

Guidelines for Organizing the International Conference on Software Engineering

The ICSE Steering Committee

Revised May 14, 1992

1 Introduction

The objective of the International Conference on Software Engineering shall be to foster the development of the software engineering field by: (a) providing a forum for the introduction and discussion of new software engineering research results, concepts, and technology; (b) providing the practicing engineer exposure to and an evaluation of evolving research, tools, and practices; (c) providing the research community exposure to the problems of practical applications of software engineering; and (d) encouraging the exchange of software engineering technology and experience within the international community.

This conference attempts to meet the needs of a large and diverse constituency, which includes practitioners, researchers, educators, and users. To meet these needs there are at least three major components of the conference: a technical program, a tutorial program, and a tools fair.

To oversee the long-term planning and success of this conference, there is a Steering Committee that plans for future conferences, evaluates how well each conference has achieved the objectives stated above, and implements improvements for better meeting these objectives. In addition, for each conference there is normally a General Chair, two Program Co-chairs, a Program Committee, a Tutorials Chair, and a Tools Fair Chair. Together the five chairs make up the Conference Executive Committee for a particular conference and are charged with the planning, running, and oversight of that conference to assure that it meets the objectives stated above. The role of each committee and chair are elaborated below.

2 Steering Committee

1. Organization of the conference shall be controlled by a Steering Committee composed of the chair of the IEEE Computer Society Technical Committee on

Software Engineering (TCSE), the chair of ACM SIGSOFT, the three most recent past TCSE and SIGSOFT chairs, all Program and General Chairs who have been approved by the Steering Committee for forthcoming meetings, and all Program and General Chairs of the preceding three conferences. The chair of the Steering Committee shall be elected from among the Steering Committee members for a term of two years. The chair may appoint, from among the Steering Committee, an acting chair to organize and conduct a meeting or part thereof.

2. During meetings of the Steering Committee each member shall have one vote. General proxy voting shall not be permitted, but on specific issues proxy voting shall be permitted if the Steering Committee chair is informed beforehand of the intended vote by the absent member. One-third of the membership of the Steering Committee must be present to constitute a quorum. Motions are approved by a simple majority of ballots cast.
3. A Memorandum of Understanding approved by the Steering Committee and accepted by ACM and the IEEE Computer Society shall govern the operations and responsibilities of the Steering Committee, the Conference Executive Committee, and each sponsoring organization. Among the items needed to be covered by the Memorandum are the following: forms needed for conference approval; handling of advanced funds between conferences; distribution of surplus or loss; copyright and publication of proceedings; as well as any other concerns.
4. For U.S. conferences, any surplus (or loss) after the conference shall be shared equally (one-half each) between the IEEE Computer Society and ACM SIGSOFT. For non-U.S. conferences, any surplus (or loss) after the conference shall be shared equally between the U.S. sponsors and the non-U.S. sponsors. In particular, the IEEE Computer Society and ACM SIGSOFT shall each share 25% of any surplus (or loss). In the case where there is more than one non-U.S. sponsor, it shall be the responsibility of the non-U.S. lead society to apportion its 50% share of the profit (or loss) among the non-U.S. sponsors.
5. The Steering Committee's primary role shall be to oversee the constitution of the conference, including its key personnel and location.

2.1 Selection of chaired positions

1. The General Chair and Program Co-chairs shall normally go to new individuals each time. These individuals should be highly respected for their work in software engineering. In addition they should have considerable conference experience (e.g., as program committee members). Normally 6–8 years should

pass before anyone assumes either of these conference officer positions for an additional time.

2. Program Co-chairs shall be chosen by the General Chair with the advice and consent of the Steering Committee. It is especially important that the Program Co-chairs be active in the field and have published frequently in software engineering journals and/or conferences. One would expect that the Program Co-chairs would have published in this conference in previous years.
3. Tools Fair Chair and Tutorials Chair shall be chosen by the General Chair with the advice and consent of the Steering Committee. The Tutorials and Tools Fair Chairs should be respected individuals in software engineering. They should have previous experience with the activity they will be overseeing. In particular, the Tools Fair Chair should have organized or demonstrated tools at a previous Tools Fair or similar event and the Tutorials Chair should have experience as a tutorial speaker or organizer.

2.2 Constituting a Conference

1. The conference shall be held annually, alternating between a U.S. and non-U.S. location, if such a site is available and appropriate. It is not a requirement that the non-U.S. location alternate among regions of the world; however, alternation of geographic locations shall be an important factor considered in the decision. U.S. and non-U.S. sited conferences shall be constituted in the same manner.
2. The procedure for constituting a conference is as follows.
 - (a) The Steering Committee obtains, through both open and informal solicitations, suggestions for any or all of the following: possible conference locations, names of individuals who would be suitable to serve as General Chair, names of individuals who would be suitable to serve as a Program Co-Chair.
 - (b) Based upon the solicited information the Steering Committee shall choose, three years in advance, an individual and charge them with the responsibility of creating a detailed proposal for the conference. The proposal shall list facilities, venue, proposed management, financial arrangements, a brief summary of the conference structure, names for all the positions of the conference's Executive Committee, and any other information required by the Steering Committee. The ACM or IEEE Computer Society meeting request form is a good starting point for determining costs, milestones, and general guidelines on organizing conferences. Additionally,

information regarding previous ICSEs should be consulted for help in planning the meeting.

The creation of this proposal may involve iteration with the Steering Committee. In any case, the final proposal should be complete two and a half years in advance of the conference.

- (c) The Steering Committee will give final review and approval to the proposal. Final changes to the proposal may be made at this time.

3. In executing the above process, the following principles shall govern.

- (a) For non-U.S. meetings a professional society in the host country, comparable to the IEEE Computer Society or ACM, must co-sponsor the meeting, along with the IEEE Computer Society and ACM SIGSOFT. The Steering Committee shall consider the appropriateness of the society proposing to sponsor the meeting.

In the case where more than one professional society meeting this criterion wishes to co-sponsor, a single lead society must be identified. All interactions shall be handled through this lead society.

- (b) For U.S. conferences, although it is not required, it is desirable to have the conference move among the different regions of the United States.
- (c) There must be sufficient professional interest in the region of the meeting to ensure sufficient registrations.
- (d) English is the official language of the conference. All papers in the proceedings and all presentations shall be in English.

3 Conference Executive Committee

1. The Executive Committee is charged with organizing a conference that provides for the diverse needs of the software engineering community. This includes integrating the technical program, tools fair, tutorial program, and other activities into a program of interest to all. The Executive Committee is charged with coordinating a program with broad appeal. In particular they should consider including interesting and dynamic invited speakers, reports on workshops, and controversial panel discussions.
2. The Executive Committee shall encourage existing workshops in the software engineering area to be held in close proximity to the conference (i.e., either during the time of the conference or immediately before or after). This can include providing meeting rooms, sharing advertising, financial support, common logistics (i.e., registration), or anything else deemed appropriate.

3. All notices requesting papers, panels, tutorials and tool demonstrations as well as the program announcement and registration material shall be widely distributed in a timely manner. This includes announcements in professional and research journals, the trade press, and separate mailings to individuals on mailing lists of interested or participating organizations. The goal is to allow full participation in all facets of the conference by the world-wide software engineering community.
4. The Conference Executive Committee shall be chaired by the General Chair. All major decisions concerning the conference shall be approved by this committee.

4 General Chair

The General Chair is responsible for the overall running of the conference. The Chair shall be responsible for the finances of the conference and for coordinating local arrangements. To that end, the General Chair is responsible for choosing a local arrangements coordinator and working with that person to ensure the smooth running of the conference. The Chair is also responsible for all publicity. Publicity includes the call for participation, registration and program announcements.

5 Program Chair and Program Committee

1. Every conference shall have two Program Co-chairs – one from the U.S. and one from another country (not necessarily from the country hosting a conference). Program Chairs shall be appointed no later than two and a half years before the scheduled date of the conference. The Program Co-chairs shall be responsible for the technical program (exclusive of the tutorials and tools fair) of the conference.
2. The Program Co-chairs shall appoint individuals to serve on the program committee. The program committee members shall primarily be chosen on the basis of their technical qualifications in software engineering. The Program Co-Chairs shall also be responsible for assuring that the program committee is diversified in terms of expertise, geographical distribution, race, and gender. Although consideration must be given to continuity by keeping several members from the previous conference, at least one-half of the program committee membership should change each year. In general, program committee members should not serve for more than two consecutive terms. It is expected that no individual serves more than three consecutive terms. The Steering

Committee may recommend a few names to allow for future potential General and Program Chairs to become familiar with the conference structure.

3. The Program Co-chairs shall set the procedures for reviewing and accepting papers for the program. They shall distribute the papers for review, arrange the program committee meetings, send out notification of acceptance and rejection of submitted papers, and send out material for submitting final papers.
4. The Program Committee shall be responsible for reviewing all submitted papers, for submitting timely, informative reviews that provide authors with feedback about their papers, and for attending the program committee meetings.
5. The conference shall require full papers for review. Papers shall be reviewed by the program committee members directly so the papers can be discussed by knowledgeable reviewers during the program committee meeting. Program committee members can seek expert advice from external reviewers, if they so desire, but they shall be responsible for having reviewed the paper themselves. Each paper shall be reviewed by at least three reviewers and each paper shall be discussed at the program committee meeting. Usually those papers that have received very poor reviews or very strong reviews can be discussed briefly, but an open discussion provides other committee members who might be familiar with the work an opportunity to contribute useful information that might affect the outcome of the review process. If consensus can not be formed or there are additional concerns raised about a paper, additional information or reviews should be obtained.
6. The Program Co-chairs and General Chair shall not submit papers for consideration. Any restrictions on program committee members shall be clearly conveyed by the Program Co-chairs to Program Committee members before they agree to serve. It is important that the Program Committee consider all papers fairly. If Program Committee members submit papers, care must be taken that their papers are reviewed at least as stringently as other submitted papers. Program Committee members shall leave the room during the discussion of their submitted paper or for any paper where they might have a conflict of interest. All discussion about a paper shall remain in confidence. In no instance shall a Committee member reveal who were the reviewers for a paper. Reviewers, however, shall be free to identify themselves to an author if they so wish.
7. It is expected that all papers will be reasonably presented and written in acceptable English.

8. The call for papers as well as the individuals on the Program Committee shall encourage the submission of high quality papers, including reports on practical experiences with or evaluation of advanced technologies.
9. Cost for Program Committee members attending the Program Committee meeting is generally high. When needed, expenses for Program Committee participation will be subsidized if possible.

6 Tools Fair

1. The Tools Fair shall be intellectual demonstrations of computer-based tools. It is not to be viewed solely as a profit-making aspect of the conference, nor as a trade show exhibition. The Tools Fair chair shall encourage participation by research and academic institutions as well as by commercial enterprises.
2. The Tools Fair chair is responsible for selecting the exhibits for the fair, advertising the tools fair and the tools fair program, and for overseeing the actual fair.

7 Tutorials

1. Tutorials shall be scheduled by the Tutorials chair, who is responsible for planning and overseeing a diverse and interesting tutorial program. Tutorials that survey and evaluate tools and technologies are most desirable. In no instance shall a tutorial commercially promote a product or service.
2. The Tutorial Fair shall occur one or two days before the technical program. Any registration fee shall be separate from the technical program registration fee.
3. When English is not the native language of the host country, it is desirable to have the tutorial translated into the native language of the host country.