

**IEEE Communication Theory Workshop Steering Committee Charter**  
Version 1.0  
May 2018

## **1. Background**

The IEEE Communication Theory Workshop (CTW, or “the workshop”) is a long-running annual workshop sponsored and organized by the Communication Theory Technical Committee (CTTC) of the IEEE Communications Society. Each year the workshop is organized by volunteers including a General Chair (or co-chairs) and a Technical Program Chair (or co-chairs). In the past, the workshop location and organizing team have been proposed to a “Selection Committee”, which approved proposals and provided informal early feedback on venue selection, budgets, and possibly other logistical matters. It could also solicit competitive proposals, as needed. Additionally, each workshop appointed an Advisory committee, which often comprised past organizers, but whose composition and role was completely at the discretion of the General Chair. Thus, the duties of this Advisory committee were informal and varied from workshop to workshop with varying degrees of effectiveness. The Selection Committee served as the institutional memory for CTW organization.

The goal of this document is to introduce a formal Steering Committee for the CTW, and to define its fundamental duties. This Steering Committee will replace the Selection Committee and have a more formal role in ensuring the excellence and long-term viability of the workshop.

## **2. Composition of the Steering Committee**

The Steering Committee shall be comprised of four members, including one Chair. All members, upon their appointment, must be former CTW general chairs or technical program chairs, preferably having served within the last five years. This ensures that Steering Committee members have relevant recent experience and can serve as effective advisors, and provides continuity across workshops. The term of appointment is four years. The CTTC Chair will typically appoint one new member at the end of each calendar year (preferably at GLOBECOM), although if there are unexpected resignations the CTTC chair will appoint a new member as soon as possible after the resignation. The Steering Committee Chair is selected by the CTTC Chair in consultation with the Steering Committee members, and should have served as a Steering Committee member for at least one year prior to becoming chair.

## **3. Steering Committee Duties**

**Solicit and select compelling proposals for upcoming CTWs.** This duty is critical in ensuring the excellence and viability of the workshop. It includes:

- Soliciting outstanding proposals from highly qualified organizers at least two years before the next CTW (usually in May).
- Providing a presentation template of previous successful proposals for candidate organizers.
- Providing pre-proposal feedback on venue selection and dates. Considerations include an appealing location with some geographic diversity relative to recent CTWs, reasonable access, and potential conflicts with other relevant conferences such as ICC, ISIT, and ICASSP.
- Ensuring that proposals are presented at the appropriate ICC or Globecom to solicit feedback from the entire CTTC and to publicize the upcoming CTWs.
- Providing detailed feedback on the final proposal, and formally approving proposals at least 18 months before the proposed CTW would take place. (For example, the CTW in May 2025 should be approved at Globecom in December 2023).

**Mentor and advise CTW organizers.** Each CTW will designate a member of the Steering Committee to serve as the primary mentor, advisor, and point of contact on behalf of the Steering Committee. This advisor is then a member of the CTW Advisory Committee, which can include other members of the Steering committee along with senior members of the CTTC. It is recommended that this primary advisor rotate from year to year, and that the current committee chair be excluded from this role. The role of the advisor is to offer assistance and advice concerning the main organizational tasks and items including:

- Working with the IEEE Communication Society on contracts and finance issues
- Selecting the venue and negotiating the contract
- Budget preparation
- Corporate Sponsorship
- Website development
- Technical Program
- Social Program

The over-arching goal is to provide some continuity and uniformity among CTW's while also allowing each organization team the leeway to experiment and innovate, and to make each CTW unique.

**Serve as repository of collective experience and documentation.** With the purpose of supporting CTW organizers and preserving the history of the workshop, the Steering Committee will maintaining records of information relevant to the past workshops. Subject to the consent of the Committee, the Steering Committee chairs will take care of maintaining this information including:

- Past budgets (initial and final)
- Hotel contracts
- Attendance numbers (per category)
- Sponsorship contracts and records
- Proposals
- Technical and Social Programs
- Evaluations and assessments by the steering committee and workshop organizers