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**Conference Questionnaire**

**Provide Conference Name, Acronym, and Number:**

**General Information:**

1. Conference Venue and dates:

2. Registration fees and Total number of paid registrants in each category:

3. Total number of conference attendees:

4. Explain any discrepancy between Total number of paid registrants and 3.:

**Technical Program Committee**

5. Explain the structure of the conference’s Technical Program Committee (the committee that oversaw the selection of presentations for the conference):

6. List the names, affiliations, and emails of the committee members who have full access to all papers and review comments and decisions through the paper submission system (edas, easychair, etc.) and indicate who are IEEE members and who are presenting the IEEE sponsors:

7. Explain how the IEEE sponsor had a direct and substantial involvement in the development of the technical program:

8. Explain how you screen and qualify peer reviewers:

9. Total number of reviewers:

10. Number of papers assigned to each reviewer:

**Peer Review**

11. Enter the number of reviews per paper:

12. Was your peer review conducted as open, blind, or double blind?

13. What materials were reviewed (abstracts, supporting material, abbreviated manuscripts, complete manuscripts, a combination of these materials)?

14. What was the start date for paper submissions?

15. What was the end date for submissions?

16. What date were acceptance notifications sent?

17. When are papers assigned to reviewers (as they come in or after the end date)?

18. Is there a time frame given to the reviewer to conduct the review?

a. If yes, how long?

19. Did you use a paper management system to manage the peer review process (e.g., EDAS or PaperPlaza)?

a. If yes, what system did you use?

20. Did you use CrossCheck to check for plagiarism?

a. If yes, what is the number of rejected papers related to a plagiarism issue?

21. What criteria were used by your reviewers to evaluate submissions and how were these criteria transmitted to the reviewers?

22. If reviewers had conflicting opinions about a submission, how was a decision rendered?

23. Who made the final accept / reject decision on the papers?

**Papers**

24. Enter total number of papers submitted to this event:

25. Enter total number of papers accepted:

26. Enter the number of invited papers:

27. Enter total number of papers presented orally (excluding invited papers):

28. Enter total number of papers presented as posters:

29. Enter the number of non-presented papers (oral and poster, respectively):

30. Enter targeted acceptance/rejection rate-percentage:

31. Enter actual acceptance/rejection rate-percentage:

**Handling of Non-Presented Papers (no-shows)**

32. Have the non-presented papers been included on the Xplore Compliant Media?

33. Will the non-presented papers be submitted for publication in Xplore or suppressed from publication in Xplore?

34. What criteria were used to determine whether non-presented papers will be submitted for publication in Xplore or suppressed –

35. If you elected to implement IEEE’s no-show policy (<http://www.ieee.org/conferences_events/conferences/>

organizers/pubs/final\_program.html), was it clearly communicated to the authors? If so, how?

**Technical Program**

36. Oral Sessions

a. How much time was each author given to present his/her paper?

b. Please provide the following summary information for each oral session (feel free to add rows if needed):

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| --- | --- | --- | --- | --- | --- |
| Oral Session# | Room | Day | Start Time | End Time | # Papers |
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36. Poster Sessions:

a. For how much time did each author expected to be standing near their poster and available for discussion of his/her paper?

b. Please provide the following summary information for each poster session:

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| --- | --- | --- | --- | --- | --- |
| Poster  Session# | Room | Day | Start Time | End Time | # Papers |
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**Requested Attachments:**

*The following information is requested as separate attachments -*

1. Samples of papers reviewed with reviewer comments

2. A detailed Conference Program / Schedule (showing the presentation location and time of the papers)

3. Attendee list (Family name, first name, professional affiliation, email address)

4. Important Dates: paper submission, acceptance notification, etc.

5. List of Reviewers (Family name, first name, professional affiliation, email address)