The International Association for Pattern Recognition

IAPR

TC11

Guidelines for
Organizing and Bidding to Host ICFHR
(Formerly IWFHR)

1 Introduction

The International Conference on Frontiers in Handwriting Recognition (ICFHR) is the most important IAPR event in the field of handwriting recognition. The aim of the Conference is to provide a platform for researchers in the areas of on-line and off-line recognition of handwriting, pen-based interface development and systems for the processing of handwritten documents and forms in all languages.

ICFHR is an official event of the IAPR Technical Committee on Reading Systems (TC11). This document has been created by TC11 to provide information regarding the general format and characteristics of this conference, and guidelines on organizing and bidding to host it.

It should be noted that ICFHR has its origin in IWFHR (International Workshop on Frontiers of Handwriting Recognition), a series started in 1990. In recognition of its growing influence and stature, the name of IWFHR will be officially changed to International Conference on Frontiers in Handwriting Recognition (ICFHR) starting with the 2008 instalment in Montreal.

1.1 Timing and Location

The conference is held every two years (in even-numbered years, thus coinciding with ICPR). It usually takes place sometime between August and November. Information on previous IWFHRs can be found on the TC11 website (www.iapr-tc11.org).

1.2 Format

An IWFHR is a single track conference with an emphasis on in-depth presentations and discussions. Submissions are in the form of full papers and are reviewed by the program committee. Accepted papers are presented at the conference in either oral or poster form, and published in the conference proceedings.

1.3 Financial Responsibility

The organizers are responsible for all financial arrangements and associated risks. Potential organizers are expected to apply for sponsorship to the IAPR Conferences and Meetings Committee. Full sponsorship by IAPR typically includes the right to use the IAPR logo and the phrases "IAPR Conference on" or "IAPR Conference on" in the event title, publicity in the IAPR Newsletter and IAPR web site, and the possibility to get financial support in the form of a loan. Further details can be found at the IAPR website (http://www.iapr.org/guidelines/#icsr).

1.4 Relationship with TC11

IWFHR is one of the main conferences in the fields of TC11. While the organizors are responsible for most of the organisation of a given IWFHR, the IAPR needs to ensure the continuation and growth of the conference series in terms of quality and scientific impact. The Hosts should formally apply as soon as their bid is successful to the *IAPR Conferences & Meetings (C&M) Committee* for IAPR sponsorship (*see the IAPR website for details*), and are expected to update TC11 chair with any significant changes with regard to conference organization.

2 IWFHR Organisation

2.1 Budget and other financial matters

Upon request, TC11 can provide a spreadsheet which can be used to draft the budget for an IWFHR as well as to report the accounts after the end of the conference. When presenting the budget, the following points must be addressed.

2.1.1 Income
- Registration (early/late fees, IAPR member/non-member fees, student fees);
- Expected grants, loans, and sponsorships;
- IAPR and other loans;
- Exhibits and demonstrations;
- Excess page charges (if any).

2.1.2 Expenditure
- Venue hire and other infra-structure (e.g., audio-visual equipment);
- Insurance and security;
- Production and shipping of proceedings;
- Secretariat, publicity, communication, mailing;
- Conference banquet, coffee breaks;
- Expenses of any award recipients;
- Invited speakers;
- Various awards;
- IAPR levy;
- Refund of loans;

Notes:
1. Full registration shall include proceedings and banquet;
2. Discount on registration fee for IAPR members shall be at least 5%;
3. There shall be a reduced student fee, possibly excluding proceedings and banquet (it is, however, encouraged that students at least receive some form of proceedings —on CD, perhaps— and that they are included in the banquet).

2.2 Paper Review Protocol

The use of a web-based paper submission and review management system (such as Confman) is essential. It is recommended that the specification of the format and length of papers submitted is as close a possible to that of the final papers to be included in the proceedings. This practice enables the review of a more representative (of the final) version of the papers and enables early checking for adherence to formatting guidelines.

It must be noted that the members of the Program Committee are chosen to be prominent experts in their field and are expected to be the primary pool of reviewers. Each PC member will be allocated a number of papers by the PC Chairs for which they are responsible for producing reviews. If, at their discretion, PC members can identify competent reviewers outside the PC, they can delegate some papers (that are possibly not entirely within their field of expertise). PC members are, however, still responsible for the quality and timeliness of the reviews allocated originally to them. Accordingly, the paper/review management system should support the delegation of reviews, at the initiation of PC members.

Typically, the protocol for the paper review should be as follows:
1. Full papers are made available to PC Chairs;
2. Program Chairs assign three PC members to each paper;
3. Organizing Chairs make available to each PC member their allocation of full papers along with review forms; PC members act as reviewers or, if appropriate, appoint competent additional reviewers and delegate some papers to them;
4. Reviewers return reviews to PC Chairs via the manuscript management system;
5. PC Chairs accept/reject papers and assign them to sessions, constructing thus the scientific program.
6. Notification concerning acceptance distributed to authors along with reviewers' comments. Reviewers must remain anonymous.

2.3 Proceedings

Proceedings should be published by a major publisher under an ISBN number. The publisher will store copies of the proceedings and will issue copies on request to libraries and other requesting parties. The publisher should ensure that IWFHR papers are listed in major engineering and science databases such as INSPEC. The Hosts must ensure that IWFHR papers are listed in major electronic digital libraries, such as DBLP and CiteSeer.

It is strongly recommended that the proceedings are available in electronic form in addition to, or instead of, the printed form. The electronic form can be CDs or a free access website (at least for registered participants). The publisher may allow the latter, so the Hosts are encouraged to take advantage of this.

2.4 After the conference

After the conference, a financial account shall be submitted to the *IAPR Conferences & Meetings (C&M) Committee*.

2.5 Timetable

The following table provides the guidelines for the timing of strategic actions:

	Months prior to conference
Proposal to TC11 and current ICFHR organizers	51
Approval/Selection of bids at current ICFHR by voting	48
Progress report and refined proposal at current ICFHR	24
Approaching industry, government and other parties for donations	20
First call for papers (email, IAPR website, IAPR Newsletter, IEEE calendar, etc.), poster of conference	20

Second call for papers	15
Final call for papers	10
Deadline for paper submission	8
Notification to authors concerning acceptance	5
Publication of authors and titles of accepted papers on website	5
Detailed program on website	4
Deadline for camera-ready paper	3
	Months after conference
Report for inclusion in Newsletter due	1
Financial report due	6
Return of IAPR loan (if any) and payment of IAPR levy	6

A report for inclusion in the IAPR Newsletter should be submitted to the Newsletter Editor. The same report should be sent to the Chair of TC11 for inclusion in the TC11 website.

3 Bid Submission/Selection

3.1 Bidding Procedure

- Proposals to host IWFHR are presented at the conference four years prior to the proposed event. The general (and encouraged) practice is for perspective organizers to communicate their intentions widely within the community and make every effort to coordinate with or inform other potential bidders before making a formal proposal.
- Proposals are presented to the complete body of conference attendees for approval (in the case of a single proposal), or selection via voting (in the case of multiple proposals).
- The approved (selected) proposal will be announced at the banquet during that IWFHR; it will also be announced in the TC11 newsletters.
- A fully developed conference plan, including finalized organizational assignments and a program outline, is presented at the conference two years prior to the proposed event.

3.2 Proposal

The proposal should provide as detailed information as possible about the conference location, the group of organizers in charge of the event, the scientific program and the financial arrangements. It is essential that the proposing consortium familiarise themselves with the requirements and procedures of IWFHR outlined in this document before submitting a proposal.

Specifically, the following points should be addressed in the proposal:

1. **Venue** (facilities, meeting rooms and other accommodation) and **date**. The date does not need to be exact and could be given as a range of up to one month because the proposal will be made far in advance, and there may be reasons to

adjust the date as the conference draws closer (for example, to avoid clashes with other major conferences).

2. **Accessibility** (transportation and visa requirements) to all members of IAPR societies;
3. Names of members of the **main organizers,** and outline of their **experience** in hosting scientific conference.
4. **Accommodation** information for participants (regular delegates and students), including indication of costs;
5. Tentative **Budget**, as detailed in Section 3.1 above;

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Contributions: