

GUIDELINES:

International Association for Pattern's Recognition Executive Committee (ExCo) Initiative on Technical Committee Activities IAPR Summer/Winter Schools

January 15, 2024 (Key changes from the previous version of this document are highlighted)

Please note:

This document applies only to Summer/Winter Schools organized by IAPR Technical Committees (TCs). The request of IAPR support for any other workshop or conference is managed by the IAPR Conferences and Meetings Committee according to [guidelines published at the IAPR web site](#).

Motivation

In order to encourage the development and offering of summer/winter schools, the IAPR ExCo has committed support and resources to this effort. The ExCo believes that these schools provide a unique opportunity to connect students and junior researchers with senior scientists in a fruitful way, consistent with the mission of IAPR.

Because of their focused nature, these schools are best handled as Technical Committee (TC) activities. Summer/Winter School organizers applying to the ExCo for support must work through *at least one TC* as they develop and present the proposal. When the subject matter straddles domains, more than one TC may be involved. In fact, the ExCo encourages these sorts of inter-TC collaborations.

How to Submit

Proposals for IAPR Summer/Winter Schools should be submitted by email to the Summer/Winter School Liaison (the IAPR Secretariat, secretariat@IAPR.org), who will forward them to the ExCo member responsible for Summer/Winter Schools. A single PDF attachment (with the information listed under **Proposal Requirements**) is appreciated. Proposals must be submitted at least four months in advance of the start of the school. Each year there will be three calls for proposals (advertised in the *IAPR Newsletter* and at the IAPR website) with deadlines February 1st for schools that will take place between April and July; June 1st for August-November schools; and October 1st for December-March schools. The ExCo aims to respond to requests within three weeks after the deadline.

While there is no firm cap on the amount of funds that can be requested, the ExCo wants to ensure a fair distribution of the available funds among those applying to use them. Thus, the ExCo suggests an upper limit of US\$5000 for a well-developed proposal. Larger amounts may be awarded for truly innovative, creative proposals that promise exceptional value for the IAPR mission.

The Role of the Technical Committees

The IAPR TCs provide a natural focal point for the generation, vetting, and submission of summer/winter school proposals. While it is not necessary that a member of the TC leadership (Chair, Vice Chair, etc.) be one of the proposers, the TC Chair must provide a brief note acknowledging support for the proposal as a TC activity and stating that the summer/winter school is consistent with the mission of the TC. This acknowledgment can be in the form of a simple e-mail, and does not imply financial involvement of the TC. Nor would such support negatively impact the possibility of IAPR support for other worthy TC activities.

Please note that a particular TC (or TC leaders) does not have *veto* power over the offering of summer/winter schools. All proposals are evaluated by the ExCo, who will consider the recommendations of the TC Chair and/or other TC leadership (pro or con) in the decision making process. It is possible that the ExCo would suggest that another TC is better suited to present the school.

Supported summer/winter schools must be identified in all promotional materials and on the web as: “The (nth) IAPR [Summer/Winter/other season] School on X” with a subtitle “An Activity of the IAPR Technical Committee(s) on Y (and Z)”. Any specific use of IAPR funds (e.g., student travel grants or fee reduction) must be acknowledged.

In some cases, there may be additional funding sources apart from IAPR. The ExCo will work with the organizers to arrive at a mutually satisfactory name and promotional scheme for these summer/winter schools. It is the ExCo’s intent to cooperate as much as possible with other entities seeking to promote the summer/winter school’s mission.

Proposal Requirements

Proposals need not be lengthy, but should contain as much of the the information in the following list as possible to provide the best possible basis for evaluation.

- The name of the summer/winter school, including the “edition” if the school has been offered previously (e.g., the 8th IAPR Summer/Winter [or other] School on XXX)
- The specific focus for the current offering (if any), (e.g., New technologies for YYY)
- The sponsoring TC(s)
- The dates and location.
- A brief summary of the school’s intent, organization, scope, and motivation.
- The course (lecture) schedule, with
 - Lecturers identified (as many as possible)
 - Any experimental or other investigative activities planned
 - Social activities
 - Student presentations (if any)

- The expected number of participants. Especially, whether the course is expected to attract participants from multiple countries, and what those countries might be. For a first offering, this may be difficult to predict; for subsequent offerings historical data can provide a guide.
- How the course will be promoted and advertised, especially in the interest of building international participation. *Proposals offering a strong international component in participation (lecturers, attendees) will receive priority for funding.*
- Fees for the course.
- Expected costs for accommodations and meals per participant.
- Financial resources requested from IAPR and how they will be used. The recommended use of IAPR funds is to support grants for graduate/postgraduate students to significantly defray their costs. However, other funding needs will also be considered.
- How resource allocation decisions will be made. In the case of grants for students, a detailed description of the decision process adopted by the organizers to identify students who will receive support is required. It is expected that the criteria facilitate the attendance of students from different countries.

IAPR Privacy Policy: The information contained in the summer/winter school proposal is used by the ExCo only to evaluate the request and to form the basis of the agreement between the IAPR and the school. It is held by the ExCo as historical record and to assist in the evaluation of proposals for future editions of the school. The IAPR does not sell, distribute, or pass any personal data to any organization.

By submitting a Proposal, you accept this Privacy Policy; do not submit the Proposal if you do not accept the Privacy Policy. Please contact privacy@IAPR.org with questions or concerns or to delete your personal data.

Once a Proposal is Accepted

Once the proposal is accepted, the organizers are expected to contact the IAPR Secretariat (secretariat@IAPR.org) who will arrange for a link to the school webpage to be included at the IAPR website.

The information at the school website and in advertising material may now include the name and logo of IAPR. Please note that even if a previous edition of the summer/winter school has been supported by IAPR, it is not permissible to use the IAPR name and logo before formal acceptance is received from the ExCo for the current edition.

In the case where IAPR funds will be used to support grants to students, the summer/winter school's advertising material should include a clear reference to the availability of these grants along with information on how students may apply. The total number of students supported through IAPR funds should also be noted at the summer/winter school website.

Reporting Requirements

Not more than three months following the completion of the summer/winter school, a brief report should be submitted to the corresponding TC chair and to the ExCo Summer/Winter School Liaison (the IAPR Secretariat) by e-mail (a single PDF file is appreciated). The public parts of the report (therefore excluding financial information) will be published in the *IAPR Newsletter*. The report should provide the following:

Final details on the presentations:

- ♦ Topics
- ♦ Lecturers
- ♦ Dates
- ♦ Awards

Number of participants, by country and by classification (researcher/student)

General assessment of the quality of the presentations and of the students' preparation for the school

Detailed description on the use of IAPR funds. In particular, include a summary of the school's budget containing enough information to understand the added value of the IAPR contribution. For student grants it is also required to list the names and countries of awardees (this information will not be disclosed in the public report) as well as the number and distribution by countries of the applicants for those grants.

Summary comments, lessons learned, recommendations for future summer/winter school offerings (for this topic or in general).

Post-Completion Survey Requirement

Several weeks after the completion of the summer school, the IAPR will conduct a brief survey of all of the participants. Separate surveys will be used for the students and for the instructors.

To facilitate the survey, the organizers must provide the names and email addresses of attendees to the IAPR Secretariat immediately after the conclusion of the summer school. Those involved in the summer school must be informed in advance about the survey and that this information will be shared with the IAPR Secretariat solely for the purpose of conducting this one survey.

After the survey is completed, the results will also be shared with the summer school organizers.