

## **Conference on Computational Complexity Conference Committee Charter**

### **I. Purpose of the Conference on Computational Complexity**

*The objective of the Conference on Computational Complexity is to foster research in computational complexity theory broadly defined.*

The conference is managed by a Conference (steering) Committee, an Organizing Committee and a Program Committee. The functions of each committee are described in the following sections.

### **II. Sponsorship**

The IEEE Computer Society's Technical Committee on Mathematical Foundations of Computing (TCMF) is the sponsor of the Conference on Computational Complexity.

### **III. The Conference Committee**

#### *A. Purpose*

To oversee the long-term planning and success of this conference, a Conference Committee plans for future conferences, evaluates how well each conference has achieved the objectives stated above, and implements improvements to better meet these objectives.

The Conference Committee is responsible for the general oversight of and setting policy for the meeting. The Conference Committee is normally responsible for making the major strategic decisions, namely, the appointment of the local arrangements chair, publicity chair and program chair, selection of dates and locations, major theme, and communication with the sponsor. In addition, the conference committee may review and approve the budget before it is sent to the sponsor.

More specifically the Conference Committee should

1. Plan future Conference on Computational Complexity meetings,
2. Obtain feedback about the Conference on Computational Complexity for the purpose of improving the conference,
3. Select the local arrangements chair, publicity chair and program chairs of future Conference on Computational Complexity meetings, and
4. Assist in the appointment of other positions in the Program Committee.

#### *B. Conference Committee Chairperson*

The Chair of the Conference Committee shall be elected from among the Conference Committee members for a term of three years. After the chair's terms have expired the chair remains on the committee for one additional year.

#### *C. Conference Committee Members*

Each year we have two new members of the Conference Committee. One is selected by the current Conference Committee members in a Conference Committee meeting held at each year's Conference on Computational Complexity. The other new member is chosen by the attendees of the conference at the business meeting at each year's conference. The committee membership is open to all participants of any Conference on Computational Complexity. Any participant interested to serve should indicate his/her interest to the Conference Committee Chair. The term of office of each member is 3 years. The newly elected members of the Conference Committee take office immediately following the end of that year's conference.

The conference committee appoints the publicity chair for an indeterminate term typically several years. The term ends when the publicity chair resigns or by majority vote of the conference committee.

The Conference committee shall be comprised of 8-9 members including:

1. Three members elected by the conference attendees
2. Three members selected by the conference committee
3. Conference Committee Chair
4. Publicity Chair
5. Previous Conference Committee Chair in the year after term expires.

Current membership includes:

<u>Name</u>	<u>Term Expires</u>
Lance Fortnow, chair	2003
Pierre McKenzie	2003
Alexander Razborov	2003
Toniann Pitassi	2004
Manindra Agrawal	2004
Michael Saks	2005
Peter Bro Miltersen	2005
John Rogers, publicity	Indeterminate

It is expected, but not required, that the chair and members selected by the committee serve only a single term. Elections are open to all participants of any conference including those members currently on the committee whose term is expiring.

#### *D. Conference Committee Meetings*

A Conference Committee meeting must be held at each Conference on Computational Complexity. If necessary, interim meetings can be called by the Conference Committee Chair or by a simple majority of the members and can also be held by electronic mail or by other means.

Conference Committee members are expected to attend the Conference Committee meeting at each Conference on Computational Complexity.

A member of the Conference Committee designated by the Chair will take minutes. The Chair will maintain minutes of the past Conference Committee meetings.

#### *E. Proxies*

During meetings of the Conference Committee, each member shall have one vote. A quorum both for face-to-face meetings and for email or phone meetings will be a majority (greater than 50%) of the number of franchised members of the Conference Committee. Written proxies may be submitted by electronic or postal mail to the chair of the Conference Committee. Conference Committee members will be informed sufficiently in advance of any known motions to be voted on during a forthcoming meeting. The chair has the deciding vote in cases of tied votes.

### **IV. Constituting a Conference**

The Conference Committee obtains, through open and informal solicitations, proposals for: conference locations, names of individuals who are suitable to serve as local arrangement chairs, program committee chairs, publicity chairs and other organizational issues. Individuals or institutions interested to propose and organize a future Conference on Computational Complexity should follow the steps listed below.

- A. Notification of a proposal should be made to the conference chair before the conference held two years prior to the proposed conference.

- B. A proposal is made by each proposer at the business meeting of the conference held two years prior to the proposed conference.
- C. The attendees at the business meeting vote on the proposed conferences.
- D. If for some reason a conference cannot be chosen at the business meeting then the conference committee will choose a location as soon as reasonably possible.

The proposer(s) will be asked to prepare a detailed budget using the IEEE CS appropriate forms (TMRF) and submit the form to the Conference Committee Chair at least 15 months before the proposed conference date. After approval by the Conference Committee it will be passed to the Society. Final approval of the TMRF will be made by the IEEE Computer Society.

Upon receiving final approval, the proposer or someone he designates is appointed as the local arrangements chair.

#### **V. Program Chair, the Organizing Committee and Publicity Chair**

The conference committee chooses the Program Chair. It is especially important that the Program Chair be active in the field, and has published frequently. The Program Chair selects the members with the guidance of the Conference Committee.

In each conference, the conference committee chair, the local arrangements chair and the program committee chair form the Conference Organizing Committee for that conference and are charged with the planning, running, and oversight of that conference to ensure that it meets the objectives stated in Section I.

The conference committee chair is responsible for the overall running of the conference, and serve as the Chair of the Organizing Committee.

The Organizing Committee approves all major decisions concerning the conference. The conference chair and local arrangements chair are responsible for the finances of the conference and for coordinating local arrangements.

The conference chair is responsible for obtaining all necessary approvals and financial support from conference sponsor.

The local arrangements chair is responsible to solicit proposals on local facilities (such as hotels and universities) that host the conference. The IEEE Computer Society must execute hotel contracts.

The appointed Publicity Chair is responsible for the publicity of the conference. All notices requesting papers, panels, tutorials and tool demonstrations as well as the advance program announcement and registration material shall be widely distributed in a timely manner. This should include announcements in professional and research journals, the trade press, electronic bulletin boards, the World Wide Web, and mailings to individuals on (electronic and postal) mailing lists of interested or participating organizations. The goal is to allow full participation in all facets of the conference by a worldwide audience.

#### **VI. Program Committee Chair and the Program Committee**

The Program Committee (PC) Chair is responsible for planning the technical program of the conference.

The Complexity Conference Committee chooses a PC chair. The conference committee chair asks the PC chair to choose a potential committee. The PC chair will be provided with statistics of people's involvement in the PC.

The PC chair should choose a potential PC (8-10 people including the chair) and a couple alternates with the following considerations:

- 1) All members of the PC should be strong active members of the broad computational complexity community.
- 2) Beyond that the PC chair should strive for diversity, including but not limited to:

- a) Research areas within computational complexity
- b) Academic age
- c) Experience on previous committees (i.e. both people with and without experience)
- d) Nationality and gender

Preference is sometimes given for a member of the community who fits into the above criteria and is soon coming up for tenure/promotion.

The PC chair will submit his potential PC to the conference committee. The committee could make suggestions if they feel the potential PC lacks in some of the criteria. However, the final choice of who is on the committee lies with the PC chair.

After the final committee has been established, the PC chair contacts them and invites them to the committee. If not enough, including the alternates, are willing to serve then the process repeats itself to fill the remaining slots.

The PC chair with the PC is responsible for:

- Working with the publicity chair on the call for papers, including setting appropriate submission and announcement dates.
- Choosing papers for the conference.
- Choosing invited speakers if desired.
- Choosing the winners of the best paper and best student paper awards.
- Setting the schedule for the talks.

The PC may have a physical or electronic meeting as desired, though we suggest an electronic meeting to save costs. If the PC has an electronic meeting then the conference will pay for a PC dinner during the conference.

The publicity chair will prepare the Call For Papers with help from the PC chair and conference chair, send out notification of acceptance and rejection of submitted papers, and send out instructions to authors for submitting their final papers. The call for papers as well as actions by the individuals on the Program Committee shall encourage the submission of high quality papers. Except for specific prior agreements with other conferences, abstract material that has been previously published in another conference proceedings or journal or which is simultaneously submitted to another conference with published proceedings will not be considered for acceptance at the Conference on Computational Complexity.

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 program committee meetings. The Program Chair will determine the procedures for reviewing and accepting papers for the program. They shall distribute the papers for review and arrange information so the papers can be discussed by knowledgeable reviewers during the program committee meeting. Program committee members can seek expert advice from external reviewers, but they shall be responsible for having reviewed the papers themselves. Each paper shall be reviewed by at least three reviewers and each paper shall be discussed at the program committee meeting. Direct discussion provides other committee members familiar with the work an opportunity to contribute useful information that might affect the outcome of the review process. If consensus cannot be formed or there are additional concerns raised about a paper, additional information or reviews should be obtained.

Usually those papers that have received very poor reviews or very strong reviews can be discussed briefly, but an open discussion of all papers is required. It is important that the Program Committee consider all papers fairly.

Program committee members may not submit papers to the conference though they may invite themselves or others to give presentations. Committee members shall not take part in the discussion of their submitted papers or for any paper where he/she might have a conflict of interest.

All discussion about a paper shall remain in confidence. The names of reviewers are not to be revealed to authors. Reviewers however shall be free to identify themselves to an author if they so wish.

It is recognized that English may not be the native language of many of the authors of contributed papers. It is still expected, however, that all papers will be reasonably presented and written in acceptable English. It is strongly recommended that authors whose native language is not English seek help in polishing the writings in their papers.

## **VII. Awards**

The program committee chooses two awards to be presented at the business meeting of the conference.

The Best Paper award is given to the most outstanding paper submitted to the conference. The Ronald V. Book Prize for Best Student Paper is given to the most outstanding paper written solely by one or more students at the time of submission. For each award, the program committee may decide to split the award among two or more papers, or not to present the award at all.

The conference committee sets the monetary value for each award.

## **VIII. Financial Matters**

A. The Conference Committee will submit a letter of intent to the sponsor no later than fourteen months prior to the conference. This letter will indicate the location and dates of the conference.

B. The Conference on Computational Complexity budget will be developed by the Organizing Committee of each conference and approved by the Conference Committee. The general co-chairs and finance chair will then submit the budget for approval by the Sponsor no later than nine months prior to the conference. The budget must be approved by the Sponsor prior to the distribution of any publication of registration fees.

C. Conference accounts shall be closed within 120 days following the completion of a Conference on Computational Complexity. At that time, all surplus funds shall be distributed to the sponsor. A final report and the closing bank statement must be submitted to the sponsor no later than 120 days after a Conference on Computational Complexity by the general co-chairs and finance chair. The Sponsor will receive a list of Conference on Computational Complexity attendees with names and full address information no later than 120 days after a Conference on Computational Complexity. The sponsor may use the attendee mailing lists at its sole discretion.

D. Contracts that require Sponsor review, approval and signature are: all hotel and exhibit facility contracts and all conference service or management contracts. Members of the Conference or Organizing Committees are not authorized to sign these contracts.

## **IX. Intellectual Property**

IEEE will hold the copyright on the conference proceedings. The proceedings shall carry the names, logos, and addresses of the IEEE and the IEEE Computer Society. The disposition of rights and permissions, and the maintenance of the authors' copyright assignments, rests solely with the copyright holder. The revenue from the dispensation of rights and permission shall be the sole property of the rights owner. Requests for reprint or re-use from third-party material will be handled according to the existing reprint policies of the copyright holder.

The conference committee shall ensure that the program chair is collecting copyright release forms prior to publishing the proceedings. The conference committee shall ensure that an electronic version of the proceedings is forwarded to the IEEE Computer Society. *The IEEE Computer Society reserves the right to include an electronic version of the proceedings in their Digital Library.*

## **X. Amendments**

The charter of the Conference on Computational Complexity may be amended at any time. Amendments require the approval by two thirds of the Conference Committee members.

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