Conference Boards Meeting
[excerpt: No Show Policy]

Held at ICC 2009

Dresden

Tuesday June 16, 2009

IEEE No Show Policy

"IEEE reserves the right to exclude a paper from distribution after the conference (e.g., removal from IEEE Xplore) if the paper is not presented at the conference."

ComSoc Management
of the IEEE No Show Policy

Preventive Measures

☐ Include following statements on all CFPs, the conference website, registration forms, paper processing system (just prior to "I submit"), acceptance letters, final paper submission instructions, etc

- NOTE: The organizers of xxx 2009 as well as our attendees expect all accepted papers to be presented at the conference.

- *"IEEE reserves the right to exclude a paper from distribution after the conference (e.g., removal from IEEE Xplore) if the paper is not presented at the conference."*

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- **Preventive Measures** (cont'd)
  - Session Chair To Dos
    - Contact the authors in their session as soon as the session schedules have been created
    - Tell authors they are looking forward to meeting them at the conference
    - Tell authors that they (the Session Chair) and the organizers of the conference expect them to present their papers at the conference
    - Ask their Symposium Chair/Co-Chair to send them a message that can then be forwarded to all authors in their session (more reinforcement)
    - Show up at the conference!
    - Just prior to the conference, have authors reconfirm their intention to present their papers (e.g., via email to their Session Chair or via a conference website)
    - Complete Session Chair Report (listing any no shows)

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- **The Consequences of No Shows**
  - ☐ Each conference tracks information on No Shows
  - ☐ ComSoc maintains a single list of No Shows (NSL) for the Society
  - ☐ VP-Conferences sends a letter to each Author No Show – content possibilities:
    - We missed you
    - The attendees were disappointed
    - Each paper is expected to be presented
    - Was there a reason you did not attend?
    - Please consider your ability to present your paper prior to submitting future papers
    - Veiled reference to the fact that a No Show list is being kept
    - Demand a response within xx days
  - ☐ At the discretion of the Organizing Committee, each No Show paper may/may not be included in IEEE Xplore
  - ☐ Project Manager informs IEEE Conference eXpress Project Editor which paper(s) to pull

IEEE No Show Policy

- **IEEE staff status:**
  - developed the process for pulling papers
  - Developed author/organizer responsibilities
  - Update to be provided at IEEE Board Series this month
  - Societies/Councils to be informed in July