Unit 1

Preparations for International Conference

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OBJECTIVES

In this unit, you'll learn to accomplish the following tasks:

- Task 1: Call for Conference Papers
- Task 2: Conference Notice
- Task 3: Conference Agenda and Programs

Preparations for International Conference

Task 1 Call for Conference Papers

The planning process for holding a conference should begin very early. A chairperson is selected to make the plan. Various committees are formed, with members in charge of specific activities. These committees generally consist of Conference Organizing Committee and Conference Academic Committee. The committees are then to work out a general program, including a call for papers, which is to notify the prospective participants of the conference.

Format of call for conference papers
- Theme and/or background
- Conference objectives
- Topics to be discussed
- Time and venue
- Papers and submissions
- Organizing institution and committee
- Contact information

Read the following samples to get familiar with how to call for papers for an international conference.

International Conference on Logic and Cognition
Call for Papers

Theme: Logical Structure of Cognition

Conference Goals:

To promote the study of cognitive science in China; to introduce the development of the research work; to discuss the important issues in the field; to provide opportunities for international communication; to promote the understanding of related disciplines; to explore future cooperation possibilities between the countries.

Topics to be Discussed:

Papers are solicited[1] on theoretical issues and their applications related to logic and cognition. Suggested topics include but are not limited to:

- Structure of concept, concept representation and processing, models of reasoning or decision-making
- Philosophy of mind, foundational philosophy of cognitive science or artificial intelligence
- Philosophy of logic, logic of AI[2]

Date: May 7–8, 2006

Papers and Submissions:

Authors are invited to submit full papers, up to six pages, with the authors' names and affiliations, complete address (including email, fax and phone number of the corresponding author), before April 10, 2006, by email to hsdp07@zsu.edu.cn (Prof. Minghui Xiong). The language is Chinese or English. The papers will be reviewed by the program committee based on content, presentation and suitability for the conference. The papers must be in an MS Word or Latex format (A4, single space, *Songti*, 10 points if in Chinese, or Times New Roman, 12 points if in English). More detailed information will be available on the web page: http://logic.zsu.edu.cn.

Organizing Institution:

Institute of Logic and Cognition (Key Research Institute of Humanities and Social Sciences in Universities), Sun Yat-sen University, China

Organizing Committee:

Honorary Chair: Jialong Zhang, Institute of Philosophy, Chinese Academy of Social Sciences, Chair of Chinese Institute of Logic

Chair: Shier Ju, Institute of Logic and Cognition, Sun Yat-sen University, China

Committee:

Zhuanghu Liu, Department of Philosophy, Peking University

Zhifang Zhu, Department of Philosophy, Wuhan University

Muze Chen, Department of Philosophy, Renmin University of China

Xiangdong He, Research Institute of Philosophy, Southwest China Normal University

Jianjun Zhang, Department of Philosophy, Nanjing University

Chong-li Zou, Institute of Philosophy, Chinese Academy of Social Sciences

Contact information:

Minghui Xiong

Email: hsdp07@zsu.edu.cn

Tel: (020) 84113340

Fax: (020) 84110298

🔒 Check Your Understanding

Please answer the following questions briefly.

1. When is the meeting going to take place?
2. Is there a required format of the papers?
3. What is the required length of the papers?

ACM[1] Sensys 2009 Berkeley, California–November4–6 2009

SenSys is sponsored by SIGCOMM[2], SIGMOBILE[3],
SIGARCH[4], SIGOPS[5], SIGMETRICS[6], SIGBED[7] and NSF[8]

Call for papers

The 7th ACM Conference on Embedded Networked Sensor Systems (SenSys '09) solicits innovative research papers on the systems issues of networked, embedded sensing and control. The conference brings together academic, industry, and government professionals to a premier single-track, highly selective forum on the design, implementation, and application of sensor networks.

SenSys takes a broad view of embedded networked sensor systems to include any distributed systems that collectively interact with the physical world. We invite submissions covering a broad range of networked sensing systems including conventional wireless sensor networks as well as novel platforms such as mobile sensors, cellphones, and domain-specific systems.

We seek technical papers describing original ideas, groundbreaking results and/or

Notes

1. **ACM** stands for Association for Computing Machinery. It is the world's largest educational and scientific computing society and provides the computing field's premier Digital Library and serves its members and the computing profession with leading-edge publications, conferences, and career resources. 美国计算机协会

2. **SIGCOMM** is ACM's professional forum for discussing communications and computer networks. It supports a wide variety of activities in the field including professional meetings, publications, and recognition and support for computer networking professionals like awards and travel grants. 数据通信专业组

3. **SIGMOBILE** is the ACM's Special Interest Group on Mobility of Systems, Users, Data and Computing. .移动计算特别兴趣组

4. **SIGARCH** is the Special Interest Group on Computer Architecture. 计算机结构特别兴趣组

5. **SIGOPS** is the ACM's Special Interest Group on Operating Systems. It addresses a broad spectrum of issues associated with operating systems research and development. 操作系统专业组

6. **SIGMETRICS** is the ACM's Special Interest Group for the computer systems performance evaluation community. 计算机系统操作评估兴趣组

7. **SIGBED** is the ACM's Special Interest Group on Embedded Networked Sensor Systems. 嵌入式网络传感系统兴趣组

8. **National Science Foundation** 美国国家科学基金会

quantified system experiences. We especially encourage submissions that highlight real-world sensor network deployments, new application domains, and retrospectives on the state-of-the-art. Topics of interest include, but are not limited to, the following:

- System and network architecture;
- Operating systems;
- Services for time, location, and power management;
- Reliability and fault tolerance;
- Protocols at all layers (physical, link, network, and above);
- Programming models and languages;
- Data storage, retrieval, and processing;
- System security and data integrity;
- Novel applications and real-world deployments;
- Actuation and control; and
- Privacy and social implications.

A good paper will:

- Consider a significant problem;
- Propose an interesting, compelling solution;
- Demonstrate the practicality and benefits of the solution;
- Draw appropriate conclusions;
- Clearly describe what the authors have done; and
- Clearly articulate the advances beyond previous work.

Submissions must be full papers, at most 14 single-spaced 8.5 "x11" pages, including figures, tables, and references, two-column format, using 10-point type on 12-point (single-spaced) leading, with a maximum text block of 7 "wide x 9" deep with .25" intercolumn space. Papers that do not meet the size and formatting requirements will not be reviewed. Submissions will be judged on originality, significance, interest, clarity, relevance, and correctness.

Submissions will be subject to rigorous peer review and the top quality papers will be published in the conference proceedings. All papers will be presented orally at the conference.

For more information, see the Paper Submission Instructions

Key dates:

Paper Registration & Abstract	April 1, 2009, 11:59 pm Eastern Time
Paper Submission Deadline	April 8, 2009, 11:59 pm Eastern Time
Notification of Paper Acceptance	July 20, 2009
Conference – Berkeley, CA	November 4 – 6, 2009

These are "hard deadlines" – no extensions will be granted.

Technical Program Committee

Jie Liu (Microsoft Research) co-chair	Matt Welsh (Harvard University) co-chair
Tarek Abdelzaher, (UIUC)	
Philippe Bonnet, (DIKU)	Zachary Ives, (UPenn)
Andrew Campbell, (Dartmouth)	Bhaskar Krishnamachari, (USC)
Andrew Christian, (Nokia)	Philip Levis, (Stanford)
Amol Deshpande, (Maryland)	Nithya Ramanathan, (UCLA)
Adam Dunkels, (SICS)	John Regehr, (Utah)
Jakob Eriksson, (UIC)	Alex Snoeren, (UCSD)
Kevin Fu, (UMass Amherst)	Subhash Suri, (UCSB)
David Gay, (Intel)	Andreas Terzis, (JHU)
John Heidemann, (USC)	Fan Ye, (IBM Watson Lab)
Polly Huang, (NTU)	Feng Zhao, (MSR)

🔓 Check Your Understanding

Please answer the following questions briefly.

1. How many sponsors does SenSys have?
2. What did SenSys '09 forum focus on?
3. List some of the components of a good paper according to SenSys?
4. What is the required format of the papers?

The Second International Conference on Wireless and Mobile Communications ICWMC[1] 2006
July 29–31, 2006, Bucharest, Romania

Submission deadline: March 1, 2006

Notification: March 25, 2006

Camera ready: April 15, 2006

General: http://www.iaria.org/conferences2006/ICW06.html

Call for submissions: http://www.iaria.org/conferences2006/CFPICW06.html

ICWMC 2006 addresses wireless-related topics (technologies, networking, applications) concerning integration of latest technological advances to realize mobile and ubiquitous service environments for advanced applications and services in wireless networks. Mobility and wireless, special services and lessons learned from particular deployment complement the traditional wireless topics.

We welcome technical papers presenting research and practical results, position papers addressing the pros and cons of specific proposals, such as those being discussed in the standard fora[2] or in industry consortia,[3] survey papers addressing the key problems and solutions on any of the topics, short papers on work in progress, workshops and panel proposals.

We are inviting your contributions to the conference with some of the following:

- Distribute the Call for Submissions
- Submit contributions
- Organize a special session
- Propose a panel, a tutorial, or a workshop

  The following topics are suggested (but not limited to):

- Wireless communications basics
- Radio interfaces and systems

- Spectrum allocation and management
- Circuits for wireless communications
- Wirelessness and mobility
- Protocols for wirelessness and mobility
- Traffic and congestion control, QoS[1], resource management
- Wireless and mobile technologies
- Performance evaluation, simulation and modeling of wireless networks and systems
- Management of wireless and mobile networks
- Security in wireless and mobile environment
- Networks convergence and integration
- Applications and services based on wireless infrastructures
- Standardization and regulations
- Design and implementation
- Wireless and mobile network deployment

The conference proceedings will be published by the IEEE[2] Computer Society Press and posted on the IEEE Xplore portal.

Industry is welcome to participate with special contributions.

For submissions, please go to the conference site and click "Submit a paper".

We look forward to collaborating with you on making ICWMC 2006 a successful and enjoyable conference.

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On behalf of the Advisory Committee
Petre Dini, pdini@cisco.com

ICWMC 2006 TPC Chairs
Christer Ahlund, Luleå University of Technology, Sweden
christer.ahlund@ltu.se
Nicolae Chiurtu, Stanford University, U.S.A.
nchiurtu@stanford.edu

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Check Your Understanding

Please check whether the following statements are true (T) or false (F).

(   ) 1. The conference will be held at Stanford University, U.S.A., on July 29, 2006.

(   ) 2. The conference emphasizes wireless-related topics.

(   ) 3. The deadline of the submission is March 25, 2006.

Sample 4

Asian Urban Information Center of Kobe (AUICK)

Area of Issues

The writer (name, position, and address required) should choose a successful practice[1] for environmental protection in the fields of industrial and non-industrial waste, greening and degradation[2] of soil. The writer should choose such a practice, which was implemented preferably with the participation of citizens or private sectors, and contributed to promote, in particular, the welfare of girls and women. The writer should report (a) concrete action(s) or a project, which was carried out successfully in the above-mentioned fields. The writer should avoid describing merely a basic plan or a regulation.

Structure and Organization of the Report

The writer should title the report so that the contents can be easily understood from the title. The title can have a subtitle.

1. Background

- Describe why this action/project was implemented. What problems were there in your city or community? What were the major motivations or movements to implement this program/project internally and externally?

- Describe the preliminary research studies if conducted to understand the current situation and challenges related to the issue beforehand. It is highly recommended to show the quantitative data on the past and current situation, and challenges

Notes

1. **practice** *n.* the actual performance of an activity in a real situation
2. **degradation** *n.* (*tech*.) the process of changing into a worse condition

as well as the relevant background information, such as population statistics, economic, social, cultural and industrial indicators, and human health data.

2. Goals

- Describe what goals were established.
- Describe how the goals were decided.
- Describe if there was participation of private sectors in deciding the goals.

3. Outcome Indicators and Action Steps

- Describe what outcome indicators were set for each goal.
- Describe what action steps were decided on for each indicator.

> **Example of Goal(s), Outcome Indicator(s) and Action Step(s)**
> -
> **Goal:** Improve the cleanliness of the community
>
> **Outcome Indicator:** Percent of citizens surveyed who rate the cleanliness of the community as "good" or "excellent"
>
> ▷ **Action Step 1:** Invite local youth club and other organizations to cosponsor quarterly clean-up days
>
> ▷ **Action Step 2:** Explore feasibility of contracting out solid waste collection service for once-a-month pick-ups
>
> ▷ **Action Step 3:** Institute a fine for illegal dumping and a method for meaningful enforcement

4. Implementation Process

- Describe the existing major problems of and constraints on the action/project in terms of budgetary, personnel and financial resources, etc.
- Describe how the decision-making was proceeded: administrative procedures, political commitments, etc.
- Describe how any regulatory arrangements were made: laws, acts, regulations, special ordinances, etc.
- Describe how the financial arrangements were made: amount of necessary budget, and how the budget was secured, etc.
- Describe how the organizational arrangements were made: set-up of new responsible organization or preparatory committee, etc.
- Describe how the citizens or private sectors were involved: who were involved in what stage, what were their roles, etc.

- Describe how a monitoring and feedback system was established: who monitored and feedbacked to whom, by what indicators, frequency, etc.

5. Action Output and Outcome

- Describe the output (activity), which was the immediate result of each action step and the outcome, which was the effect of the result.
- Provide any quantitative information on the intermediate output and the outcome of each action output. Compare the intermediate output and outcome, which were obtained before the implementation.

  Note: *Usually output is an immediate product of a set of actions or project, while outcome is their longer-term effect. So we do not say end-line outcome.*

- Describe additional benefits apart from the environmental benefits, such as economic benefits, creating employment and investment opportunities, declined infant mortality rate, etc.

Example of Action Output and Outcome

▶ **Action Output:**
- From April 2001 to March 2002, three meetings were held with local youth club and three other non-governmental organizations.
- On 1 April, 2002, an agreement was achieved.

▶ **Action Outcome:**
- From May to December 2002, 50 percent of clean-ups was conducted.
- From January to June 2003, 100 percent of clean-ups was attained.

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6. Lessons Learned

Describe major lessons learned from implementation of the action/project, such as key factors for success, know-how generated, difficulties to overcome, and suggestions and comments for better implementation and replication of the action/ project in other cities or communities.

7. Supporting Documentation

It would be greatly appreciated if you could provide any supporting documentations related to the action/project, such as technical drawings, photographs, videos and pamphlets for publicity.

Procedure

1. Format of Report

- Medium: MS Word document
- Document Size: A4 (210mm by 297mm)
- Font: 12 point, Times New Roman
- Line Space: double space
- Page Margin: 25.4 mm (one inch) margins on the left, right, top and bottom of each page
- Paragraph: The first line must be indented by five characters for all normal paragraphs in the manuscript except the abstract, block quotes, titles and headings, subheadings, references, table titles, notes, and figure captions.
- Space after sentence terminators: single space after sentence terminators (i.e., ".", "?", "!")

2. Submission and Revision of Draft

The writer must submit an MS Word document of the report draft by 30 April, 2006 to the AUICK Secretariat Office at office@auick.org, or Dr. Gayl D. Ness at GaylNess@aol.com.

The draft will be checked by Dr. Ness, and returned to the writer. Then, the writer must revise the draft according to Dr. Ness' advice and suggestions.

3. Submission of Completed Report

The writer must submit an MS Word document of the completed report to the AUICK Secretariat Office at office@auick.org by 31 May, 2006.

4. Preparation of PowerPoint

The writer must prepare an MS PowerPoint file for the presentation of the report at the workshop so that the writer can help the workshop participants understand the report. The writer must submit the file to the AUICK Secretariat Office at office@auick.org by 15 June, 2006.

Note: *The writer will be given one hour for presentation and 30 minutes for questions and answers at the session of presentation on best practice.*

Please answer the following questions briefly.

1. How many parts does the structure and organization of the report consist of?
2. Give an example of a goal, outcome indicator(s) and action step(s).
3. What are the major issues to be discussed by the participants?

Learning Aids

❶ General information

The Conference Organizing Committee includes a chairperson, a vice-chairperson, members, and a secretary general. The Conference Academic Committee consists of advisors, a chairperson, a vice-chairperson, members, and secretaries. Members are locally or nationally known. Before making any arrangements, the chairperson and vice-chairperson must consult other members on the committee to reach the final decisions on the main theme or purpose of the conference, the date(s), and the venue. They must work out a call for papers for the conference. The call for papers must be written in order to notify the prospective participants of the conference. It usually involves information concerning the conference theme, date(s) and venue, objectives, topics of interests, plenary (keynote) speakers, sponsors, Organizing Committee, requirement for paper submission (abstract submission deadline, acceptance notification, full paper submission), registration fee, and contact information.

❷ Detailed information

When the events begin to take shape, details are discussed, such as nametags, proper signs, the program, the sound system, the lighting, food, and the arrangement for someone to answer queries. Chairpersons and secretaries, with other members, must be completely preoccupied with the conference before, during, and after it.

Sometimes if a call for papers contains information about accommodation,

equipment, conference dinners, and trips, the secretaries should make sure all these will go smoothly. They should contact the press and invite some reporters and photographers if the conference needs publicity, and make further arrangements for them, including certain facilities and equipment. The conference room must be appropriately equipped with all the necessary equipment during the conference.

Useful Expressions and Sentence Patterns

❶ Call for papers

- Papers are being invited for TI 83rd World Conference to be held in Shanghai, May 23–27, 2004.
- The 7th ACM Conference on Embedded Networked Sensor Systems (SenSys '09) solicits innovative research papers on the systems issues of networked, embedded sensing and control.
- SenSys takes a broad view of embedded networked sensor systems to include any distributed systems that collectively interact with the physical world.
- We seek technical papers describing original ideas, groundbreaking results and/or quantified system experiences.
- We especially encourage submissions that highlight real-world sensor network deployments, new application domains, and retrospectives on the state-of-the-art.
- ICWMC 2006 addresses wireless related topics (technologies, networking, applications) concerning integration of latest technological advances…
- Topics of interest include, but are not limited to, the following…
- Titles of proposed papers with a 200-word abstract should be submitted no later than May 10, 2006.
- The IASTED Secretariat must receive your paper by July 15, 2006.

❷ Submission

- The submitted papers should be original and have not been published elsewhere.

- Best papers will be selected by the Advisory Committee and Program Committee, and the authors are invited to submit their papers to an international journal.
- For all submissions, please include the following information: title of the paper, name, affiliation, address, phone number, email, and audiovisual request.
- Abstracts are invited for 20-minute talks followed by 10 minutes of discussion addressing any topic in the areas of Asian environmental protection...
- Submissions must be full papers, at most 14 single-spaced 8.5" x 11" pages, including figures, tables, and references, two-column format...
- Papers that do not meet the size and formatting requirements will not be reviewed.
- Submissions will be judged on originality, significance, interest, clarity, relevance, and correctness.
- Submissions will be subject to rigorous peer review and the top quality papers will be published in the conference proceedings.

❸ Format and length

- Abstracts should be submitted electronically in an MS Word format and sent by email to the conference secretariat.
- Authors of accepted papers should send the full text paper in format of PDF or MS Word before September 15, 2006 to jicc2006@vip.km169.net with attachment.
- All submissions should be in Adobe Acrobat (.pdf), Postscript (.ps), or MS Word (.doc) format.
- Initial paper submissions should be approximately ten pages.

❹ Notification of acceptance and refusal

- Notification of acceptance will be sent via email by August 1, 2006.
- Receipt of paper submission will be confirmed by email.
- Submissions received after this date will not be given primary consideration.
- Acceptance of the paper will be confirmed by JICC 2006 Program

Committee based on content quality of the extended abstract.

- Late registration fees or paper submissions will result in papers being excluded from the conference proceedings.
- These are "hard deadlines" – no extensions will be granted.

Exercises

1. Translate the following paragraphs into Chinese.

The Faculty Senate of Chulalongkorn University in Bangkok, Thailand and the Asia CALL Association are co-organizing an international conference on "Information Technology and Universities in Asia" from April 3–5, 2002, at the campus of Chulalongkorn University in Bangkok. The conference will be a place where teachers, researchers, administrators and others who are interested in how to better use ICTs in realizing the missions of the university education get together to share ideas, opinions and research findings. Of special interest are papers and presentations that explore: (1) the cultural aspects of using ICTs in universities; (2) theoretical and collaborative research of "Web and Computer Assisted Language Learning in Asia".

All types of presentations (paper, workshop, poster) will be welcome.

Please send your proposals or abstracts (maximum 200 words) to Larry D. Chong at chongld@kyongju.ac.kr.

Deadline of submission: January 15, 2002.

Notification of acceptance: February 15, 2002.

Plans are being made with notable publishing presses to publish selected papers in a bound volume. Participants whose papers are selected will have the opportunity to revise their papers for the volume after the conference.

2. Discuss with a partner about Sample 4 to get familiar with the major points. Choose and design your own project according to Sample 4.

3. On behalf of your supervisor, write a call for papers for an international conference.

References for Further Study

1. 张亚非、张锦涛，(2006)，《国际学术交流应用英语教程》，北京：国防工业出版社。

2. For more details, please go to the following websites:

   http://www.iaria.org/conferences2006/ICW06.html

   http://www.iaria.org/conferences2006/CFPICW06.html