

IEEE Biometrics Council

Operations Manual for Conferences

(Adapted into Council's ByLaws Version 2.4, 5th August 2020)

The Vice President for Conferences is responsible for coordinating the coordinating the conference activities for the council. This operation manual further extends the *section 5 of article XI (Governance and Administration)* in council bylaws and is intended to provide more specific details.

I. As the Vice President for Conferences, he/she shall:

- (a) chair the Conference Committee,
- (b) coordinate and supervise proposal of Council regulations on technical meetings,
- (c) coordinate and supervise the annual planning of technical meetings,
- (d) coordinate and supervise the preparation of the annual budget for the technical meeting activities, with the guidance of the Vice President for Finances, for timely inclusion in the Council budget,
- (e) coordinate and supervise stimulation of proposals for technical meetings,
- (f) coordinate and supervise review of the proposals for technical meetings,
- (g) coordinate and supervise approval of the Council technical co-sponsorship of technical meetings, including the technical program co-chairpersons representing the Council,
- (h) coordinate and supervise the recommendations for approval of sponsored and cosponsored technical meetings (including location, dates, general and technical program co-chairpersons, and budget),
- (i) coordinate the international technical meetings,
- (j) coordinate and supervise the monitoring of the technical meeting activities, in particular for sponsored and co-sponsored meetings,
- (k) coordinate and supervise the reporting on technical meetings as requested by the President, the Vice President for Finances, or the AdCom,
- (l) supervise and monitor the reporting on the Council sponsored or co-sponsored technical meetings to the IEEE,
- (m) coordinate and supervise the collection of statistical information on technical meetings,
- (n) coordinate and supervise recommendations on matters concerning the technical meetings,
- (o) collect and maintain demographic data from each conference,
- (p) create and update a Charter for IJCB,

- (q) coordinate and supervise activities relating to standards in relation to the conferences,
- (r) coordinate and supervise activities relating to strategic planning in relation to the conferences,

II. The **Conference Committee** reports to the Vice President for Conferences and is responsible for overseeing the technical meetings. In particular, but not limited to, the Conference Committee shall:

- (a) propose and recommend approval of the Council regulations on technical meetings,
- (b) define and recommend approval of annual planning for the technical meeting activities,
- (c) prepare and recommend approval of the budget for the technical meetings activities,
- (d) stimulate proposals for technical meetings,
- (e) review proposals for technical meetings,
- (f) approve Council technical co-sponsorship to technical meetings, including the technical program co-chairpersons representing the Council,
- (g) recommend approval of sponsored and co-sponsored technical meetings (including location, dates, general and technical program co-chairpersons, and budget),
- (h) monitor technical meeting activities, in particular for the sponsored and co-sponsored meetings,
- (i) report on technical meetings as requested by the President, the Vice President for Finances, or the AdCom,
- (j) collect statistical information on the technical meetings,
- (k) make recommendations on matters concerning the technical meetings