IEEE ISPASS Steering Committee Charter

Updated: February 2018

I. Purpose of the ISPASS CONFERENCE

The objective of the IEEE International Symposium on Systems and Software (ISPASS) is to provide a platform for sharing proven research on performance analysis in the areas of systems and software.

The conference is managed by a Steering Committee, an Organizing Committee, and a Program Committee. The functions of each committee are described in the following sections.

II. Sponsorship

A. Current Sponsorship

ISPASS is jointly sponsored by the IEEE Computer Society's Technical Committees on Internet, Computer Architecture and Microarchitecture. Any change in sponsorship must be approved by the steering committee, the TC chairs, and by the Vice President of Conferences and Tutorials of the IEEE Computer Society. The IEEE Computer Society will assume 100% of the legal and financial liability of the conference.

B. Withdrawal of the Sponsor

The Sponsor shall have the right to withdraw from participation in ISPASS.   The Sponsor will provide notice of withdrawal as soon as possible prior to the next conference, but no later than the publishing of the Call For Papers.   The notice of withdrawal of a Sponsor or termination of the agreement should be provided no later than the publication of the Call For Papers (in which Sponsors are explicitly shown). Withdrawal shall be effective upon receipt by the Sponsor(s) of written notice of withdrawal.   Upon the effective date of withdrawal, all references to the Co-Sponsor shall be deleted from all promotional, advertising, and other materials produced for the purpose of distribution in connection with ISPASS.   The withdrawing Co-Sponsor will be liable for its proportionate share of any expenses, losses, and contractual obligations incurred up to the effective date of withdrawal unless the remaining Co-Sponsor(s) agrees to assume all liability for expenses, losses, and contractual obligations.

III. The Steering Committee

A. Purpose

To oversee the long-term planning and success of this conference, a Steering Committee plans for future conferences, evaluates how well each conference has achieved the objectives stated above, and implements improvements to better meet these objectives.

The Steering Committee is responsible for the general oversight of and setting policy for the meeting. The Steering Committee is normally responsible for making the major strategic decisions, namely, the appointment of the general chair and program chair, selection of dates and locations, major theme, and coordination among the sponsors. In addition, the steering committee may review and approve the budget before it is sent to the sponsors.

More specifically the Steering Committee should

1. Plan future ISPASS meetings,
2. Obtain feedback about ISPASS for the purpose of improving the conference,
3. Select the General and Program Chairs of future ISPASS meetings in response to the submitted proposals (section 3),
4. Select the sites and dates for future ISPASS meetings, in response to the submitted proposals (section 3),
5. Oversee and approve the membership of the Program Committee and Organizing Committee.

B. Steering Committee Chairperson

In April every year, after the new Steering Committee has been constituted, a Steering Committee Vice Chair shall be elected from among the Steering Committee members for a term of one year. After this one-year term, the Vice Chair will be appointed to a one-year term as Steering Committee Chair and a new election will be conducted for the next Vice Chair. The outgoing Steering Committee Chair shall seek nominations/volunteers for the Vice Chair position, and gather votes. While the Steering Committee Chair is responsible for most activities described in this charter, the Chair and Vice Chair should work closely together to ensure continuity in leadership and conference management.

C. Steering Committee Members

After each ISPASS, the outgoing Program and General Chairs will join the Steering Committee (if they are not serving as Program or General Chair the following year). In addition, the Steering Committee will include two members of the IEEE TCCA Executive Committee (http://ieeetcca.org/executive-committee/); the nomination of a TCCA Executive Committee

member must be approved by two-thirds of the Steering Committee before they can be invited. The Steering Committee should strongly consider diversity criteria when nominating TCCA Executive Committee members. Steering Committee members will have 5-year term limits. The Steering Committee Chair and Vice Chair may exceed this term limit so they can serve out their terms as Chair and Vice Chair.

D. Steering Committee Meetings

At (or soon after) every ISPASS, the Steering Committee Chair will either lead an in-person or on-line discussion that will: (i) nominate new Steering Committee members; (ii) discuss lessons learned from the recently concluded ISPASS; (iii) document the diversity statistics and capture lessons learned in the Appendix to this document; (iv) provide advice/guidance to the next Program and General Chairs; (v) approve the organizing committee and program committee for the next ISPASS; (vi) select the venue, General Chair, and Program Chair for the ISPASS two years away. While the Steering Committee should strive for consensus decisions, contentious issues can be resolved with majority votes (the Steering Committee Chair will exercise the deciding vote in case of ties).

IV. Constituting a Conference

The Steering Committee 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. The General Chairs(s) are expected to have served as Program Chair(s) in the prior year, although this is not a requirement. Individuals or institutions interested to propose and organize future ISPASS conferences should follow the steps listed below.

A. Written proposals for the conference should be sent to the Chair of the Steering Committee, preferably slightly more than 2 years before the proposed conference date.

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, and any other information required by the Steering Committee. In particular, 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. Those wishing to host a future ISPASS should make their intentions known sufficiently in advance of the proposed date so that any information required by the Steering Committee can be obtained in a timely manner, and other activities can be integrated into a program of interest to all.

D. The Steering Committee reviews proposals and may seek advice from anonymous reviewers. If the evaluation is positive, the Steering Committee will tentatively accept the proposal, and the proposer(s) will be asked to prepare a detailed budget using the IEEE CS appropriate forms (TMRF) and submit the form to the Steering Committee Chair before the proposed conference date. After approval by the Steering Committee it will be passed to the Society. Final approval of the TMRF will be made by the IEEE Computer Society.

V. Rules governing the ISPASS Conference Chair Positions

A. The Program Chair(s) of ISPASS is selected by the Steering Committee and shall normally 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, professions, and the various aspects of diversity.

B. The name(s) of the person(s) recommended as the General Chair(s) shall be part of the proposal (see Section IV). At least one of the General Chairs or local arrangement chairs shall be from the country hosting the conference. The Steering Committee shall be free to accept or reject any recommended names for General Chair or Program Chair in order to best promote the conference.

C. Other conference chairs, e.g. Tutorial Chair(s), are chosen by the General Chair(s) with the advice and consent of the Steering Committee. The Program Chair(s) select(s) the program committee members with the guidance of the General Chair(s) and steering committee, as mentioned under VII.A.

VI. 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. It is recommended that the General Chair(s) consider various diversity criteria when forming the Organizing Committee.

The Program Chair(s) are expected (but not required) to serve as the General Chair(s) in the next year. This is important to provide continuity of operations for the conference and it is important that Program Chair(s) be selected with this understanding. It is especially important

that the Program Chair(s) be active in the field, and have published frequently. The Program Chair selects the program committee members with the guidance of the General Chair and Steering Committee.

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) will appoint a Finance 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 supports from conference sponsors.

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 conferences 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) and Steering Committee).

The Program Committee should be diversified in terms of expertise, geographical distribution, race, gender, under-represented groups, academic lineage, seniority, industry/academia/labs. 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).

B. Program Committee Meetings

It is expected that Program Committee members will attend the program committee meeting at which acceptance/rejection decisions are made. In extraordinary situations and at the discretion of the Program Committee and General Chairs, these meetings may be conducted via virtual meeting rooms (video conference) or even telephone or electronic mail.

The program committee meeting should follow best practices at top-tier conferences, e.g., ISCA best practices: http://ieeetcca.org/reports/isca-best-practices/. This includes recusal of conflicted members, careful consideration of author rebuttals, and keeping authors and reviewers blind throughout the review/selection process.

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 program committee 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 Program Committee consider all papers fairly. Rebuttals from authors should be solicited and carefully considered during on-line and in-person deliberations.

If a committee member (Program, Organizing, or Steering Committee) of the forthcoming ISPASS conference 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 discussion about a paper shall remain in confidence. The names of reviewers are not to be revealed to authors.

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.

Full papers are the cornerstone of a recognized conference. As a consequence only accepted full papers should be included in the proceedings, along with keynote abstracts and panel statements. The Program Chair may also choose to include a poster session; the program committee can designate some of the submitted papers as suitable for invitation to the poster session.

VIII. Awards

The program committee can decide the criteria and type of awards to be given, such as the best paper award, best student presentation award, etc. The General chair(s) and Finance chair should be informed ahead of time so that the expenses for these awards are included in the budget.

IX. Financial Matters

A. The budget will be developed by the Finance Chair of each conference and approved by the General Chair(s).   The general co-chairs and finance chair will then submit the budget for approval by the Sponsor(s) no later than nine months prior to the conference.   Budget approval will be handled concurrently by the co-sponsoring organizations.   The budget must be approved by the Sponsor(s) prior to the distribution of any publication of registration fees.

B. Conference accounts shall be closed within 120 days following the completion of the conference.   At that time, all surplus funds shall be distributed to the sponsor(s).   A final report and the closing bank statement must be submitted to the co-sponsoring organizations at this time.   The Sponsors will also receive a list of the attendees with names and full address information.   Each Sponsor may use the attendee mailing lists at its sole discretion.

C. Contracts which require Sponsor review and approval are: all hotel and exhibit facility contracts and all conference service or management contracts.   The Sponsors agree that one Sponsor may represent the other for the purpose of signing contracts with a conference facility and/or hotel facility or other conference vendors.   Members of the Steering or Organizing Committees are not authorized to sign these contracts.

X. Intellectual Property

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 steering committee shall ensure that the program chair is collecting copyright release forms prior to publishing the proceedings. The steering committee shall ensure that an electronic version of the proceedings is forwarded to the IEEE Computer Society. *The IEEE Computer Society reserves the right to include an electronic version of the proceedings in their Digital Library.*

XI. Termination of the Conference

The termination of the ISPASS Conference may be proposed by the Steering Committee or one of the Sponsors, and will be approved by the Sponsors.   In the event of a termination, the Sponsors will work together to dispose of any assets and liabilities of the conference.

XII. Amendments

Amendments to this charter of the Steering Committee of the ISPASS Conference require the approval by two thirds of the Steering Committee members.

XIII. Steering Committee Members (October, 2017)

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Document History:

Submitted by Nadeem Malik on June 12, 2008.

Amended on _____2/21/2018_____ (date).

Amended on _____ (date).

Amended on _____ (date).

Amended on _____ (date).

Amended on _____ (date).