

IEEE Signal Processing Society Workshop Manual

(updated 6/94)

This manual is a procedural guide for organizing IEEE Signal Processing Society (SPS) Workshops. SPS Workshops are normally organized by the SPS technical committees every two years. Any workshop must be carefully planned to achieve the particular committee's objectives effectively. The keys to the success of any workshop are:

- (i) choosing a location that will provide a quiet, relaxing atmosphere to the participants,
- (ii) keeping the size of the workshop small (less than 130 participants),
- (iii) avoiding running parallel sessions,
- (iv) providing social functions and sufficient breaks between sessions so that the participants have time to talk to each other and debate current issues as well as future trends in their field, and
- (v) appointing competent and reliable people to the organizing committee and developing a good working relationship among them.

In summary, one should avoid making the workshop a mini-ICASSP. Unlike ICASSPs, the technical program of an SPS workshop may take any (reasonable) form that the Workshop Committee chooses. This manual is merely intended to emphasize the administrative steps that IEEE and/or SPS require for all workshops and to provide examples of the variety of forms and letters that have been used successfully in past workshops.

Since an SPS Workshop is an IEEE sponsored event, it must be planned and conducted in accordance with the IEEE Constitution, Bylaws, and Policies and Procedures. Workshops that are attended "by invitation only" are forbidden by IEEE. Excerpts from the IEEE Policy and Procedures Manual pertinent to the organization of conferences are included in the IEEE Technical Meetings Organization Manual. This manual is available from IEEE Conference Services.

Your comments on this workshop manual are encouraged. This manual has been prepared by consulting the IEEE Technical Meetings Organization Manual. Please send comments to the Chair of the SPS Conference Board.

Table of Contents

I.	Introduction.....	3
II.	Initial Planning and Preparation of Workshop Proposal	5
III.	Publicity.....	7
IV.	Local Arrangements	10
V.	Technical Program.....	11
VI.	Publications	12
VII.	Finance/Registration	13
VIII.	Technical Summary Report.....	18
Appendices		
Appendix I	IEEE and SPS Conference Board Contact List.....	19
Appendix II	Workshop Proposal Forms and Examples.....	20
Appendix III	Sample Publicity Forms	29
Appendix IV	Local Arrangement Sample Letters	35
Appendix V	Technical Program Sample Letters.....	38
Appendix VI	Publication Sample Letters and Advance Program.....	47
Appendix VII	Sample Finance Forms.....	52
Appendix VIII	Sample Technical Summary	61

I. Introduction

This manual provides general guidelines for the organization of IEEE SPS Workshops. To set the stage for a successful and memorable workshop, a master plan covering all aspects of workshop organization has to be created. The essential tasks are:

- (i) **Workshop Proposal:** Early organization of the workshop committee (12 to 18 months before the workshop date) is essential. A Workshop Proposal, including a preliminary budget, must be submitted to the SPS Technical Committee and to the SPS Conference Board for final approval. Realistic and practical budget estimates are the key to breaking even. Loan requests are typically made when the proposal is submitted to the SPS Conference Board.
- (ii) **Publicity:** Early publicity coverage is essential to encourage members and active researchers in the field to submit papers and to attend the workshop.
- (iii) **Local Arrangements:** Accommodations should be arranged at convenient, quality hotels with competitive rates, and appropriate facilities for all the technical and social activities.
- (iv) **Technical Program:** As the heart of the Workshop, the technical program should feature high quality contributions and leading authorities of the field. It is IEEE's policy that "submissions shall be judged on the basis of technical quality only." Thus, an effective paper review process should be established to ensure the assembly of a program of the greatest technical value.
- (v) **Publications:** This task includes printing and mailing of advance/final programs and printing of any workshop proceedings. The sponsoring SPS Technical Committee will recommend whether the proceedings should consist of complete papers or only abstracts.
- (vi) **Finance/Registration:** Since a workshop is a relatively small event, participants should be encouraged to register in advance. Any workshop can and should be conducted without cost to the SPS. Important finance tasks include drafting the preliminary budget, requesting a small loan, managing the workshop's bank account, handing advance registration, serving as cashier on site, record keeping, preparing kits for delegates, repaying the loan, and submitting the final financial report and any surplus funds.
- (vii) **Workshop Financial Reports:** The IEEE Policy Statement 10.9N requires submission of a preliminary financial report within approximately three (3) months after the close of the meeting and a detailed financial report is required no later than six (6) months after the meeting. For workshops it is recommended that a final financial report be submitted within three (3) months of the meeting, thus a preliminary report is unnecessary.
- (viii) **Technical Summary Report:** Following the workshop, a summary report must be prepared for the Technical Committee and SPS Conference Board. The report should discuss any special features of the Workshop, and provide an analysis of the technical sessions.

These tasks are discussed in detail in the remaining of the sections. This schedule shows how far in advance various tasks need to be accomplished.

Typical Planning Schedule for a Signal Processing Society Workshop

Actions to be Taken	Minimum Deadlines Before Date of Workshop
Select location, facilities, and dates. List in IEEE Technical Activities Guide (TAG). Submit Workshop proposal to SPS Technical Committee and SPS Conference Board.	12-18 months
Submit Conference Publication Form to IEEE	12 months
Send Call for papers and invitation letters, Arrange accommodations and transportation.	10-12 months
Final Publicity in IEEE Publications.	6-8 months
Deadline for submission of contributions	6-7 months
Send advance program with list of contributions and special events to printer.	5-6 months
Notification of acceptance/rejection of submission.	5 months
Mail advance programs, registration information, and accommodations information.	2-4 months
Submit camera-ready papers to printer.	3 months
Compile Workshop Proceedings and final programs.	1 week
Complete registration kits.	1 week
	Maximum Deadlines After Workshop
Submit final financial report to SPS Conference Board and SPS Technical Committee.	2-3 months
Submit Summary Report to SPS Conference Board and SPS Technical Committee.	3-5 months

II. Initial planning and preparation of Workshop Proposal

Early planning is essential for a successful workshop. The SPS Technical Committee appoints a chair or co-chairs of the workshop who, in turn, select competent people to form a workshop organizing committee. It is recommended that the following appointments be made by the workshop chairs:

- (i) Finance/Registration Chair
- (ii) Local Arrangements Chair
- (iii) Publicity Chair
- (iv) Proceedings Chair
- (v) Technical Chair (often handled by the workshop co-chairs themselves).

Initial tasks also include the selection of location and dates of the event. Check the IEEE Technical Activities Guide to avoid conflicts with other related events. Please be sure that your meeting does not fall on any national or religious holiday.

The organizing committee develops the Workshop Proposal, which includes:

- (i) a preliminary budget,
- (ii) a request for cash advance (if necessary),
- (iii) a Call for Papers, and
- (iv) the IEEE Conference Information Schedule form.

The Workshop Proposal is submitted to the sponsoring Technical Committee and the SPS Conference Board for approval. Appendix II contains a sample proposal.

PRELIMINARY BUDGET

The preparation of realistic and practical budget estimates is the key to breaking even on the workshop finances. Any workshop can and should be conducted without any cost to the SPS. It is the responsibility of the Workshop Committee to establish a registration fee such that the workshop income allows approximately a 10-15% surplus over projected expenses. This surplus allows for unanticipated expenses or unusually low attendance. Budget estimates may include cost for proceedings, advance/final programs, author kits, Call for Papers, advertisements, postage, insurance, audit fees, travel expenses for keynote speakers, audio visual rental, operating expenses, registration kits, bus transportation, secretarial assistance, food (breaks, lunches, dinners), and possibly accommodation expenses. A cash advance of up to 3000 dollars may be requested to pay for initial expenses such as the Call for Papers, advertisements, advance programs and postage. Honoraria to speakers are not allowed by IEEE Bylaws. See Section VII (Finance/Registration) for more details.

Develop your Workshop Proposal and preliminary budget about 12-18 months before the workshop, and in time for presentation at one of the semiannual SPS Conference Board (CB) meetings. These meetings occur in October and in the spring at ICASSP. A few weeks before the CB meeting, send your budget to the CB Treasurer for feedback (electronic mail is great for this). Currently the CB Treasurer is Maureen Quirk (quirk@ccr-p.ida.org). Her full contact information is provided in Appendix I.

If there are any questions, or unexpectedly large expenses, the CB Treasurer may recommend changes or request supporting information. Doing this in advance of the CB meeting facilitates the approval process. Send your final proposal to the CB representative for your Technical Committee and request that he/she submit it at the meeting and make a motion for approval of the budget and any advance loans. Send a copy to the CB Treasurer to ensure that it gets submitted to the IEEE.

If at all possible, please plan to present your budgets at CB meetings. If, however, you need a budget approved before the next Conference Board meeting, submit it to the Conference Board Chairperson. The CB Chairperson will consult with other CB members and approve it unless changes are recommended. Currently the CB Chairperson is Panos Papamichalis (panos@hc.ti.com). His full contact information is provided in Appendix I.

CASH ADVANCE LOAN REQUESTS

A request for a cash advance (usually about \$3,000) is submitted with the workshop proposal. Make sure that your request clearly states the name of the account the check is to be made out to, and the person to whom it is to be sent, and their full mailing address. See Appendix II for an example.

CALL FOR PAPERS

The Call for Papers should specify the date, location, objectives, and critical submission dates for the Workshop. See Section III (Publicity) for additional information to include in the Call for Papers.

IEEE CONFERENCE INFORMATION SCHEDULE FORM

The IEEE now requires that a Conference Information Schedule form be submitted before they will approve a budget or advance a loan. The form requests approximately the same information as a Call for Papers. An electronic version is available from the CB Treasurer, and official forms can be obtained from the SP Society Executive Officer, Mercy Kowalczyk (mercy@ieee.org). Her full contact information is in Appendix I

III. Publicity

The Chair and the Publicity Committee assume responsibility for the preparation and distribution of the workshop "Call for Papers." While a workshop may be limited to 130 people or so, often more people wish to attend than can be accomplished. Workshops that are attended "by invitation only" are forbidden by IEEE. The Publicity Committee may issue letters of invitation to those people whom they wish to be certain to attend, leaving a significant number of positions open for others. Special care should be taken to ensure that the following information is stated in the announcement:

- (i) the objective of the workshop,
- (ii) the scope of the technical program (topics)
- (iii) the location and dates of the workshop, and the cost of attendance,
- (iv) specific deadlines for submission of papers or extended summaries, and
- (v) a statement that slots for participants are filled on a first-come, first-served basis.

Eight to twelve months before the workshop, the "Call for Papers" should be distributed. Typical methods of distributing the Call for Papers include:

- (i) publication in the Transactions on Signal Processing, Signal Processing Magazine, and other Signal Processing Journals.
- (ii) submission to the IEEE Spectrum and Signal Processing Magazine Calendars,
- (iii) publication in appropriate electronic newsletters,
- (iv) use of selected mailing lists available from IEEE Headquarters,
- (v) publication in local announcements through related IEEE events and
- (vi) special letters of invitation to active researchers and authorities in the field to encourage them to submit papers and attend the workshop.

Appendix III includes several sample announcements and forms which can be used as models for publicity requirements.

SIGNAL PROCESSING SOCIETY MAGAZINE

Workshop Calls-for-Papers are always published in the Signal Processing Magazine, the one publication which goes out to all Society members. To arrange for this publicity and to verify the current charges and submission requirements, contact the Magazine's Advertising Sales Manager, currently Susan Schneiderman. Susan's contact information follows:

Susan Schneiderman Phone: 908/562-3946
Advertising Sales Manager FAX: 908/981-1855
IEEE Magazines Department E-mail: s.schneiderman@ieee.org
445 Hoes Lane
P.O. Box 1331 Piscataway, NJ 08855-1331

As of the January 1994 issue, charges for a full-page ad, per issue, are:

IEEE Signal Processing Society (Co-)Sponsored Workshop \$500
IEEE Sponsored meeting \$1107

The usual charge for a full page is \$1845. The charges for a half-page or a quarter page are 40 percent of the rack rate, thus a half page costs only marginally less than a full page (usually the savings are not worth it).

The specifications for the page are:

1. Actual ad must measure no more than 7" (18cm) wide by 10" (25.4 cm) high. The Page size is 8-1/4" X 10-7/8".
2. Space reservations must be made at least 7 weeks prior to the date of the issue. Material must be received in Piscataway NJ 5 weeks prior to date of issue.
3. Material should be a film negative, 120 line screen, right reading, emulsion side down. A laser-print copy with at least 1200 dpi is accepted.

SOCIETY CALENDAR SUBMISSIONS

Submissions for the Signal Processing Magazine calendar are to be sent to:

Vincent Biancomano	phone: 908/562-3951
Managing Editor,	FAX: 908/981-1855
IEEE Signal Processing Magazine	email: v.biancomano@ieee.org
445 Hoes Lane	
P.O. Box 1331	
Piscataway, NJ 08855-1331	

Submissions for the SPECTRUM Magazine calendar are to be sent to:

Ramona Foster	phone: 212/705-7305
IEEE SPECTRUM	FAX: 212/705-7453
345 East 47th Street	email: r.foster@ieee.org
New York, NY 10017-2394	

ELECTRONIC LETTERS

There are at least three electronic letters which are read by potential Signal Processing Conference and Workshop attendees. Information about the meeting should be sent to these electronic letters. An electronic version of the Call for Papers, and even a listing of the technical program can be submitted. If the technical program is too lengthy, then a list of the session titles should be sufficient.

The electronic newsletters are:

1. E-LETTER on Systems, Control, and Signal Processing

Editors: Vijay K. Madisetti and Douglas B. Williams

Send submissions to: vkm@eedsp.gatech.edu or dbw@eedsp.gatech.edu

2. E-LETTER on Digital Signal Processing

Editors: Anton A. Stoorvogel and Siep Weiland

Send submissions to: eletter-request@win.tue.nl

3. IMDSP Electronic Newsletter

Editor: Steve Eddins

Send submissions to: eddins@mathworks.com

The following submission instructions are taken from the E-LETTER on Systems, Control, and Signal Processing, but apply to the other two as well.

Items for submission should start with a line beginning with the words "Contributed by" then the name and e-mail address of the contributor. The next line should be the title of the article, centered, with no more than 60 characters. No line of the submission should exceed 78 characters. The editors ask contributors to keep their articles short and to the point.

MAILING THE CALL FOR PAPERS

Mailing lists, mailing labels, printing, and mail handling can be obtained from IEEE Conference Services at reasonable, non-profit rates for all IEEE sponsored or cosponsored meetings. See Appendix III for an old price list.

The Conference Service contact information is:

IEEE Conference Services
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ, 08855-1331

phone: (908) 562-3878
FAX: (908) 981-1769

IEEE Mailing Lists can be selected by combinations of Society membership, geographic areas, and Technical Interest Profile (TIP) categories. A list of TIP categories and Societies comes with your IEEE membership renewal or can be requested from Conference Services. They can also supply lists of Sections, Regions, and Chapters. In addition to IEEE mailing lists, you should mail announcements to attendees and submitters of previous workshops.

To request mailing labels, send a letter to IEEE Conference Services with the following information:

1. name and dates of conference or workshop
2. what is being mailed (Call for Papers, Advance Program, etc.)
3. which IEEE Society members are to be selected
4. geographic area(s) to be selected (regions, sections, etc.)
5. membership grade(s) (higher grade, student, affiliate)
6. when selecting TIP (Technical Interest Profile) categories, indicate which rankings are to be selected)
7. what type of label (Cheshire - machine applied or Avery - peel and stick)
8. to whom to send the labels if IEEE is not providing mailing services
9. to whom to send the bill

At least one month should be allowed for this activity. Normally only the mailing lists of the sponsoring entity (Society/Region) or cooperating entity will be made available to the conference by IEEE. However, access to mailing lists of other IEEE entities may be possible.

Mailing labels can be generated by IEEE from the mailing list and sent to the designated person or to IEEE mailing services for affixing, sorting & posting.

To take advantage of the IEEE non-profit bulk-mail rates, the mailing must be non-personal and consist of 200 or more identical pieces, sorted according to zip codes and states. Each piece must be posted from the IEEE Service Center in Piscataway NJ and must contain the IEEE mailing indicia (Permit No. 52) and return address. Self-mailers must contain at least one self-adhesive tab to keep the piece closed.

The proper postal indicia is a box (true size about 1.125 by 1 in) as shown:

```
-----  
| Non Profit Org. |  
| U.S. Postage |  
| PAID |  
| IEEE |  
| Piscataway, NJ |  
| Permit #52 |  
-----
```

The return address must be that of the permit holder:

Institute of Electrical and Electronics Engineers, Inc.
(Name of Conference/Workshop in addition is acceptable)
445 Hoes Lane
P.O. Box 1331
Piscataway, N.J. 08855-1331

When you contact IEEE Conference Services, ask them to tell you the total cost of the mailing services you request. See the price list in Appendix III.

IV. Local Arrangements

The major responsibilities of the Local Arrangements Committee are in the following areas:

- (i) ensuring hotel reservations with competitive rates,
- (ii) planning social functions such as receptions, refreshments during breaks, luncheons, and dinners (special effort should be made to identify any special dietary needs from participants),
- (iii) arranging and supervising bus transportation to and from the hotel to the conference center (if necessary),
- (iv) supplying audio visual equipment, poster set-up materials, any other special aids, session signs, tables and chairs, etc.
- (v) providing information about transportation to and from airports, restaurants, entertainment events, and a detailed schedule of events,
- (vi) securing personnel to set up and operate projectors, set up posters, chairs, etc.
- (vii) providing assistance during the workshop in the resolution of reservation emergencies and other logistical problems,
- (viii) arranging for messenger service at the workshop.

Appendix IV provides sample cover letters used by previous Local Arrangements Committees. Often, this information is included in the Advance/Final Program.

V. Technical Program

The Co-chairs of the workshop, or an appointed Technical Chair, assisted by the SP Society Technical Committee, are responsible for forming a program with the greatest possible technical value. Major responsibilities include:

- (i) Preparing list of prospective keynote speakers. Invitation letters to prospective speakers should convey the the importance of both the workshop and the speaker's participation.
- (ii) Acknowledging receipt of the extended summaries or abstracts. The acknowledgment letter (or e-mail) should include the title of the contribution, a receipt number, and the anticipated date for notifying acceptance/rejection.
- (iii) Implementing an effective paper review process. The reviewers are usually the members of the sponsoring SP Society Technical Committee, as well as additional prominent researchers in the field.
- (iv) Defining the technical program schedule, including identifying which papers will be presented in poster and oral sessions.
- (v) Selecting session chairs, moderators, and contributors to discussions. Well-known researchers should be asked to serve as session chairs to help attract an audience.
- (vi) Mailing of acceptance/rejection letters to contributors. Authors who had their contributions rejected should be encouraged to attend the workshop. In addition, individuals who indicated interest in attending the workshop without presenting a paper should also be encouraged to do so. Advance registration forms should be included with the acceptance and rejection letters. If camera-ready copy is required for the Workshop Proceedings, author's kits or instructions to authors (if author's kits are not needed), and a copy of the IEEE Copyright Form should be also included with the acceptance letter. This requires coordination among the Technical, Finance, Proceedings and Publicity Chairs, but the consolidation of mailings is generally uch more efficient than multiple mailings. The mailing of acceptance or rejection letters to contributors should be made 5-6 months before the date of the Workshop.
- (vii) Preparing the Advance and Final Technical Programs for the Publications Chair to have printed and mailed. The mailing of the Advance Program to the printer should be made 4-5 months before the date of the workshop. (IEEE Conference Services can also handle printing and mailing of the Advance Program.)

Appendix V includes the following sample items:

- (i) Acknowledgment letter
- (ii) Letter to reviewers with a review form
- (iii) Letter to session chairs
- (iv) Acceptance letter: oral/poster presentation
- (v) Acceptance letter
- (vi) Rejection letter
- (vii) Invitation for attendance letter.

VI. Publications

The sponsoring SP Society Technical Committee recommends to the Workshop Committee whether the Proceedings should consist of complete papers or contain only abstracts or extended summaries of each paper. Cost considerations usually dictate the length of papers that appear in the Proceedings. Major responsibilities of the Publications Committee include:

- (i) Selecting the printer and coordinating production logistics. Establishing a time-table with the printer that is consistent with the overall workshop planning schedule. Determining which tasks the printer will do and which tasks the Publication Chair will handle.
- (ii) Obtaining cost estimates for composition, printing, and shipping of Advance/Final Programs and Proceedings. Negotiating associated production costs. The IEEE has a formula to determine the maximum fee per copy of the Proceedings that an IEEE Conference should pay. The Finance Chair should ensure that the Publications Chair complies with these regulations.
- (iii) Submitting the IEEE Publications Form to IEEE Conference Services approximately 12 months before the workshop. This will result in the assignment of IEEE, Library of Congress, ISBN, and ISSN numbers for the Proceedings from IEEE Conference Services. Arranging that all IEEE requirements such as IEEE Catalog Number, Library of Congress Number, and ISBN are followed by the printer. In rare instances, IEEE will purchase a certain number of copies of workshop Proceedings. If this is true for your workshop, obtain written confirmation from IEEE Conference Services of the quantity and per copy price of the Proceedings to be sent to IEEE. In addition to paying for the Proceedings, the IEEE reimburses the costs of shipping the Proceedings to Piscataway, NJ. The fee for these copies of the Proceedings, called the "book broker fee," may either be directed to the conference or to the SP Society upon determination of the Conference Board. Contact Pat Thompson at 908-562-3872 for the form.
- (iv) Mailing of the Advance Program with all technical sessions to the printer 5-6 months before the date of the workshop, with instructions for distribution.
- (v) Follow-up with printer so that submission of camera-ready papers to the printer takes place three (3) months before the workshop. If the camera-ready papers are submitted to the Publications Chair, sending out acknowledgments of receipt of the papers to the authors.
- (vi) Follow-up with printer to ensure that Proceedings and Final Programs are delivered to the workshop site at least one week before the date of the Workshop.
- (vii) With Finance Chair, determining the charge for extra copies of Proceedings purchased at the Workshop. IEEE policy requires that the "On-Site" fee charged for individual copies of Proceedings be lower for IEEE members than for non-members. The "Post-Conference" sales prices are set by IEEE Conference Services.

Appendix VI contains a sample cover letter for inclusion in Author's kits and a sample Advance Program.

VII. Finance/Registration

The major responsibilities of the Finance/Registration Chair are:

- (i) Assisting the Co-chairs in the preparation of realistic budget estimates and the cash advance request.
- (ii) Opening a workshop bank account and being responsible for its record keeping (deposits/expenses).
- (iii) Authorizing payments to various vendors.
- (iv) Establishing registration fees. The advance registration fee is generally set lower than the on-site registration fee in order to stimulate advance registration.
- (v) Establishing a specific refund policy.
- (vi) Arranging for additional insurance coverage if that is necessary.
- (vii) Encouraging advance registration as part of the workshop publicity.
- (viii) Developing a detailed plan of action for the entire registration process at the workshop.
- (ix) Preparing the final report and repaying any loans and/or surplus.

The IEEE Signal Processing Society handles approval and distribution of budgets and loans through its Conference Board Treasurer. All budgets, loan requests, repayments of loans, payments of surplus, and final reports should be sent to the CB Treasurer for submission to the IEEE. Currently the CB Treasurer is:

Maureen P. Quirk	(609) 279-6224 (office/voicemail)
Center For Communications Research	(609) 924-4600 (main switchboard)
Thanet Road	(609) 924-3061 (FAX)
Princeton, NJ 08540-3699	quirk@ccr-p.ida.org

BUDGET APPROVAL

Develop your preliminary budget in time for it to be approved at one of the biannual Conference Board meetings. These meetings occur in October and in the spring at ICASSP. A few weeks before the CB meeting, send your budget to the CB Treasurer for feedback (electronic mail is great for this). Please use the official Signal Processing Society financial reporting forms. You may also use the similar IEEE forms with four pages instead of three. The IEEE will no longer approve budgets which do not include all the information requested on these forms. Filling out the forms is not intended to be a punishment, but to provide guidance as you make up your budget.

If there are any questions, or your budget seems very different from what is expected, the CB Treasurer may recommend changes or request supporting information. Doing this in advance of the CB meeting facilitates the approval process. Send your preliminary budget to the CB representative for your Technical Committee. Request that they submit it at the meeting and make a motion for approval of the budget and any advance loans.

If you need a budget approved before the next Conference Board meeting, submit it to the Conference Board Chairperson, listed below. The CB Chairperson will consult with other CB members and approve it unless changes are recommended. Please plan to present your budgets at CB meetings.

Currently the CB Chairperson is:

Panos Papamichalis	(214) 995-0653 (Office)
Texas Instruments, Inc.	(214) 995-6194 (FAX)
P.O. Box 655474, MS 446	panos@hc.ti.com
Dallas, TX 75265	

LOAN REQUESTS

In order to obtain a loan, you must have an approved budget and submit a letter requesting the loan to the CB Treasurer. Generally workshop loans are from \$2000 to \$3000 dollars, however, a higher amount can be loaned if needed for a specific advance expense such as a hotel deposit due before any advance registration money is received. Your preliminary budget should include the total amount of all loans as both income (item 12.) and expense (item 21.).

After your budget and loan have been approved by the Conference Board, send the CB Treasurer a copy of the approved budget, a completed IEEE Conference Information Schedule, and a request for the approved loan. The loan request must be on some type of letterhead, either IEEE's or your employer's, or may be sent by electronic mail. The request must clearly state the full title, dates, location, general chairperson, and finance officer of the workshop, the name of the account the check should be made out to, and the name and address of the person who should receive the check. Workshop account names must include the IEEE and a version of the workshop name which will not be confused with other similarly named workshops. An example is: "IEEE 1994 DSP Workshop."

COSPONSORS AND GRANTS

If another entity cosponsors a meeting, both the cosponsor and the SP Society advance loans, and the relative amounts advanced determine the percentage sponsorship. Any surplus funds generated are divided in the same percentage. If a loss is incurred, the loss is covered by all cosponsors according to the percentage sponsorship. However, if the cosponsoring entity is an IEEE chapter or section, then the maximum loss the chapter or section would incur is limited to the total funds they advanced.

An agency which gives a grant to a workshop is not considered a financial cosponsor, since they incur no risk of covering a loss. A granting agency is sometimes listed as a cosponsor on the Call-for-Papers depending on the history of the workshop organization, and how substantial the grant is. A grant should be spent for the purpose for which it was granted, and unspent grant funds should be returned to the granting agency. If it is not practicable to return unspent funds, then they are simply considered part of the surplus and returned to the Society. (Of course the Technical Committee should remember this fact when they prepare their next workshop budget.)

IEEE CONFERENCE INFORMATION SCHEDULE

The IEEE now requires that this form be submitted before they will approve a budget or advance a loan. The form requests approximately the same information as a Call-for-Papers. An electronic version is available from the CB Treasurer, and official forms from the SP Society Executive Officer.

BUDGET/FINANCIAL REPORTING FORMS

The IEEE has an official, four-page, financial reporting form for meetings. The Signal Processing Society uses a shorter, electronic version of this form. The first page, entitled "SUMMARY FINANCIAL REPORT..." summarizes the categories detailed on the income and expense pages, and provides information about the bank account and the distribution of surplus funds. Supply all of the identifying information the IEEE needs including the workshop title, dates, location, and finance officer's name, address, and telephone numbers. Please fill out the detailed forms carefully, leaving blanks or entering zeroes for all irrelevant categories. If a category requests a quantity and a per item cost, and you have only a total quote or estimate, ignore the cost space and enter only the total. Please do enter the quantity if applicable so that you and future workshop planners will know what to expect. When you submit your final report, itemize all appropriate categories.

IEEE Conference Services will check over your budget forms before approving your budget and sending a loan. Some things the IEEE is checking for are: that you charge a higher registration price for non-IEEE members; that you plan to repay your loan; that you have

thought out your social expenses; planned for equipment rental, postage, etc. For a workshop, a 25-50 dollar difference between IEEE members and non-members should be enough.

The CB Treasurer has electronic versions of the IEEE forms. Official versions and other information is available from the Signal Processing Society's Executive Officer, Mercy Kowalczyk. Mercy's contact information is:

Ms. Mercy Kowalczyk	phone: (908) 562-3887
Executive Officer	Fax: (908) 235-1627
Signal Processing Society	email: mercy@ieee.org
445 Hoes Lane, P.O. Box 1331	
Piscataway, NJ, 08855-1331	

BANK ACCOUNT

No IEEE funds can be held in personal accounts, a separate account must be opened. If possible, this account should be interest-bearing. To satisfy IRS regulations, all bank accounts should be opened as: "IEEE d/b/a/ meeting year and name" e.g., "IEEE 1994 DSP Workshop." In addition to this official name, when you open the account you should list all the names that you would expect people to use. Make sure that the bank will accept "1994 DSP Workshop," "DSP Workshop," etc. It is amazing how many registrants can not read instructions!

The Employer or Taxpayer Identification Number is 13-1656633. The IEEE is a 501(c)(3) not-for-profit as designated by the Federal government. This status exists in New York, New Jersey and several other states. It may reduce your bank charges if you inform your bank of this non-profit status. If you need documents to prove this status, contact the SP Society Executive Officer, Mercy Kowalczyk at mercy@ieee.org or (908) 562-3887.

IEEE policy requires that all meeting bank accounts have alternate signatories. The minimum requirements are: 1. The Finance Chairperson or Treasurer 2. The General Chairperson (or another committee member) 3. The Society Executive Officer, Mercy Kowalczyk

CREDIT CARD, WIRE TRANSFERS AND REGISTRATION FEES

The IEEE provides credit-card handling services. Check with Cyril Hodge at (908) 562-6337 about credit-card handling for workshops. All credit-card companies charge fees for their services. The IEEE passes these fees on to the meeting. The fees are 1.99% for Mastercard and Visa, 3.65% for American Express and 4.5% for Diner's Club. When the IEEE has collected sufficient money from the credit-card companies, they send you a check for the most of the funds. They reserve some for refunds, and after six months, send you the reserve. Your local bank can also handle credit cards for you, but they usually add on extra fees, bringing even Mastercard and Visa up to 4%. Offering credit-card payment will cut down on the number of problems you will have with checks drawn on foreign banks and with requests for wire transfers. Refuse to accept any wire transfers. One excellent way of refusing is to inform all who enquire that payment by wire transfer will add 100 dollars to their registration fee. Disregard all assurances that your bank will handle wire transfers appropriately. Each transfer costs a minimum of 20 dollars to receive! The fee is usually 50 dollars from overseas banks. If you agree to accept even one wire transfer, chances are it will not go through the first time (you often have to pay for failures too!), and there is a high probability that after weeks of effort on your part, your workshop will still not have the funds. All finance officers who have accepted wire transfers have been saddened by the experience.

Make sure that the registration form lists the accepted currencies and credit cards if any (usually only Mastercard and Visa because of the lower rates). Payments in US dollars and the currency of the country in which the bank account was opened should always be accepted. A line like "NO checks on non-U.S. (Australian) banks" should appear in bold-face type near the signature line. It is next to impossible to cash checks drawn on foreign banks that do not have local corresponding banks, and it is expensive (\\$25.00-\\$100.00) even

when such a branch exists. Publicize and enforce the accepted payment rules. Reject applications that violate the rules. Remember, after the workshop, when the rest of the committee is resting on their laurels, it will be your job to try to extract payment from attendees whose money you never received. Don't create problems for yourself by trying to be too nice.

A cancellation/refund policy must be established. Deadlines should be in bold-face type next to the signature line on the registration form.

CONFERENCE INSURANCE

The IEEE provides insurance for all meetings. There is no charge, but you must fill out the Request for Conference Insurance form. There are separate forms for Regions 1-6 (US), and Regions 7-10 (non-US). For Regions 1-6, there is a 100 dollar charge for the optional In/Out Robbery coverage to insure on-site cash receipts, but since there is a \$2500 deductible, and most workshops do not handle much cash on site, this additional coverage is not usually appropriate. (This coverage is free for non-US conferences.)

AUDITS

Beginning with 1995 conferences, all conference final financial reports are required to be audited. Conferences with expected revenues or expenses of less than \$100,000 will not be audited every year; however, they will be assessed a small fee each year per the schedule listed below and audited on a rotational basis.

Total Budgeted Revenue or Expenses (Before Loans) (\$)	Audit Fee	Audits
0-49,999	\$50	10% Sample
50,000-99,999	\$100	10% Sample
100,000 & up	0.6% of rev./exp. with a max. of \$6000	100%

The above fee covers the overall process including audits, guidance on record keeping, training, and financial report review.

DEVELOPING YOUR BUDGET

The IEEE has official financial reporting forms for all meetings. Although the first, the Summary Financial Report seems to contain all the information needed for workshops, the IEEE now insists that we fill out all the pages. Some things they are checking for are: that you charge a higher registration price for non-IEEE members; that you plan to repay your loan; that you have thought out your social expenses; planned for equipment rental, postage, etc. For a workshop, a 25 dollar difference between IEEE members and non-members should be enough.

Please do not develop your budget and then try to fill out the forms. The forms are intended to provide guidance as you make up your budget so that you do not leave things out. (Or so the IEEE bureaucrats told me. MPQ) Please use the forms and stick to the IEEE reporting categories, omitting entries on irrelevant lines such as exhibits. Supply all of the identifying information the IEEE needs including the workshop title, dates, location, and finance officer's name, address, and telephone numbers.

The CB Treasurer has electronic versions of the IEEE forms. Official versions and other information is available from the Signal Processing Society's Executive Officer, Mercy Kowalczyk. Mercy's contact information is:

Ms. Mercy Kowalczyk	phone: (908) 562-3887
Executive Officer	FAX: (908) 235-1627
Signal Processing Society	email: mercy@ieee.org
445 Hoes Lane, P.O. Box 1331	
Piscataway, NJ, 08855-1331	

REPAYMENTS OF LOANS

Technically, the IEEE requires that you return your loan within 30 days of the workshop. When you cash the check you are agreeing to abide by this condition. Naturally we prefer that you follow this rule, however, we are all busy volunteers and often the return of the loan is not the highest priority. Please repay the loan as soon as you get your professional life back together after the workshop. No loans should be outstanding more six months after the workshop. If the loan is \$5000 or more, please abide by the 30-day limit. Submit all payments directly to the CB Treasurer. Make checks payable to the "IEEE Signal Processing Society."

REGISTRATION KIT

The registration kit provided to attendees at the Workshop should include the following items:

- (i) Final Program
- (ii) Proceedings
- (iii) Receipts
- (iv) Badges
- (v) Invitations or tickets to social functions
- (vi) List of participants (name, affiliation)
- (vii) Restaurant and entertainment guide
- (viii) Tourist information about the area
- (ix) Pen and pad.

FINAL REPORT AND SUBMISSION OF SURPLUS FUNDS

When you close the books for your workshop, submit your final budget report and a check for any surplus funds to the CB Treasurer. All checks should be payable to the "IEEE Signal Processing Society." Try to close your books within a few months of your workshop, definitely close them within a year.

IRS regulations stipulate that all surplus funds from a meeting must first be deposited in the sponsoring entity's IEEE Headquarters account before they can be withdrawn as advance funds for a future meeting.

Give a copy of your final report to the Conference Board representative for your Technical Committee so that they can submit it officially to the Conference Board. The minutes of the Conference Board are used to archive this information. If your representative will not be attending the meeting, send a copy of the report to the CB Chairperson or request that the CB Treasurer submit the report for you.

Appendix VII includes budget forms, a sample registration form and a reminder letter for advance registration. A sample preliminary budget can be found in Appendix II.

VIII. Technical Summary Report

The Co-chairs of the workshop prepare a summary report and submit it to the sponsoring Technical Committee and the Conference Board. The report provides an overview of the technical sessions and the talks given. Ask the session chairs to summarize in writing their session then prepare the final summary report using this input. The Society President often uses these reports to prepare letters for publication. Technical summaries used to be published in the Signal Processing Magazine, and it would be a service to member if this practice was revived.

A sample summary report is contained in Appendix VIII.

Appendix I

IEEE SP Society and Conference Board Contacts

If you have questions that this Manual has not addressed sufficiently, contact one of the following very knowledgeable people.

1. Your Technical Committee's representative to the Conference Board

2. SP Society Executive Officer

Mercy Kowalczyk	(908) 562-3887 (office)
Executive Officer	(908) 235-1627 (FAX)
Signal Processing Society	e-mail: mercy@ieee.org
445 Hoes Lane, P.O. Box 1331	
Piscataway, NJ, 08855-1331	

3. SP Society Conference Board Treasurer

Maureen Quirk	(609) 279-6224 (office/voice-mail)
Center for Communications Research	(609) 924-4600 (main switchboard)
Thanet Road	(609) 924-3061 (FAX)
Princeton, NJ 08540-3699	e-mail: quirk@ccr-p.ida.org

4. SP Society Conference Board Chairperson

Panos Papamichalis	(214) 995-0653 (Office)
Texas Instruments, Inc.	(214) 995-6194 (FAX)
P.O. Box 655474, MS 446	e-mail: panos@hc.ti.com
Dallas, TX 75265	

5. The Conference Service contact information is:

IEEE Conference Services	(908) 562-3878
445 Hoes Lane	(908) 981-1769
P.O. Box 1331	Piscataway, NJ, 08855-1331

Appendix II

Sample Workshop Proposal

Sample Cash Advance Request

Sample Preliminary Budget Sample Call for Papers

IEEE Conference Information Schedule Form

Workshop Announcement Boilerplate

Sample Workshop Proposal

Proposal for

FOURTH IEEE-SP WORKSHOP ON NEURAL NETWORKS FOR SIGNAL PROCESSING

6-8 September 1994

Ermioni, Greece

Dr. John Vlontzos

PROPOSAL

It is proposed that the Technical Committee on Neural Networks of the IEEE Signal Processing Society serve as organizer of the Fourth IEEE-SP Workshop on Neural Networks for Signal Processing, to be held 6-8 September 1994, in Greece.

It is proposed that Dr. John Vlontzos of Intracom S.A., member of the Technical Committee, serve as chair.

WORKSHOP FACILITIES

The chair has obtained cost and availability information from hotels in Spetses Island and Ermioni region of Greece.

On Thursday, 26 August, John Vlontzos, member of SP-TC on Neural Networks, visited the proposed site to verify that its location and facilities are appropriate for the conference.

Many of the usual amenities of a conference site were found: modern hotel rooms, a conference room adequate for 200 attendants, additional room for the poster sessions, overflow room, pool, game and exercise rooms, water sports and tennis facilities, outdoor theater, large open door area for banquets as well as a number of excellent restaurants in the hotel premises.

The hotel is located in the Ermioni region of Greece, a short boat trip from two of the most interesting Islands of the Aegean Sea, Spetses and Hydra and a short bus trip from the Epidavros Theater, the best preserved ancient Greek theater where a number of cultural activities take place at the time of the workshop. Arrangements have been made for excursions to the above locations.

It is suggested, therefore, that the workshop take place at Porto Hydra Resort Hotel, Ermioni, Greece

A letter dated September 16, 1993 from Christina Konstandinidou, Hotel Manager at Porto Hydra Hotel, confirms that she is holding for our use, a 200-person conference room, and 150 single sleeping rooms for 6-8 September 1993. Mrs. Konstandinidou understands that we cannot commit until late this Summer. The letter from Porto Hydra indicates that the daily cost for the conference will be \$25000 for 200 attendees.

PROGRAM COMMITTEE

We wish to continue the very highest technical standards for NNSP'93. It is proposed that Prof. Jenq-Neng Hwang of the Univ. of Washington, Seattle serves as Program Committee Chair.

Sample Cash Advance Request

[must be on letterhead]

Month, Day, Year

Dr. Panos Papamichalis
Chairperson, Conference Board
IEEE Signal Processing Society

RE: *Year* IEEE *Particular Sort of Signal Processing* Workshop

Dear Dr. Papamichalis,

Enclosed please find a proposal to organize the *Year* IEEE *Particular Sort of Signal Processing* Workshop. This workshop is sponsored by the *Particular Sort of Signal Processing* Technical Committee. Included as part of the proposal are:

1. A draft copy of the Call for Papers.
2. A preliminary budget
3. A completed IEEE Conference Information Schedule
4. A request for an advance loan

Some key data about this workshop are as follows:

Date:
Location:
General Chair(s):
Finance Chair:

As you may find from the enclosed preliminary budget, in order to publicize this workshop before the paper submission deadline, an advance loan of \$3000 to cover the cost of advertisement is requested. Please arrange for the advance loan to be made payable to the “*title of workshop bank account*” and sent to the workshop Finance Chair at:

Finance Chairperson's Name
Corporate/University Name
Street Address
City, State, Country, Code

We would be very much appreciate it if the conference board would approve this proposal and the request for advance at your earliest convenience.

Sincerely,

Name, General Chair
Year IEEE *Particular Sort of Signal Processing* Workshop

Sample Preliminary Budget

NOTE: this sample shows only the first page of the financial reporting forms.

SUMMARY FINANCIAL REPORT FORM FOR IEEE SPONSORED CONFERENCES

1. Conf: 1994 IEEE Workshop on Neural Networks for Signal Processing.
2. Date: 6-8 September 1993
3. Place: Porto Hydra Resort Hotel, Ermioni, Greece
4. Type of Report: This is a preliminary budget
5. Currency: All figures in \$US

INCOME

- | | | |
|--|----------|---------------------------|
| 6. Registration Fees, \$590*120 attending: | \$ 70800 | (meeting ,meals, lodging) |
| 7. Conference Publication Sales, \$40*50: | \$ 2000 | (same as 1993) |
| 8. Exhibits: | | |
| 9. Social Functions: | | |
| 10. All other conference receipts | | |
| 11. Total conference income: | \$ 72800 | |
| 12. Advance loans: | \$ 3000 | |
| 13. Total receipts: | \$ 75800 | |

EXPENSE

- | | | |
|------------------------------------|----------|----------------|
| 14. Promotion: | \$ 4000 | (same as 1993) |
| 15. Conference publications: | \$ 10000 | (same as 1993) |
| 16. Exhibits: | | |
| 17. Social functions: | | |
| 18. Administration: | \$ 53000 | |
| (Hotel + Transportation +\$3000) | | |
| 19. All other conference expenses: | \$ 4500 | (same as 1993) |
| 20. Total conference expense: | \$ 71500 | |
| 21. Loan repayments: | \$ 3000 | |
| 22. Total outlays: | \$ 74500 | |

SURPLUS/LOSS

- | | |
|---------------------|----------|
| 23. Total receipts: | \$ 75800 |
| 24. Total outlays: | \$ 74500 |
| 25. Surplus(Loss): | \$ 1300 |

POST CONFERENCE DISTRIBUTION

- | Cosponsor Entity | % Share | \$ Distributed |
|-----------------------------------|---------|----------------|
| a. IEEE Signal Processing Society | 100 | |
| b. | | |

CONFERENCE FINANCIAL INSTITUTION

Name of Bank:

Address:

Conference Account Title: _____

Account No. _____

Have you requested IEEE Conference Insurance? Yes No

SUBMITTED BY:

Name:

Address:

Conference position:

SIGNATURE: _____

Sample Call for Papers

1994 IEEE WORKSHOP ON
NEURAL NETWORKS FOR SIGNAL PROCESSING
September 6-8, 1994 Ermioni, Greece
Sponsored by the IEEE Signal Processing Society
(in cooperation with the IEEE Neural Networks Council)

GENERAL CHAIR

John Vlontzos
INTRACOM S.A.
Peania, Attica, Greece
jvlo@intranet.gr

PROCEEDINGS CHAIR

Elizabeth J. Wilson
Raytheon Co.
Marlborough, MA, USA
bwilson@sud2.ed.ray.com

PROGRAM CHAIR

Jenq-Neng Hwang
University of Washington
Seattle, Washington, USA
hwang@ee.washington.edu

FINANCE CHAIR

Demetris Kalivas
INTRACOM S.A.
Peania, Attica, Greece
dkal@intranet.gr

PROGRAM COMMITTEE

Joshua Alspector
Les Atlas
Charles Bachmann
David Burr
Rama Chellappa
Lee Giles
J. Hanson
Yu-Hen Hu
Jenq-Neng Hwang
Bing-Huang Juang
Shigeru Katagiri

Sun-Yuan Kung
Gary M. Kuhn
Stephanos Kollias
Richard Lippmann
Fleming Lure
John Makhoul
Richard Mammone
Elias Manolakos
Nahesan Niranjana
Tomaso Poggio
Jose Principe

Wojtek Przytula
Ulrich Ramacher
Bhaskar D. Rao
Andreas Stafylopatis
Noboru Sonehara
John Sorensen Steve
Yoh'ichi Tohkura
John Vlontzos
Raymond Watrous
Christian Wellekens
Yiu-Fai Issac Wong

CALL FOR PAPERS

The fourth of a series of IEEE workshops on Neural Networks for Signal Processing will be held at the Porto Hydra Resort Hotel, Ermioni, Greece, in September of 1994. Papers are solicited for, but not limited to, the following topics:

APPLICATIONS:

Image, speech, communications, sensors, medical, adaptive filtering, OCR, and other general signal processing and pattern recognition topics.

THEORIES:

Generalization and regularization, system identification, parameter estimation, new network architectures, new learning algorithms, and wavelets in NNs.

IMPLEMENTATIONS:

Software, digital, analog, and hybrid technologies.

Prospective authors are invited to submit 4 copies of extended summaries of no more than 6 pages. The top of the first page of the summary should include a title, authors' names, affiliations, address, telephone and fax numbers and email address if any. Camera-ready full papers of accepted proposals will be published in a hard-bound volume by IEEE and

distributed at the workshop. Due to workshop facility constraints, attendance will be limited with priority given to those who submit written technical contributions. For further information, please contact Mrs. Myra Sourlou at the NNSP'94 Athens office, (Tel.) +30 1 6644961, (FAX) +30 1 6644379, (e-mail) msou@intranet.gr.

Please send paper submissions to:

Prof. Jenq-Neng Hwang IEEE NNSP'94 Department of Electrical Engineering, FT-10
University of Washington, Seattle, WA 98195, USA Phone: (206) 685-1603, FAX: (206)
543-3842

SCHEDULE

Submission of extended summary:February 15

Notification of acceptance:April 19

Submission of photo-ready paper:.....June 1

Advanced registration, before:June 1

IEEE TECHNICAL ACTIVITIES

IEEE CONFERENCE INFORMATION SCHEDULE

(See next page for instructions on how to complete this form)

1. Full Title of Conference: _____

2. Dates of Conference: _____

3. Location of Conference: (full name and address)

4. Estimated Attendance: _____
5. Exhibits _____ Yes _____ No
6. Will there be a Conference Publication? _____ Yes _____ No
If yes, check one: _____ Conference Record
_____ Other (explain) _____
7. Identify IEEE entity(s) involved as either Sponsor, Co-Sponsor, Technical Co-Sponsor or Cooperating and the percentage of involvement. These terms are defined on the next page.
Type of Involvement
S CS T C Percentage
Entity _____ % _____
Entity _____ % _____
Identify Non-IEEE entity(s) involved and the percentage of involvement:
Entity _____ % _____
Entity _____ % _____
8. Has the section within whose geographical boundaries the Conferee is being held been notified? _____ Yes _____ No
If yes, who was contacted? _____
Name Section
9. Has an IEEE Conference Insurance Form been submitted? _____ Yes _____ No

ADMINISTRATION

For the following Conference officers, enter first name, middle initial and last name, plus complete address and telephone number.

CONFERENCE CHAIRMAN: _____

Address: _____

Phone: _____ FAX: _____ E-Mail: _____

INFORMATION CONTACT: _____

Address: _____

Phone: _____ FAX: _____ E-Mail: _____

COMMITTEE MEMBERS

If available, please attach to this form a complete list of Conference Committee members, their titles, addresses, and telephone numbers.

SUBMITTED BY: _____

Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Conference Position: _____

SIGNATURE _____ DATE: _____

INSTRUCTIONS FOR COMPLETING CONFERENCE INFORMATION SCHEDULE

1. **CONFERENCE TITLE.** Enter the complete title. **IMPORTANT:** If you are considering any change in the title of a conference that has been held in prior years, you must clear this title with the IEEE Conference Services Office (at the address on the form). Title changes are very upsetting to librarians and even a slight modification can necessitate the issuance of a new Library of Congress Catalog Number for the conference proceedings.
2. **DATES OF CONFERENCE.** Spell out or abbreviate the month and use numerical designations for the days and year. For example: Oct. 8-10, 1993.
3. **LOCATION OF CONFERENCE.** Enter name of hotel or conference center, street address, city, state, postal code and country.
4. **ESTIMATED ATTENDANCE.** Enter your expected attendance.
5. **EXHIBITS.** Indicate whether or not there will be exhibits.
6. **WILL THERE BE A CONFERENCE PUBLICATION?** If "yes", check the "Conference Record" or "Other" box. "Other" could be a Digest, Abstracts or Summary.
7. **INDICATE THE EXTENT OF IEEE INVOLVEMENT.** Read the definitions below:
 - **Sponsorship:** Indicates complete responsibility in the technical, financial, publicity and administrative areas of the conference.
 - **Co-Sponsorship:** Indicates a shared significant involvement in the technical, financial, publicity and administrative areas of the conference.
 - **Technical Co-Sponsorship:** Indicates direct involvement in the organization of the technical program (without assuming credit for such action), encouraging members to submit papers and attend the conference through availability of the appropriate IEEE Society mailing list.
 - **Cooperation:** Indicates that an IEEE entity will assist with publicity and encourage individual members to submit papers and attend the conference.

If sponsored or co-sponsored, list each involved entity and indicate its percentage share of financial involvement. Explain if other than percent.

If **PARTICIPATING** or **COOPERATING**, list each entity and its involvement.
8. IEEE Policy requires notification of the section within whose geographical boundaries the conference is being held.
9. Submission of Request for Conference Insurance form is mandatory for IEEE to provide necessary insurance coverage.

ADMINISTRATION AND COMMITTEE MEMBERS. It is important to provide IEEE Conference Services with the names, addresses and telephone numbers of the Chairmen and Committee Members requested. The name of the "Information Contact" is included in IEEE Technical Activities Guide Conference Listing.

SUBMITTED BY. The name, address, telephone number, and conference position of the individual completing this form must be included. This person must also sign the form and enter the date that the form was sent to the IEEE.

IEEE CONFERENCE SERVICES
445 HOES LANE, PO BOX 1331,
PISCATAWAY, NJ 08855-1331, USA

Sample Workshop Announcement Letter

The *workshop title* is sponsored by the IEEE Signal Processing Society. The objective of the workshop is *objective*. The following topics have been identified for the Workshop:

list topics

The sessions will be held at the *workshop site*. Participants would stay at *hotel*. Transportation will be provided from *hotel* to *workshop site* and return. Information about convenient accommodations with special rates could be obtained by contacting directly the Local Arrangement Committee. Copies of the Proceedings of the Workshop will be made available to all attendees of the workshop. Cost of attendance will be as follows:

Registration Fee: \$ US dollars prior to *date*
 \$ US dollars after *date*

The registration fee includes refreshments, lunches, transportation and a copy of the Workshop Proceedings.

Attendance at the Workshop will be limited to *number* people on a first come/first serve basis and will be by both invitation and application. There will be *yes/no* parallel sessions at the Workshop. Inquires concerning the submission of papers or attendance should be directed to the Co-chairs of the Workshop. Authors are encouraged to send with their application four copies of their two-page extended summaries which should include author's names, addresses, affiliations and telephone numbers prior to *date*.

Appendix III

Sample E-letter Submission

Sample Invitation Letter

Workshop Application Form

Form for Calendar Submissions

IEEE Conference Services Price List

Sample E-letter Submission

Contributed by: Gary M. Kuhn <gmk%idacrd@Princeton.EDU>

First IEEE-SP Workshop on
Neural Networks for Signal Processing
Sponsored by the IEEE Signal Processing Society
in cooperation with the IEEE Neural Networks Council

September 29 - October 2, 1991
Nassau Inn, Princeton, New Jersey, USA

Call for Papers

The first Workshop on Neural Networks for Signal Processing, sponsored by the IEEE Signal Processing Society, will be held in the fall of 1991 in Princeton, New Jersey. Papers are solicited for technical sessions on the following topics:

- + Application-driven Neural Models
- + Neural Architecture for Signal Processing
- + System Identification & Spectral Estimation by Neural Networks
- + Neural Networks for Image Processing & Pattern Recognition
- + Applications of Neural Networks to Speech Processing
- + Nonlinear Signal and Pattern Learning Algorithms

Prospective authors are invited to submit 4 copies of extended summaries of no more than 4 pages to Candace Kamm for review (address below). The top of the first page of the summary should include a title, authors' names, affiliations, addresses and telephone numbers. Photo-ready full papers of accepted proposals will be published in book form and distributed at the workshop. Due to conference facility constraints, attendance will be limited with priority given to those who submit written technical contributions. For more information, please contact Gary Kuhn, Publicity Chair, at (609) 924-4600.

Schedule

Submission of extended summary	April 1, 1991
Notification of acceptance	May 15, 1991
Submission of photo-ready paper	July 1, 1991

Address for submissions:

Dr. Candace Kamm
BELLCORE
445 South St.
Rm 2e-256
Morristown, NJ 07960-1910

Sample Invitation Letter

Dear *name*:

You are invited to attend the *workshop title* to be held on *date(s)* at the *location*. The workshop is sponsored by the IEEE Signal Processing Society. The objective of the workshop is to *objective*. The intent is to attract researchers from this field to exchange ideas and debate current and future trends. Your contributions to this field are very well known, and your participation will enhance the quality of this workshop.

Since the number of participants is limited to *number* people on a first come/first served basis, it is important that you indicate now whether or not you expect to attend the workshop. Would you kindly check the appropriate box in the enclosed application form and return it to us as soon as possible.

Through this letter we are also extending you an invitation to take part in the formation of the technical program of the workshop and review submitted papers. May we request that you inform us whether you would be able to take part in this review process? If you could participate, please check the appropriate box in the enclosed application form. We will contact you in the near future.

The registration fee that applies to all workshop participants (including keynote speakers, speakers, session chairmen and Workshop Committee members) is *amount* if paid by *date* and *amount* thereafter. A registration form along with information about convenient accommodations with special rates and a transportation map will be included in the next mailing.

Our committee is working hard to produce a workshop that will be at least as successful as the previous two Signal Processing Society workshops on this topic. However, this goal can only be achieved with your support and active participation.

Looking forward to hearing from you in the near future.

Sincerely,

Workshop Application Form

Title
Location
City, State
Date(s)

From: Name: _____

Address: _____

Telephone: _____

FAX: _____

Telex: _____

Please check the appropriate item:

(a) _____ I would like to present a paper entitled:

I will submit four (4) copies of a two page summary of this paper before *date*. I confirm that if my contribution is accepted, I will be attending the workshop in order to present the paper.

(b) _____ I wish to attend the workshop without presenting a paper.

(c) _____ I am interested in participating in the paper review process.

(d) _____ I will not be able to attend the workshop.

Signature

Date

Form for Calendar Submissions

Full Conference or Workshop Name:

Abbreviation (if any):

IEEE Sponsoring Society:

Signal Processing Society

Co-sponsoring Entities (if any):

Meeting Dates:

Meeting Site:

City, State, Code, and Country:

Contact Information:

Name:

Address:

Telephone:

FAX:

e-mail:

IEEE Conference Services Price List

IEEE Conference Services provides labels, printing, and mail handling at non-profit rates for all IEEE sponsored or cosponsored meetings. In addition to the services listed below, envelopes, postcards, and special paper can be supplied inquire if interested. Service costs as of October, 1993 were:

Labels	Cost per Thousand
3.5 inch ungummed Cheshire flat striplist, 4 names across	\$52.00
3.5 inch Avery label (self-adhesive), 4 names across	\$52.00
3.5 inch Avery label (self-adhesive), 1 name across	\$97.00

Printing	Cost per Thousand
Paper: 8.5 by 11 inch Plaza offset used for routine printing	\$9.00
Paper: 8.5 by 11 inch Mead Cockle used for letterhead	\$22.00

Labor	
Collating, stapling, or folding after printing	\$30.00 per hour
Affixing labels manually (Avery labels)	\$21.40 per hour
Affixing labels automatically (Cheshire labels)	\$17.00 per thousand
Inserting (into envelopes) and mailing	\$21.40 per hour
Sorting, tying, sacking*	\$21.40 per hour

Note: Post Office regulations require all second and third class non-profit bulk-rate mail to be sorted manually into zip code and state groups.

Postage

Letter mail:

11.1 cents per piece up to 3.3 ounces (U.S. only) over 3.3 ounces: 39.8 cents per pound plus 6.3 cents per piece insurance

Non-letters:

Flats (over 6.125 by 10.5 inches) 14.6 cents per piece up to 3.3 ounces Pound rate & surcharge same as letter mail.

Note: Regular postage rates are currently 19.8 cents per letter and 23.3 cents per non-letter. Non-U.S. mail is more expensive. Overseas mail must be put into envelopes. There are different rates for 3-7 day and for 1-3 weeks delivery delay.

Appendix IV

Sample Letter for Local Arrangements

Sample Hotel Reservation Form

Sample Letter for Local Arrangements

Dear Colleague:

Please find enclosed the hotel reservation form which will identify you as a workshop attendee in order to receive special conference rates. Since the availability of discounted rooms is limited, we urge you to make your reservations as soon as possible. In any case, reservations must be made by *date*.

The Copley Hotel has been chosen based on its economical prices and convenience. It is a quaint, clean hotel ideally situated in the heart of the city. If you would like information on alternative places to stay (perhaps a bit more elegance, at much more elegant prices!) I will be please to provide suggestions over the phone, or you can study the material you will be receiving shortly about Boston. Please note, however, that transportation to Henderson House will leave from Copley Square Hotel.

Within a few weeks, we will be sending detailed information about conference logistics, transportation from the airport, and about things to do while in the city.

We look forward to your participation in what promises to be an exciting workshop.

Sincerely,

Sample Hotel Reservation Form

Title

Location

City, State

Date(s)

Hotel Reservation Form

A limited number of rooms will be held at the *hotel* at specially discounted rates until *date*, after which reservation will depend upon availability. We urge you to make your reservations as soon as possible.

Type of Accommodation: _____ Single, \$, per night
 _____ Double, 1 bed \$, per night
 _____ Double, 2 beds \$, per night

If sharing room with workshop attendee, please designate name:

Arrival Date: _____ Check Out Date: _____

_____ Guarantee my room for late arrival (after 6:00 PM)

_____ Visa _____ MasterCard _____ American Express

Card No.: _____

Expiration Date: _____

Name: _____ Phone: _____

Address: _____

Return this form to: *hotel address*
 Attention: Reservation Manager

The hotel can be reached at *phone number*.

Appendix V

Sample Acknowledgement Letter

Sample Letter to Reviewers

Sample Review Form

Sample Letter to Session Chairs

Sample Acceptance Letter - Poster/Lecture Sessions

Sample Acceptance Letter

Sample Rejection Letter

Sample Invitation to Attend Letter

Sample Acknowledgement Letter

Dear *name*:

We have received the summary of your paper which you submitted for presentation at the workshop entitled *title*.

Your receipt number is *number*. The manuscript will be reviewed by the committee and notification for acceptance/rejection will be sent to you by *date*.

Sincerely,

Sample Letter to Reviewers

Dear *name*:

Thank you for consenting to be on the Program Committee of the *workshop title*. Enclosed please find the summaries of papers number *numbers*, which have been submitted for inclusion in the workshop program. Please let me have your comments and recommendations on the enclosed forms by *date*.

Your cooperation in meeting the deadline would be deeply appreciated.

Sincerely,

Enclosures

P.S. If you do not wish to evaluate one or more of these summaries, please return them to me immediately.

Sample Review Form

Paper No.:

First Author:

Subject Area:

Quality (and pertinence to workshop) on a scale of 0 to 10: _____

Comments and recommendations: _____

Reviewed by: _____ Date: _____

Sample Letter to Session Chairs

Dear *name*:

We are writing this letter to let you know that you have been appointed as a session chair at *workshop title*. Your session number is *number*, entitle *title* and is scheduled from *time* on *date*.

We kindly request that you contact the speakers of your session as soon as possible (you may use the enclosed format letter) and remind them about the Signal Processing Society Conference Presentation Standards that they have to follow. Copies of the Signal Processing Society Conference Presentations are enclosed.

Should you have any questions, please do not hesitate to contact us. We look forward to seeing you at the workshop.

Sincerely,

Sample Acceptance Letter for Lecture/Poster Presentations

Dear *name*:

Your paper entitled, *title* has been accepted for presentation at the *workshop*.

Your paper has been accepted as a *lecture/poster* presentation. The decision regarding type of presentation (i.e., lecture or poster) was determined solely by logistic considerations, and we consider the overall quality and importance of accepted papers in the two categories to be identical. * For the poster presentations, each presenter will be asked to give a 5-minute oral overview previewing the poster prior to the poster session. Posters must fit on a *size* Poster boards and push-pins will be provided. * * Lecture presentations are allotted *time* minutes, including questions. Standard audio-visual equipment that will be provided includes a microphone, pointer, overhead projector, and 2x2 slide projector. If you have additional audio-visual needs, please inform me in a cover letter accompanying the camera-ready version of your paper. * Enclosed are instructions for preparing the camera-ready copy of the paper for publication in the proceedings. Please read the instructions and specifications carefully before you begin preparing your paper. The model paper and specifications have been prepared for use on laser printer output. Papers can be no longer than *number* pages in length. In order to meet the publication deadline and to have the proceedings available at the conference, papers must be received no later than *date*. We cannot guarantee that late papers will be included in the proceedings.

Camera-ready copy should be sent to:

name and address

Please be sure to sign and return the IEEE Copyright form with your paper. These forms are required by the United States copyright law.

If you have any questions, you may contact me at *phone* or via email at *email*. An advance program for the workshop will be mailed to you in *month*.

I am looking forward to seeing you at the workshop in *location*.

Sincerely,

Sample Acceptance Letter for Oral Presentations

Dear *name*:

Your paper entitled, *title* has been accepted for presentation at the *workshop*.

Your paper has been accepted as a lecture presentation. The decision regarding type of presentation (i.e., lecture or poster) was determined solely by logistic considerations, and we consider the overall quality and importance of accepted papers in the two categories to be identical. Lecture presentations are allotted *time* minutes, including questions. Standard audio-visual equipment that will be provided includes a microphone, pointer, overhead projector, and 2x2 slide projector. If you have additional audio-visual needs, please inform me in a cover letter accompanying the camera-ready version of your paper.

Enclosed are instructions for preparing the camera-ready copy of the paper for publication in the proceedings. Please read the instructions and specifications carefully before you begin preparing your paper. The model paper and specifications have been prepared for use on laser printer output. Papers can be no longer than *number* pages in length. In order to meet the publication deadline and to have the proceedings available at the conference, papers must be received no later than *date*. We cannot guarantee that late papers will be included in the proceedings.

Camera-ready copy should be sent to:

name and address

Please be sure to sign and return the IEEE Copyright form with your paper. These forms are required by the United States copyright law.

If you have any questions, you may contact me at *phone* or via email at *email*. An advance program for the workshop will be mailed to you in *month*.

I am looking forward to seeing you at the workshop in *location*.

Sincerely,

Sample Acceptance Letter

Dear *name*:

We are please to inform you that your paper entitled *title* has been accepted for presentation and inclusion in the Proceedings of *workshop title*. A copy of the technical program and the author's kits will be mailed to you in the next few weeks. The formal deadline of your camera-ready paper is *date*. Instructions for preparing and delivering your oral or poster presentation will be mailed to you in the near future by your session chair.

The response to this workshop's announcement was overwhelming. Due to the large number of papers submitted we were unable to accommodate a significant number of contributions. Since your paper is one of those contributions included in the workshop, your participation is very important. Our primary objective for allowing a limited number of presentations was to avoid having parallel sessions and to create a relaxing atmosphere where the participants will have the time to talk to each other and debate current and future trends.

We strongly encourage you to immediately submit the enclosed workshop registration form along with your payment as well as the hotel registration form. Reservation arrangements are made directly between you, the attendee, and the hotel. We have instructed the hotel to handle reservations on a first come/first serve basis. Therefore, it is critical that you act now or you may have to stay elsewhere. There will be a free shuttle bus to and from the hotel to the *workshop location*. A map showing the location of the *workshop location* is enclosed for your information.

As you are going to witness in the near future, the technical program features very high quality contributions and leading authorities in the general area of *S.P. area*. We look forward to seeing you in *date*.

Sincerely,

Sample Rejection Letter

Dear *name*:

We are sorry to inform you that your paper entitled *title* has not been accepted for presentation at *workshop title*.

The response to this workshop's announcement was overwhelming. Due to the large number of papers submitted, we were unable to accommodate a significant number of contributions. We sincerely hope, however, that you will be able to attend this workshop. Our primary objective for allowing a limited number of presentations was to avoid having parallel sessions and to create a relaxing atmosphere where the participants will have the time to talk to each other and debate current and future trends.

We strongly encourage you to immediately submit the enclosed workshop registration form along with your payment as well as the hotel registration form. Reservation arrangements are made directly between you, the attendee, and the hotel. We have instructed the hotel to handle reservations on a first come first serve basis. Therefore, it is critical that you act now or you may have to stay elsewhere. There will be a free shuttle bus to and from the hotel to *workshop location*. A map showing the location of *workshop location* is enclosed for your information.

We look forward to seeing you in *date*.

Sincerely,

Sample Invitation to Attend Letter

Dear *name*:

Since you have indicated a desire to attend the *workshop title*, we are writing to encourage you to do so. A copy of the technical program will be mailed to you in the next few weeks.

The response to this workshop's announcement was overwhelming. Due to the large number of papers submitted we were unable to accommodate a significant number of contributions. Our primary objective for allowing a limited number of presentations was to avoid having parallel sessions and to create a relaxing atmosphere where the participants will have the time to talk to each other and debate current and future trends.

We strongly encourage you to immediately submit the enclosed workshop registration form along with your payment, as well as, the hotel registration form. Reservation arrangements are made directly between you, the attendee, and the hotel. We have instructed the hotel to handle reservations on a first come first serve basis. Therefore, it is critical that you act now or you may have to stay elsewhere. There will be a free shuttle bus to and from the hotel to the *workshop location*. A map showing the location of *workshop location* is enclosed for your information.

As you are going to witness in the near future, the technical program features very high quality contributions and leading authorities in the general area of *S.P. technical area*.

We look forward to seeing you in *date*.

Sincerely,

Appendix VI

Sample Letter for Author Kit
Sample Advance Program

Sample Letter for Author's Kit

Dear Colleague:

You should have already received a letter from us informing you that your paper has been accepted for presentation and inclusion in the proceedings of the *workshop title*.

The enclosed mats are for the camera-ready version of your papers that is to appear in the Workshop Proceedings. Please read carefully all the materials and prepare your mats accordingly. The mats and other forms are due at *printer* no later than *date*. The maximum length for each paper is four (4) pages. Any paper in excess of four pages will not appear in the Workshop Proceedings.

The following material is included in the author kit:

1. Workshop registration form
2. Instructions for mat preparation
3. IEEE copyright form
4. Return envelope to *printer*
5. Seven (7) blank mats

In the event that it becomes impossible for you to participate in the Workshop, please inform us without delay.

We look forward to seeing you in *location* next *date*.

Sincerely,

Sample Advance Program

ADVANCE PROGRAM
IEEE Workshop on Neural Networks for Signal Processing
August 31 - September 2, 1992
Copenhagen

The Danish Computational Neural Network Center CONNECT and The Electronics Institute, The Technical University of Denmark In cooperation with the IEEE Signal Processing Society

Invitation to Participate in the 1992 IEEE Workshop on Neural Networks for Signal Processing.

The members of the Workshop Organizing Committee welcome you to the 1992 IEEE Workshop on Neural Networks for Signal Processing. The 1992 Workshop is the second workshop held in this area. The first took place in 1991 in Princeton, NJ, USA. The Workshop is organized by the IEEE Technical Committee for Neural Networks and Signal Processing. The purpose of the Workshop is to foster informal technical interaction on topics related to the application of neural networks to signal processing problems.

Workshop Location

The 1992 Workshop will be held at Hotel Marienlyst, Ndr. Strandvej 2, DK-3000 Helsingør, Denmark, tel: +45 49202020, fax: +45 49262626. Helsingør is a small town a little North of Copenhagen. The Workshop banquet will be held on Tuesday evening, September 1, at Kronborg Castle, which is situated close to the workshop hotel.

Workshop Proceedings

The proceedings of the Workshop, entitled "Neural Networks for Signal Processing - Proceedings of the 1992 IEEE Workshop", will be distributed at the Workshop. The registration fee covers one copy of the proceedings.

Registration Information

The Workshop registration information is given in the end of this program. It is possible to apply for a limited number of partial travel and registration grants via Program Chair. The address is at the end of this program.

Program Overview

Time	Monday 31/8-92	Tuesday 1/9-92	Wednesday 2/9-92
8:15 AM	Opening Remarks		
8:30 AM	Opening Keynote Address	Keynote Address	Keynote Address
9:30 AM	Learning & Models (Lecture)	Speech 2 (Lecture)	Nonlinear Filtering by Neural Networks (Lecture)
11:00 AM	Break	Break	Break
(middle of the Program Overview was omitted for brevity)			
Evening	Panel Discussion (8 PM)	Visit and Banquet at Kronborg Castle	

Evening Events

A Pre-Workshop reception will be held at Hotel Marienlyst at 7:00 PM on Sunday, August 30, 1992. Tuesday, September 1, 1992, 5:00 PM visit to Kronborg Castle and 7:00 PM banquet at the Castle.

TECHNICAL PROGRAM

Monday, August 31, 1992

8:15 AM; Opening Remarks:

S.Y. Kung, F. Fallside, Workshop Chairs, Benny Lautrup, connect, Denmark, John Aa. Sorensen, Workshop Program Chair.

8:30 AM; Opening Keynote:

System Identification Perspective of Neural Networks

Professor Lennart Ljung, Department of Electrical Engineering, Linkoping University, Sweden.

9:30 AM; Learning & Models (Lecture Session)

Chair: Jenq-Neng Hwang, Department of Electrical Engineering, University of Washington, Seattle, WA, USA.

1. "Towards Faster Stochastic Gradient Search", Christian Darken, John Moody, Yale University, New Haven, CT, USA.
2. "Inserting Rules into Recurrent Neural Networks", C.L. Giles, NEC Research Inst., Princeton, C.W. Omlin, Rensselaer Polytechnic Institute, Troy, NY, USA.

[remainder of Technical Program omitted here for brevity]

WORKSHOP COMMITTEE

GENERAL CHAIRS:

S.Y. Kung

F. Fallside

PROGRAM CHAIR:

PROCEEDINGS CHAIR:

John Aa. Sorensen

Candace Kamm

PUBLICITY CHAIR:

Gary M. Kuhn

PROGRAM COMMITTEE:

Ronald de Beer

Jenq-Neng Hwang

John E. Moody

John Bridle

Yu Hen Hu

Carsten Peterson

Erik Bruun

B.H. Juang

Sathyanarayan S. Rao

Paul Dalsgaard

S. Katagiri

Peter Salamon

Lee Giles

T. Kohonen

Christian J. Wellekens

Lars Kai Hansen

Gary M. Kuhn

Barbara Yoon

Steffen Duus Hansen

Benny Lautrup

John Hertz

Peter Koefoed Moeller

REGISTRATION FORM:

1992 IEEE Workshop on Neural Networks for
Signal Processing. August 31 - September 2, 1992.

Registration fee including single room and meals at Hotel Marienlyst:

Before July 15, 1992, Danish Kr. 5200.

After July 15, 1992, Danish Kr. 5350.

Companion fee at Hotel Marienlyst: Danish Kr. 1160.

Registration fee without hotel room:

Before July 15, 1992, Danish Kr. 2800.

After July 15, 1992, Danish Kr. 2950.

The registration fee of Danish Kr. 5200 (5350) covers:

- Attendance at all workshop sessions.
- Workshop Proceedings.
- Pre-Workshop reception at Sunday evening, August 30, 1992.
- Hotel single room from August 30 to September 2, 1992. (3 nights).
- 3 breakfasts, 3 lunches, 1 dinner, 1 banquet.
- Coffee breaks and refreshments.
- A Companion fee of additional Danish Kr. 1160 covers double room at Hotel Marienlyst and the Pre-Workshop reception, breakfasts and the banquet for 2 persons.

The registration fee without hotel room: Danish Kr. 2800 (2950) covers:

- Attendance at all workshop sessions.
- Workshop Proceedings.
- 3 lunches, 1 dinner, 1 banquet.
- Coffee breaks and refreshments.

Further information on registration: Ms. Anette Moeller-Uhl, The Niels Bohr Institute,
tel: +45 3142 1616 ext. 388, fax: +45 3142 1016, email: uhl@connect.nbi.dk

Please complete this form (type or print clearly) and mail with payment (by check, do not include cash) to: NNSP-92, CONNECT, The Niels Bohr Institute, Blegdamsvej 17, DK-2100 Copenhagen, Denmark.

Name _____

Last

First

Middle

Firm or University _____

Mailing Address _____

Country

Phone

FAX

Appendix VII

Summary Financial Report

Detailed Financial Report - Income

Detailed Financial Report - Expense

Detailed Financial Report - Social Functions

Sample Registration Form

Sample Reminder Letter for Advance Registration

**IEEE SIGNAL PROCESSING SOCIETY
SUMMARY FINANCIAL REPORT FOR IEEE SPONSORED OR COSPONSORED CONFERENCE**

(See next page for instructions on how to complete this form.)

1. Full Title of Conference: _____
2. Dates of Conference: _____
3. Location of Conference: (full name and address) _____

TYPE OF REPORT/CURRENCY USED

4. Indicate type of report by checking one:
 Budget Interim Report Final Report
5. All figures below must be in U.S. Dollars. For Meetings held outside the U.S.A., indicate here the date, local currency (e.g., Swiss Francs), and the conversion rate used (local currency units per 1 U.S. Dollar).

Local currency: _____ Conversion rate: _____

Date of Conversion rate: _____

INCOME	Budget	Interim	Final
6. Registration Fee Total	\$ _____	\$ _____	\$ _____
7. Conference Pub. Sales	\$ _____	\$ _____	\$ _____
8. Exhibits Income	\$ _____	\$ _____	\$ _____
9. Social Function Income	\$ _____	\$ _____	\$ _____
10. All Other Receipts	\$ _____	\$ _____	\$ _____
11. Total Conference Income	\$ _____	\$ _____	\$ _____
12. Conference Loans	\$ _____	\$ _____	\$ _____
13. Total Receipts	\$ _____	\$ _____	\$ _____
EXPENSE			
14. Promotion Total	\$ _____	\$ _____	\$ _____
15. Conference Publications	\$ _____	\$ _____	\$ _____
16. Exhibits Expenses	\$ _____	\$ _____	\$ _____
17. Social Function Expenses	\$ _____	\$ _____	\$ _____
18. Administration Total	\$ _____	\$ _____	\$ _____
19. All Other Expenses	\$ _____	\$ _____	\$ _____
20. Total Conference Expenses	\$ _____	\$ _____	\$ _____
21. Loan Repayments	\$ _____	\$ _____	\$ _____
22. Total Outlays	\$ _____	\$ _____	\$ _____
SURPLUS/(LOSS)			
23. Total Receipts (13.)	\$ _____	\$ _____	\$ _____
24. Total Outlays (22.)	\$ _____	\$ _____	\$ _____
25. Surplus (Loss) (23. less 24.)	\$ _____	\$ _____	\$ _____

POST CONFERENCE DISTRIBUTION

Surplus (Loss) in Item 25 to be distributed as follows:

Cosponsor Entity	% Share	\$ Distributed
a. _____	_____ %	\$ _____
b. _____	_____ %	\$ _____
c. _____	_____ %	\$ _____
Surplus (Loss) (23. less 24.)		\$ _____

CONFERENCE FINANCIAL INSTITUTION

Name of Bank: _____
 Address: _____
 Conference Account Title: _____
 Acct. No.: _____

Have you requested IEEE Conference Insurance? Yes No

AUDITOR:

Name: _____ Telephone: _____
 Address: _____

SUBMITTED BY:

Name: _____ Telephone: _____

Address: _____

Conference Position: _____

CONFERENCE SIGNATURE: _____ DATE: _____

SOCIETY SIGNATURE: _____ DATE: _____

INSTRUCTIONS FOR COMPLETING SUMMARY FINANCIAL REPORT

This form is only to be completed for conferences which are financially sponsored or cosponsored by an IEEE entity. If there is no financial involvement by an IEEE entity, do not complete this form. Indicate the fact of no financial involvement on the IEEE Conference Information Schedule form.

1. CONFERENCE TITLE. Enter the exact title of the conference.
2. DATES OF CONFERENCE. Spell out or abbreviate the month and use numeric designation for the days and year. Example: Oct. 8-10, 19__
3. LOCATION OF CONFERENCE. Enter name of hotel or conference center, street address, city, state, postal code and country.
4. TYPE OF REPORT. Check the appropriate space.
5. LOCAL CURRENCY AND CONVERSION RATE. Check your local newspaper for conversion rate on date this report is completed.
6. REGISTRATION FEE. Enter total revenues from both advance and on- site conference registration for members and nonmembers.
7. CONFERENCE PUBLICATION SALES. Enter total revenues from sales of conference proceedings at the conference, and the sale of proceedings for post conference sales.
8. EXHIBITS. Enter the total conference income from the sales of exhibit space. If there is no projected income from the sale of exhibit space enter a zero amount in this space.
9. SOCIAL FUNCTIONS. Enter income from all social functions associated with the conference, e.g., lunches, dinners or any social outing, such as a tour. Enter a zero if none are planned.
10. OTHER. Enter the total projected income from all other sources that are not part of the previous items. Enter a zero if there is none projected. Omit advance loans from this item.
11. TOTAL CONFERENCE INCOME. Add the previous five general categories of income to get the total income.
12. CONFERENCE LOANS. Enter the total loan amounts advanced to the meeting.
13. TOTAL RECEIPTS. Add advance loans and total income.
14. PROMOTION. Enter total promotional costs for all advance publicity, mailings and printing of final conference programs. This figure should include printing costs, IEEE mailing label charges and postage.
15. CONFERENCE PUBLICATIONS. Enter total costs for the printing of the conference proceedings. Include the printing costs for the proceedings distributed at the conference, as well as the printing costs of the proceedings supplied to IEEE for post conference sales. In addition, include costs for supplying author kits and any shipping charges associated with the production of the conference proceedings.
16. EXHIBITS. Enter total expenses for exhibits at the conference. Include space rental, material, labor, and set-up costs. Attach details.

17. **SOCIAL FUNCTIONS.** Enter total expense for all social functions, meals, inspection trips, spouse programs, etc., that are associated with the conference. Include all basic service charges for each function.
18. **ADMINISTRATION.** Enter total administration costs for the conference. This figure should include salary costs for secretarial and general services; audio visual expenses; equipment rental; insurance and bonding; bank and credit-card fees; stationery, postage and printing costs; fax, telephone and telegraph services; auditing; and other projected costs for conference support activities. Refer to the Conference Detailed Financial Report for a breakdown of these administrative expenses.
19. **ALL OTHER CONFERENCE EXPENSES.** Enter total of all other expenses such as meeting room rental that are not included in the previous categories.
20. **TOTAL CONFERENCE EXPENSE.** Add the previous six general categories.
21. **LOAN REPAYMENT.** Enter the amount of advance loans.
22. **TOTAL OUTLAYS.** Add total expense and loans to be repaid.
23. **TOTAL RECEIPTS.** Enter amount in Item 13.
24. **TOTAL OUTLAYS.** Enter amount in Item 22.
25. **Surplus (Loss).** Subtract total outlays from total receipts.

POST CONFERENCE DISTRIBUTION. Enter the total amount to be distributed among the cosponsoring entities, after all advanced loans have been repaid.

Cosponsor/%Share/\$Distribution. List the cosponsors and their % shares of financial benefit(obligation). This share is listed on the IEEE Conference Information Schedule. Compute and enter the \$ distribution of surplus (loss obligation), which should total up to the net surplus or loss in Item 25.

PLEASE NOTE THAT IRS REQUIREMENTS MANDATE THAT ALL CONFERENCE NET SURPLUS FUNDS BE DEPOSITED IN AN IEEE ENTITY ACCOUNT PRIOR TO BEING ADVANCED TO A SUCCEEDING YEAR'S CONFERENCE.

CONFERENCE FINANCIAL INSTITUTION. Enter the complete name and address of the bank with which the conference has a checking account, the title of the account and the account number. If the conference has accounts at more than one bank, list all of this information for each additional bank. Use a separate sheet of paper.

AUDITOR Mandatory if actual or budgeted income or expense is over \$100,000

INSURANCE. Submission of Request for Conference Insurance form is **MANDATORY** for IEEE to provide necessary insurance coverage.

SUBMITTED BY. Type or print the name, telephone, address, and position of the person who completed the form. Sign and date under **CONFERENCE SIGNATURE.**

**IEEE SIGNAL PROCESSING SOCIETY
IEEE CONFERENCE DETAILED FINANCIAL REPORT - PART 1: INCOME**

This form should be completed only for IEEE sponsored or cosponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

NOTE: All items may be expressed in either U.S. Dollars or in local currency.

1. Full Title of Conference: _____
2. Dates of Conference: _____

INCOME

REGISTRATION FEES	Quantity	Fee	Budget	Interim Report	Final Count	Final Report
In Advance-Members	X	=	\$ _____	\$ _____	_____	\$ _____
In Adv.-Nonmembers	X	=	_____	_____	_____	_____
In Adv.-Reduced Rate	X	=	_____	_____	_____	_____
At Conf.-Members	X	=	_____	_____	_____	_____
At Conf.-Nonmembers	X	=	_____	_____	_____	_____
At Conf.-Reduced Rate	X	=	_____	_____	_____	_____
Total Registrants	_____				_____	
6. Registration Fee Total			\$ _____	\$ _____		\$ _____
 CONFERENCE PUBLICATION SALES						
To Members	X	=	\$ _____	\$ _____	_____	\$ _____
To Nonmembers	X	=	_____	_____	_____	_____
To IEEE Hq.	X	=	_____	_____	_____	_____
Total Copies	_____				_____	
CD-Rom Sales	X	=	_____	_____	_____	_____
7. Conference Pub. Sales			\$ _____	\$ _____		\$ _____
 EXHIBITS						
Tables	X	=	\$ _____	\$ _____	_____	\$ _____
Booths	X	=	_____	_____	_____	_____
Booths	X	=	_____	_____	_____	_____
	X	=	_____	_____	_____	_____
8. Exhibits Income			\$ _____	\$ _____		\$ _____
 SOCIAL FUNCTIONS						
Event: _____	X	=	\$ _____	\$ _____	_____	\$ _____
Event: _____	X	=	\$ _____	\$ _____	_____	\$ _____
9. Social Function Income			\$ _____	\$ _____		\$ _____
 ALL OTHER (List here or attach details.)						
_____			\$ _____	\$ _____	_____	\$ _____
_____			_____	_____	_____	_____
10. All Other Receipts			\$ _____	\$ _____		\$ _____
11. Total Conference Income			\$ _____	\$ _____		\$ _____

Attach details of all appropriate items.

**IEEE SIGNAL PROCESSING SOCIETY
IEEE CONFERENCE DETAILED FINANCIAL REPORT - PART II: EXPENSE**

NOTE: All items may be expressed in either U.S. Dollars or in local currency.

1. Full Title of Conference: _____
 2. Dates of Conference: _____

		EXPENSE					
	Quantity	Cost	Budget	Interim Report	Final Count	Final Report	
PROMOTION							
Print/Call for Papers	X	=	\$ _____	\$ _____	_____	\$ _____	
Print/Advance Program	X	=	_____	_____	_____	_____	
Print/Final Program	X	=	_____	_____	_____	_____	
Mailing Lists/Labels	X	=	_____	_____	_____	_____	
Postage			_____	_____	_____	_____	
Advertisements			_____	_____	_____	_____	
14. Promotion Total			\$ _____	\$ _____	_____	\$ _____	
CONFERENCE PUBLICATIONS							
Conf. Record Printing	X	=	\$ _____	\$ _____	_____	\$ _____	
Author Kits Printing	X	=	_____	_____	_____	_____	
CD-Rom Printing	X	=	_____	_____	_____	_____	
Ship to Site & IEEE	X	=	_____	_____	_____	_____	
15. Conference Publications			\$ _____	\$ _____	_____	\$ _____	
EXHIBITS (Attach detailed statement of all exhibits mount and display expenses)							
16. Exhibits Expenses			\$ _____	\$ _____	_____	\$ _____	
SOCIAL FUNCTIONS							
	No. People	Cost					
Breaks:	X	X	=	\$ _____	\$ _____	\$ _____	
Luncheons	X	X	=	_____	_____	_____	
Receptions	X	X	=	_____	_____	_____	
Banquets	X	X	=	_____	_____	_____	
Speakers Hospitality	X	X	=	_____	_____	_____	
Transportation (Courtesy Bus, etc.)			_____	_____	_____	_____	
Other Social Expenses			_____	_____	_____	_____	
17. Social Function Expenses			\$ _____	\$ _____	_____	\$ _____	
ADMINISTRATION							
Audit Fee			\$ _____	\$ _____	_____	\$ _____	
Conf Mgt & Consulting Expenses			_____	_____	_____	_____	
Insurance & Bonding			_____	_____	_____	_____	
Security & Guard Service			_____	_____	_____	_____	
Projection Equipment/Rent & Operate			_____	_____	_____	_____	
Credit Card and Bank Fees			_____	_____	_____	_____	
Secretarial Services			_____	_____	_____	_____	
Office Equipment Rental			_____	_____	_____	_____	
Print Forms, Tickets, Stationery, Etc.			_____	_____	_____	_____	
Posters, Signs, Badges, Etc.			_____	_____	_____	_____	
Telephone & Fax Expenses			_____	_____	_____	_____	
Transportation			_____	_____	_____	_____	
Gratuities, Etc.			_____	_____	_____	_____	
18. Administration Total			\$ _____	\$ _____	_____	\$ _____	

ALL OTHER

Committee Expenses	\$ _____	\$ _____	\$ _____
Meeting Space Rental	_____	_____	_____
Other: _____	_____	_____	_____
19. All Other Expenses	\$ _____	\$ _____	\$ _____
20. Total Conference Expenses	\$ _____	\$ _____	\$ _____

CURRENCY

State here the currency utilized in above income and expense computations, e.g., U.S. Dollars, Swiss Francs, etc.

Currency Utilized: _____

In the event a currency other than the U.S. Dollar is utilized, it will be necessary to convert to U.S. Dollars - at the current conversion rate - when submitting your final Summary Financial Report to IEEE.

SUBMITTED BY:

Name: _____ Tel. No. () _____
Address: _____
Conference Position: _____

SIGNATURE: _____ Date: _____

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER ("SUMMARY FINANCIAL REPORT", "PART I: INCOME", "PART II: EXPENSE").

RETURN TO: Maureen Quirk, SPS Conference Treasurer
via: quirk@ccr-p.ida.org
or
Maureen P. Quirk
Center for Communications Research
Thanet Road
Princeton, NJ 08540-3699

KEEP A COPY FOR YOUR RECORDS

Sample Registration Form

Workshop Title

Location

City, State

Date(s)

Registration Form

Please print:

Name: _____

Affiliation: _____

Address: _____

Registration Fee:

_____ \$*amount* US dollars prior to *date*

_____ \$*amount* US dollars after *date*

Please make check payable to *payee*. Send this form and your check to:

name

address

phone number

fax number

The registration fee includes refreshments, lunches, bus transportation to and from *locations*, and a copy of the Workshop Proceedings.

Sample Reminder Letter for Advance Registration

Dear Signal Processing Society Workshop Participant:

Please remember to register for the Signal Processing Society Workshop on *workshop title*. Since the workshop is a relatively small event, we would appreciate your registration before the workshop begins in order to get an accurate count for the various workshop activities. Please submit this form with a check or money order for \$*amount* US dollars made out to *payor* before *date* to:

name

address

phone number

fax number

Thank you.

Sincerely,

Registration Form

Please print

Name: _____

Affiliation: _____

Address: _____

The registration fee includes refreshments, lunches, bus transportation to and from *locations*, and a copy of the Workshop Proceedings.

Appendix VIII

Sample Summary Report

Summary of 1991 IEEE Workshop on Neural Networks for Signal Processing

The 1991 IEEE Workshop on Neural Networks for Signal Processing (NNSP '91), the first workshop organized by the recently-created Neural Network Technical Committee, was held at Nassau Inn, in Princeton, New Jersey, from September 30 to October 2, 1991. The purpose of the workshop was to foster informal technical interaction on topics related to application of neural networks (NNs) to signal processing problems. About 180 participants attended the workshop, which incorporated 60 contributed papers, two keynote addresses, and one tutorial talk, from five selected topics: theory & modeling, speech processing, signal processing, image processing & pattern recognition, and system implementation.

The workshop started Monday morning with Teuvo Kohonen's keynote address: "Workstation Based Phonetic Typewriter." Dr. Kohonen first explained the fundamental distinctions between vector quantization (vQ), learning vector quantization (LVQ), and self-organized feature mapping. He then gave an insightful description of the experimental phonetic typewriter system being developed at Helsinki University of Technology. This system uses mel-scale cepstral coefficients for input features, LVQ for pattern classification, and a discrete-observation hidden Markov model (HMM) to produce phonemic transcriptions.

Dr. Kohonen's talk was followed by several lecture presentations in the "Theory & Modeling" session. For example, John Moody of Yale University proposed a new NN model selection criterion, named generalized prediction error, which generalizes previous criteria, such as generalized cross validation, final prediction error, Aikake's information criterion, and predicted squared error. Shigeru Katagiri of ATR Laboratory discussed a new family of feed-forward networks that directly optimize the network's discriminative capability using the generalized probabilistic descent method. Before the lunch break, 5-minute oral previews of the after-lunch poster presentations on "Speech Processing" were given. This poster session, along with two lecture sessions on Tuesday and Wednesday, contained several advanced applications of neural networks to speech recognition. Most papers tried to improve the performance of current speech recognition systems either by using hybrid NN/HMM classifiers or variations of feed-forward NNs or time-delay NNs (TDNNs). The hybrid NN/HMM classifiers were implemented by several new structures: for example, a) by minimizing a new discriminative likelihood function, b) by using a radial basis function (RBF) NN for estimating the output observation probability density at each HMM state, or c) by using a NN to rescure the recognition made by HMMs. Similarly, the improved NN/TDNN variations can be implemented a) by combining pairwise discriminant TDNNs based on majority decision, b) by using explicit nonlinear time warping NNs to overcome the poor warping capability of TDNNs, c) by incorporating time derivative activations in the TDNNs to accommodate longer temporal contexts, d) by using memory neurons to store past activation and to accomplish the nonlinear autoregressive filtering of quasi-stationary speech waveforms, or e) by jointly using linear and nonlinear neurons to capture long-term correlations in speech signals.

Two general purpose processor array architectures for NN simulations were presented on Monday afternoon. One was the Princeton Engine SIMD array developed at David Sarnoff Research Laboratory. The other was the mesh-ring systolic NN architecture currently under development at the University of Southern California. S. Y. Kung of Princeton University also presented a tutorial lecture entitled "Digital Neurocomputing for Signal Processing". He emphasized three design considerations: partitioning & scalability, fault tolerance & reconfigurability, and friendly software environment.

On Monday night, Lee Giles of NEC led a panel discussion on "How Competitive are Neural Network Techniques in Signal Processing Applications?". Barbara Yoon of DARPA reported the results of DARPA-funded research and described DARPA's NN research interest

projected over the next five years. John Moody contended that RBFs have a promising future. Y. C. Lee of University of Maryland reviewed the state-of-the-art research in handwritten character recognition. Rama Chellappa of University of Maryland reported his recent efforts in using NNs for face recognition. Finally, Frank Fallside gave a historic review of NN research for speech recognition and its future directions.

John Makhoul of BBN Systems & Technologies gave the second keynote address Tuesday morning. Dr. Makhoul reviewed several pattern recognition properties of NNs, from the classical linear dichotomy analysis for class partitioning to the most recent Kullback-Leibler criterion for NN estimates of posterior probability. He also discussed an interesting strategy for sampling training data for classification problems with a large number of classes. He tried to convey the message that “although experience with NNs will help in using them, a firm understanding of their properties is crucial for using them optimally.”

Most papers presented in the Theory & Modeling poster session on Tuesday afternoon focused on applying linear and/or nonlinear NNs to several well-defined “linear” problems (either computationally intensive or with a time-varying nature) in signal and image processing. These problems included principal components analysis, linear equation solving, polynomial function approximation, outlier detection, least mean square (LMS) procedures with adjustable memory depth & resolution, and improved vector quantization clustering strategies.

The papers presented in the Image Processing & Pattern Recognition session emphasized the critical need for the nonlinear filtering and non-parametric system identification capabilities provided by neural networks. Applications included a) edge detection of microlithographic optical images based on unsupervised constrained competitive learning, b) distortion tolerance in character recognition based on a double back-propagation technique minimizing both the mean squared error and the input training data variations, c) fingerprint recognition using feed-forward NNs, d) translation/orientation invariant recognition using second order NNs, and e) shape recognition using feed-forward NN with the combination of sigma-pi and product units.

Richard Lippmann of MIT Lincoln Laboratories gave an enlightening “critical overview of NN pattern classifiers.” Dr. Lippmann started with a taxonomy of 5 types of conventional and NN pattern classifiers: probabilistic (Gaussian & Gaussian mixtures), global (feed-forward NN, higher order polynomial net), local (RBF, kernel discriminant), nearest neighbor (K-NN, LVQ), and rule forming (binary decision tree, hypersphere). He concluded that all these methods, except for a few exceptions, produce comparable estimates to the Bayes probability on an artificially designed two-category classification problem and comparable recognition accuracy on five different classification tasks (two artificial problems, two speech recognition tasks, one handwritten digit recognition task). He made several interesting observations, e.g., RBFs required much less training time than the back-propagation classifiers at the expense of much more storage. To achieve a per-digit error rate of 0.3%, the RBFs required rejecting 19% of the digits, the feed-forward NNs required rejecting 30% of all patterns, and the K-NN had to reject 66% of all patterns. Dr. Lippmann concluded his talk by giving several directions worthy of pursuit: learning network structure, multiple module networks, on-line classification, interactive learning, hybrid classifier systems, and incorporating contextual information for classification.

Other interesting new ideas for using NNs for signal processing applications were reported in the Signal Processing session on Wednesday afternoon. These new ideas included a) a weighted order statistics NN filter based on threshold decomposition architectures

(i.e., a stack filter), b) a surface reconstruction NN for object orientation estimation based on nonlinear interpolation using root points, c) a data compression NN for progressive video transmission based on the ordered feature map, d) a simulated annealing competitive NN for data compression, and e) a feature extraction NN for reading sequenced DNA autoradiograms.

The workshop had a reception on Sunday night and an enjoyable banquet at the Prospect Garden of Princeton University on Tuesday night. John Pearson of David Sarnoff Research Center arranged a tour to the Center for a demonstration of the real-time operation of the

Princeton Engine for removing the electrical impulse noises in broadband RF emission. The workshop ran smoothly and successfully due mainly to the efforts of all the Workshop Committee members: the general chairs -- B. H. Juang of AT\&T Bell Labs. and S. Y. Kung of Princeton University, the publication chair -- C. Kamm of Bellcore, the local arrangement chair -- J. Vlontzos of Siemens Corporate Research, the publicity chair -- G. Kuhn of IDA, and the finance/registration chair -- B. Kleijn of AT\&T Bell Labs. The proceedings of the workshop were published as "Neural Networks for Signal Processing: Proceedings of the 1991 IEEE Workshop", IEEE Catalog Number 91-TH0385-5. A limited number of copies of the proceedings is available through IEEE Conference Services.

The 1992 workshop of NNSP is scheduled for August 31 - September 2, 1992, in Copenhagen, Denmark.