

Editor (or co-editors) appointed by TC/TF Chair
Associate Editors handle features
Guest Editor handle special features or issues
Reporters cover each region or subcommittee
Telephone Contacts help gather information more quickly
Photographer to record special events at meetings and conferences
D. Advertising in TC/TF Newsletters

Advertising may be accepted in Computer Society publications, however, there are guidelines for determining acceptable and unacceptable advertising.

From the IEEE Computer Society Policies and Procedures Manual:

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<thead>
<tr>
<th>9.5 ADVERTISING IN IEEE COMPUTER SOCIETY PUBLICATIONS</th>
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<tr>
<td>Advertising may be accepted in society magazines. The publisher has full discretion to accept or reject any advertising. Guidelines for determining acceptable and unacceptable advertising are:</td>
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**Acceptable:**

* Products or services of direct interest and usefulness to members. Examples include electronics and electrical materials, components, and systems; positions available and wanted.

* Products which in consensus are deemed socially valuable and which complement the members' business needs or a vocational bent. Examples include technical or high-technology hobbies (audio equipment, photographic equipment), auto rental companies, and airlines.

**Unacceptable:**

* Tobacco, liquor, get-rich-quick schemes, venture capital available, questionable educational opportunities, and diploma mills.

* Any advertisement presented in a format or illustrated in a manner not in keeping with the professional image of society magazines.

* Any advertisement suggesting age, sex, or other types of discrimination.

**Pricing Advertising Space:** Determining the cost of advertising will be up to your newsletter editor and TC/TF Chair.

- **Example:** The actual cost for one page may be calculated by the total number of copies to print (525) and the total cost for printing and mailing ($1092.32), to get .13 per page. Then, .13 times 525 copies equals $68.25. At this rate, the cost of less than full page ads would be small. Actual costs per page are obviously more for newsletters with larger distribution (A newsletter to 7500 people would be $225 per page). In determining your price, keep in mind the actual cost ($68.25 per page), the size of the audience the advertiser can reach (525), and the total cost to print and mail your newsletter ($1092.32).

**Collecting Fees:**

- Fees for advertising should be collected in advance of printing, and your newsletters shall be produced on schedule to avoid having newsletters delivered too late to respond to an advertiser's ad (for which the advertiser already paid). The TC is responsible and accountable for timing newsletter publication. Note that newsletters should be sent to the Computer Society office at least 6 weeks in advance of when you want the issue to appear on your members' desks.
Advertisers should be approved before they send payments to the Computer Society to be credited as income to your TC/TF budget. All fees received should be accompanied by an approval from the newsletter editor or TC/TF Chair. In accordance with the CS budget model, income received applies to the current year's budget only, and does not carry over into the next year's budget.

**Notifying CS Staff:** If you decide to begin accepting advertising in your newsletters, contact and send a memo to your Computer Society staff representative detailing the terms, pricing, and guidelines of your advertising plan. A copy will be kept in your TC/TF file at the CS headquarters office.
E. Newsletter Printing and Distribution

Submit 8-1/2 x 11-inch camera-ready originals to the Washington, DC office 6 weeks before you want the issue to appear. This time allows for processing printing, and mailing the newsletter. So, for example, if you are sending a March issue, the Computer Society should receive it no later than January 15th, so that it will arrive in the mail to TC/TF members in March. The same deadline applies if dated meeting announcements or calls for papers are included, so PLAN AHEAD. It is often helpful to contact the staff when the newsletter has been sent to the Computer Society, so that someone can watch for the package, and nothing is lost in transit.

All domestic mail will be sent by bulk-rate mail (shall be at least 200 pieces), and all international mail will be sent by airmail, unless the TC/TF specifies otherwise.

A TC/TF can distribute its own newsletters to save money, if a member of the TC/TF has the resources to do so.

Newsletter Submission Tips

These ideas will help you save time and money, and may improve the look of your newsletter:

- The number of pages in your newsletter should be a multiple of 4, with the last half-page blank. (The blank half-page is for the mailing indicia and address label.) If the number of pages doesn't work out, the staff can fill out the required number with membership applications or calls for papers.
- Send your newsletter in camera-ready copy.
- Allow room on the front page for your TC's or TF's logo at the top, and the IEEE and CS logo strip at the bottom. If your cover page does not include these logos when it arrives at the CS office, the CS staff will paste them on for you.
- Be conscious of the graphics side of your newsletter. Are the pages too cramped to be read comfortably? Are space and printing dollars being wasted on huge chunks of white space?
- Use only non-photo-blue pens and white paste-up tape to mark your copy. Do not use pencil or scotch-tape - they show up when printed. If you need supplies, the staff will be glad to get them for you.
- The newsletter will look only as good as the copy that you provide. If your camera-ready copy includes a splotch photocopy of an article, it will look just as bad in your newsletter.
- Each printing "extra" you include will add to the cost of your newsletter. Shiny, coated paper, half-tones, and extra colors on the cover are all examples of printing extras. This shouldn't stop you from using these devices to add to the graphic appeal of your newsletter, but be aware of printing costs if your TC is on a limited budget.
Guidelines For Accepting Donations

Because of IEEE regulations, a TC/TF newsletter may not solicit advertising to support its printing and mailing costs. However, a TC/TF may accept donations in return for publicly acknowledging those donations only if the acknowledgment is in one of the following formats:

- Business card acknowledgments.
- Institutional display acknowledgments. However, there shall be no explicit endorsement of a particular product. For example, an acceptable acknowledgment could say, "The Greatest Thing Corporation, maker of the Wheel, is proud to support the newsletter of the TC/TF on such-and-such".
- "PBS-Style" acknowledgments. An acknowledgment in this format would read, "The Greatest Thing Corporation has made a generous donation to partially offset the cost of printing and distributing the newsletter of the TC on such-and-such."

If you have questions on the appropriateness of an acknowledgment, please contact the staff. Please note that the IEEE forbids us to submit requests for government grants or contracts. For more information on these regulations, please see the IEEE Policies and Procedures Manual Section 11.7.
F. Newsletter Publication Estimates

Printing Prices are Based On

- Black ink throughout newsletter
- 60 lb. white offset (standard letter stock) paper
- Saddle stitched (any above 8 pages in length)
- 8 1/2 x 11

Covers

- All page counts 4-12 are self covers
- Page counts 16-64 are plus cover (effectively 16 + cover = 20 printing surfaces)
- 16-32 pages assume card stock cover
- 36-64 pages assume glossy white cover

Special effects are NOT included

- Photographs, reverses, screened art, bleeds
- All special effects are at an additional cost.

Color -- To estimate an additional one color on cover add $160-$225 depending on quantity of print run.

Labels - $65 per 1,000 labels; minimum $250 order (price is for TC use)

Mailing Prices

- $55.00 for each labor (stick labels, sort to bulk, insert in envelopes)
- $25.00 handling fee for each mailing

Postage

See Price List, Notice 123 for current postage rates for domestic and international bulk and per piece mailings.
7. COOPERATING WITH PUBLICATIONS ACTIVITIES

The following are several ways that you and the members of your TC/TF can contribute to *COMPUTER*.

**A. Referees**

High-quality refereeing is essential to ensure the technical vitality of *COMPUTER*; it shall be nurtured and rewarded. Each manuscript submitted to *COMPUTER* will be stringently reviewed by a number of qualified people who are actively working in the topics dealt with in the paper. Could you furnish the editor with the names and addresses of 30-40 persons within the areas of interest of your TC/TF who may be approached to serve in this important activity? Whenever possible, the Computing Reviews Classification Scheme is used to select referees for a manuscript. (You can obtain a copy of the scheme, as well as a copy of the *COMPUTER* Magazine Referee Data Form.)

**B. Manuscripts**

*COMPUTER* shall solicit high-quality manuscripts in the entire range of topics that are within the purview of the Computer Society. You and your fellow officers of the TC/TF are in an ideal position to recommend to workers in your field that they submit manuscripts to Computer. This is encouraged, since such manuscripts, if accepted, would provide the readership with time and informative work and results.

**C. Survey and Tutorial Articles**

Survey and Tutorials manuscripts can be of great value to our readers. Submissions are encouraged.

**D. Theme Issue Proposal Issues**

Progress in developing mature technology and evolving promising new directions occurs at very different rates in given fields. When there appears a body of important results, trends, or problems within your field, it may be appropriate to provide readers with a theme issue on the topic. Call to discuss potential theme issues with the editor. (A sample proposal appears in Appendix V at the end of this Handbook.)

**E. Computer Society Update and Conference/Calendar Departments**

These departments will provide an opportunity for the TC/TF to publish information not as a bulletin board or newsletter for these activities, but as newsworthy items appropriate for the entire readership of the Computer Society. Please see the general guidelines for preparing materials for these departments that follow.

**Guidelines for Preparing Material for Computer Magazine**
• Do not give general, vague commentary; emphasize specific results, such as "What were the findings of a particular task force, workshop, panel, or conference that a TC sponsored or was involved in?" "What problems, solutions, ideas, costs, projections, or standards were specifically articulated and identified?" "What important trends were noted and how are they characterized?" "What shortcomings of current and future technology were enunciated?" "What user, consumer, or designer needs were substantiated?"

• It is better to limit your coverage to 2-3 items rather than to superficially cover a wide range of topics.

• Do not give only the names of speakers, authors, panelists, and the topic they discussed - this information is available in either the program or the table of contents of the proceedings. Rather, give concrete such statements and results as: "Z stated that '2 additional orders of magnitude of performance will obtain using ABC technology in the next twelve months with an overall decrease in the cost of component Y of 35%' X's results introduced the new concept of an F; Fs will require new hardware and software reliability technology to be developed if the industry is to incorporate F into systems in the next three years. The cost to develop such technology is estimated at $50 million in this time frame.'"

• Highlight statements and results by well-known and respected engineers and scientists in our field.

• Highlight the implications of important national and international studies, reports, and national programs, such as MITI projects or SDI.

• Electronic submissions are desired. All material should be double-spaced. Diagrams, figures, or photographs are also encouraged where appropriate.

• Conference-related material should be submitted to the Editor of the Conference/Calendar Department; all other material should be submitted to the Editor of the Computer Society Update Department. Material will be selected for publication by its news worthiness and the space available. All materials will also be copyedited.

Cooperating with Press

A. Proceedings Primer

New conference organizers publishing their first proceedings should consider the following questions: What are the value and purpose of proceedings? How should we choose a publisher? What priorities should be handled in what order? And what pitfalls should be avoided?

B. Determining your purpose

Proceedings, digests of papers, and conference records contain papers and presentations to be delivered at conferences, symposiums, and workshops. These papers are always more up-to-date than the typical tutorial, reprint collection or other textbook publication. Proceedings papers and presentations are written, reviewed, selected, and revised especially for the meeting in question; consequently, they
contain material created only a few weeks prior to publication.

The review and selection of paper submissions are the business of conference organizers. Since these tasks fall within their area of expertise, conference organizers should focus on attracting and selecting the most valuable papers and presentations possible. Conversely, organizers should not be distracted or preoccupied with publication details outside their normal frame of reference and expertise.

However, because a proceedings publication represents the meeting and its organizers, smart chairpersons want -- in addition to the highest quality and most recent research available -- the most professional and attractive proceedings possible. That is where the selection of a publisher comes into the picture.

C. Selecting your publisher

The most effective conference chairpersons seek out and compare the services offered by competing publishers, and then look at comparative pricing. Conference organizers should not feel that their proceedings is "owned" by an organization just because that organization sponsors or is affiliated with the conference. Rather, they should request several bids -- not less than two -- that specify the services to be provided, and that contain a clear pricing estimate.

When seeking bids, conference organizers should list a set of specifications to be met by bidding publishers. Unfortunately, some conference organizers do not -- preferring to "do all the work" themselves and believing that to do otherwise would mean relinquishing control of the proceedings. But this is not so. In fact, a preoccupation with detail and the countless headaches inherent in such publications can easily divert a conference organizer from important considerations (personal and professional considerations, as well as those dealing specifically with the meeting in question). Consider – how many hotel owners do you know who insist on carrying luggage?

When organizers have no previous experience with a given publisher, samples of proceedings resembling those to be produced (perfect bound, case bound, and the like) should be requested. In fairness, conferences should not seek bids from publishers with whom they are not willing to work. When the services and pricing estimates are in hand, a decision can be made to choose the most cost-effective bid.

D. Setting your priorities

Conference organizers should determine where the following considerations fit into their planning:

1. How much money can we afford to spend? The answer to this question will guide us in determining how many papers we can publish, and how many services we can hire on. Volunteers may have to do some of the drudge work – oftentimes, a difficult and dangerous requirement. Good (and experienced) volunteers are hard to find. On
the other hand, we should not exclude good and proven publishers without first eliciting a specific bid for the job at hand. Price estimates can sometimes surprise us pleasantly.

ii. What are our time constraints? An experienced publisher should – without being asked – provide a recommended schedule specifying each step, allotting the amount of time required to successfully complete each step, and indicating specific dates for the completion of each step. Conference organizers should confirm the recommended schedule, ensuring that each of their responsibilities is doable by the deadline specified. Clear accountability for each scheduled step should be specified and mutually understood.

iii. Has the meeting venue been considered? If the meetings are being held overseas, the schedule should take shipping considerations into account. Publishers should provide an estimate of shipping costs, and specify the type of shipping planned. Will the books be shipped by air, for example, or via surface transportation? What are the comparative costs and transit times?

For domestic as well as overseas meetings, some publishers have a battery of printers and can print the books at a site near the conference venue -- thereby saving time and shipping costs.

iv. What pitfalls can we avoid? Let's isolate two basic pitfalls that, with good planning, we can easily avoid.

The single most common pitfall is our tendency to put off until tomorrow what we should have done last week. We delay initial steps until the last possible moment (and sometimes even further), thereby creating a relentless series of crises. In effect, we stampede ourselves. The resulting (and unnecessary) margin for error punishes everyone involved.

Start thinking about next year's meeting at this year's meeting. What better time? We have the publisher's attention. We have the probable volunteer organizers on hand, and can efficiently discuss and set parameters, priorities, and accountabilities.

We often tend to schedule too permissively up front, and then cram the heavy-duty realities into an insufficient envelope of time. What are those realities? We should give our selected authors at least four weeks from their receipt of author kits until their final deadline for paper submission. We should give the publisher at least three weeks from the paper-submission deadline until the printing and binding process begins. We should allocate at least six weeks to print and bind the books, and add an additional 10 days to ship the books (economically) to the conference site. That accounts for a bit more than 14 weeks – all of which follow the initial submission, review, and selection process.

Some proceedings page counts "just grow" until they have ballooned out of all
proportion to our original plan. Since our costs (and concomitant budgeting) depend on page count and print run, we should calculate both considerations carefully.

We should set a maximum page count for authors, and abide by that page count. If we will accept 50 papers, and plan an eight-page maximum limit, we should end up with 400 pages or less. Add another 20 pages (or whatever is appropriate) for front and rear matter -- title pages, prefatory material, the table of contents, acknowledgments, volunteer and author lists, and the like. That gives us 420 pages, plus the cover. Any surprises should be pleasant; that is, coming in under rather than over our page count.

Similarly, we should estimate attendance carefully. Do not order more copies than will be required for conference distribution, and (if possible) commit the publisher to guarantee that additional copies will be available (at no more than the original price) if required.

v. Additional Considerations: If you succeed in choosing a good publisher, proceedings publication can be fun. Clearly, the books should be attractive; after all, they represent the meeting, its organizers, and the general community of members and attendees. How can we make it attractive?

You can't tell a book by its cover (but frequently do). Cover design should be left to artists, but we can often share in the creative process. Good publishers have good artists at their disposal, and should provide artistic services as part of their basic package. These artists will need input regarding the concept, message, or image that will best serve to represent the meetings and its participants. Conference organizers can provide that input.

A concept or image can be used throughout the production cycle. Calls for papers, advance programs, and all other broadcast material can share the same basic design, thereby establishing a visible persona that identifies the conference in question.

vi. Technology and formatting. Good publishers should offer the most recent technological advances. We can create complete cover designs, using color, on a computer screen. The final cover can then be printed directly to film, producing a clear and sharp final resolution.

Similarly, clear author guidelines, complete author kits, templates, and readily available editorial assistance will enable our widely disparate author base to format and produce consistent interior pages.

E. Cooperating With Membership Activities

In order to provide outstanding speakers to Computer Society chapter meetings, each technical committee should suggest qualified experts in its technical field to become Distinguished Visitors. Nominations should be given to the Chair of the distinguished
Visitors Program.

Each TC/TF should also consider cooperation with chapters in organizing symposia, lectures or tutorials in the TC’s or TF’s area of specialization.
8. TECHNICAL AND CONFERENCE ACTIVITIES BOARD AWARDS PROGRAM

To recognize its volunteers for their outstanding accomplishments, the Computer Society sponsors an active and prestigious Awards Program.

Awards are the primary means of recognizing and rewarding volunteers for their service to T & C Board and the Computer Society. All Computer Society awards fall into one of two categories: to honor technical achievement or service to the computer profession and to the Society.

From the IEEE Computer Society Policies and Procedures Manual:

<table>
<thead>
<tr>
<th>SECTION 12 AWARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1 INTRODUCTION</td>
</tr>
</tbody>
</table>

The IEEE Computer Society sponsors an awards program to recognize both technical achievement and service to the society. In the technical area, recognition may be given for pioneering and current contributions to the field of computer science and engineering. In addition, the society encourages nominations of and by its members for appropriate IEEE awards. Service awards may be given to both volunteers and staff for well-defined and highly valued contributions to the society. The awards program is intended to recognize both technical and service contributions. No award is automatic or given by reason of an individual holding a position or office. The Awards Committee must take care to preserve the integrity of the evaluation and selection process to assure that it is both open and rigorous, and that it contributes to the prestige of the society and the award recipients.

For more information about T & C awards, or to discuss an award with the T & C Awards Committee, contact the T & C Awards Chair (awards@computer.org).

A. Service Awards

The following information is required for a service award nomination. Similar guidelines should be employed for other awards.

- Name, address, phone number and e-mail address of the candidate.
- Name, address, phone number and e-mail address of nominator.
- Contact information for the 2nd and 3rd nominators (where applicable).
- Specify the award the candidate is being nominated for.
- Supply a citation description (5 to 20 words) explaining why this award is being granted. This will be the inscription used on the award.
- A detailed description of the service(s) provided to the computer profession or the Society for which this award is being made. This should be 1-2 paragraphs for general awards and more for the rare ones.
- The amount of time spent performing this service. Note that this time should not cover all services provided, but only those relevant to the award in question.
## Service Awards

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Description</th>
<th>Suggested Nominators</th>
<th>Seconders</th>
<th>Submit To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate of Appreciation</strong></td>
<td>Presented for creditable service to any CS activity or program. Given to indicate appreciation for services performed by individuals in lieu of a letter of appreciation. This award is signed by the TC Chair, Conference organizer, or function chair.</td>
<td>Nominators: TC Chair, Conference Chair or Organizer, function organizer</td>
<td>0</td>
<td>[Link here to online form]</td>
</tr>
<tr>
<td>(informal)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certificate of Appreciation</strong></td>
<td>Presented for creditable service to any CS activity or program; signed by the Chair for T &amp; C Board. This is the most frequent award given by T &amp; C Board.</td>
<td>Nominators: TC/TF Chair, esp. incoming Chair, member(s) of the Executive Committee</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>(formal)</td>
<td></td>
<td></td>
<td></td>
<td>Submit to: The Vice President of T &amp; C</td>
</tr>
<tr>
<td><strong>Continuing Service Certificate</strong></td>
<td>Ongoing creditable service to any society activity or program and for 2-3 years of continuous service, with future involvement likely. Service may be within a single role over multiple years, or reflect changes of roles within the society. This award is signed by the Society President.</td>
<td>Nominator: T &amp; C Awards Committee</td>
<td>1-3</td>
<td></td>
</tr>
<tr>
<td><strong>Meritorious Service Certificate</strong></td>
<td>For meritorious and significant service to any Society-sponsored activity. Qualification is enhanced by the level</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
and number of contributions, excellence, dedication and tenure of service. This award is equivalent to the Outstanding Contribution Award only given for a collection of activities. Generally a minimum of 4 yrs. of service is expected, with contributions in multiple areas.

<table>
<thead>
<tr>
<th>Nominators: T &amp; C Awards Committee with support from the TC Excom and/or TC Chair</th>
<th>Seconders: At least 1</th>
<th>Submit to: [needs proper link here]</th>
</tr>
</thead>
</table>

**Outstanding Contribution Certificate**

For an achievement of major value and significance to the Computer Society. The achievement should be a specific, concisely characterized accomplishment (as opposed to a collection of different efforts). This award is equivalent to the Meritorious Service Award, only given for a specific achievement. Generally a minimum of 4 yrs. of service is expected. Signed by the Society President.

<table>
<thead>
<tr>
<th>Nominators: T &amp; C Awards Committee with support from the TC Excom and/or TC Chair</th>
<th>Seconders: At least 1</th>
<th>Submit to: The CS Awards Committee</th>
</tr>
</thead>
</table>

**Distinguished Service Certificate**

Long and distinguished service to T & C Board and/or the TC at a level of dedication and achievement rarely demonstrated. Often includes service in several capacities, and positions of significant society responsibility, with contribution levels justifying multiple Meritorious Service Certificates or higher.

<table>
<thead>
<tr>
<th>Nominators: T &amp; C Awards Committee with support from the TC Excom and/or TC Chair</th>
<th>Seconders: At least 3</th>
<th>Submit to: The CS Awards Committee</th>
</tr>
</thead>
</table>

**B. Technical Awards**

The Computer Society sponsors a variety of prestigious technical awards. For detailed information on these, visit the Society Awards page.

Note particularly the following three awards, which often apply directly to T & C Board activities:

**Technical Achievement Award**

Up to three awards each year are presented for outstanding and innovative contributions.
to the fields of computer and information science and engineering or computer technology, usually within the past ten, and not more than 15 years.

* Conference Contribution Award
For outstanding research contributions to a society sponsored or co-sponsored conference for at least ten years.

* Distinguished Service in a Pre-College Environment Award
This is actually a service award for furthering the professional and technical goals of the Computer Society in a pre-college environment.

The full range of technical awards include:

- **Computer Entrepreneur Award**
  Awarded to managers and leaders that are responsible for the growth of some segment of the computer industry, or technical managers whose entrepreneurial leadership built the computer industry. The efforts shall have taken place over 15 years earlier, and the industry effects shall be generally and openly visible.

- **Computer Pioneer Award**
  Awarded for significant contributions to concepts and developments in the electronic computer field which have clearly advanced the state of the art in computing. The contributions shall have taken place 15 or more years earlier.

- **Seymour Cray Computer Science and Engineering Award**
  To recognize innovative contributions to high performance computing systems that best exemplify the creative spirit demonstrated by Seymour Cray.

- **Eckert-Mauchly Award**
  Awarded jointly by the ACM and the Computer Society for outstanding contributions to the field of computer and digital systems architecture.

- **Sidney Fernbach Memorial Award**
  For outstanding contributions in the application of high performance computers using innovative approaches. Nomination are solicited from the conference committees of SC.

- **Harry M. Goode Memorial Award**
  Awarded on the basis of achievements in the information processing field which are considered either a single contribution of theory, design, or technique of outstanding
significance, or the accumulation of important contributions on theory or practice over an extended time period, the total of which represent an outstanding contribution.

- **Tsutomu Kanai Award**

Awarded for recognition of major contributions to the state-of-the-art distributed computing systems and their applications.

- **Hans Karlsson Award for Leader and Achievement Through Collaboration**

Awarded in recognition of outstanding skills and dedication to diplomacy, team facilitation and joint achievement, in areas of the computer industry where individual aspirations, corporate, and organizational rivalry could otherwise be counter to the common good. Generally, nominations come from the Society Standards committees.

- **Software Process Achievement Award**

Awarded for outstanding and innovative contributions to the fields of computer and information science and engineering or computer technology, usually within the past ten, and not more than 15 years.

- **Technical Achievement Award**

For outstanding and innovative contributions to the fields of computer and information science and engineering or computer technology, usually within the past ten, and not more than 15 years.

- **W. Wallace-McDowell Award**

For outstanding recent theoretical, design, educational, practical, or other innovative contributions that fall within the scope of Computer Society interest.

- **Conference Contribution Award**

For outstanding research contributions to a society sponsored or co-sponsored conference for at least ten years.
Appendix I: TC Charter Template

IEEE Computer Society Technical Committee on ____________________________

Charter Statement Established (date); Amended (date)

Article I - Organization and Affiliation

1.1 This organization is the Technical Committee on ____________________________, also known as "TCXX". It is a constituent part of the IEEE Computer Society and operates under the rules and policies of that society. The IEEE Computer Society ("IEEE-CS") is a constituent society of the Institute of Electrical and Electronic Engineers ("IEEE").

Article II - Purpose

2.1 Provide a forum for exchange of ideas among interested practitioners, researchers, developers, maintainers, users and students in the ___________________________ field.

2.2 Promote and facilitate the sharing of ideas, techniques, standards, and experiences between TCXX members for more effective use of _______________________________ technology.

2.3 Conduct workshops, conferences, and other meetings to advance both the state-of-the-art and the state-of-the-practice of _____________________________.

2.4 Publish and distribute among its members, and other IEEE-CS parties, newsletters, proceedings, standards proposals, and other appropriate material on a non-profit basis.

2.5 Provide professional development opportunities for members in ___________________________ and related technologies.

2.6 Foster other activities for the advancement of the ___________________________ field and the interests of TCXX membership within the scope of TCXX's charge under the rules of the IEEE-CS, including cooperating with other groups in joint activities and projects.

Article III - Membership

3.1 Any individual who files an application for membership, which is forwarded, to the IEEE-CS headquarters for inclusion in the database is eligible for membership in the TCXX.

3.2 Membership in the IEEE or the IEEE-CS is not required for membership in TCXX,
but is encouraged.

3.3 Members are required to maintain a current mailing address with the IEEE-CS headquarters. Members who cannot be located are dropped from membership.

3.4 If TCXX at any time establishes membership dues, the payment of such dues for the current period (or within an established administrative grace period) is required to establish and/or maintain membership in TCXX.

3.5 Members of TCXX who are Computer Society members will receive benefits that non-Computer Society members will not receive, such as the right to vote in elections, hold elected office, or receive free copies of TC newsletters.

Article IV - Officers and Executive Committee

4.1 The officers of the TCXX are the Chair, Executive Vice Chair, Past Chair, Secretary, Treasurer, Vice Chair for Conferences, Newsletter Editor, and other vice Chairs as is necessary.

4.2 The Vice Chairs are appointed by the TCXX Chair for a term equal to that of the Chair, starting in January. Vice Chairs are eligible for reappointment.

4.3 The Executive Committee ("ExComm") of the TCXX is chaired by the TCXX Chair, directs the operations of the TCXX and determines the budget and nature of TCXX activities. The ExComm serves as a source of guidance on policy, a resource for special projects, and for contact with the membership at large. The ExComm consists of all the officers of the TCXX listed in 4.1.

4.4 The quorum for transaction of ExComm business is 50% of its membership or 5 members, whichever is less. Unless otherwise specified, all actions before the TCXX ExComm require a majority vote of a quorum of the TCXX ExComm.

4.5 A minimum of one TCXX ExComm meeting will be held each year. Other meetings may be called by Chair, or a majority of the ExComm members. The ExComm may meet and transact business by telephone conference call or email, provided members without email are informed of the business being addressed. ExComm members unable to attend TCXX ExComm meetings may submit a proxy to the TCXX Secretary, in writing, by mail, fax, or electronic mail.

4.6 Inactive ExComm members may be removed by the TCXX Chair. Vacancies in the ExComm arising in any way are filled by appointment of the TCXX Chair.

4.7 Officer Responsibilities

4.7.1 The duties and responsibilities of the TCXX Chair are specified by the rules and procedures of the IEEE-CS Technical and Conference Activities Board. In addition to
those duties, the TCXX Chair appoints the TCXX officers, subcommittee chairs, and the members of the Executive Committee. The Chair submits an annual report and budget request to the T & C Board, attends at least two TAB meetings per year, and assists with the transition to a new Chair at the end of the term, providing orientation to the newly elected Chair before becoming Past Chair.

4.7.2 The Executive Vice Chair assumes the duties of Chair in the absence of the Chair. The individual designated as Executive Vice Chair may simultaneously serve in another officer capacity.

4.7.3 The Past Chair is responsible for advising and assisting the Chair in execution of the business of TCXX as requested by the Chair. The Past Chair may simultaneously serve in another officer capacity.

4.7.4 The TCXX Secretary keeps and publishes the minutes of ExComm meetings, and handles such other correspondence and duties as are assigned by the TCXX Chair. The Secretary handles mailing and tabulation of ballots when mail votes are held.

4.7.5 The Treasurer prepares an annual operating budget, collects and maintains account of funds received and expended, and coordinates financial matters with the IEEE-CS.

4.7.6 The Vice Chair for Conferences reviews and approves all requests for TCXX sponsorship, co-sponsorship, or cooperation on conferences, symposia, and other technical meetings, in coordination with the IEEE--CS.

4.7.7 The Newsletter Editor is responsible for editing and publishing the TCXX newsletter, and coordinating communication of TCXX news and information.

4.7.8 The TCXX Chair may from time to time appoint additional Vice Chairs with specified portfolios, such as Publicity, Education, Awards, Activities, Future Trends, and Standards.

**Article V - Subcommittees**

5.1 The TCXX Chair, in consultation with the ExComm, may from time to time charter additional subcommittees with specified scopes of interest within the field of ________________. The chartered subcommittee will conduct business according to their charter and the subcommittee chair will report to the TCXX the results of the activities of the subcommittee. The subcommittee chair will be appointed by the TCXX Chair based on the nomination from the subcommittee. When establishing the subcommittee or in absence of a nomination from the subcommittee, the TCXX Chair will appoint a Subcommittee Chair.

5.2 Any charter statement or operating rules of a subcommittee are subject to the approval of the TCXX ExComm.
5.3 Subcommittees shall operate within the rules and policies of TCXX and the IEEE-CS.

**Article VI - TC Elections**

6.1 The technical committee shall hold an election for the position of TCXX Chair. The TCXX Chair is elected for a two (2) year term. The term of office begins January 1. The TCXX Chair shall be an IEEE-CS member, and may serve for a maximum of two consecutive terms.

6.2 To vote in elections, a TCXX member shall be both a member of TCXX and a member of the Computer Society.

6.3 In the event of a tie, the TCXX ExComm will vote to break the tie and select the new Chair. Any issue or dispute with any part of the election process is decided by the TAB Vice President.

6.4 Election Procedure

6.4.1 The TC forms a Nominations Committee to handle nominations for the TCXX Chair and any other elected positions. It is suggested, though not required, that at least one of the members be the current or a former TCXX Chair. No one who is serving on the Nominations Committee may be selected as a nominee.

6.4.2 The Nominations Committee solicits nominations from TCXX members and the ExComm for the office of TCXX Chair. Additional petition candidates will be accepted and shall be endorsed by at least 50 signatures to be considered. A petition begins by the candidate notifying the Nominations Committee of intent to run. Recognizing the distributed nature of the TCXX membership, members may join a petition for nomination individually before the deadline by signed letter, facsimile transmission, or electronic mail message that can be validated.

6.4.3 Upon closure of nominations, the Nominations Committee by majority vote submits to the Secretary a list of at least two (2) candidates. ExComm shall approve the slate of candidates.

6.4.4 The ExComm Secretary or the Nominations Committee will prepare the ballot, and arrange for mailing to the membership, and return of the ballots by a determined date. The ballot should contain candidate names alphabetical by family name, biographical information, and position statements including involvement in TCXX. No distinction will be made on the ballot between candidates nominated by committee or petition. The ballot mailing should allow for at least two months from mailing to election deadline.

6.4.5 The ballot and candidate information may be mailed as part of the TCXX Newsletter or as a special mailing to members. All eligible TCXX members shall be given the opportunity to vote. Ballots are returned to the TCXX Secretary or other designee. Ballots will contain sufficient identification of the TCXX member to enable
validation of the member's right to vote. However, the TCXX Secretary will protect the confidentiality of all member votes.

6.4.6 The Secretary or designee will arrange for collection and counting of ballots. The chair of the nominations committee will announce the election results within 30 days of the close of the election and prepare an election report, per TAB guidelines, for the TCXX membership and TAB Vice President.

6.4.7 The candidate receiving the most valid votes will be elected. No intermediate counts will be revealed. Final numeric vote totals will be released only to the candidates and the TAB Vice President.

Article VII - Amendment of Charter Statement

7.1 This Charter Statement may be amended by approval of a quorum of the ExComm. Any amendment is subject to the approval of the IEEE-CS through its Vice President for Technical Activities.

Article VIII - Other

8.1 TCXX will act in all matters within the parameters of IEEE-CS rules and policies, and with due regard for the tax-exempt status of IEEE-CS.
Appendix II: Sample TC Election Ballot

Technical Committee on XXXX
Election for Technical Committee Chair

Ballot: The Technical Committee on XXXX is holding an election for the position of Technical Committee (TC) Chair for the term of January 1998 through December 1999.

Position statements from each candidate are enclosed. Please vote for no more than one candidate:

Candidate(s) for TC Chair:

_____ Joe Candidate
_____ Nancy Candidate
_____ (Write-in Candidate)

Your Signature:

Your Name (please print):

Your IEEE CS Membership Number:
Only IEEE CS members are eligible to vote. Your membership number is required for a valid ballot.

Please email, fax, or mail your ballot to the Volunteer Services Coordinator at:
Email: VSC@computer.org; Fax: +1-202-728-0884

Ballots shall be received at the IEEE Computer Society no later than Monday, 15 December 1998

Candidate for TC on XXXX Chair

Joe Candidate
Department of Computer Science and Engineering
and the Center for Microelectronics Research
University of South Park

Position Statement

While continuing the various activities of the Technical Committee of the IEEE Computer Society, I would like to focus on the following issues: (i) develop an updated
and complete list of all individuals involved in the TC area and attract as many as possible individuals to enroll in the TC, thus strengthening the membership base and also the volunteer base for TC related activities; (ii) publish a newsletter, in both electronic and hard copy versions, every alternate month to inform the TC community of the various technical events scheduled with contact information, provide a forum for members to express views and exchange ideas on the organization of technical activities and other non-technical issues, point out any major research results published recently in literature; (iii) continue the Annual Workshop on TC XXXXI, a meeting of current researchers from broad areas under TCXXXX who can present their most current research to obtain feedback; and (iv) sponsor workshops, symposiums, and conferences related to the TCXXXX.

**Biography**

Joe Candidate received a B.E. (Honors) degree in Electrical and Electronics Engineering from the Regional Engineering College, University of Iowa 1973, and a Ph.D. degree in computer science from the University of Florida in 1978.

Joe is currently an Associate Professor in the Department of Computer Science and Engineering and the Center for Microelectronics Research at the University of South Park. His research interests include design and hardware algorithms, computer architecture and parallel processing. He is currently involved in the design and implementation of architectures for computer vision, image processing, pattern recognition, databases, data compression and signal processing applications.

Joe is a Senior Member of the IEEE, a member of the IEEE Computer Society, and the Technical Committee on XXXX. He served as the Program Co-Chair for XXXX Design '91 and the General Co-Chair for XXXX Design '92 and XXXX Design '93. He served as an Associate Editor of IEEE Transactions on XXXX and is currently on the Editorial Boards of the IEEE Transactions on XXXX.
Appendix III: Sample Proposal for Formation of a Task Force

Proposal for Establishing a New Task Force on Computer Generated Music
Presented by: Denis Baggi, Goffredo Haus

1. Motivation
The idea of Computer Generated Music is not new. It can be traced back to some writings by Ada Lovelace and, even further, to Mozart's Wuerfelspiel, an algorithm based on filtered random patterns. Music itself, and with it musicology, has always been quick, in at least the last thirty centuries, in adopting the latest advances of technology, from Babylonian algorithms to techniques of Artificial Intelligence, passing through Medieval carillons and digital synthesis. Strictly speaking, Electronic Music has been with us for almost fifty years, and digital methods for sound synthesis and software control of computer music for close to two decades. Only recently, however, has the field witnessed a sudden blossoming of Computer Generated Music. By this we mean the design and construction of TOOLS, in software as well as in hardware, and of even well formalized methods and techniques, at the service of musicians and musicologists. This is also due to the emergence of standards, such as MIDI (Musical Interface for Digital Instruments), that allow easy encoding of musical information in the form of public protocols and file formats as well as the exchange of musical information through computer media. While past forums for publication and exchange (e.g., the Computer Music Journal) have addressed a broad audience and contributed to the diffusion of the field, there is as yet no organization or journal that addresses itself to the engineering aspects of musical tools. While these topics, in most cases, have aesthetic relevance (they protrude into art) as well as an established scientific background (e.g., audio engineering), they are distinct from disciplines that claim artistic goals and also from those that have pure scientific aims (e.g., artificial intelligence, computer and information science), but constitute a new field within engineering.

The IEEE Computer Society has been sensitive to these new developments of computer science (legitimized, if need be, by such authorities like Marvin Minsky) and has sponsored the special July 1991 issue of Computer on Computer Generated Music - the first time the CS Press publishes a Compact Disk and a cassette tape - and a tutorial book dedicated to the same topic currently in print. Thus the need is felt for a forum where all scientists, musicians, musicologists, engineers, and the like, working in this area -who in the past had a hard time finding the proper avenue to publish their results (in journals dedicated to the humanities, to perception, to computer science and other distant subjects) - can express themselves with publications in conferences and with exchanges of ideas of any kind. It is felt that the IEEE CS Society is the ideal organization to support this kind of activity, as it has already done so.

2. Name of individuals involved in the TF Executive Committee (TENTATIVE):

Chairs: Denis Baggi, Goffredo Haus
Vice-Chair for Computer Music: Curtis Roads
Vice-Chair for Music DTP (DeskTop Publishing): Leland Smith  
Vice-Chair for Standards in Music & Related Technologies: Steve Newcomb  
Vice-Chairs for Computer Assisted Musicology: Eleanor Selfridge-Field, Lelio Camilleri  

Executive Committee members: Dave Anderson, Roger Dannenberg, Margaret Johnson,  
Antonio Camurri, Stephen W. Smoliar, and Sadamu Ohteru  

3. Individuals who will be interested in working in the TF:  

All of the above and people who currently organize the Computer Music Workshop of  
the European Conference in Artificial Intelligence.  

4. Method for attracting new members:  

All TC activities will be made visible through electronic mail and in newsgroup on  
computer and electronic music. The TC will be, both thanks to its geographic distribution  
and of the interest of its members, in close contact with all international centers, such as  
IRCAM in Paris, CCRMA in Stanford, LIM in Milan, CNMAT in Berkeley, in Europe,  
in the US and in Asia. The TC will also encourage universities to offer degree programs  
(e.g., MS and Ph.D. theses) in areas related to Computer Generated Music. Special  
activities will be advertised in COMPUTER as much as possible.  

5. Plans which the TF hopes to accomplish over the next two years:  

First year:  

- sponsorship of a first conference on Computer Generated Music, either in Europe  
or the US  
- involvement in the Colloquio di Informatica Musicale to be held in Milan, Italy,  
in the Fall of 1993 (organized by one of the co-signers, G. Haus)  
- initiate a newsletter (any number of pages, depending on submissions) to report  
on current projects, completed or not, and establish close e-mail contacts among  
individuals; if possible, establish a new news group  
- produce a list of topics, as a broad guideline of the interest of its members, both to  
define publication and/or conference areas and to propose theses and/or research  
projects to institutes  
- continue the activities started with the special July 1991 issue of COMPUTER  
and with the tutorial book in print  

Second year:  

- sponsorship on a regular basis of a conference on Computer Generated Music,  
initially on a two-year basis  
- transition of the newsletter into a regular publication, such as a quarterly  
transaction, and possibly into a magazine
6. The way to benefit CS members:

It can be argued that Electrical Engineering and Computer Science benefit in general from projects in music and related area, because while, for instance, compiler design is an established discipline it is precisely in music that subtle concepts of semantics versus syntax, relaxation of rigid rules at the service of expression, are of crucial importance. In this sense, Computer Generated Music is located today in the middle of advanced computer science. It is a testing ground for ideas in the area of engineering as a whole. In addition, the TC on Computer Generated Music should become the rallying point for industry and policy makers. Industry, for instance manufacturers of contemporary musical instruments, will be made aware that there is an independent body of computer music experts that can test and report on equipment. Policy makers, e.g. groups on standards like the MIDI association, will know where to turn to find a large user group with great competence in the design and analysis of new standards, in which the TC will be involved as much as possible. Thus the CS and its members, which till now barely participated in such activities, possibly at the individual level only, will benefit from finding itself a part of this new technology and trend.

7. The way to become a "major player" in the particular area of concentration:

In respect to conferences, there already exist a Workshop on Computer Music, which, for lack of anything better, currently attaches itself to the European Conference on Artificial Intelligence, to the satisfaction of neither computer musicians nor of AI people. Thus there already exists a conference which however lacks the legitimate umbrella. A takeover by the proposed TC would be welcomed by everybody.

Contacts with equipment manufacturers already exist at the individual or at the institute level. The existence of the TC would confirm and strengthen these ties. The key point is therefore to become the rallying point for every activity that sits in the mainstream of Computer Generated Music, thus avoiding dispersion in related fields such as AI and contemporary music, for practitioners of the field, for interested institutes and manufacturers of equipment.

8. Budget: Details for two years:

- General funds for the activities of the TC board: meeting (if strictly necessary) and communication
- Funds for Newsletter and related expenses (communication among committees, authors, etc.)
- Funds to take over the existing Computer Music Workshop attached to the ECAI travel support for the officers to attend the meetings necessary to organize the conference
- Funds for creating a new Transaction and/or magazine

9. Type and Frequency of Communication the TF should have with its membership:
• Newsletter, quarterly
• Email among individuals, if necessary, fax
• Possibly, news group or posting of news

The above is based on current practice and existing contacts.

10. TC's, SIG's and other organizations that have an interest and/or activities in this area. Type of services that the TF provides and other groups do not.


Related Interests: Computer Science, Artificial Intelligence, Neural Nets, Audio Engineering/

While there exist groups that relate to Computer Musicians as contemporary artists and others that stress technology such as software or communication engineering for sound synthesis, there exist no engineering group dedicated to Computer Generated Music and to the activities listed above. The TC will therefore break new grounds, will be viewed as entirely independent and will not be absorbed by others.

11. Conferences the TF will create:

It will take over the existing workshop on Computer Music attached to the ECAI and makes a new conference worldwide.

12. Topics for books/tutorial/videos/disks the TF can produce:

• Computer Generated Music as a whole (see July 1991 IEEE Computer and tutorial book in print)
• Performances, musical and/or multimedia: ballet etc.
• Sound Synthesis and associated tools, tutorial disks
• MIDI files of new compositions
• Programming for Music, software diskettes (such as the CMU toolkit)
• Acoustical Displays and associated hardware/software
Appendix IV: Sample Newsletters (on-line)

TC on Computer Architecture

TC on Data Engineering

TC on Fault Tolerant Computing

TC on Multiple Valued Logic

Task Force on Cluster Computing
Appendix V: Sample Proposal for an issue of Computer

Proposal for a Special Issue of COMPUTER on Visualization in Scientific Computing

by
Gregory M. Nielson
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Home, (602) 962-6739
nielson@enuxca.asu.edu

June 8, 1988

Sponsored by
Technical Committee on Computer Graphics
Computer Society of the IEEE

1. REASONS, PURPOSES AND GOALS OF SPECIAL ISSUE

This proposal has evolved from a request from Bruce Shriver to Larry Rosenblum, Chairman, Technical Committee (TC) on Computer Graphics. The request was for a proposal for a section of a future issue of Computer related to computer graphics. The TC Executive Committee agrees that it is an appropriate time (of Appendix A) for something on graphics in Computer and selected the topic of Visualization in Scientific Computing (ViSC). ViSC was chosen because there is currently a great amount of research activity in this area and because future developments could potentially have an impact on a large percentage of the readers of Computer. The National Science Foundation (NSF) has recognized the importance of ViSC research and the need for the US to maintain its position of leadership in this area. The report of an NSF PANEL [3] recommends a national initiative to ensure the future development of ViSC. At the present time there is considerable research activity in ViSC occurring at NSF funded National Supercomputer Centers.

ViSC is concerned with techniques which allow scientists and engineers to visualize the results of simulations and computations. The foundation material for the techniques of ViSC are derived from many areas including computer graphics, image processing, computer vision, applied mathematics, computer-aided design, signal processing, numerical analysis, etc. The applications of ViSC are diverse and widespread and would be of general interest to the readers of Computer. The results of ViSC research most directly affect engineers and scientists in the computational aspects of their work, but because of the general utility of the visual display of information, many other aspects of
their lives and work are and will be affected.

The goals of the special issue are twofold. Many readers of Computer are interested in learning what ViSC encompasses and how future developments in this area will impact computing in general. Other readers of Computer will be interested in determining if the techniques of ViSC are applicable to their own work and if so, how they may begin to utilize these techniques. Is their software readily available at this moment for a particular technique and what type of computing resources are required to use these techniques? Thus, our goals are to inform and educate the readers of Computer on the subject of Visualization in Scientific Computing.

2. THE DOMAIN OF THIS SPECIAL ISSUE

The term Visualization in Scientific Computing was first used approximately two year ago by members of a NSF Panel on Graphics, Image Processing and Workstations to denote the application of graphics and imaging techniques to computational science. A NSF sponsored workshop on this topic was held February 9-10, 1987 and a report [3] of the findings and recommendations of the Panel were published and reviews and summaries [1,2,4,5,6] have appeared. Two recent workshops (of Appendix B, C) have further established the research identity of this subject area.

For this special issue, ViSC will encompass those techniques, which allow scientists and engineers to visualize research data and the results of simulations and computations for the purpose of extracting information. Supercomputers, satellites, radio telescopes geophysical sensors and medical scanners are all examples of sources of huge amounts of scientific data. Techniques which aid in the analysis and comprehension of this data by providing visual representations are included in our definition of ViSC. Supercomputers and massively parallel processors now enable scientists to model complex physical phenomena. Due to the tremendous benefits, the trend is towards interactive computing. Interactive systems are most effective when the results of models or simulations are presented to the user in a visual form. Techniques which aid interactive computing with the visual presentation of scientific data are also part of the definition of ViCS for this special issue. This not only includes the necessary visual analysis techniques, but also encompasses the hardware and software issues required to support ViSC in this environment. These issues include the topics of visualization hardware, processing environments, televisualization of data (including networking), human/computer interface issues and standards for ViSC.

3. A MODEL FOR THE CORE OF SPECIAL ISSUE

In order to adequately cover recent developments in ViSC, we propose that the special issue contain approximately eight (8) papers, four (4) of which will cover certain core material (see below). There will be no invited papers for this special issue. However, there will be solicitations to submit papers on certain topics; particularly the topics of the core. A description of the papers of the core and additional papers along with potential authors follows:
A. An Overview of Visualization in Scientific Computing

This paper would define the concepts and domain of the topic for this special issue. It will delineate the needs of computational scientists and describe the benefits of the techniques of ViSC. It will make the important point that many of the techniques are discipline-independent and consequently apply to a wide range of problems even though they may have been developed for a particular problem.

Potential authors are:

Thomas A. DeFanti, University of Illinois at Chicago
Maxine Brown, University of Illinois at Chicago
David Salzman, Princeton University
Bruce McCormick, Texas A&M University
Craig Upson, Stellar

B. A Tutorial/Survey on ViSC Applications

The goal for the paper(s) of this section is to provide a clear view of the state of visualization in scientific computing as it exists today at various government, industry and university laboratories. In addition to surveying the topic, it should also provide a pedagogical service.

Potential authors are:

Thomas Lasinski, NASA/Ames
Jim Blinn, JPL
Stefan Fangmeier, NCSA, University of Illinois
Gary Laguna, Lawrence Livermore National Laboratory
Richard L. Phillips, Los Alamos National Laboratory
Melvin Prueitt, Los Alamos National Laboratory
Larry Rosenblum, Naval Research Laboratory
Karl-Heinz Winkler, Los Alamos National Laboratory

C. Hardware Strategies for Scientific Visualization

This paper will first describe the scientific visualization needs of the computational scientist of today and in the near future and explain how these needs are being satisfied now and how they are likely to be satisfied in the future. Competing strategies, ranging from networking and distributed graphics to workstations and supercomputers will be compared and discussed.

Potential authors are:

Henry Fuchs, University of North Carolina @ Chapel Hill
Don Greenberg, Cornell University
Robert Haber, NCSA, Illinois
Alvy Ray Smith, Pixar
John Staudhammer, University of Florida

D. Volume Visualization

Many important models and simulations are imbedded in the real world and so the geometry of the model is that of 3D space. The results of the models often yield some quantitative value at a specified location in 3D space. Visualizing the "graph" of this type of data is an important and challenging problem. The ability to do this is of general interest to wide variety of scientists and engineers. In the area of ViSC, this topic has taken on the name of "volume visualization" or "volume rendering".

Potential authors:

Loren Carpenter, Pixar
Robert Drebin, Pixar
Tom Foley, Arizona State University
Pat Hanrahan, Pixar
Gabor Herman, University of Pennsylvania
Mike Keeler, Ardent
Marc Levoy, University of North Carolina
Steve Pizer, University of North Carolina
Jayaram K. Udupa, University of Pennsylvania

Other topics and potential authors:

User Interfaces and Interactive Techniques for ViSC

Jim Foley, George Washington University
Dan Olsen, Brigham Young University
Eric Brechner, Silicon Graphics
Robin Forrest, University of East Anglia

Special Hardware and Workstations for ViSC

Jim Clark, Silicon Graphics
Cleve Moler, Ardent
Nick England, Sun Microsystems
Frank Moss, Stellar
Ed Catmull, Pixar

4. PLAN FOR OBTAINING HIGH QUALITY PAPERS

Manuscripts will be solicited in several ways:
1. Call-for-Papers in Computer.

2. Call-for-Papers announced at SIGGRAPH '88.

3. Call-for-Papers in IEEE CG&A

4. Call-for-Papers in Computer Graphics

5. Call-for-Papers on appropriate E-mail networks.

In addition there will be invitations to submit articles sent out to specific authors. These invitations will make clear the goals and purposes of the special issues and also the fact that all papers are rigorously referred and an invitation to submit an article does not guarantee acceptance.

So as to not waste the time and effort of many people, I have done some preliminary checking in order to determine if it is possible to obtain the papers necessary to make this special issue a success. The core of this special issue is made up of the papers from topics A to D of the previous section. I have made personal contact with several of the potential authors of these papers to determine if they were interested and to determine the extent to which they are willing to contribute. What I have found is encouraging and leads me to believe that it is a very highly likely that a special issue consisting of high quality papers as described above is possible. Some of the details of my initial inquiries, specific to the topics, are described below:

A. An Overview of Visualization in Scientific Computing

I have communicated with Tom DeFanti and Maxine Brown and they have indicated that they intend to respond to an invitation to submit as joint authors. The are co-editors of the ViSC report [3] and are both well know for their work and contribution to this area.

David Salzman has indicated to me that he would be happy to submit an overview. While at NSF he initiated much of the activity in ViSC. He is now Assistant Director to Research at The John von Neuman Supercomputer Center at Princeton. He has published a summary of the ViSC report [5] and has presented a general overview at the ViSC Workshop at NRL (of Appendix C).

Craig Upson has been active in publishing and speaking (of Appendix C, D) in this area and has indicated to me his interest in submitting a paper for consideration.

B. A tutorial/survey on ViSC applications

A single article that surveys this topic would be nice, but I don't think it is possible since there in so one person who is completely aware of all the various activities. A collection of surveys along with an introduction/summary is an attractive alternative. Larry
Rosenblum has indicated that he is interest in assuming this responsibility.

Tom Lasinski has given me an initial indication that he would like to submit a paper based upon a presentation he gave at a workshop on ViSC held at Princeton on May 9-10 (of Appendix D). One interesting aspect of the work at the NAS project is that much of their effort has been extended towards interactive environments; and important aspect for ViSC applications.

Gary Laguna gave a presentation "Engineering application" at a workshop on ViSC held at NRL on May 11 (of Appendix D). He has indicated to me that he would like to submit a survey of what is happening now and likely to happen in the near future at LLNL. The facilities at LLNL are unique in that they have one the largest concentration of supercomputers in the world and a large number of engineers and scientist running 3D simulations and models.

I have spoken with Stefan Fangmeier and he is interested in working with Robert Haber and others at the Illinois National Center for Supercomputing Applications to prepare a survey of their ViSC applications.

Dick Philips has agreed to coordinate a joint effort involving Karl-Heinz Winkler and Melvin Prueitt in order to survey the activities at Los Alamos National Laboratory.

Jim Blinn is interested in submitting a paper. In the near future, he will be moving more into the educational aspects of this area and so his paper will reflect these interests.

C. Hardware Strategies for Scientific Visualization

Robert Haber is chairing a panel discussion at SIGGRAPH '88 on this topic and he has indicated to me that he is interested in submitting an article for consideration.

I have spoken with John Staudhammer and he tells me that he is working on a joint paper with Don Greenberg on this topic and that he would like to submit an article to this special issue.

D. Volume Visualization

What would really be nice here is a paper which begins with a tutorial and then gives a survey of the various methods. There is a currently a flurry of research activity in this area and several papers on this topic have recently appeared or are scheduled to appear (of Appendix D) and so it looks like the timing of a survey and comparison would be right. Several people have indicated to me interest in submitting an article and so I see no problem in obtaining a high quality survey of volume rendering techniques.

5. SCHEDULE OF EVENTS
Event/Date/Responsible Party
Manuscript Due/suggested date: 11/15/88 /Authors

Referee Requests/ Mail +0.5 months / Guest Editor + Designated 
Editorial Board Member

Referee Reports Due / +1.5 months / Referees

Notification of Conditional Acceptance and Rejection / +0.5 months / Guest Editor

Revised Manuscripts / Due +1.5 months / Authors

Guest Editor Comments, 
Final Manuscripts, etc. / Due +0.5 months / Guest Editor

Above Material Due 
to Editor-in-Chief / +0.5 months / Designated Ed. Board Member

6. Call for Papers Announcement

Visualization in Scientific Computing

- Hardware strategies for scientific visualization; parallel architecture, 
supercomputing, workstations and networks
- User interfaces, paradigms and interactive techniques for the visualization of 3D 
(and higher dimensional) models
- Scientific data analysis, manipulation, representation and display techniques; 
particularly volume visualization and methods for handling huge multivariate data 
sets
- Dissemination of the results of interactive systems and animated images; 
standards; televisualization and networks
- Application of visualization techniques to science and engineering problems and 
data

Acknowledgments

I would like to thank the members of the IEEE-CS Technical Committee on Computer 
Graphics for their assistance in the preparation of this proposal; especially the Chairman 
of the Committee, Larry Rosenblum, and Gary Laguna. Several other people have 
provided useful suggestions and other guidance and I appreciate this. These people are: 
Brian Barsky, Maxine Brown, John Dill, Bruce McCormick, David Salzman, John 
Staudhammer, Craig Upson and Tony Woo. Special thanks to Mike Wozny for all of his 
advice and help.

References (These references are limited to surveys and special issues)

Appendices (Not Included)

A. Special Theme issues related to the proposed topics that have appeared in COMPUTER over the past two years.
D. SIGGRAPH '88 activities related to proposal.
E. Addresses of potential authors and referees for special issue.
Appendix VI: Annual Report Format:

Technical Committee/Council/Task Force Name:

Chair: Please provide current name, address, phone, fax, and email address

Vice Chair: Please provide current name, address, phone, fax, and email address of "First Vice-Chair" (a second contact is necessary in case the Chair is not reachable).

Executive Committee: Please list all TC/TF officers. Include contact information for each individual.

Year End Report (for the previous year)
Please answer the following questions by identifying the activities the TC/TF conducted that benefited Computer Society members. Please differentiate between on-going and new projects.

Communication: How did your TC/TF communicate with its members in the past year, i.e., through newsletters, special correspondence from the chair or other officers, etc.

Web Assets: Please describe your TC's/TF's use of the World Wide Web, and provide your URL. What were the new developments in this reporting year? Is your page linked to the Computer Society Web page? Please provide the contact person or Webmaster for your TC's/TF’s page.

Meetings: How many TC/TF meetings did your group have this year, and over what venue (at conferences, teleconferences, video-conferences, etc.)?

Conferences: How many conferences did your TC/TF sponsor, co-sponsor, or cooperate with this year? Were there any new conferences or were any existing conferences discontinued? What was the estimated average attendance? Was your TC/TF actively involved on any program committees, technical committees or steering committees of these conferences? What was the most successful conference and least successful? How many outstanding final reports are there for conferences held this year?

Publications: Did your TC/TF sponsor any publications or host any special issues of a Computer Society magazine?

Collaborative Efforts: Was your TC/TF involved in any collaboration with other TCs, IEEE, groups, organizations, or initiatives?

Volunteers: Estimate how many active volunteers were involved with your TC/TF in this year?
**Awards and Recognition:** Did your TC/TF present any awards to its volunteers?

**Concerns:** Describe problems or frustrations encountered as TC/TF Chair.
Appendix VII: TC/Council/Task Force Budget Request Format

Technical Committee/Council/Task Force:

Technical Committee/Council/Task Force Budget Request for (year):

Is this an amendment to an already approved budget?

Date Submitted:

TC Expenses

Printing, Binding & Mailing:
(newsletter and other correspondence to members)

Meeting Expenses:
(meeting room rental, refreshments, equipment, etc.)

Travel:
(T & C Activity Board meetings, TC/TF meetings)

Awards and Recognition:
(volunteer/student awards for TC/TF or conferences)

Operating Expenses
(supplies, telephone, letterhead, etc.)

New TC/TF Initiatives (please specify)

Other (please list below):

Current TC Entitlement:
(please refer to the most recent TC Entitlement Report for the Quarterly Mailing)

Total Request:

Difference:
(amount over or under entitlement figure)

Note: For all funds requested you should provide details on how those funds will be spent.

Note: Entitlements are based on conference surpluses, CS Press products and (potentially) other services to members for which a pre-negotiated "feedback loop" has been established. TC Entitlements will change as the final reports of these efforts are made.