IEEE VIS Executive Committee (VEC) Charter

I. Purpose of IEEE VIS

The objective of IEEE VIS is to provide the premier international forum for presenting innovations in visualization methods and applications across science, engineering, medicine, commerce, and other areas. As of Fall 2012, VIS consists of the IEEE Visual Analytics Science and Technology Conference, the IEEE Information Visualization Conference, the IEEE Scientific Visualization Conference,, and associated symposia, workshops, and tutorials. Other conferences may be added in the future.

The week is managed administratively by a VIS Executive Committee (VEC) and a VIS Organizing Committee (OC). The functions of each committee are described in the following sections. Content is managed by the constituent conferences and symposia.

II. Sponsorship

The IEEE Computer Society's Visualization and Graphics Technical Committee (VGTC) is the sponsor of IEEE VIS. Any change in sponsorship must be approved by the VEC, the directors of the IEEE VGTC, and the Vice President of Conferences and Tutorials of the IEEE Computer Society or his/her designee.

III. The VIS Executive Committee (VEC)

A. Purpose

To oversee the long-term planning and success of this week, the VEC plans for future VISs, evaluates how well each VIS has achieved the objectives stated above, and implements improvements to better meet these objectives.

More specifically the VEC will

1. Plan future IEEE VIS meetings.
2. Obtain feedback about VIS for the purpose of improving it.
3. Assist in selecting the general chair and location for future IEEE VISs in response to submitted proposals (section IV).
4. Determine the structure of the VIS Organizing Committee (OC), in particular constituent VIS-wide committees (publicity, student volunteers, tutorials, workshops, etc.) and the appropriate number of members on each VIS-wide committee.

B. Composition of the VEC

The VEC shall consist of the VGTC Chair, the VGTC Vice-Chair for Conferences, an at-large member appointed by the VGTC Chair, 2 members of each constituent conference, and up to 2 VGTC Directors appointed by the VGTC Chair. The Chair of the VEC is selected by the VGTC Chair. Conference members' terms start and end with VIS each year. Conference members are elected by the respective conference steering committee. Conference representatives are expected to serve a 3-year term and are eligible for re-election by their conference steering committee. However, no VEC member may serve more than 6 consecutive years, so that fresh perspectives may be integrated into the VEC.

C. VEC Meetings

A VEC meeting is held at each meeting of IEEE VIS. In addition, decisions may be reached by email or over a teleconference as needed.

VEC members are expected to attend the VEC meeting at each IEEE VIS. Members who miss two consecutive meetings at VIS without giving sufficient cause are considered withdrawn from the VEC, subject to review by the rest of the VEC.

Minutes will be taken by the secretary or other member of the VEC designated by the Chair. The Chair will maintain minutes of the past VEC meetings.

D. Proxies

During meetings of the VEC, each member shall have one vote. A quorum both for face-to-face meetings and for email or phone meetings will be a majority (greater than 50%) of the number of franchised members of the VEC. Written proxies may be submitted by electronic or postal mail to the Chair of the VEC. VEC members will be informed sufficiently in advance of any known motions to be voted on during a forthcoming meeting. The Chair has the deciding vote in cases of tied votes.

IV. Constituting VIS

The VEC obtains, through open and informal solicitations, proposals for: VIS locations, names of individuals who are suitable to serve as VIS General Chair, and names of supporting institutions (if any). Individuals or institutions interested in proposing and organizing a future IEEE VIS should follow the steps listed below.

A. Written proposals to host and chair a VIS should be sent to the Chair of the VEC significantly before the proposed VIS date. The decision on the VIS location and chair will generally be made at least 27 months before the proposed date. For example:

   March 15, 2010: Submission of proposals for VIS 2012. The VEC Chair, VEC members, and proposers solicit any additional input as needed over the next month.

   April 15, 2010: Final Proposals submitted to VEC for review

   June 15, 2010: VEC teleconference to decide all acceptable proposals to forward to the VGTC Directors, including the VGTC Chair

   July 1, 2010: Directors and VGTC Chair rank order the final list. VGTC Chair informs VEC Chair. The VEC Chair informs the proposers of results.

B. Proposals shall list facilities, venue, proposed management, any special financial arrangements, rationale for the location and venue being a sufficient draw for attendees, a brief summary of their proposed VIS structure, and any other information required by the VEC. The scheduling of any other potentially conflicting meetings within months before or after the proposed meeting date must be evaluated as part of the proposal.

C. Those wishing to host a future IEEE VIS are being asked to make their intentions known sufficiently in advance of the proposed date (e.g. 30 months) so that any information required by the VEC can be obtained in a timely manner, and other activities can be integrated into a program of interest to all.

D. The VEC reviews proposals. The VEC will forward all acceptable proposals to the Directors, who will tentatively select a proposal and a chair at that time. The proposer(s) and chair (if they are different) will be asked to begin detailed exploration for a VIS hotel. This will include finding a venue with sufficient and appropriate meeting rooms, reasonable rates, and access to amenities such as restaurants. The hotel venue must be approved by the VEC before a contract is signed. The selected General Chair must prepare a detailed budget using the IEEE CS appropriate forms and submit the form to the VEC Chair at least 9 months before the proposed VIS date. After approval by the VEC, it will be signed by the TC Chair and passed to the Society. Final approval of the IEEE CS forms will be made by the IEEE Computer Society.

V. Rules governing the IEEE VIS Positions

A. The General Chair of IEEE VIS is selected by the VGTC Directors at least 2 years in advance of the relevant VIS, as described in Section IV. The General Chair for VIS will be an ex-officio member of the OC the year before leading it. The OC also includes the chair of any co-located symposium, but no other members of co-located symposia are members of the OC.

B. The structure of the VIS Organizing Committee (OC) is determined by the General Chair and the constituent conference steering committees and conference chairs, with the advice and consent of the VEC, as described in the Responsibilities Matrix in Appendix A. The goal will be to appoint committee members who are able and reliable, with a mix of new people and people with past VIS Committee experience. Proposals should be ready for presentation by the start of VIS, allowing for in-person discussions over the week, with the goal of decisions being finalized by the end of the week. Invitations should be not be issued by the proposer until final approval is obtained. The Matrix is a living document that changes at the discretion of the VEC, without requiring ratification at the VGTC level.

C. The Papers Chair(s) are chosen by the constituent conference and symposia steering committees. The constitution of the program committees of each conference and symposium is left to the conference / symposium steering committees and Papers Chairs.

VI. General Chair(s) and the Organizing Committee

A. For each VIS, the General Chairs and the rest of the OC are charged with the planning, running, and oversight of the VIS meeting to ensure that it meets the objectives stated in Section I.

B. The General Chair is responsible for the overall running of the VIS, serving as Chair of the VIS Committee.

C. The General Chair and the Finance Chair share joint responsibility for the finances of the VIS. At the option of the VEC, the Finance Chair may be required to approve all expenditures made by the VIS Committee. The General Chair oversees local arrangements, which are coordinated by the Local Arrangements Chair.

D. The General Chair and the appointed Publicity Chair are responsible for the publicity of VIS. 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 mailing lists of interested or participating organizations. The goal is to allow full participation in all facets of VIS by a worldwide audience.

E. Although, the lead General Chair is encouraged to seek information on local facilities (such as hotels and conference centers) that could host VIS, the IEEE or the IEEE Computer Society must execute hotel contracts.

VII. Financial Matters

A. The IEEE VIS budget will be developed by the General Chair and Finance Chair of each VIS and approved by the VGTC Chair. The General Chairs and Finance Chair will then submit the budget for approval by the IEEE CS no later than nine months prior to the VIS. The budget must be approved by IEEE CS prior to the distribution of any publication of registration fees.

B. VIS accounts shall be closed within 120 days following the completion of IEEE VIS. At that time, all surplus funds shall be distributed to IEEE CS. A final report and the closing bank statement must be submitted to IEEE CS no later than 120 days after a IEEE VIS meeting by the General Chair and

Finance Chair. IEEE CS will receive a list of IEEE VIS attendees with names and full address information no later than 120 days after the VIS meeting.

C. Contracts that require IEEE CS review, approval, and signature are: all hotel and exhibit facility contracts and all conference service or management contracts. Members of the VEC and OCs are not authorized to sign these contracts.

VIII. Intellectual Property

This section describes the ownership of the VIS name, slogan, copyright for publications, and/or logo ownership. Note Section 6.17 of the IEEE Computer Society's Policies and Procedures Manual.

IEEE will hold the copyright on the conference proceedings. 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 VEC shall ensure that the Publication Chair is collecting copyright release forms prior to publishing the proceedings. The VEC 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 its Digital Library.*

IX. Termination of VIS

The termination of the IEEE VIS may be proposed by the VEC or by IEEE CS, and will be approved by the Directors of the IEEE Computer Society's Visualization and Graphics Technical Committee (VGTC) and IEEE CS. In the event of a termination, the IEEE CS VGTC and IEEE CS will assume any assets and liabilities of IEEE VIS.

X. Amendments

Amendments to this charter of the IEEE VIS require the approval by two thirds of the VEC members.

Document History: Submitted by _____ on _____(date).

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Appendix A

Position	Max # people	Responsible for Proposing	Final Approval	Notes
VIS General Chair	1	VEC	VGTC Chair	At most one individual
Program Chair	2	VEC		
Finance Chairs	2	VEC		Multi-year decision
Webmaster	2	VEC		Multi-year decision
Publication Chair	1	VGTC Chair	VEC	Multi-year decision
Papers Chairs	3 per conf	Respective Steering Committees		
Posters Chairs	2 per conf	Respective Steering Committees	General Chair	2 year term, Senior/Junior
Panels/Tutorials/Workshops/Doctorial Colloquium/BOF/Publicity Chairs	1 per conf	Respective Steering Committees	General Chair	At least 1 senior person
Exhibit Chairs	1 per conf + as needed	Respective Steering Committees + General Chair	General Chair	At least 1 senior person
Fast Forwards & Video Previews Chairs	2	General Chair		2 year term, Senior/junior
Local Arrangements Chair	1	General Chair		
SciVis Contest Chairs·*	3	SciVis Steering Committee	General Chair	2 year term, Senior/junior
VAST Challenge Chairs*	3	VAST Steering Committee	General Chair	At least 1 senior person
Student Volunteer Chairs	3	Current Student Volunteer Chairs	Student Volunteer Senior Chairs	

Other specialty chairs may be appointed each year at the discretion of the General Chair, in addition to those listed above.