

ICSE Program Co-Chairs

Principal Contact: Conference Co-Chairs

Duration of Appointment: 18-24 months

Purpose: To oversee the activities of all Program Committee members, in putting together a technical program which supports the objectives of the conference, and production of the conference proceedings.

Major Activities:

1. Recruit and appoint Program Committee members at least one year in advance of conference. With assistance from the conference chair and ICSE Steering Committee, develop a list of potential (PC) members. For a balanced committee, consider topics covered, seniority in the field, university/industry affiliations, geography, and gender. (See ICSE Steering Committee By-Laws.) Be clear that attendance at Program Committee meeting is mandatory (member is dropped if he/she fails to attend). It is recommended that a standard template (developed by previous Program Chairs) be used when soliciting participation for Program Committee.
2. Set up a first meeting of Program Committee members at the prior year ICSE.
3. Develop procedures for paper submission:
 - a) PC Co-Chairs, with advice from ICSE Steering Committee and Conference General Chair, establish specific review process for paper submission system, with appropriate documentation.
 - b) Select and contract for web-based submissions system for conference, and work with manager to set up the details of the system for ICSE use (access by PC members, system details, etc.).
4. Prepare deadlines for all program related activities including submission, review, acceptance and final paper due dates. Working with IEEE CS as publisher is recommended for ICSE proceedings, with proceedings appearing in both ACM and IEEE Digital Libraries immediately following conference. Work with publisher on final paper submissions date and then work backwards to determine the appropriate timeline.
5. Contact the previous program chair(s) and verify general policies of acceptance and page limits. Discuss with the Conference Chair to be sure there is general agreement on these practices.
6. Assign responsibilities to Program Committee members and review timelines and budgets for these activities.
7. Develop a theme and tracks for the program and work with the Promotions Chair on the "Call for Papers/Participation."
8. Select a date and location for the program committee meeting.
9. Solicit reviewers, and manage the paper solicitation review/selection process.
10. Develop the structure of the final program within the framework of the entire conference as outlined by the Conference Chair or existing conference guidelines.

11. Provide material on program content to Promotions Chair for use in promoting the conference in a timely manner.
12. Manage all speaker communication, including notification of acceptance, invitations to invited speakers, hotel and registration information, promotional information, biographical information, session times and locations, etc.
13. Manage the arrangements for Session/Chairs and provide them with the information they may require, such as speaker names and telephone numbers, introductory information concerning speakers, registration and housing forms, session times and locations.
14. Oversee production of proceedings and other technical by-products including collection of copyright and permission forms as appropriate and work with proceedings chair to insure the quality of the final publication.
15. Manage several “best paper” awards:
 - a) [ICSE Most Influential Paper Award](#) (ICSE N-10)
Process. The only *requirement* of the process is that it be conducted by the ICSE N program committee. Most recent PCs have delegated the process to a respected member of the community (often but not always a member of the ICSE N PC). Appendix I below details two successful processes used in the past.
Plaque. A sample is provided on this web page ([ppt](#), [pdf](#)); the program co-chairs are responsible for personalizing the plaque and producing one for each author.
Program. No single, standard approach has been adopted both in terms of the actual presentation of the award and also in terms of any presentation one or more of the authors may be asked to give at ICSE.
 - b) [SIGSOFT Distinguished Paper Awards](#) link includes policies, processes, etc.
 - c) The agreement is that a set of papers (often, but not always the same as the SIGSOFT Distinguished Paper Awards) are forwarded for expedited consideration to ACM TOSEM in even-numbered years and to IEEE TSE in odd-numbered years.
16. Write a brief report with suggestions and “lessons learned” for future ICSE Program Co-Chairs.

Appendix I

Example MIP Process #1

Each member of the PC is allocated six votes to allocate in anyway he or she wishes. This is intended to accommodate strength-of-conviction, and has been shown to often give a sense of whether there are multiple papers that have strong support. In practice, this identifies a small set of genuine candidates, and sometimes a clear winner.

If it doesn't identify a clear winner, then the person in charge selects the top K (where there is a clear break), and the process repeats until there is a clear winner. (For rounds after the first one, if people want there can be e-mail discussions; it's not needed for the first round, which is intended to identify the genuine candidates.) Tepid support across the top K might suggest a recommendation of “No award” for a given year.

Conflicts are handled by (a) not allowing anyone to vote for their own paper; (b) by allowing people to vote for other papers normally considered as conflicts; and (c) by requiring that each

person explicitly declare any conflicts from (b) to the person in charge. The votes are visible to the person in charge and the general chair only; other people on the PC (including the program co-chairs) see only the aggregate vote at each stage of the process.

Information enumerating the eligible papers, their author lists and abstracts, and approximate citation counts (with self-citations separated out) is provided.

Example MIP Process #2

Take the bibtex file for ICSE-N from the DBLP server and remove all non-eligible papers (invited papers, tutorial/workshop/doctoral symposium papers, etc.). Publish a web page with candidate papers with links into the Digital Library. Send it to the PC (well before the paper submission deadline), get them to vote (before the paper bidding), collate the votes before the PC Meeting and make the final decision there.

The person in charge also asks for explicit nominations from the PC, where each nomination includes a paragraph that gives strong arguments for the selection of the paper. This information is added to the list and sent to the PC, without disclosing the names of the supporters, as further information for voting.

PC members with a conflict (specifically, having been authors on one of the papers) are excluded from the entire nomination and selection process.