

## Tentative timeline

The following timeline resulted from experiences gained with Interspeech conference organization in the past. It might need to be adapted to the specifics of the country/place the conference is to be organized, the type of legal entity taking over the responsibility of the organization, etc. Nevertheless, deviations from the proposed timeline should be carefully considered in order to not endanger the smooth run of the organization. Times are sometimes referred to as IS-*n*, with *n* the year index of the preceding Interspeech conference (i.e. IS-1 is the Interspeech conference the year before the one under consideration, IS-2 the conference happening two years before, IS-2 Jan-Feb are January and February after IS-2, etc.).

IS-4	Preparation of bid, selection of a core team of organizers, pre-selection of a city and venue, tentative offers from conference centres and potential PCOs
IS-4, Nov. 1 <sup>st</sup>	Submission of bid
IS-4, Jan-Feb	Notification of acceptance
IS-4, Feb-June	Preparation of contract with ISCA [pre-poned compared to previous organizations]
IS-4, Feb-June	Pre-reservation of conference centre
IS-3	Preparation of initial promotional material, preparation of elementary website, presentation at IS-3 closing plenary, secure web domain (through ISCA Board conference coordinators)
IS-3, Oct-Dec	Establish communication channels between organizers, schedule first physical and virtual meetings
IS-3, Dec-Feb	Decide on legal entity for the organization, potentially contract between organizers (if more than one), set up conference account, clarify VAT system, contract with PCO
IS-3, Dec-Feb	Analyse options for social program
IS-3, Feb-Apr	Prepare Budget v1
IS-3, Feb-Apr	Contract with conference centre
IS-3, Apr-Jun	Preparation of artwork, logo, fotos
IS-2	Preparation of promotional material, promotion booth at IS-2, extended presentation at IS-2 closing plenary
IS-2	Contact potential sponsors at IS-2
IS-2	Decide on extended organizing committee
IS-2, Oct-Dec	Analyse situation at IS-2 (web page, registration, payment, ISCA memberships, arrival, signposting, hotel information, info material, check-in, conference bags, paper review organization, opening ceremony, closing ceremony, reception, dinners, program structure, parallel sessions, keynotes, poster sessions: format, layout, rooms, no-show handling, special sessions infrastructure, industry exhibition, internet access, satellite events, tutorials, session organisation, chair instructions, etc.)
IS-2, Oct-Dec	Brainstorm on special themes and formats; procedures for recruiting tutorials, special sessions, keynotes; procedures for paper submission, formats, multimedia files, Show & Tell/short/long papers

IS-2, Oct-Dec	Clarify topic list and technical areas with ISCA Technical Committee
IS-2, Oct-Dec	Clarify key dates communicated to externals: proposals for special sessions/tutorials, paper submission, notification, early registration deadline
IS-2, Oct-Dec	Specify internal key dates: Review schedule, TPC meeting, dates for publications
IS-2, Feb-Apr	First functional version of website
IS-2, Apr-Jun	Publicity Plan advertising journals & proceedings, distribution plan posters, flyers, etc.
IS-2, Apr-Jun	Pre-decision on social program, start organization of venues and technical equipment, equipment for virtual participation
IS-2, Jun-Sep	Proposal for Area Chairs to ISCA Technical Committee
IS-2, Jun	Sponsors and exhibitors brochure v1.0 ready
IS-2, Jun-Sep	Planning exhibition space
IS-1	Preparation of promotional material, promotion booth at IS-1, extended presentation at IS-1 closing plenary
IS-1	Contact potential sponsors and fix sponsoring contracts at IS-1
IS-1	First call for papers, workshops, tutorials, special sessions, etc.
IS-1	Final selection and invitation of Area Chairs, fix date for TPC meeting
IS-1	Contact ISCA-SAC to plan activities/facilities (PhD consortium/ExpertsMeetsStudents/Lunch, etc.), nomination of local student contact person
IS-1, Sep-Mar	Contact sponsors and exhibitors, fix sponsoring contracts
IS-1, Nov	Set up of the submission management system (start2)
IS-1, Nov	List of reviewers accepted by ISCA Technical Committee
IS-1, Nov	Update of website, inclusion of author kit, inclusion of participation fees
IS-1, Nov	Invitation of reviewers
IS-1, Nov	Preparation of online publication strategy in ISCA Newsletter
IS-1, Nov	Planning of CfP postings
IS-1, Nov	Finalizing arrangements for remote participation or attendance
IS-1, Nov	Planning for video recordings and transcriptions for plenary and/or other sessions
IS-1, Nov-Dec	First general program outline (session slot schedules)
IS-1, Nov-Jan	Contact sponsors and exhibitors, fix sponsoring contracts
IS-1, Nov-Dec	Select special sessions
IS-1, Nov-Dec	Proposal of tutorial speakers to ISCA Technical Committee
IS-1, Nov-Dec	Decision on tutorials
IS-1, Nov-Dec	Proposal of keynote speakers to ISCA Technical Committee

IS-1, Dec	Decision on keynote speakers
IS-1, Dec	Proposal of student events to ISCA Board and SAC
IS-1, Dec	Decision on all student events
IS-1, Dec	Planning mobile app
IS-1, Dec	Planning Show&Tell
IS-1, Jan-Feb	Adjustment of submission management system
IS-1, Jan-Feb	Update of website with participant fees and submission portal
IS-1, Feb	Submission system online
IS-1, Feb-Mar	Provision of front matter for abstract book
IS-1, Jan-Mar	Update mailings for CfP deadline reminders
IS-1, Mar	Deadline paper submissions, start paper assignments
IS-1, Mar	Start review
IS-1, Mar-Apr	Remind reviewers, start crash reviews
IS-1, Mar-Apr	Update of website with registration system, incl. co-registering workshops
IS-1, Mar-Apr	Make arrangements for social programme (contracts with artists, caterer, etc.)
IS-1, Apr-May	Finalization reviews
IS-1, Apr	Update break-even point, room requirements
IS-1, Apr	Planning student travel grants, prepare volunteers program to react to PhD applications
IS-1, Mar-May	Planning technical equipment in all rooms
IS-1, May	Planning of organizational meetings during conference
IS-1, May	Planning invitation letters
IS-1, May	TPC meeting
IS-1, Jun	Notification deadline
IS-1, Jun	Student travel grant application deadline and review
IS-1, Jun	Decision of student travel grants
IS-1, Jun	Early registration deadline
IS-1, Jun	Camera-ready paper deadline, check registrations for all papers
IS-1, Jun	Preparation electronic proceedings front page
IS-1, Jun	Submission of papers to proceedings editor
IS-1, Jun-Jul	Student volunteer recruiting and planning
IS-1, Jun-Jul	Last changes for proceedings
IS-1, Jun-Jul	Finalization of mobile app data
IS-1, Jun-Jul	Planning practicalities during conference: Nametags, bag filling, posters, signposting, sponsor walls, printing services, catering

IS-1, Jul-Aug	Mailing updated information for participants
IS-1, Jul-Aug	Finalization proceedings and abstract book
IS-1, Jul-Aug	Finalize/revise arrangements for social programme based on more realistic estimates of registration numbers/dietary requirements/number of student participants
IS-1, Aug	Mobile app online
IS-1, Aug	Proceedings shipped by editor, proceedings printed
IS	Interspeech
IS, Dec	Submit conference financial report and technical report to ISCA
IS+1	Maintain conference website for 5 years after Interspeech