

## ICCV Conference Charter

### I. Purpose of the Computer Vision and Pattern Recognition (ICCV)

The program for ICCV consists of a single track of the highest quality contributed papers on all aspects of computer vision. Original (previously unpublished) manuscripts on a number of topics are solicited. ICCV is an international meeting with the location rotating among The Americas (primarily North America); Europe and Africa (primarily Europe); and Asia and Australia. ICCV is held once every 2 years, in odd years.

The conference is managed by the Technical Committee as a whole, 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 Pattern Analysis and Machine Intelligence (TCPAMI) is the sponsor of the ICCV. Any change in sponsorship must be approved by the PAMI Technical Committee and the Vice President of Conferences and Tutorials of the IEEE Computer Society or his/her designee.

### III. The PAMI Technical Committee

#### A. Purpose

To oversee the long-term planning and success of this and other conferences, the TCPAMI meets to discuss future conferences. The Conferences Committee, composed of recent conference organizers, aids in planning for future conference. There is no Steering Committee associated with a particular conference.

The TC-PAMI is responsible for the general oversight of and setting policy for the meeting. TC-PAMI is responsible for making the major strategic decisions, namely, selecting the conference organizers and site from the proposals at the TC meeting. The public meeting of the TC provides an open forum for discussions on improvements and major conference policies.

#### B. Composition of the TC Conference Committee

The PAMI Conference Committee is composed a general chair and program chair of the major TC-PAMI conferences for the last three years.

#### C. Conference Committee Chairperson

The Chair of the Conference Committee shall be the Vice-Chair for conferences of the TC-PAMI.

Current membership includes:

<u>Member from</u>	<u>Name</u>
CVPR 2000:	Jean Ponce ponce@cs.uiuc.edu
CVPR 2000:	David Forsyth daf@cs.berkeley.edu
ICCV 1999:	John Tsotsos tsotsos@cs.yorku.ca
CVPR 1999:	Bruce Draper
ICCV 1998:	Larry Davis lsd@cfar.umd.edu
PAMI Officers:	
Chair:	Keith Price price@usc.edu
Vice Chair for Conferences:	Terry Boult tboult@eecs.lehigh.edu

#### *E. TC Meetings*

The TC-PAMI must meet at ICCV to decide on future organizers and sites for ICCV.

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

The TC-PAMI obtains, through open and informal solicitations, proposals for: conference locations, names of individuals who are suitable to serve as General Chair(s), individuals who are suitable to serve as Program Chair(s), and other organizational issues. Individuals or institutions interested to propose and organize a future ICCV should follow the steps listed below.

A. Written proposals for the conference should be sent to the Chair of TC-PAMI prior to the meeting where the decision will be made. The decision on the conference will generally be made 4 years before the proposed date. The decision will be made at the open meeting of the TC-PAMI at the ICCV held roughly 4 years before the proposed date. ICCV will generally be held in the fall, though in North America late June is a better schedule. The conference will not have parallel sessions for oral presentations.

B. Proposals shall list facilities, venue, proposed management, budgets and financial arrangements, a brief summary of the conference structure, a draft of a preliminary call for papers. The scheduling of any other potentially conflicting meetings within several months before or after the proposed meeting date must be evaluated as part of the proposal.

C. The TC-PAMI in a public meeting evaluates the proposals and selects a committee and site by vote. The proposer(s) will be asked to prepare a detailed budget using the IEEE CS appropriate forms (TMRF). Final approval of the TMRF will be made by the IEEE Computer Society.

#### **V. Rules governing the ICCV Chair Positions**

A. The General Chair(s) of the ICCV is selected by the TC-PAMI meeting and shall go to new individuals each time. It is especially important that these persons are active in the field, have extensive practical experience, and/or have published frequently in relevant journals and conferences. In addition, they should have significant experience in organizing international conferences (e.g., as chairs or program chairs or as program committee members of other conferences). It is important that the General and Program Chairs, as well as the members of the Program Committee and the Organizing Committee, represent the different disciplines and professions.

B. The name(s) of the person(s) recommended as the General Chair(s) shall be part of the proposal (see Section IV).

C. Other conference chairs, e.g. Tutorial Chair(s), are chosen by the General Chair(s). The Program Chair(s) select(s) the program committee members with the guidance of the General Chair(s).

#### **IV. General Chair(s) and the Organizing Committee**

In each conference, the General Chair(s), the Program Chair(s), and explicitly identified other chairs (for example, Tutorial 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 General Chair(s) are responsible for the overall running of the conference, and serve as the Chair(s) of the Organizing Committee.

The three Program Chairs are chosen by the General Chair. It is especially important that the Program Chairs be active in the field, and have published frequently. One Program Chair must be selected from

each of the three geographic regions. The Program Chairs select the program committee area chairs and members with the guidance of the General Chair.

The Organizing Committee approves all major decisions concerning the conference. The General Chair(s) are responsible for the finances of the conference and for coordinating local arrangements. To these ends, the General Chair(s) may appoint a Treasurer and a Local Arrangements Chair. The General Chair(s) may also appoint a Publicity Chair, Publications Chair, Registration Chair and other positions as necessary.

The General Chair(s) and the appointed Publicity Chair are 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.

The General Chair(s) are responsible for obtaining all necessary approvals and financial support from conference sponsor.

The General Chair(s) are responsible to solicit proposals on local facilities (such as hotels and universities) that host the conference. The IEEE Computer Society must execute hotel contracts.

Special efforts should be made by the General and Program Committee chairs to get organizers of future ICCV's involved in the organizing and program committees of the present conference.

## **VII. Program Chair(s) and the Program Committee**

The Program Chair(s) are responsible for planning the technical program of the conference. They should abstain from submitting papers to their conference.

### *A. Program Committee*

The Program Chair(s) will appoint individuals to serve in the program committee (with the advice and consent of the General Chair(s)).

The Program Committee should be diversified in terms of expertise, geographical distribution, race, and gender. Program Committee members shall be chosen on the basis of their technical qualifications and experience. The Program Chair(s) should promote continuity by keeping some committee members from the previous conferences (e.g., members from past Organizing and Program Committees). The program committee will be hierarchical, with members selected as Area Chairs responsible for papers within different areas. The Program Committee will be primarily responsible for reviewing the papers under guidance of the Area Chairs. Generally there are 20-40 Area Chairs and 200 or more members of the program committee.

### *B. Area Chairs Meetings*

It is expected that Area Chairs will attend the program committee meeting at which acceptance/rejection decisions are made.

### *C. Call For Papers*

The Program Chair(s) will prepare the Call For Papers (together with the Publicity 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 that have not been previously published

or are currently submitted elsewhere, including reports on practical experiences with evaluations of advanced technologies.

#### *D. Reviews of Submitted Papers*

The conference shall require full papers for review.

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(s) 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 Area Chairs 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 Area Chairs consider all papers fairly.

If a committee member (Program, Organizing) of the forthcoming ICCV submits papers, care must be taken that his/her papers be reviewed at least as stringently as other submitted papers. Committee members shall leave the room during the discussion of their submitted papers or for any paper where he/she might have a conflict of interest.

All reviewing is double-blind, reviewer names are not revealed to authors and author names are not revealed to reviewers. All discussion about a paper shall remain in confidence.

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 professional help in polishing the writings in their papers.

Both papers accepted for oral presentation and those accepted for poster presentation will be included in the proceedings together with panel statements, and of course keynote and invited papers. The length in the proceedings will be the same for oral presentations and poster presentation.

#### **VIII. Awards**

A Best Paper award, called the Marr Prize (named for David Marr) shall be presented at the conference.

In addition to the Marr prize for the best paper there are two awards to be awarded at ICCV beginning at ICCV 2003 in Beijing, China. Each awardee will be presented a plaque, and an opportunity to present a keynote address at the ICCV where he or she is to be honored. The awardees will be chosen by the TC-PAMI awards committee plus the ICCV program chairs for that year. In keeping with the general conflict of interest rules, no member of the awards committee or the ICCV organizing committee of that year may be considered for the award.

**Research Excellence in Computer Vision:** The award for research excellence in computer vision is given to recognize an individual for his or her outstanding research contributions to the field of computer vision. The intent is to recognize specific contributions.

**Lifetime Achievement in Computer Vision:** The award for lifetime achievement in computer vision is given to recognize a senior scientist for his or her contributions and service to the field of computer vision during his/her career. This award recognizes excellence over many years.

## **IX. Financial Matters**

A. The ICCV budget will be developed by the Organizing Committee of each conference. 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.

B. Conference accounts shall be closed within 120 days following the completion of ICCV. 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 ICCV by the general co-chairs and finance chair. The Sponsor will receive a list of ICCV attendees with names and full address information no later than 120 days after ICCV. The sponsor may use the attendee mailing lists at its sole discretion.

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

## **X. Intellectual Property**

*This section describes the ownership of the conference name, slogan, copyright for publications, and/or logo ownership. Note Section 6.17 of the IEEE Computer Society's Policies and Procedures Manual.*

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 IEEE Computer Society reserves the right to include an electronic version of the proceedings in our Digital Library.*

## **XI. Termination of the Conference**

The termination of the ICCV may be proposed by TC-PAMI or by the Sponsor, and will be approved by the Sponsor. In the event of a termination, the Sponsor will assume any assets and liabilities of ICCV.

## **XII. Amendments**

Amendments to this charter of the ICCV require the approval by the open meeting of the TC-PAMI held at ICCV.

**Document History:** Submitted by \_\_\_Keith Price\_\_\_\_\_ on \_\_\_October 3, 2001\_\_\_\_\_.

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