



Guidelines for Hosting the International Conference on Pattern Recognition (ICPR)

1 Introduction

Congratulations on being chosen to host the International Conference on Pattern Recognition! ICPR is the major scientific event organized under the auspices of the International Association for Pattern Recognition (IAPR). The aim of this conference is to bring together international experts to share their work and experiences and to promote research and development in Pattern Recognition.

In concert with the companion ICPR Bidding Guidelines with which you are already familiar, this document provides important details you will need to know and follow as you work toward organizing a successful ICPR on behalf of your colleagues in the international pattern recognition research community.

Organizing an ICPR requires actions from a lot of people. The key roles are:

- ICPR organizing team
- IAPR ICPR Advisory Committee (loose level of oversight)
- Publisher: IAPR has a contract with Springer (at the moment) for publication of the main conference and workshop proceedings (See Sec 2.7)
- Online paper submission software: currently Microsoft CMT is used for paper submission. (See Sec 2.6)
- IAPR Secretary, particularly for the Student Travel Visa process (secretary@iapr.org. See Sec 2.1.2.1.)
- IAPR Conferences & Meetings Committee, particularly for initial review and approval of ICPR Workshop applications
- Office of the IAPR Secretariat, particularly for IAPR Prizes Awards to be presented at ICPR (secretariat@iapr.org. See Sec 2.4.)
- ICPR Photographer, hired by ICPR organizers to document important events at ICPR as well as candid moments (See Sec 4.7)

2 ICPR Organization

2.1 Budget and other financial matters

Upon request, the Chair of the IAPR Conferences & Meetings Committee will issue a spreadsheet which can be used to draft the budget for an ICPR as well as to report the accounts after the end of the conference. When presenting the budget, at least the following points must be addressed.

2.1.1 Income

- Registration (early/late/on-site fees, IAPR member/non-member fees, student fees);
- Expected grants and sponsorships;
- IAPR and other loans;
- Registration fees for tutorials and co-located workshops; Exhibits and demonstrations;
- Excess page charges (if any).

2.1.2 Expenditure

- Venue hire and other infrastructure (e.g., audio-visual equipment);
- Insurance and security;
- Production and shipping of proceedings;
- Secretariat, publicity, communication, mailing;
- Conference banquet, conference reception, coffee breaks;
- Conference management services (e.g. external companies)
- Online paper submission and review system (see below)
- Expenses of K.-S. Fu Award recipient (see below);
- Expenses for J.K Aggarwal Award recipient (see below);
- Expenses for Maria Petrou Award recipient (see below);
- Invited speakers;
- IAPR Secretariat expenses (see below);
- Expenses of Organizers, Program and Track Chairs for face-to-face meeting (if any – see Section 3.7)
- Various awards (see Section 3.5);
- IAPR levy (10% of the gross registration receipts) – see Statute S.1 in C&B (<https://www.iapr.org/constitution/statutes.php>).
- Refund of loans;

2.1.2.1 Details of costs borne by the Hosts and other parties

The Hosts are responsible for partly bearing certain costs that are integral to ICPR. More specifically, the Hosts must fund:

- Full registration fee, including all conference meals and official social events (welcome party and conference dinner) for one person representing the IAPR Secretariat;

- Three standard display booths: one for the IAPR Secretariat (ideally, this is a place where IAPR officials can meet), one for the promotion of the following ICPR, and one for Springer (the latter is part of a wider agreement between Springer and IAPR). The minimum requirement is a desk, chair and display board;
- Travel and accommodation support for the recipients of the K.-S. Fu, J.K. Agarwal, and Maria Petrou prizes, at a level no less than offered to other keynote speakers. In any case, support should cover economy return airfare, full registration, and reasonable costs of accommodation, meals and local transportation for the duration of the conference.

Costs for hire of meeting rooms and for catering of meetings shall be borne by the party requesting the meeting. Beyond the three display booths specified earlier, the Hosts may be asked to provide additional display booths with the expenses for such booths being borne by the party making the request.

IAPR may request the cooperation of the Hosts in carrying out some tasks on its behalf, such as framing the certificates for IAPR awards, providing meeting rooms and catering for IAPR GB and committee meetings. All costs for this type of requests will be fully reimbursed by the IAPR. ICPR expenses typically paid by IAPR include:

- K.S. Fu Prize Award (the award itself -- see above regarding travel and accommodation expenses which are the responsibility of the ICPR Hosts)
- J.K. Aggarwal Prize Award (ditto -- the award itself, not the travel expenses)
- Maria Petrou Prize Award (ditto -- the award itself, not the travel expenses)
- Best Industry-Related Paper Award
- Piero Zamperoni Best Student Paper Award
- Travel stipends
- Room charges and catering for the IAPR GB meeting
- Room charges and catering for two meetings of the IAPR ExCo
- Room charges for TC Chairs' meeting
- Room charges for TC meetings

Notes:

1. Full registration should include the proceedings and the conference banquet;
2. There should be a reduced student fee, which must include both the proceedings and the banquet;
3. There is a reduced ICPR registration fee for IAPR members over the age of 60, provided that their registration does not cover the publication of an accepted paper (which would require full registration). The registration must include both the proceedings and banquet. Ideally, the registration fee would be similar to the student registration fee to encourage attendance.
4. Taking into consideration cost and environmental concerns, an electronic proceedings may be favored over hardcopy;
5. Discount on registration fee for IAPR members should be at least 5%;
6. Within the context of running a first-rate conference, IAPR places a strong emphasis on minimizing costs whenever possible. This is to assure the financial success of the conference, both for the Hosts and for IAPR. For this reason, large expenses incurred on behalf of IAPR by the Hosts should be discussed with and approved by

the IAPR President and Treasurer in advance, before a commitment is made: this would include the above-mentioned meeting room and catering charges.

7. The registration form should ask for permission for photographs or videos of the delegate to be posted on the ICPR/IAPR web sites, used in promotional materials, or used in the IAPR Newlsetter.

2.1.2.1 IAPR Travel Stipends

IAPR usually offers a number of travel stipends for researchers (authors of accepted papers for ICPR) with very limited resources. These stipends are aimed primarily at those who cannot otherwise attend the conference to present their work and whose background financial situation is very restricted (possibly due to broader national conditions).

IAPR Travel Stipends are funded by IAPR and normally handled by reducing the levy owed to IAPR at the end of the conference by an appropriate amount. IAPR has an ongoing goal of increasing gender and other forms of diversity and the students chosen for ICPR travel stipends should reflect this goal.

The IAPR Secretary works closely with the ICPR Hosts throughout the application and selection process for travel stipends. Then the ICPR Hosts administer the distribution of the stipends.

The flow of the process is as follows:

- The IAPR Secretary provides a Call for Applications to the ICPR Hosts.
- The ICPR Hosts distribute the Call for Applications to authors of all accepted papers through the paper management system is in use at the time.
- The IAPR Secretary processes the applications and ranks the applicants based on the following criteria (in decreasing order of importance):
 - a. Application is complete
 - b. Financial need is well justified
 - c. No co-authors are attending
 - d. Author of several papers
 - e. PhD student (over undergraduates, MSc students, and others)
 - f. Member of an IAPR Society
 - g. Applicant is from a country with difficulty to travel to the site of ICPR (i.e. located far away, with low levels of income etc)
- The IAPR Secretary shares the ranked list with the ICPR Hosts and with the other members of the IAPR ExCo for their review.
- The ICPR Hosts make the final decision on recipients of the travel stipends.
- The ICPR Hosts determine the best way to distribute the stipends (e.g., pre-paid gift cards, reimbursement of registration/accommodation costs equal to the value of the stipend).
- The ICPR Hosts give the IAPR Travel Stipends to the select students during registration at ICPR.

2.2 Conference Schedule

There are certain ICPR traditions with regard to the organization of both the scientific and the administrative meetings schedule, as outlined below.

2.2.1 Scientific Schedule

After a hosting bid has been successful, the number of tracks (usually around five) will be discussed and determined by the IAPR ExCo (on behalf of the IAPR GB) considering input from all stakeholders. The number and topics of the tracks cannot be changed after this point in time, unless there is joint agreement with the ExCo and the ICPR Liaison Committee to make the changes. There is no fixed format for the number of sessions. The overall Program Chair(s) and the Track Chairs decide on the scientific schedule so as to include suitable opportunities for quality presentations, plenary sessions, keynote speeches and poster sessions. Previous ICPR schedules should be consulted and advice should be sought from the ICPR Liaison Committee on quality and organization matters (see also the “Good Practice” section below).

A fixed requirement for the program is that the *first plenary session* on the first day of the conference is reserved for the *K.-S. Fu Prize ceremony* (presentation of the prize and lecture of the K.-S. Fu Prize recipient). Other plenary sessions must be reserved for the J.K. Aggarwal Prize ceremony (presentation of the prize and lecture of the J.K. Aggarwal Prize recipient) and for the Maria Petrou Prize ceremony (presentation of the prize and lecture of the Maria Petrou Prize recipient).

2.2.2 Administrative Meetings Schedule

When preparing the overall schedule for an ICPR, it should be taken into account that traditionally a number of events and meetings take place and must be accommodated. Time slots for such events and meetings should be allocated in consultation with the IAPR Secretary. It is the responsibility of the ICPR organizers to reserve rooms (and, when required, catering) for these events and meetings. More specifically:

- The first meeting of the ExCo (the outgoing ExCo) must be scheduled on the first day, traditionally starting at noon or even earlier. The second ExCo meeting (the incoming ExCo) must be scheduled towards the end of the conference (traditionally on the last day, and in any case after the Governing Board meeting – see next – electing the new ExCo). The expenses for these two meetings are borne by IAPR and the arrangements and costs must be discussed with the IAPR President and Treasurer before commitments are made.
- The Governing Board (GB) meeting takes place on the second day. Typically, it starts in the afternoon and may continue until late at night. Provisions should be made for dinner and beverages to be served. The expenses for this meeting are borne by IAPR and the arrangements and costs must be discussed with the IAPR President and Treasurer before commitments are made.
- Various IAPR Standing and Technical Committees, committees of forthcoming conferences and editorial boards of IAPR-related journals may require rooms for meetings. ICPR organizers are expected to facilitate the booking of such facilities but not to bear the costs which are the responsibility of the group requesting the meeting.

- A one-hour session is needed for the Best Industrial Related Paper Award (BIRPA) in the morning of the second or third day, and not in conflict with keynote or prize talks. The IAPR will cover the cost of this room, if necessary.
- There might be a request to schedule some Women@ICPR activities.
- It is recommended that the organizers of the next ICPR use the opportunity to meet the ICPR team to “pass on the relay baton”; this may be planned in the vicinity of the conference, typically the day after the end, although other separate appointments are also possible. Expenses for this meeting, if any, are borne by the organizers of the current ICPR.

2.3 Co-located events

A number of satellite events take place just before or after ICPR. These are usually half or one-day workshops and tutorials that are not directly organized by the Hosts, but fall under their financial responsibilities nevertheless. For the convenience of ICPR attendees, such tutorials/workshops are usually located at the same venue as ICPR and the Hosts are expected to plan for the facilitation of the running of these satellite events.

When selecting or booking a venue for ICPR, Hosts are expected to take into consideration the availability of facilities for satellite events. Hosts, via the Tutorials/Workshops Chair(s), must provide contacts at the ICPR venue to the satellite event organizers for booking the necessary facilities. In addition, Hosts must provide facilities for registration (at least on-line) for these satellite events. Registration receipts for co-located technical events must be included, together with the main conference registration receipts, to compute the gross registration receipts used to determine the compensation to IAPR - see Statute S.1 in C&B (<https://www.iapr.org/constitution/statutes.php>).

The above constraints necessitate close interaction between organizers proposing satellite events and ICPR Hosts. This is where the Workshops/Tutorials Chair(s) must act by providing help and information to satellite event organizers and co-ordinate requests to ensure availability of facilities. If necessary, Hosts can impose quota on how many satellite events can take place and, in consultation with the Tutorials/Workshops Chair(s), can refuse to associate a given satellite event with ICPR. That may happen also if the association of a proposed satellite event is thought to be counter-productive or damaging to the reputation of the ICPR and/or the IAPR. In all cases, the topics of the satellite events should be such that they do not divert papers from the main conference.

2.3.1 Co-located workshops

The scientific quality of ICPR and its affiliated events is paramount to IAPR. For this reason, all proposals for ICPR workshops must be reviewed and approved by the IAPR Conferences & Meetings Committee (C&M) in addition to the local organizers. Co-location of a workshop with ICPR does not automatically imply IAPR sponsorship or endorsement. Workshop organizers seeking sponsorship or endorsement must satisfy all of the standard criteria specified on the IAPR website. In any case, all proposals for ICPR workshops must be, at a minimum, reviewed and approved by the C&M Committee.

It is required that the Workshop Chair(s) coordinate with the Chair of the Conferences & Meetings Committee to define deadlines and to draft the Call for Workshops that shall be published on the ICPR website and in the newsletter. The C&M committee will review all proposals and communicate the list of approved workshops to the ICPR Workshop Chair(s) who will prepare the workshop program on the basis of this list as well as local considerations (e.g., scheduling constraints, available space). Workshop proposers will be informed about the outcome of this process with a joint communication from C&M chair and ICPR Workshop Chair(s). For more information on the process and associated rules, satellite event organizers should refer to the IAPR website.

2.3.2 ICPR Competitions

It is possible (and indeed desirable) for a number of competitions to be associated with ICPR. These are independently organized activities but need efforts to be coordinated with the Hosts in a number of aspects. A Competitions Chair may be appointed by the Hosts to approve and oversee the organization of the competitions as well as to specify and communicate the requirements of the competitions (as far as ICPR is concerned) to the Hosts.

The competitions may run before or during ICPR. In either case, the results can be announced during a plenary session. The Hosts should be aware that they may need to plan for such a plenary session and, perhaps, for a separate section in the Proceedings. For the latter, it may be necessary to reserve the space in advance as the papers that describe the competition results may not be ready in time for the normal reviewing process. In that case the competition result paper(s) can be reviewed by the Track Chairs separately.

2.4 Prizes/Awards at ICPR

A number of awards are usually associated with an ICPR. These may be by the IAPR awards or by the Hosts. The Hosts should name an Awards Chair whose responsibilities are outlined below.

2.4.1 IAPR Awards at ICPR

The prizes/awards that originate from the IAPR or its committees and are presented during ICPR are:

- K.-S. Fu Prize
- J. K. Aggarwal Prize
- Maria Petrou Prize
- IAPR Fellow Awards
- Distinguished Service Awards
- Best Scientific Paper Awards (per track)
- Best Student Paper Awards (per track)
- Piero Zamperoni Overall Best Student Paper Award (selected by the IAPR Education Committee)
- Best Industry-Related Paper Award (selected by the IAPR Industrial Liaison Committee)

2.4.2 IAPR Responsibilities

- The IAPR committees corresponding to each of the awards is responsible for advertisement and selection of these award recipients.
- The IAPR Secretariat will liaise with the IAPR Committees responsible for the selection of the K.-S. Fu, J. K. Aggarwal, and Maria Petrou Prizes to collect information needed to format the Award certificates.
- The IAPR Secretariat and the Awards Chair will work together to prepare and frame the award certificates in time for presentation.
 - The IAPR Secretariat will format the certificates and create print ready files.
 - Either the IAPR Secretariat or the Awards Chair will arrange printing of the certificates.
 - The K.-S. Fu, J. K. Aggarwal, and Maria Petrou Prizes are awarded at their respective prize lectures.
 - The IAPR Fellow and Distinguished Service Awards are presented at the conference banquet.
 - The IAPR President will determine when and where the remaining certificates are awarded

2.4.3 Host Responsibilities

- As early as possible and no later than 12 months prior to the conference, the Hosts should name an Awards Chair as part of the Local Organization.
- The Hosts will ensure that the Call for Papers and the manuscript submission website clearly list the paper-related awards to be made. The rules for eligibility and the selection process for these awards should be explained on the manuscript submission website.
- An appropriate reviewing strategy (e.g., specific questions on the submission and reviewing forms) will be undertaken to establish award winners. The Hosts, Track Chairs, and Awards Chair must, therefore, liaise closely with the relevant IAPR committees handling these IAPR paper-related awards.
- No later than 12 months prior to the conference, the Awards Chair should contact the IAPR Secretariat.
- The Awards Chair may be asked to arrange for the printing of the award certificates and is expected to order frames and arrange for the certificates to be inserted after they have been signed by the IAPR President on the day before the conference begins.
- Hosts should determine if they will present any awards. Hosts are encouraged to refer to past ICPRs to see the kinds of awards that have been traditionally given. These awards may comprise a certificate and a nominal monetary award. Responsibility for advertisement, selection and financing of these awards rests with the Hosts (the Program Chair and Track Chairs should also be involved in the selection process).
- In addition to the IAPR prizes/awards and any awards presented by the Hosts, it is desirable for the Hosts to provide certificates for the winners of any competitions held in connection with ICPR. The Hosts should liaise with the competition(s) organizer(s) (or with the Competitions Chair, if there is one) to assess requirements.

2.4.4 Pattern Recognition Letters Special Issue

Pattern Recognition Letters, an official journal of IAPR publishes a special issue presenting the contributions of IAPR prize winners and extended versions of award winning papers. It includes an extended section showcasing the long standing impact of the K.-S. Fu Prize winning author's work. ICPR Program Chairs and Awards Chairs are invited to contribute to this effort.

2.5 Official Activities during the Conference Banquet

There are a number of official items of business that are carried out during the Banquet, in addition to the culinary and entertainment activities:

- Various official announcements are made by the ICPR organizers, the IAPR ExCo and IAPR standing committees.
- The certificates to new IAPR Fellows will be presented along with any other awards or prizes not scheduled to be presented at another time (e.g., Certificates of Appreciation for service to the IAPR or Paper Awards).
- Other parties (e.g., journal editors) may wish to present non-IAPR awards during the banquet. Hosts should bear this in mind but it is the other parties' responsibility to request a suitable time slot from the Hosts.
- Announcement of the next two ICPRs
- Announcement of the new IAPR Officers

Note: The organizers are strongly encouraged to provide the *IAPR ExCo* well in advance with a list of the activities taking place during the Banquet to ensure all items of official business are included in the program.

2.6 Paper Review Protocol

The peer-review process for papers submitted to ICPR is one of the most important determinants of the scientific quality of the conference. As such, the whole process must be managed by scientifically knowledgeable people, i.e., the Program Chair and the Track Chairs. Under no circumstances must a non-scientific organizer (e.g., a commercial conference organizer) be involved in the selection of reviewers and in the assignment of papers to them.

The use of a web-based paper submission and review management system is essential. The choice of the paper management system must be approved by the IAPR ExCo. Conference organizers are required to use this software and its costs will be borne by the ICPR organizers and must be included in the proposed budget. Test runs must be performed well in advance of the date when submissions are due to start being accepted. The IAPR and previous ICPR Program Chairs will provide technical support and know-how in setting the system up and configuring it appropriately for the needs of ICPR. There is considerable expertise within the ICPR Advisory Committee in using such conference management software which the organizers can draw upon.

The conference paper submission process should ask for whether the delegate is:

- A student (for eligibility for the Best Student and Zamperoni paper awards)
- An employee of a company or company research laboratory (for the Best Industrial Paper award)

It is recommended that the specification of the format and length of papers submitted be as close as 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 by Track Chairs as 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 Track 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.

It is very important that the selection of Program Committee members demonstrates strong international representation, reflecting the international nature and ethos of IAPR.

Typically, the protocol for the paper review should be as follows:

1. Track Chairs appoint PC members well in advance (at least six months before the submission deadline).
2. After the submission deadline, the Conference Secretariat makes full papers available to Conference Program Chair(s) and Track Chairs.
3. Track Chairs assign three PC members to each paper (see below).
4. Conference Secretariat makes 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.
5. Reviewers return reviews to Conference Program Chair(s) and Track Chairs via the manuscript/review management system.
6. Track Chairs recommend papers to accept/reject and, together with the Conference Program Chair(s), assign them to sessions, thus constructing the scientific program. In setting the acceptance threshold, the Conference Program Chair(s) and Track Chairs should refer to the Quality section under “Good Practice” below. It is advised that a face-to-face meeting of the Conference Program Chair(s) and a sub-group of the Track Chairs takes place to make final decisions on constructing the program. The Hosts are responsible for reimbursing reasonable expenses incurred by the Conference Program Chair(s) and any participating Track Chair(s) in order to attend this meeting.
7. Notification concerning acceptance is distributed to authors along with reviewers’ comments. Reviewers must remain anonymous.

To allocate papers to PC members, a semi-automated method is possible. The system first proceeds with an automated assignment process based on matching keywords provided by authors with those provided by PC members. Track chairs can then review the result of the automated assignment, make corrections and, in general, make any assignment they judge relevant. Papers submitted by Track Chairs or other Conference Chairs are generally

handled by a separate process in order to avoid organizers having access to the information on their own papers.

Alternatively (i.e. without using the suggested semi-automated method of Microsoft CMT), it is also possible to manually allocate papers to PC members, by pursuing the following steps:

1. Track Chairs request and compile a set of keywords outlining the expertise of each PC member in their Track (when PC members are appointed).
2. Each of the Track Chairs is allocated a subset of the papers submitted (taking care to remove from a Track Chair's allocation those papers whose author is that Track Chair).
3. Each Track Chair assigns the papers in their allocation to PC members (only PC members are sent papers at this step) making sure that:
 - Each paper is assigned to three PC members.
 - Papers are evenly distributed (while taking into account the area of expertise of each PC member, the load must be balanced, therefore some papers will be assigned to PC members whose expertise may be in the periphery of the paper's topic).
 - Conflicts of interest do not arise.

Notes: From experience, the following are considered good practice:

- The invitation letter to potential PC members should briefly state what is expected of them (i.e., approximately how many papers of how many pages each may be allocated to them to review over what time period). The letter should also give the invitee the option to refuse, possibly recommending another colleague.
- The number of papers allocated to a Program Committee member for review must reflect reasonable expectations of time and effort spent and must take into account other workload constraints. It should not be assumed that PC members can always delegate a large proportion of their review allocation.
- Reminders to reviewers that have not completed their allocated reviews must be sent at suitable intervals before the due date.

2.7 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 ICPR papers are listed in major engineering and science databases such as INSPEC. The Hosts must ensure that ICPR papers are available through a recognised digital library and listed in major electronic resources, such as DBLP and CiteSeer.

It is critical to execute a written conference proceedings publication agreement with the publisher well in advance (typically at least one year prior to conference) since many steps must be followed to guarantee inclusion in electronic libraries and indexing.

For cost and environmental considerations, it is strongly recommended that the proceedings are available in electronic form. The electronic form can be CDs or USB key or (see also *Visibility* – Section 4.3 below) 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.

2.8 Conference Website

With respect to the ICPR website and hosting, the conference URL must be standardised to the form www.iapr.org/icpr20XX. The above URL, owned by IAPR, will redirect to a website which is the responsibility of the ICPR Organizers -- the IAPR webmaster will make the arrangements for the redirection. No other URL must be publicized in relation to ICPR.

2.9 After the Conference

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

In addition to the financial report, detailed statistics about the conference (including the list of participants and their contact details) must be submitted to the *IAPR Conferences & Meetings (C&M) Committee*.

Note: *The list of participants and their contact details remains always the property of the IAPR and may be used by the Hosts only for the purpose of ICPR organization.*

Information for the ICPR20XX Special Issue of the IAPR Newsletter should be submitted to the IAPR Newsletter Editor. It should include a Message from the General Chair (including ICPR statistics on attendance and acceptance rate) and access to photos taken during the ICPR.

Upon completion of the conference, an adapted archival version of the conference website (i.e., a static snapshot containing the most important information) must be prepared and made available to the IAPR webmaster, who will arrange to host that version going forward on IAPR web servers. For instance, last minute local arrangements information should be removed and topics of more permanent interest (e.g., presentations of keynote speakers) should be added.

All ICPR and workshop event photos should be submitted with the website archive.

3 Timetable

The IAPR has developed a detailed spreadsheet of actions and dates for use when organizing the ICPR. It is at:

https://www.dropbox.com/scl/fi/ww5t2nllres6aoki7cn0x/ICPR_Checklist-blank.xlsx?rlkey=e3qz97f0acchwi486pw62tpfb&st=to0s4l09&dl=0

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

	Months prior to conference
Selection of required skeleton organizational structure for bid preparation	54, or 6 months prior to ICPR(n-2)
Proposal to IAPR Conferences & Meetings (C&M) Committee	52, or 4 months prior to ICPR(n-2)
Selection of venue by Governing Board	48, or at ICPR(n-2)
Budget approval and signing of Memorandum of Understanding	45, or 3 months after ICPR(n-2)
Proposals (by all stakeholders) for Tracks and Chairs sent to ExCo and ICPR Liaison Committee; organizers submit proposal to ICPR Liaison Committee for filling the rest of organizational posts	42, or 6 months after ICPR(n-2)
Tracks and Chairs approved by ExCo on behalf of GB, after taking into consideration comments by ICPR Liaison Committee	40, or 8 months after ICPR(n-2)
Approaching industry, government and other parties for donations	36
Initial progress report and updated budget to IAPR C&M committee	26, or 2 months prior to ICPR(n-1)
First call for papers (email, IAPR website, IAPR Newsletter etc.), poster of conference	24, or ICPR(n-1)
Second call for papers	18
Awards Chair named and introduced to the IAPR Secretariat	12 prior to conference
Final call for papers	12
Deadline for paper submission	8 (absolutely latest)
Meeting to finalize conference scientific program	5
Notification to authors concerning acceptance	5
Publication of authors and titles of accepted papers on website	5
Detailed (draft) program on website	4
Deadline for camera-ready paper	3

Author(s) of ICPR track and event report(s) for the IAPR Newsletter assigned and identified to the IAPR Newsletter Layout Editor.	1
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The following table provides the guidelines for the timing of strategic post-conference actions:

	Months after conference
Report for inclusion in Newsletter due; transfer of the finalized ICPR conference website to the IAPR webmaster for archival purposes	1
Financial report, attendee list, detailed statistics	6
Return of IAPR loan (if any) and payment of IAPR levy	6

4 Good Practice

ICPR is the premier international conference in the field of Pattern Recognition, providing a unique overview of research directions in a wide variety of subfields. It is also the venue which is most important for the development of the next generation of researchers.

The inclusive ethos of ICPR and its traditions must be maintained and enhanced wherever possible. The following are some objectives that ICPR organizers must adopt as far as possible.

4.1 Quality

Ensuring the quality of ICPR is paramount to maintaining and enhancing the significance of ICPR to its participants and its reputation in the wider community.

The most important aspect of quality is that of papers presented at the conference. Care must be taken not to allow other factors (e.g., budget balance or contract with venue) to dilute this by accepting more papers than the professional judgement of the Program Chair and Track Chairs dictates.

The acceptance rate must be coordinated across all tracks by the Program Chairs in consultation with General Chairs. Ideally it should be approximately the same for all tracks, but significantly different rates, if really necessary, should be discussed and approved by Program Chairs. Historical acceptance rates shall be published on the IAPR website.

4.2 Low Participation Cost

One of the foremost facilitating factors for achieving and enhancing inclusiveness and accessibility is the cost effectiveness of participation. The Hosts are strongly encouraged to achieve this through **Controlling costs**, **Sponsorship**, and **Student incentives**:

- **Controlling costs.** The Hosts are expected to make cost-effective arrangements for hosting ICPR. The desirability factor of the conference location and social program (e.g., banquet) should be seen as a bonus that is affordable only if there is sufficient sponsorship/subsidy (see below). It is not seen as good practice to pass on the majority of the cost of such secondary items to the participants. Organizational expenses should be minimised by using reliable volunteers as far as possible and keeping the number of non-fee paying participants to an absolute minimum (keynote speakers and major prize recipients only). Finally, it is recommended to set up conference bank accounts with “non-profit” or “charity” status so as to minimise (or avoid) paying bank fees and taxes. To that effect, an academic institution associated with the Hosts may be able to handle these accounts within its financial system.
- **Sponsorship.** The Hosts are encouraged to actively seek as high levels of sponsorship/subsidies from external organizations as possible. These can be funds from grant-awarding bodies (e.g., national research councils) as well as from other commercial and governmental/non-profit organizations as long as such sponsorship do not have conditions that negatively impact on the scientific quality and prestige of the conference. Ideas, contact names and advice can be sought from the ICPR Liaison Committee and the IAPR Industrial Liaison Committee.
- **Student incentives.** Discounted registration fees and provision of inexpensive accommodation for students is essential. Furthermore, as discussed previously, the provision of a limited number of student travel grants (a fixed amount covering part of the participation expenses) is highly recommended.
- **Senior discount.** A reduced registration fee should be available for delegates aged 60 and over. The goal is to encourage more participation at ICPR by senior researchers.

4.3 Visibility

It is the responsibility of the Hosts to ensure high visibility for ICPR. This can be achieved by judicious advertisement in quality publications as well as mailing lists. It must be noted that conscious effort must be made not to over-advertise in mailing lists; the three suggested occasions are listed in the Timetable above. The best channels will be the mailing lists of the IAPR member organizations and the list from the previous ICPR. Advertisement in the IAPR newsletter is essential (see Timetable above). The possibility of advertising ICPR in IEEE Computer and in various journals should be investigated (bearing in mind it has to be cost-effective). Conference posters and flyers can also be produced, ready for distribution at relevant events attended by members of the wider research community.

The visibility and availability of the proceedings papers is an important issue that it is not only functional but it enhances the visibility of ICPR. The contract with the Publishers should

allow that authors can list/distribute their own papers, provided the Publisher's copyright notice is included in each paper (some Publishers can provide the PDFs of the papers with that notice).

All ICPR and published workshop proceedings must be available online for registered delegates to have access at the start of the events. Access by delegates may or may not continue after the end of the conference. Hardcopy (e.g. Springer LNCS or journal special editions) can be published according to the publishers' schedules. This will require discussions with the publishers, publication chairs, and workshop organizers.

4.4 Accessibility

Participants must be able to attend the conference without any restriction of nationality (i.e., the hosting country must not have blanket policies that refuse entry to citizens of other countries in the IAPR community), etc. This is one of the key principles of the IAPR. If Hosts discover any problems of this sort at any point in time, they must inform the ICPR Liaison Committee immediately.

While in-person attendance is preferred and encouraged, facilities must be provided for hybrid participation (e.g., in case of travel or visa issues). Because of the short time between paper acceptance notification and the ICPR, the ICPR team must:

- 1) make arrangements with the host country's government for expedited visa awards,
- 2) make full visa application information available at least 6 months prior to the conference,
- 3) encourage early visa applications (e.g., before paper acceptance is announced), and
- 4) make all visa application materials and instructions available with the paper acceptance notifications.

4.5 Professionalism

ICPR and any associated activity of the Hosts are expected to adhere to and project high standards of professionalism. On a higher level, the best practices as outlined by professional societies (e.g., IEEE) must be followed. Additionally, the principles of the IAPR's [Statement of Ethics and Policy on Equality Diversity and Inclusion](#) should be upheld at all levels.

On a daily organizational level, it is expected that the Hosts will fulfil their duties as outlined in this document and other applicable duties as described on the IAPR website. In particular, Hosts must be responsive to requests for information by the IAPR Conferences & Meetings committee, the ICPR Liaison Committee, the IAPR ExCo, the IAPR Publications and Publicity committee and other relevant IAPR leaders.

4.6 Continuity

It is strongly recommended that ICPR organizers have a face-to-face debriefing and handover meeting with at least their immediate predecessors (probably towards the end of the preceding ICPR). To ensure continuity at all levels, the handover should take place at

all organizational levels (i.e., between Hosts as well as between Track Chairs and other officials).

4.7 Visual Record of ICPR

The ICPR photographers should take pictures at all key gatherings (e.g., of the speakers at invited talks, of participants in any Women at ICPR events, of all award presentations). A group photograph of all delegates would also be desirable.

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Based on previous versions of the guidelines maintained by successive C&M committees.

APPENDIX A

IAPR Statutes and Bylaws related to ICPR

For the most up-to-date version see:

<https://www.iapr.org/constitution/bylaws.php>

<https://www.iapr.org/constitution/statutes.php>

The Organization of ICPR

11.1 The ICPR Chairman shall be responsible to the Governing Board for planning, managing, operating and evaluating ICPR.

11.2 The ICPR should be endorsed by the local IAPR member society, rather than a group of individuals. The names of general chairman, program chairman, and local arrangements chairman should be submitted with the proposal together with two alternate names of people who may replace one of the above if these for some reason cannot carry out their duties. Any significant changes in the proposal must be approved by the Executive Committee.

11.3 Articles 6.8 through 6.10 of these Bylaws concern the financial aspects of the ICPR.

11.4 Whenever possible, publicity matters relating to the ICPRs should clearly state that the conference is a conference of the International Association for Pattern Recognition. The ICPR organizers will provide the IAPR with detailed statistics about ICPR, including the list of participants and their addresses, and financial summary balance sheets.

11.5 The ICPR, as well as all other conferences and workshops sponsored or cosponsored by IAPR, must be open for attendance to all members of IAPR member societies.

Financial Matters

6.8 The Chairman of the next ICPR shall prepare the budget for this ICPR and submit it to the Governing Board for adoption.

6.9 The Governing Board may reserve an allowance for the financial support of the next ICPR. The ICPR Chairman or one of his committee members may, with the approval of the President and the Treasurer of IAPR, use (part of) this allowance for the organization of ICPR. Such disbursement may be recovered from ICPR receipts.

6.10 The Chairman of the next ICPR or one of his committee members may, with the approval of the Treasurer of IAPR, open an IAPR account to be used for the deposit and disbursement of funds for this ICPR.

STATUTES

S.1 ICPR Compensation to IAPR

The organizers of an ICPR shall prepare their budget and set their fee structure so as to provide for compensation to IAPR for its efforts and expenses in promoting the conference. Such compensation is to be ten percent of the gross registration receipts and is to be paid to the IAPR treasury no later than 45 days after the conclusion of this ICPR. The gross registration receipts shall include receipts for the ICPR itself, for any tutorials or workshops held in connection with the ICPR, as well as for any exhibits.