

Checklist for the Organization of TPC Meetings for INTERSPEECH Conferences

- I. The organizers of INTERSPEECH conferences are obliged (by their Contract with ISCA) to organize a two-day TPC Meeting at the location of the conference, or in another suitable location, in May of the year of the conference, in which up to one third of the TPC members should be present, including the ISCA President, the ISCA Conference Coordinator, the ISCA Technical Committee Chair and the Technical Program Chair of the subsequent INTERSPEECH conference; the other members of the TPC will participate virtually to the meeting, including the Technical Program Chair of the INTERSPEECH conference two years later; the organizers should include the expenses of the review meeting, including the travel expenses of the attending TPC members, in the conference budget.
- II. A secretariat of the TPC Meeting should be appointed by the General Chair to take care of the logistics, the administrative procedure, the travel arrangement of attendants, on-site matters according to the Contract, and in consultation with the ISCA Board. The conference contract mandates a TPC meeting of two full days, which should be followed as well as possible unless the TPC business is done ahead of schedule.
- III. The agenda of TPC Meeting typically covers the following subjects that should be planned and communicated to the participants ahead of the physical meeting.
 1. **Paper Decision**
 - a) The main aim for having physical TPC meetings for INTERSPEECH conferences is to have a discussion amongst the TPC members in order to have the best possible technical program for the conference; this includes the final selection of papers to be accepted, the organization of papers into sessions, the synchronization of the principles for paper decisions and award decisions, the trading of papers across areas, the allocation of papers to conference rooms, etc.
 - b) Selection and trading of papers: Through good instructions prior to the TPC meeting, the TPC chairs should encourage all Area Chairs to prepare the accept/reject decisions as completely as possible via discussions amongst the Area Chairs in a given area; typically a large majority of the organization of technical sessions can be done within the areas; in addition to this, TPC chairs should be prepared to put together 'interdisciplinary' sessions in the presence of the Area Chairs at the TPC meeting; in general, the organization of sessions should be based on the actual available topics in the pool of accepted papers, and not necessarily by areas; the session titles should reflect as well as possible the actual topic(s) covered, and not necessarily the areas they have been handled in; care should be taken that no majority of papers within one session come from authors of the same institution or group.
 - c) The same principles should be applied to regular sessions, special sessions, show&tell sessions, and alike; however, special sessions may follow a different format (e.g. mixed oral-poster, different timings), and show&tell sessions should consider the need and availability of demonstrations.
 2. **Site Visit:**
 - a) The ISCA board would like to use the opportunity of a physical meeting to discuss the logistics of the conference, including location of the conference

center, transportation, accommodation possibilities, room layout, accessibility, safety and security measures taken during the conference, etc.

- b) If possible, a visit to the conference site (conference center or university) should be planned during the TPC meeting; this visit should serve to make clear how the final setting will look like, how much space will be available, how rooms and areas are linked, how the transport to the conference center and potentially other sites (dinner, receptions, etc.) is planned, etc.; if a visit is absolutely impossible, the lay-out should be explained in detail to the TPC meeting attendees through detailed information, photos, maps with distances, access, etc.

3. INTERSPEECH-ISCA Dialogue

- a) An INTERSPEECH-ISCA Dialogue session should be arranged during the TPC Meeting. The dialogue partners from ISCA include ISCA President and ISCA Board representatives who are present at the TPC meeting, while the dialogue partners from INTERSPEECH include the General Chair(s), the TPC Chairs, the PCO, and other chairs such as local arrangement chairs invited by the General Chair(s) as deemed appropriate.
- b) The meeting is chaired by ISCA President and the General Chair(s). The aim for having this dialogue session is for ISCA Board to review the preparation of the conference including technical program, social program and other administrative details, and to update INTERSPEECH organizers the latest development of the association in connection with the INTERSPEECH organization.
- c) During this meeting, there should be a discussion about any risk factors which might impact the smooth run and financial outcome of the INTERSPEECH conference.
- d) The INTERSPEECH-ISCA Dialogue should be co-located with the TPC meeting, potentially with no or little overlap with the TPC meeting (e.g. just before, after, or during breaks).

IV. The output of the TPC meeting should include the following items:

- I. A full list of sessions with the proposed titles and accepted papers before these are made public, including the special sessions and show&tell sessions
- II. The organization of sessions in the calendar of the conference, in order to minimize sessions which are of interest to certain groups of people in parallel
- III. Potentially an initial list of session chairs to be contacted for each session
- IV. A list of action items as a result of the INTERSPEECH-ISCA Dialogue to reinforce the close collaboration between INTERSPEECH and the ISCA Board.