

# **Organisation and Operating Procedures of DATE**

## **(Design, Automation and Test in Europe Conference and Exhibition)**

### **1. NAME**

The name of the Event is the Design, Automation and Test in Europe Conference and Exhibition, hereafter referred to as DATE.

### **2. PURPOSE**

The purpose of DATE is to provide a forum for the presentation and discussion of outstanding industrial and academic technical work in the areas of electronic design and test of integrated circuits, printed circuit boards and electronic systems.

The aim of the Conference is to meet the requirement for a high-quality international Conference in Europe to provide a significant focus and forum for technical professionals and engineering managers from academia, industry, institutes and governments.

The aim of the Exhibition is to provide a forum for vendors of products of technical interest to attendees to exhibit their products and services in a professional and controlled way.

### **3. SPONSORSHIP OF DATE**

DATE is sponsored by the

- European Design and Automation Association (EDAA)
- EDA Consortium (EDAC)
- IEEE Computer Society (CS/TTCN)
- Special Interest Group on Design Automation (ACM SIGDA)
- European electronic Chips & Systems design Initiative (ECSI), and the
- Russian Academy of Sciences (RAS).

The Sponsors are financially responsible for DATE.

The Sponsors have signed a Joint Sponsorship & Representation Agreement and have established the DATE Sponsor Committee (DSC) to jointly oversee, guide and control DATE. The DSC approves the DATE budget and, after auditing, discharges the DATE Executive Committee (DEC) from its responsibilities with respect to the DATE Event concerned.

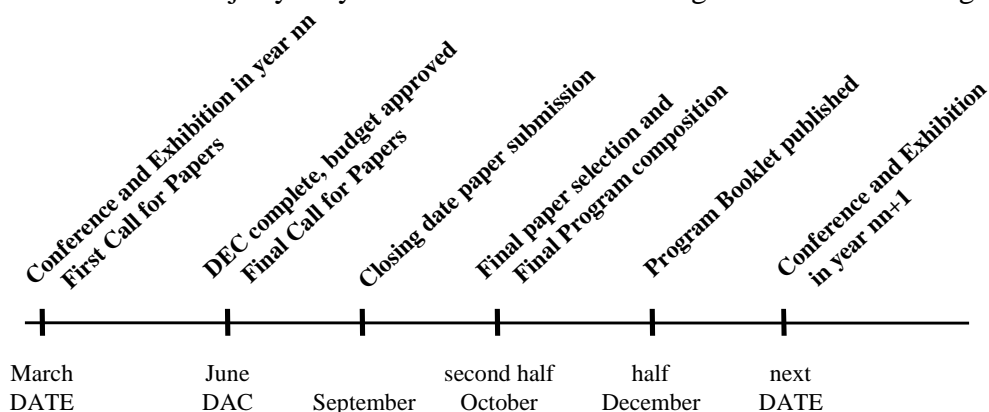
**The DATE Executive Committee has full and final authority to decide on all aspects of the Conference and Exhibition within its approved budget.**

### **4. STRUCTURE OF THE EVENT**

DATE is held every year in Europe in the first quarter of the year. The current

agreement is that in even years DATE will be held in Paris, France, and in odd years in Munich, Germany.

The time line of major yearly Conference milestones is given in the following figure:



The Conference and Exhibition are co-located.

The duration of the total Event will be five days, following a scheme like the one shown below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		Opening			
	Tutorials	Conference	Conference	Conference	
	DSC meeting	Exhibition	Exhibition	Exhibition	User Groups
	Tutorials	Conference	Conference	Conference	
		Exhibition	Exhibition	Exhibition	User Groups
				DEC meeting	
DEC meeting	Fringe	Fringe	Gala		

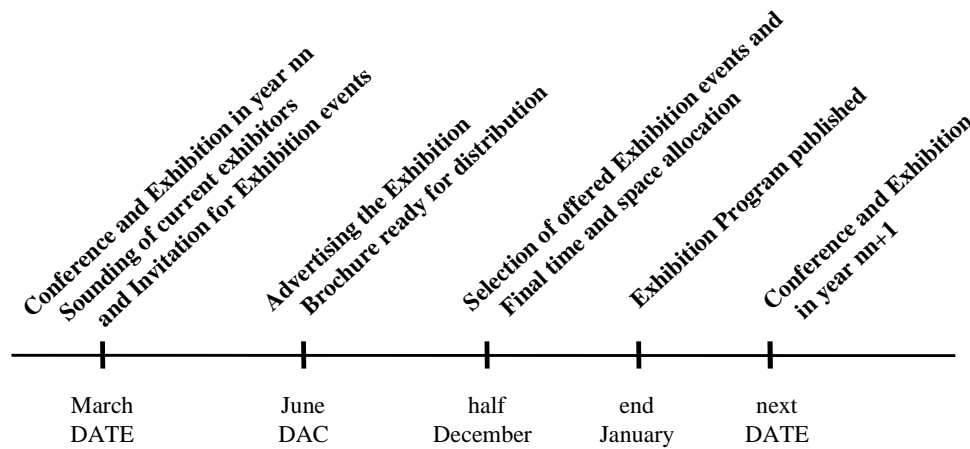
In this scheme the day before the Conference will be reserved for speakers invited by the DATE Executive Committee to present Tutorials and Workshops of current professional interest. This day is also used to build up the Exhibition and to prepare the attendee registration.

The Event usually starts with an Opening Session with invited Keynote speakers. The Exhibition is officially opened after this Opening Session.

The three days of the Conference will be used for presentation of technical papers. The papers presented will be selected from those submitted for peer review. The Conference Program Committee will select the papers and then arrange them into sessions according to the format designed by the Conference Program Chair. At the option of the Conference Program Chair, other presentations of general interest, including panels, hot topics, embedded tutorials, Design sessions, PCB sessions, etc. may be included in the three days of the Conference. The number of parallel sessions is determined by the Conference Program Chair

in consultation with the General Chair.

Parallel to the Conference the Exhibition will be organised by the DATE Executive Committee, as advised by the Exhibition Program Committee. A time line for major Exhibition milestones is the following:



Acceptance of exhibitors at the DATE Exhibition is at the sole discretion of the DATE Executive Committee. Initial screening of potential exhibitors will be done by the contracted Exhibition Secretariat. Policies will be established to reach a fair distribution of the available exhibition space. Final resolution of contested decisions will be made and confirmed in writing by the Exhibition Program Chair and the General Chair and reported to the DATE Executive Committee at the next scheduled meeting. The Exhibition Program Chair is responsible for the technical program accompanying the Exhibition and initiates, incorporates and balances contents, time, space and cost of the University booth, Vendor presentations, Embedded System tutorials, hands-on sessions, etc.

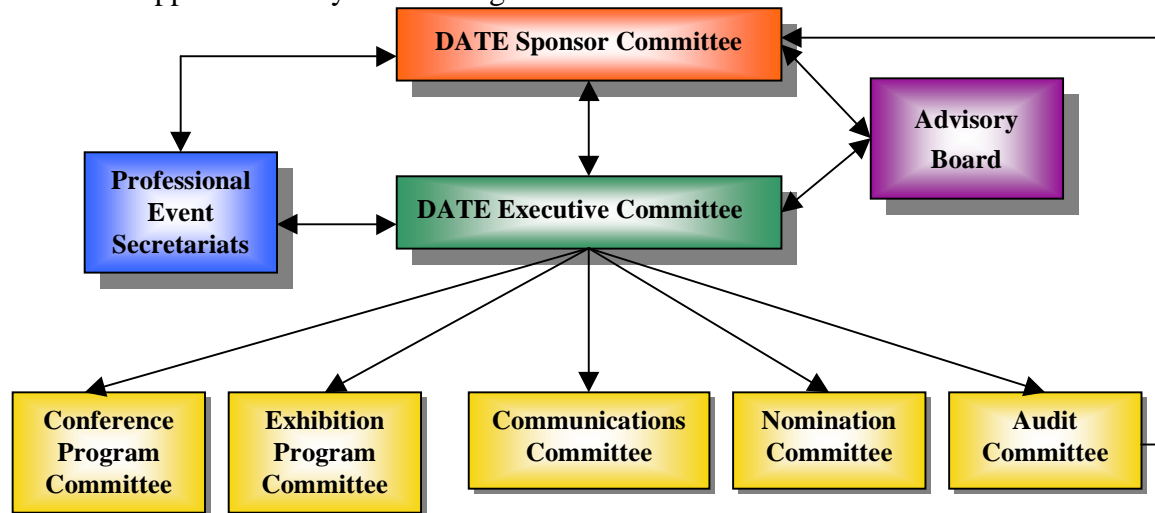
In this scheme the fifth day of the Event is reserved for vendor related user groups, and it is advertised as such. DATE is not involved in the organisation of such user group or other meetings, and makes no space available to them. DATE may however publicise such events if it expects to draw more attendees for the Conference and Exhibition by doing so.

Outside session hours will be allocated to Fringe Meetings related to professional design and test topics. Topics should be complementary to the goals of the Conference, and they should be accepted by the Fringe Meeting Chair and approved by the DEC. Such meetings are not sponsored by the Conference other than by making space available for them. Time and space allocation is the responsibility of the Fringe Meeting Chair. DATE shall not be financially or otherwise liable for Fringe Meetings. Fringe Meetings can be published by DATE in its Program booklet and on its Web page, but this holds only for those held within the time limits set for Fringe Meetings by the DEC.

## 5. ORGANISATION OF DATE

DATE in year nn (DATE-*nn*) is organised by the DATE Executive Committee for year nn (DEC-*nn*). The composition of DEC-*nn+1* is prepared by the Nomination Committee of DEC-*nn*. Some positions have a fixed succession. The DATE Sponsor Committee (DSC) has to agree with the proposed selection for General Chair and Finance Chair of DATE<sub>*nn+1*</sub>. The

DSC also approves each year the budget for DATE-nn+1 before it is send as TMRF to IEEE.



The DATE Executive Committee is assisted in its tasks by the following sub-Committees

- Conference Program Committee
- Exhibition Program Committee
- Communications Committee
- Nominations Committee
- Audit Committee

and by Professional Event Secretariats for the practical organisation of the Conference and the Exhibition.

The DATE Joint Sponsorship and Representation Agreement (DATE JS&RA) sets the boundary conditions for the co-operation in the organisation of DATE. The document you are reading now serves to further detail the set up, operation, procedures and evaluation of the total DATE Event. Therefore, the sequel discusses first several of the most important issues of each of the Committees and sub-Committees mentioned and subsequently details many aspects of each of the major positions. A short description is added subsequently of the tasks and responsibilities of the Event Manager who oversees the execution of the Contracts with the Professional Event Secretariats.

The following table gives in matrix format an overview of the involvement of all the DEC chairs in the various sub-committees:

Committee involvement of DATE Executive Committee Chairs							
	DEC	Core Team (Informal)	Conference Committee	Exhibition Committee	Communications Committee	Nominations Committee	Audit Committee
General Chair	x	<b>x</b>				x	
General Vice-Chair	x	x			<b>x</b>	<b>x</b>	
Finance Chair	x	x					
Past General Chair	x					x	
Nominations Chair	x					<b>x</b>	
Conf. Program Chair	x	x	<b>x</b>				
Conf. Program Vice-Chair	x	x	x				
Past Conference Chair	x		x				
Users' Forum Chair	x		x				
Posters Chair	x		x				
PCB Symposium Chair	x		x				
Special Sessions Chair	x		x				
Electronic Review Chair	x		x				
Audio-Visual Chair	x		x				
Tutorials Chair	x		x				
Exhibition Program Chair	x	x		<b>x</b>			
University Booth Chair	x			x			
Hands-On Tutorials Chair	x			x			
Vendors Chair	x			x			
Communications Chair	x	x			<b>x</b>		
Publicity Chair	x				x		
Web Chair	x				x		
Proceedings Chair	x				x		
Awards Chair	x				x		
Fringe Meetings Chair	x				x		
Travel Grants Chair	x				x		
Local Arrangements Chair	x	x			x		
Liaison Chair USA	x				x		
Liaison Chair Asia	x				x		
Liaison Chair EDAA	x				x		
Liaison Chair EDAC	x				x		
Liaison Chair IEEE	x				x		
Event Manager		x	x	x	x		
Conference Secretariat		x	x		x		
Exhibition Secretariat		x		x	x		
Independent Financial Expert							<b>x</b>
Independent Financial Expert							x
Independent Financial Expert							x
	X in bold indicates person chairing a committee						

## 6. DATE COMMITTEES AND SUB-COMMITTEES

### 6.1 DATE Sponsor Committee

#### **Purpose:**

The DATE Sponsor Committee shall act as Event oversight committee and shall carry the financial responsibility for the total Event.

#### **Composition:**

Membership of the DATE Sponsor Committee is described in the DATE Joint Sponsorship & Representation Agreement. It specifies the number of representatives of the sponsoring organisations:

EDAA	2
EDAC	2
IEEE/CS	2
ACM SIGDA	1
ECSI	1
RAS	1

General Chair of the DATE Executive Committee

Finance Chair of the DATE Executive Committee

The Chair of EDAA is Chair of the DATE Sponsor Committee.

#### **Term:**

Membership of the DATE Sponsor Committee is determined by the sponsoring organisations that they represent.

#### **Responsibilities:**

The DATE Sponsor Committee is responsible for the financial performance of DATE. To safeguard long-term satisfaction of the sponsors the DSC shall concern itself also with strategic planning of the total Event.

#### **Tasks:**

The DATE Sponsor Committee will approve the selection of the General Chair and Finance Chair of DATE<sub>n+1</sub>. The DSC also approves the budget for the DATE<sub>n+1</sub> as offered for approval by the proposed next General Chair. The DSC discharges the Chairs of DATE<sub>n</sub> from their duties after DSC approval of the audit report of the Audit Committee concerning DATE<sub>n</sub>.

To secure and prepare for a healthy future of DATE the DSC should make a Strategic Plan in consultation with Chairs of DATE and update this yearly.

The DATE Sponsor Committee shall take timely decisions on issues that the DATE Executive Committee can not resolve after consulting all Chairs involved and that the General Chair has decided to escalate to the DSC.

#### **Meetings:**

The DATE Sponsor Committee shall meet at least once a year. It has in that meeting to discuss and accept the audit report of DATE<sub>n</sub>, it has to approve the budget proposed for DATE<sub>n+1</sub>, and it has to accept the General Chair and the Finance Chair for DATE<sub>n+1</sub>. Besides, the DSC should discuss the general situation of DATE, evaluate its performance and give advice on potential improvements of both Conference and Exhibition.

**Decision making:**

The DATE Sponsor Committee shall take its decisions by consensus preferably. The DATE JS&RA specifies how voting should be conducted in the DSC meetings.

**6.2. DATE Advisory Board****Mission of the Advisory Board**

The Advisory Board shall establish the strategic development of DATE and monitor its overall execution, ensuring long-term organisational stability, consistency and sustained growth.

**Composition of the Advisory Board**

The Advisory Board will be chaired by the Chairman of EDAA and will be composed of:

- General Chairs of past DATE events
- Program Chairs of past DATE events
- Finance Chairs of past DATE events
- Exhibition Chairs of the 3 past years (whenever available)
- 3 persons nominated by the Chairman

**Responsibilities of the Advisory Board**

The Advisory Board shall be responsible for the overall policy of DATE.

**Tasks of the Advisory Board**

The Advisory Board shall advise the DATE General Chairs on the planning of DATE events, yearly objectives and targets to be achieved, and overall relationship of the DATE Conference with all other events clustered in the "DATE week", in particular the DATE Exhibition and various Users Groups.

**Time Line of Main Tasks**

The main tasks of the Advisory Board shall take place according the time line of the major yearly event milestones, namely:

- January to May

Advise on the selection of key members of the Executive Committee, ensuring both its stability and renewal;

Advise on the overall planning of the DATE week, ensuring the strategic interests of DATE are preserved while enabling non-conflicting clustering of other related activities gravitating around it.

Advise on the targets to be achieved at the Exhibition.

- May to November
  - Advise on the overall development of the Conference Program, ensuring its highest quality and growth;
  - Advise on specific “yearly themes” to deserve focal attention in the Conference Program (e.g. Special Days).
- November to February
  - Advise on the overall promotion of DATE.

### 6.3 DATE Executive Committee

**Purpose:**

The DATE Executive Committee plans, executes, and evaluates the total DATE<sub>nn</sub> Event and prepares timely the establishment of DATE<sub>nn+1</sub>.

**Composition:**

The DATE Executive Committee (DEC) shall maintain a balanced representation from different professional disciplines related to design and test, from multiple geographical areas and from industry and academia.

The DEC shall preferably be comprised of the following positions, there being no prohibition, but also no preference, on one individual filling more than a single position (also: some positions can be filled in by more than one person):

1. General Chair
2. General Vice-Chair
3. Finance Chair
4. Past General Chair
5. Nominations Chair
6. Conference Program Chair
  7. Conference Program Vice-Chair
  8. Past Conference Chair
  9. Design Forum Chair
  10. Posters Chair
  11. Special Sessions Chair
  12. Electronic Review Chair
  13. Audio-Visual Chair
  14. Tutorials Chair
15. Exhibition Program Chair
  16. University Booth Chair
  17. Hands-on Tutorials Chair
  18. Vendors Chair
  19. PCB Symposium Chair
20. Communications Chair
  21. Publicity Chair
  22. Web Chair
  23. Proceedings Chair
  24. Awards Chair



25. Fringe Meetings Chair
26. Travel Grants Chair
27. Local Arrangements Chair
28. Liaison Chair USA
29. Liaison Chair Asia
30. Liaison Chair EDAA
31. Liaison Chair EDA Consortium
32. Liaison Chair IEEE

The indentation in the numbered list above indicates which Chairs at least belong to each of the sub-Committees (Other persons, usually experts, may be asked to participate in the sub-Committees).

The General Chair of DATE<sub>n+1</sub> shall determine which Chair functions should be filled in and inform the Nominations Chair timely of wishes in this respect. For newly created Chair functions for DATE<sub>n+1</sub>, a task description should be provided by the General Chair. This task description should be added to Chapter 7 of this document. Once the DEC composition is determined and positions filled for a certain DATE<sub>n</sub>, no changes are to be performed during the year without informing and getting approval from the DSC.

Each sponsor is entitled to propose at least one person to fill a Chair position in the DATE Executive Committee, in case of EDAA, EDAC and IEEE to be combined preferably with the Liaison Chair function of that sponsor.

All DEC positions shall be staffed by volunteers, receiving no compensation.

**Term, acceptance, succession, vacancies and removal:**

Each DEC Chair will be appointed for a one-year term. No person shall retain the same Chair for more than two consecutive years to avoid stagnation, to give more persons an opportunity, to promote innovation and to stimulate renewal.

To guarantee a smooth operation of successive DATE Events and to capture as much as possible the experience accumulated in the DEC, some positions have fixed succession. Unless a vacancy occurs, the succession of DEC members shall be as follows:

- The General Chair of DATE<sub>n</sub> shall become the Past General Chair of DATE<sub>n+1</sub>.
- The General Vice-Chair of DATE<sub>n</sub> shall become the General Chair of DATE<sub>n+1</sub>.
- The Conference Program Chair of DATE<sub>n</sub> shall become the General Vice-Chair of DATE<sub>n+1</sub>.
- The Conference Program Vice-Chair of DATE<sub>n</sub> shall become the Conference Program Chair of DATE<sub>n+1</sub>.
- All other positions: For all positions other than those that have fixed succession, the Nominations Committee shall propose at least one name per position.

If the General Chair position becomes vacant, the General Vice-Chair shall immediately become the General Chair. The same procedure holds for the Conference Program Chair and Vice-Chair. When a vacancy occurs in any other DEC position, the Nominations Committee shall nominate a replacement. Should the vacancy occur in one of the offices of a Nominations Committee member, the General Chair shall appoint a member from the DEC to the Nominations Committee.

Vacancies shall be filled within one month of their occurrence. Should the vacancy

occur at a time at which a DEC quorum cannot meet, the General Chair shall be responsible for conducting a mail, e-mail or facsimile vote for election of the candidate.

Removing a Chair from its position before the term is passed can only be effected by the DATE Sponsor Committee after hearing all the Chairs in the DEC. Any DEC member may be removed from his/her DEC position. A DEC member may be removed for unsatisfactory performance, direct or indirect conflict of interest, or unethical or unprofessional conduct

**Responsibilities:** The DEC shall have complete authority for operating DATE in compliance with the purpose of DATE and DEC's approved budget. It shall decide all issues relative to policy, program and budget. It will report to the DATE Sponsor Committee about the results of its efforts.

Each committee member shall have responsibilities as enumerated below in Chapter 7. The General Chair shall make final determination of specific responsibilities in the case of ambiguities. Should certain duties of a position be contracted to a vendor, that Chair shall be responsible for monitoring all aspects of the vendor's performance.

Each DEC member shall assume the responsibilities of his/her position at the beginning of the DATE year and perform the duties of the position, at least, to the end of this DATE year. The DATE year of  $DATE_{n+1}$  starts at the closing date of  $DATE_n$ , and it continues until the day after the last date of  $DATE_{n+1}$ . A position (e.g., Finance Chair and Audit Chair) may have responsibilities for several months after  $DATE_{n+1}$ , i.e., beyond the end of the  $DATE_{n+1}$  year. Nevertheless, the voting rights of a person leaving the DEC expire with the end of the  $DATE_{n+1}$  year.

**Meetings:**

A DEC meeting shall be defined to be a meeting convened by the General Chair by sending invitations with a meeting agenda to all the Chairs at least two weeks before the meeting date.

The DEC shall meet as necessary to perform the business of DATE. It shall have, typically, six Meetings per year. It should convene at least for the following three Meetings:

- one meeting during the preceding DATE,

- one meeting in May/June and

- one immediately following the Fall Conference Program Committee meeting in which the Final Paper selection is performed and the Final Program composition is concluded. For this third meeting also the Topic Chairs of the Conference Program Committee are invited.

The General Chair, the General Vice-Chair or the Past General Chair may call a DEC meeting. Other Chairs can only call a DEC meeting when an agenda for the meeting, stating all the decisions to be taken at the meeting, is distributed to all Chairs at least two weeks before the meeting date.

Sub-Committees have been introduced to make DEC meetings better manageable and to indicate which are the critical positions in decision making in the DEC. Sub-Committee Chairs may call meetings for their sub-Committees in preparation of the DEC meetings. It is at the discretion of the General Chair to call separate meetings of the core team of the DEC to prepare the full meeting with all Chairs present.

All DEC meetings are minuted. The minutes of a DEC meeting shall record all decisions, agreed action points and their due dates and allocation of action points to Chairs. Recorded should be also all motions, names of motion proposers and seconds, and the result of the decision on each motion, but the record of discussion shall not include the names of particular individuals, unless expressly requested by the individual named.

DEC Chairs may attend all DEC meetings except during their own election or during a deliberation on their own performance.

The contracted Conference and Exhibition Secretariats should participate in all meetings of the DEC without voting rights and except during a discussion of their contract, performance, or other issues deemed sensitive.

Visitors may be invited to attend DEC meetings as deemed appropriate and should be announced in the agenda of the meeting. All decisions regarding visitor attendance shall initially be made by the General Chair, but are subject to approval by a majority vote of the DEC in case of dispute.

**Decision making:**

Decisions in DEC meetings are made by consensus. If no consensus can be obtained the General Chair may decide him/herself or may decide to escalate the issue to the DATE Sponsor Committee for a timely decision.

In case decisions need to be taken between DEC meetings in response to the filing of a motion with the General Chair, the following procedure shall apply:

The General Chair distributes the motion in writing, by standard mail, e-mail or facsimile, to all Chairs of the DEC (In case of e-mail a confirmation of receipt must be issued). Each DEC Chair has one vote. The DEC shall have a minimum of five working days to respond to the motion and each Chair of the DEC may approve, deny, abstain, or request additional discussion on each motion so presented. Each Chair will respond to the motion in undersigned writing, by standard mail or facsimile, directly to the General Chair. A majority vote of the entire DEC is necessary to approve a motion via this procedure. The result of any such motions must be included in the minutes of the next DEC meeting, along with all responses to the motion. This voting procedure may not result in a modification of the Operating Procedures.

**Expenses:**

Expenses have to be budgeted and will be paid only against a properly documented DATE Expense Form.

Work not explicitly described in the contracts with the Conference Secretariat or the Exhibition Secretariat must be requested by the responsible Chair using the Service Request Form.

## **6.4 Conference Program Committee**

**Purpose:**

The Conference Program Committee shall organise with an impartial paper selection process a high-quality technical Conference that reports on global advances in design and test methods and tools of electronic systems from integrated circuits to distributed large-scale systems

**Composition:**

The Conference Program Committee consists of technical Topic Chairs and the following Chairs of the DEC:

- Conference Program Chair (Chair of this sub-Committee)
- Conference Program Vice-Chair
- Past Conference Chair
- Design Forum Chair
- Posters Chair
- Special Sessions Chair
- Electronic Review Chair
- Audio-Visual Chair
- Tutorials Chair

This organisation of this Committee shall serve to bring all issues related to technical content of the Conference under one umbrella. This shall make it easier to maintain coherence and consistency of the total technical program.

The Conference Program Chair shall select the individuals that will serve as Topic Chairs on the Conference Program Committee. Topic Chairs shall be persons who are knowledgeable technical professionals that have demonstrated their competence through technical publications and professional involvement. Each Topic Chair shall be allocated a Topic Review Committee with a sufficient number of Reviewers such that each paper will have 4-8 reviews without overloading any individual reviewer. Topic Chairs may invite persons to join their Topic Review Committee.

The membership of this Committee shall be balanced between industrial and academic representation.

The members of this Committee shall be from different geographical areas, and shall generally represent different organisations.

**Term:**

The term for DEC Chairs shall be as indicated in the description of the DEC. Topic Chairs should serve at least two years, but preferably not longer than three years to not restrain renewal of the competence areas in the Conference too much.

**Responsibilities:**

The Conference Program Committee is responsible to run a high quality selection process to compose the technical program of the Conference.

The review process of the Design Forum contributions is different from that for the Conference. It is brought in this Committee to emphasise also there the importance to try to improve continuously the quality of the contributions.

**Tasks:**

The Conference Program Committee shall describe the Paper Review Process to be followed with milestones and deliverables.

The Conference Program Committee shall select papers to be presented, and shall recommend to the DEC how these papers should be collected into Sessions. The Conference Program Committee can also recommend additional papers that can be used as alternates, should problems develop with the original paper selections.

The Conference Program Committee shall maintain a database of competence areas, current Topic choices, current reviewers and potential reviewers. The purpose of this activity

is:

- To keep track of the evolution of available person power in a certain competence area
- To signal timely new important competence areas
- To avoid overloading of the current reviewers in a certain Topic
- To avoid stagnation of technical evolution in a Topic
- To come to timely renewal of reviewers of Topics
- To look for new talent for Topic Chairs
- To keep an outlook on new potential reviewers.

Topic Chairs should inform the Conference Program Chair timely which persons they want to add, and eventually which they want to remove from their Topic Review Committees.

**Meetings:**

The Conference Program Committee will meet at least once in October/November, approximately seven weeks after the published due date for submitting papers to finalise the paper selection and compose the program of technical sessions of the Conference.

**Decision making:**

Decisions on paper acceptance are taken per Topic by consensus; if that proves unreachable the Topic Chair decides, if necessary after consultation with the Conference Program Chair.

## **6.5 Exhibition Program Committee**

**Purpose:**

The Exhibition Program Committee shall organise all technical content issues related to the Exhibition that may make the Exhibition more worthwhile both for industrial and academic attendees

**Composition:**

The Exhibition Program Committee shall consist at least of:

Exhibition Program Chair (Chair of this sub-Committee)

University Booth Chair

Hands-on Tutorials Chair

Vendors Chair

PCB Symposium Chair

The Exhibition Program Chair may invite other Chairs or experts to join the Committee.

**Term:**

The term for DEC Chairs shall be as indicated in the description of the DEC. Other persons may stay on the Committee as long as their activities are deemed necessary by the Exhibition Program Chair.

**Responsibilities:**

The Exhibition Program Committee shall be responsible to set up and run an interesting technical program related to the Exhibition, incorporating the presentations of EDA and other vendors and the university presentations.

**Tasks:**

The Exhibition Program Committee shall work to initiate, stimulate and coordinate

technical activities at the Exhibition which may contribute to the transfer of academic results on design methods and tools towards professional engineering and productisation enterprises, as well as towards industrial application. Similarly, the Committee shall stimulate the transfer of advanced industrial and EDA vendor know-how towards the academic and industrial design and test communities.

The Exhibition Program Committee shall play an essential role in further developing ideas and working out proposals on how to incorporate new areas of industrial importance like embedded software.

The Exhibition Program Committee shall make special efforts to emphasise and organise activities on educational and training aspects of advanced new areas of technology.

The Exhibition Program Committee shall be in close contact with the Vendors exhibiting at DATE to ensure proper co-ordination of technical presentations by Vendors and other technical activities of interest to the DATE Attendees.

**Meetings:**

The Exhibition Program Committee may convene when its Chair feels the need for it

## **6.6 Communications Committee**

**Purpose:**

The Communications Committee shall organise the internal and external communications of DATE, ensuring timely establishment and execution of the overall communications and promotion strategy of DATE.

**Composition:**

The Communications Committee will be chaired by the General Vice-Chair and is composed of at least the following Chairs:

Communications Chair (filled in by the General Vice-Chair)

Publicity Chair

Vendors Chair

Web Chair

Proceedings Chair

Awards Chair

Fringe Meetings Chair

Travel Grants Chair

Local Arrangements Chair

Liaison Chairs USA, Asia, EDAA, EDA Consortium and IEEE.

The Communications Chair may decide to invite communications experts to join the Committee for specific assignments. In its meetings it is advisable to invite the professional Conference and Exhibition Secretariats to participate and contribute.

Each Liaison Chair must be a member of EDAA, IEEE Computer Society, a member of any other co-sponsoring organisation or of a similar local professional organisation.

**Term:**

The term for DEC Chairs shall be as indicated in the description of the DEC. Other persons may stay on the Committee as long as their activities are deemed necessary by the Communications Chair.

**Responsibilities:**

The Communications Committee shall be responsible for the internal and external communications of DATE. The Communications Committee shall be responsible for the DATE Communications Plan that specifies yearly the targets to be achieved in the different areas of activity of DATE. The DATE Communications Plan shall be a major component of the permanent quality improvement program for DATE.

Liaison Chairs of each sponsor shall be responsible for informing the DEC of all policies of, and requests from, their respective sponsor as far as relevant for DATE. They shall be responsible for representing the DEC to the appropriate individuals and groups within their sponsoring organisation.

Liaison Chairs of other organisations and regions shall be responsible for representing DATE in their communities, that DATE receives sufficient attention in their communities and that the image of DATE in their communities improves year after year as the high-quality European Event in Design, Automation and Test.

**Tasks:**

The Communications Chair shall update yearly the current DATE Communications Plan. This plan shall describe the vision, mission and objectives of DATE, the target groups, the messages to be transferred, and the media to be used for that purpose. The plan shall describe how to measure the degree of success of its implementation. The plan shall describe the internal and external relations of DATE and the value of these relations for DATE. The plan shall describe the communication structure with the relations of DATE in making explicit the meetings (and their Charters) in which DATE representatives participate. The plan shall specify the responsibilities for external relations with the technical press both at academic and journalistic level. The plan shall effectively co-ordinate all promotional activities of DATE both towards the academic world and towards the industrial worlds of designers and of EDA vendors. The plan shall describe the measures taken to create a consistent image of DATE. The plan shall include a manual that describes rules to be followed for a consistent use of logo and name of DATE. The plan shall specify under what conditions external parties can be allowed the use of the DATE logo and name. The plan shall contain the yearly publications and promotion plan and corresponding budgets.

The update of the DATE Communications Plan shall be ready before the closing date for paper submission (early September) to allow sufficient time for planning of promotion and publicity. Preferably it shall be ready before the European holiday season.

Liaison Chairs from organisations and regions shall in the context of the DATE Communications Plan, at least perform the following tasks, and report quarterly to the Communications Chair on achievements:

- Recommend avenues for the dissemination of the Call for Papers, the preliminary program, and other approaches to provide publicity for DATE.
- Assist in acquisition and selection of papers to be presented.
- Assist in the solicitation of high-quality reviewers and Topic Chairs.
- Recommend individuals from their organisation/ region for participation on the Conference Program Committee.
- Assist the General Chair in finding excellent Keynote speakers for the Opening Session of DATE.

Liaison Chairs of the sponsors shall assist in promoting the relationship with the sponsors and deal with any situations that may arise concerning the sponsors.

**Meetings:**

The Communications Committee for DATE<sub>n+1</sub> shall meet during DATE<sub>n</sub> to establish the required co-ordination of activities and plan the update of the DATE Communications Plan. Further meetings are at the discretion of the Communications Chair.

## **6.7 Nominations Committee**

**Purpose:**

The Nominations Committee shall organise timely succession of all Chair positions of the DATE organisation.

**Composition:**

The Nominations Committee shall consist of the General Chair, the General Vice-Chair, and the Past General Chair, and the committee shall be chaired by the General Vice-Chair. To ensure continuity and accumulation of experience the Nominations Committee should offer a list of candidates with, as a whole, significant (two years at least) DATE Committee experience.

The Nominations Committee shall nominate at least two individuals for the DEC who have either never before served on this Committee, or have not served on the DEC for at least three years.

Each sponsor is entitled to propose at least one person to fill a Chair position in the DEC, in case of EDAA, EDAC and IEEE to be combined with the Liaison Chair function of that sponsor.

**Term:**

The term for DEC Chairs shall be as indicated in the description of the DEC.

**Responsibilities:**

The Nominations Committee shall be responsible for the timely succession of all Chair positions of the DATE organisation in moving from DATE<sub>n</sub> to DATE<sub>n+1</sub>.

**Tasks:**

The Nominations Committee shall present its recommendations for composition of appropriate DEC Chair positions of the following DATE in the December/January time frame of DATE<sub>n</sub>. The DEC of DATE<sub>n</sub> may vote on the individuals recommended by the Nominations Committee or may nominate additional candidates for any position by filing a motion to this purpose. Final determination of each position not having a fixed succession shall then be determined by a majority vote of the DEC at the January meeting.

The Nominations Committee should distribute the list of the nominations of candidates to the DEC at least 2 weeks prior to the January meeting.

The Nominations Committee must ensure that a large measure of experience is conserved through making sure that sufficient personnel continuity is present in its recommendations, while at the same time bringing in new members for future positions.

**Meetings:**

The General Vice-Chair shall call a meeting whenever necessary.

## **6.8 Audit Committee**



**Purpose:**

The Audit Committee shall organise a professional audit of the financial records of DATE and report to the DEC and DSC about its findings.

**Composition:**

The Audit Committee shall be composed of three independent external financial experts, which may be representatives of the DSC. The Audit Committee shall be chaired by one of the three experts.

**Term:**

The term for independent experts shall be limited only by their availability and their continuing independence of the actual organisation of the Event

**Responsibilities:**

The Chair shall be responsible for reporting audit results to the DEC and to the DSC. In this reporting both majority and minority viewpoints could be mentioned.

**Tasks:**

A minimum of one audit shall be performed before the DATE accounts are closed for each DATE.

A detailed audit process description shall be made in terms of tasks to be performed on which books and accounts, and this description shall be updated each year to come to an accumulation of experience in the DATE organisation with respect to financial auditing. This process description shall be distributed to all DEC Chairs.

**Meetings:**

The Chair shall at least convene one meeting in which the audit tasks are distributed over the members of the Committee. In this meeting shall also the structure be determined of the audit report, and also which part of the report is the responsibility of which person to fill it in.

## **7. THE CHAIRS OF DATE AND THEIR DUTIES**

### **7.1 General chair**

The General Chair shall have overall responsibility for the operation of DATE.

The General Chair of DATE<sub>n+1</sub> shall determine which functions he/she wants to have fulfilled in his/her DEC, and shall signal this timely to the Nominations Committee. Timely means that this should be signalled to the Nominations Committee of DATE<sub>n</sub> at the time that he/she is still General Vice-Chair of DATE<sub>n</sub>. For newly created DEC Chairs the General Chair shall provide a task descriptions to be added to Chapter 7 of the DATE Operating Procedures.

The General Chair shall prepare the budget for DATE<sub>n+1</sub> and offers this for approval during the June DAC meeting to the DATE Sponsor Committee (DSC).

The contract with the Exhibition and Conference Secretariat is managed by DATE Sponsor Committee and may be established for a long period. Associated to this contract are two appendixes: the present document and a second one describing the duties of the Secretariat. The General Chair shall update both documents in consultation with the Finance Chair and the DSC. For the duties document, task lists with an estimated effort and cost per task should be specified. After each DATE these tasks lists should be reviewed and evaluated

using figures per task provided by the Secretariats.

The General Chair shall call the meetings of the DEC, compose the agenda of these DEC meetings, preside at all DEC meetings and participate in the DATE Sponsor Committee meetings.

The General Chair shall monitor the DATE related activities of the individual Chairs of DATE. He/she shall maintain and update the list of tasks and activities, and ensure timely that all Chairs are well aware of their tasks and activities.

The General Chair shall take corrective measures in case of insufficient performance of any of the Chairs. He/she shall judge if a Chair needs to be replaced in consultation with the other DEC Chairs and he/she makes eventually a proposal to this end to the DATE Sponsor Committee.

The General Chair shall monitor the image of DATE and shall take appropriate measures to safeguard a positive image with the target groups of DATE.

The General Chair shall notify the DEC if serious problems develop, and the DATE Sponsor Committee if the financial position or the professional integrity of DATE is threatened.

The General Chair shall be responsible for all the individuals directly hired by DATE and shall supervise the execution of the Conference and Exhibition Secretariat contracts. The General Chair shall also supervise the rules and procedures for financial and other administration of DATE.

The General Chair shall be responsible for the organisation of the Opening Session of the Conference, especially for selecting and securing the Keynote Speakers.

The General Chair shall be responsible for maintaining and timely updating a document which contains the policies agreed in the DEC about issues not regulated in the DATE JS&RA or in these DATE Operating Procedures.

The General Chair can assign additional tasks to DEC members as required to conduct a smoothly operating DATE. If deemed necessary the General Chair shall appoint ad-hoc sub-Committees and monitor their performance.

The General Chair shall have signing authority on all Conference bank accounts. In cases of disputed expenses, the General Chair shall have final approval authority.

No person shall hold the position of General Chair for more than one DATE.

## **7.2 General Vice-Chair**

The General Vice-Chair shall assist the General Chair in the operation of DATE and shall replace the General Chair on request of the General Chair or whenever the General Chair is unable to perform his duties.

The position of General Vice-Chair is intended as a learning position to become familiar with the responsibilities and operation of all committee positions to prepare for the term as General Chair. It will always be the intention that the General Vice-Chair becomes the General Chair of the next DATE.

The General Vice-Chair shall chair the Nominations and Communications Committees.

## **7.3 Finance chair**

The Finance Chair shall be responsible for all financial matters related to DATE.

The Finance Chair shall be responsible for keeping a document updated describing the financial policies of DATE as far as the DEC has established policies not detailed in the DATE JS&RA or in these DATE Operating Procedures.

The Finance Chair shall compose with the General Vice-Chair the budget for the next DATE. They shall make together a proposal for the required advance from the sponsors to start up the next DATE timely.

The Finance Chair shall be the owner of the budget of DATE as soon as this is approved by the DSC.

The Finance Chair shall prepare a prediction of the required cash flow evolution during the DATE year on the basis of the approved budget.

The Finance Chair shall be responsible for allocating the authority for spending of each budget item to the corresponding Chair or Chairs. This allocation shall be given in writing to the Chairs at the May/June DEC meeting.

The Finance Chair shall keep track per Chair of the status of each budget item: planned income/expense, committed expense, received income/spent expense and he/she shall report on it at the DEC meetings.

The Finance Chair must approve in advance any income or expenditure that substantially deviates from the budget.

The Finance Chair shall be responsible for DATE following the rules of the DATE JS&RA with respect to financial expenditures.

The Finance Chair shall compose together with the General Chair, the DSC and the current Secretariats the task lists needed for the preparation of the competitive bid for the contracts for the Conference and Exhibition Secretariats.

The Finance Chair shall oversee consultation with the Event Manager the execution of the Conference and Exhibition Secretariat contracts in the process of managing the DATE income and expenses.

The Finance Chair shall also ensure, in consultation with the Event Manager, that the Conference and Exhibition Secretariats provide monthly financial reports to the General Chair for review. The Finance Chair shall also report all major expenses to the DSC as stated in the DATE JS&RA.

The Finance Chair shall notify the General Chair if problems develop, and shall also notify the DSC if the financial position of DATE is threatened.

The Finance Chair shall assist, as consulted by the Audit Committee, in the auditing of the financial records after DATE. He/she shall explain the differences between the budget and its realisation, give a complete overview of all income and expenses, as reflected in the evolution of the bank accounts, and shall ensure that a complete audit trail is possible.

The Finance Chair shall always maintain control of the DATE bank accounts in close co-operation with the EDAA Finance chair.

At the end of the DATE year the Finance Chair shall be responsible for closing the books, making a complete income/expense and assets/liabilities overview, and do this as soon as possible, but latest per 31 May, taking provisions for any unresolved financial item. He/she shall ensure that such provisions are forwarded onto the budget of the next DATE.

The Finance Chair shall be responsible for transferring the surplus minus the by the DSC agreed advance for the next DATE to the EDAA bank account for distribution to the sponsors.

In cases of disputed expenses, the General Chair shall have final approval authority.

#### **7.4 Past General Chair**

The Past General Chair shall assist the General Chair where and when requested and take an active role in the Nominations committee.

The Past General Chair will assist the General Chair with the administration of DATE, and will temporarily assume the duties of General Chair whenever the General Chair and the Vice General Chair are unavailable. The Past General Chair shall execute on request of the DATE Executive Committee special projects outside the scope of the other committees.

Additionally, the Past General Chair shall be responsible for the maintenance of this document (Organisation and Operating Procedures of the DATE) and of the DATE Policies. He shall distribute a copy of this document, and of the DATE Policies document to each Chair of the DATE at the beginning of the DATE year.

#### **7.5 Nominations chair**

The Nominations Chair shall organise the selection process to guarantee the timely succession of all Chair positions of the DATE organisation with candidates that contribute to the image of DATE.

#### **7.6 Conference Program Chair**

The Conference Program Chair shall be responsible for the Conference Program and the Conference Program Committee. In this capacity the Conference Program Chair shall insure the technical excellence of the Conference and insure that the paper selection process is impartial.

Conference Program Chair responsibilities include:

- Select the Topic Chairs of the Conference Program Committee
- Supervise the distribution of papers for review
- Chair the Conference Program Committee meeting: lead the effort of arranging papers into sessions and be prepared to take final decisions there
- Guide and control all communications with the authors
- Remind the authors of important dates and standards
- Assist the Proceedings Chair in supervising the Proceedings publication process
- Supervise the technical content of all presentations at the Conference.

The Conference Program Chair shall also, with the consent of the DEC, propose invited papers on selected topics, panel sessions, embedded tutorials, etc. The DEC may retain a professional Conference Secretariat to assist the Conference Program Chair in his or her duties. The Conference Program Chair shall specify in writing which tasks the Conference Secretariat should perform for his/her Committee.

The Conference Program Chair shall assign the Session Moderators for the Conference. The Conference Program Chair may request nominations for Moderators from the

Conference Program Committee.

The Conference Program Chair shall be responsible for the publication of the first and final Call for Papers for the year of his/her term of Office.

The Conference Program Chair shall be responsible for the publication of the Advanced Program and the Final Program.

### **7.7 Conference Program Vice-Chair**

The Conference Program Vice-Chair shall assist the Conference Program Chair.

The position of Conference Program Vice-Chair is intended as a learning position to become familiar with the responsibilities and operation of all committee positions to prepare for the term as Conference Program Chair. It will always be the intention that the Conference Program Vice-Chair becomes the Conference Program Chair of the next DATE.

### **7.8 Past Program chair**

The Past Program Chair shall assist the Conference Program Chair with special assignments outside the scope of the other Chair functions in relation to the Conference Program or in establishing a link with the Exhibition Program.

### **7.9 Design Forum chair**

The Design Forum Chair shall organise the Design Forum track of the Conference. [this should be completed by Donatella]

### **7.10 Posters Chair**

The Posters Chair shall organise the Poster sessions of the Conference under the guidance of the Conference Program Chair.

### **7.11 PCB Symposium chair**

The PCB Symposium Chair shall organise the PCB Symposium following the guideline discussed in the Conference Program Committee.

### **7.12 Special Sessions Chair**

The Special Sessions Chair shall organise sessions with interesting high-quality technical contributions that are other than technical papers. Usually several persons are involved in organising the different types of sessions:

- Panels
- Hot Topics
- Embedded tutorials

The Special Sessions Chair shall be responsible for a series of panel sessions that will be presented during DATE. The Chair will select the topics for the panels with the advice and consent of the Conference Program Chair. The topics shall cover controversial areas of technology that will invoke comments from those attending. The Chair shall select a moderator for each session and working with this moderator, select the other panel members. The Special Sessions Chair will supervise this event at the Conference.

The Special Sessions Chair shall be responsible for a series of hot topic sessions that

will be presented during DATE. The Chair will select the topics for the panels with the advice and consent of the Conference Program Chair. Hot topics are new areas of interest that will be presented from different perspectives in an educational context. The major purpose is to inform the attendees of these new developments. The Special Sessions Chair will supervise this event at the Conference.

### **7.13 Electronic Review chair**

The Electronic Review Chair shall organise the electronic review process of all submitted papers in consultation with the Conference Program Chair.

### **7.14 Audio-Visual Chair**

The Audio-Visual Chair shall organise the audio-visual support according to the needs as expressed by the Conference Program Chair and he/she shall be responsible for assigning audio-visual equipment and other provisions needed by DATE.

### **7.15 Tutorials Chair**

The Tutorials Chair shall organise a series of special programs, such as Tutorial Lectures and Workshops, that are presented during the tutorial day of the Conference. These tutorials will be presented by noted experts within developing technologies.

The Tutorials Chair shall arrange for the Tutorials with the advice and consent of the Conference Program Chair.

The Tutorials Chair shall assist the Conference Program Chair in organising short Tutorials to be presented at other times during the Conference, if any.

Furthermore, the Tutorials Chair must assure timely development of notes for the lectures, the printing of the notes for distribution to the attendees, and the supervision of the Tutorials at the Conference.

The Tutorial Chair shall organise an evaluation by the attendees of the Tutorials presented and feedback this information to the DEC.

The Tutorial Chair has to supervise all payments to presenters.

### **7.16 Exhibition Program Chair**

The Exhibition Program Chair shall organise all technical content issues related to the Exhibition that may make the Exhibition more worthwhile both for industrial and academic attendees and add complementary features to the Conference.

The Exhibition Program Chair shall specify in writing which tasks the Conference and Exhibition Secretariats should perform for his/her Committee.

The Exhibition Program Chair shall work with the Conference Program Chair to ensure that the design methodology and tool development technical programs of Conference and Exhibition support and complement each other.

### **7.17 University Booth chair**

The University Booth Chair shall organise and supervise the execution of demonstrations of advanced design methods and tools originating from institutions and

universities and that are not yet commercially available. He/she shall also organise e-mail access for attendees.

He/she shall organise the required computer and network infrastructure to guarantee a smooth operation.

The University Booth Chair shall specify the electrical, equipment and space requirements for the Booth and notify the relevant persons of these requirements in the proper format.

The University Booth Chair shall investigate possibilities for sponsoring of the Booth.

The University Booth Chair shall prepare the Call for Participation in the University Booth, distribute the Call and process the resulting requests.

The University Booth Chair shall allow companies to display their R&D programs on the University Booth, providing that they take an Exhibition booth

### **7.18 Hands-on Tutorials chair**

The Hands-on Tutorials Chair shall organise in consultation with the Exhibition Program Chair and in close contact with the Vendors Chair the hands-on technical tutorials provided by the vendors.

### **7.19 Vendors chair**

The Vendors Chair shall organise the relation with the vendors at the Exhibition. He/she shall operate in close contact and under the guidance of the Exhibition Program Chair.

The Vendors Chair shall be responsible for enhancing the design tools and the design methodology technical program of the Exhibition Program, including exhibitor technical presentations and industry-related papers, tutorials or panels. The Vendors Chair shall be responsible for all matters contractual, organizational, and logistical relating to the presentation of vendor exhibits at DATE.

### **7.20 Communications chair**

The Communications Chair shall organise the internal and external communications of DATE, ensuring timely establishment and execution of the overall communications and promotion strategy of DATE.

The major responsibility of the Communications Chair shall be the update of the DATE Communications Plan and the subsequent planning and execution of the plan during his/her term in Office. The Communications Plan shall pay special attention to measures to safeguard and protect the image of the Event. This includes the setting of guidelines, standards and rules concerning the use and distribution of the logo and the name of the Event

### **7.21 Publicity chair**

The Publicity Chair shall be responsible for the promotion of DATE in the widest sense in appropriate professional journals and magazines. He/she shall operate in the context of the agreed DATE Communications Plan in close co-operation with the Communications Chair.

The Publicity Chair shall contribute to the DATE Communications Plan by filling in the part allocated to the publicity function by the Communications Chair.

The Publicity Chair will develop an advertising campaign and related budget with the advice and consent of the General Chair. The duties will include supervising the development of individual advertisements, interfacing with publishers, and assuring that the campaign is professionally executed.

The Publicity Chair shall strive to reach deals with publishers in which publishers get free demo space at the Exhibition in exchange for a specified amount of free publicity for DATE.

It belongs to the responsibilities of the Publicity Chair to organise at least one Press Conference during DATE.

#### **7.22 Web chair**

The Web Chair shall be responsible for co-ordinating electronic media collection and dissemination of general and technical information both at and external to DATE.

#### **7.23 Proceedings chair**

The Proceedings Chair shall be responsible for the publication of the Proceedings of the Conference, the publication of the same material on the Sigda CD-ROM and for the publication of the User Forum contributions as a separate volume.

The Proceedings Chair shall assist the Conference Program Chair and the Communications Chair. He/she shall serve on the Conference Program Committee as well as on the Communications Committee.

The Proceedings Chair shall specify which tasks have to be performed by the Conference Secretariat for his/her function.

#### **7.24 Awards chair**

The Awards Chair shall organise the selection of best papers in appropriate categories, and present the awards to the winners in the Opening Session of the next Conference.

#### **7.25 Fringe Meetings Chair**

The Fringe Meetings Chair shall organise the call for fringe meetings, register the received requests and organise the time and space allocation within the constraints given by the General Chair. He/she shall timely prepare the budget for the fringe meetings and present this to the DEC for discussion and approval.

#### **7.26 Travel Grants Chair**

The Travel Grants Chair shall organise the availability of funds either from DATE, the sponsors or external sources. The Travel Grants Chair shall timely apply for a budget of DATE with the Finance and General Chairs.

The Travel Grants Chair shall distribute a call for grant applications in the Call for Papers of DATE and shall organise the grant allocation process after a discussion in the DEC about the criteria that should be applied in a specific year.

#### **7.27 Local Arrangements Chair**



The Local Arrangements Chair shall be responsible for selecting and proposing agreements of the DATE site and the special arrangements with hotels in which attendees can chose to stay during the Conference, and the arrangements for the evening social events.

The Local Arrangements Chair is to assure smooth operations at the time of the Conference and Exhibition. Responsibilities shall include scheduling of all events and assigning locations for each activity. The Local Arrangements Chair shall be assisted by the Conference and Exhibition Secretariats in his/her duties.

The Local Arrangements Chair shall specify in writing which tasks the Conference and Exhibition Secretariats should perform for his/her function.

The Local Arrangements Chair shall be obliged to co-ordinate with the Secretariats and notify the General Chair if serious problems develop.

### **7.28 Liaison Chair USA**

The Liaison Chair USA shall organise appropriate co-ordination with relevant organisations in the USA.

### **7.29 Liaison Chair Asia**

The Liaison Chair Asia shall organise appropriate co-ordination with relevant organisations in Asia.

### **7.30 Liaison chair EDAA**

The Liaison Chair EDAA shall organise appropriate co-ordination with EDAA.

### **7.31 Liaison Chair EDA Consortium**

The Liaison Chair EDA Consortium shall organise appropriate co-ordination with the EDA Consortium.

### **7.32 Liaison Chair IEEE**

The Liaison Chair IEEE shall organise appropriate co-ordination with IEEE.

## **8. TASKS AND RESPONSIBILITIES OF THE EVENT MANAGER**

The function of Event Manager has been introduced to involve a professional manager in overseeing the execution of the contracts with the Conference Secretariat and the Exhibition Secretariat and in preparing a long-term plan for all activities. The function is intended to relief the General Chair from looking daily and continuously into all kinds of detail of the standard organisational issues of Conference and Exhibition: administration, registration, paper handling, call for papers, program booklet, exhibition brochure, exhibition price list, promotion, arrangements, publicity, press conference, facilities, etc. The function should allow the General Chair to handle only exceptions to the agreed way of organising the Conference and Exhibition, especially for issues with financial consequences.

The Event Manager function does not incorporate any financial authority or responsibility other than monitoring and early reporting on potential financial consequences of any task executed by the Secretariats or the Event Manager him/ herself.

The Event Manager reports to the General Chair.

Appendix A specifies the duties of the Event Manager. The most important tasks are:

1. Prepare all necessary data for the composition of the TMRF in consultation with and for approval by the General Vice-Chair.
2. Prepare with the Secretariats, for approval by the DEC, a complete time- and space allocation plan for the total Event, clearly indicating what alternatives have been considered and what were the considerations to decide on the final proposal. The purpose should be to have the DEC decide on the various balancing factors.
3. Check any item that goes in print or onto the Web that carries the DATE logo or name. In case of doubt, or in any non-standard use consult the General Chair for approval. This holds for Call for Papers, Program Booklet, Exhibition leaflets, etc.
4. Monitor and report to the General Chair on the execution of the Conference and the Exhibition Secretariats contracts.
5. Keep track of the timely execution of the decisions and action points formulated during the meetings of the DATE Executive Committee.
6. Obtain timely approval from the Finance Chair and the General Chair on any not-planned expense or any activity which may lead to such an expense by one of the Secretariats.
7. Update yearly the four-year plan for timing and location of the Event in consultation with the DEC.
8. Prepare, in consultation with the Finance Chair of EDAA, the Call for Tender for the Conference and Exhibition Secretariat contracts every 5 years.
9. Specify explicitly, and organise and supervise the communication flow between the Secretariats and the DATE Executive Committee.
10. Foresee space allocation needs for the total Event and propose to the General Chair appropriate plans for meeting these needs.
11. Be prepared to perform any task found necessary by the General Chair, which task was not described explicitly in the Tender as a responsibility for one of the Secretariats.

## **9. MODIFICATION OF DATE OPERATING PROCEDURES**

Any modification to these OPERATING PROCEDURES may be considered only after open discussion at a meeting of the DATE Sponsor Committee called for this purpose with an agenda stating the proposed modifications.

Any modification must be approved by at least 75% of the DATE Sponsor Committee members.

The DEC may propose modifications in writing after a discussion in the DEC leading to consensus about the proposed modifications.

## **10. DATE POLICIES**

The DEC shall adopt policies as required. Policies may be suspended, modified, or rescinded at any time by a majority vote of the DEC. No policies can be adopted which are in conflict with the DATE Joint Sponsor and Representation Agreement and/or the DATE Organisation and Operating Procedures and/or with the generally agreed principles for holding meetings. Policy documents are to be distributed to the DSC. The General Chair shall

maintain an up-to-date copy of the policies and ensure that each committee member and the DSC receive a current copy after each update.

APPROVED BY

-----  
Signature

-----  
Date

Chairman of DATE Sponsor Committee

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## 11. APPENDIX A: Outline Duties expected of Secretariat

Level 1	Level 2 Task	Level 3 Detail	Constraints / Issues	Chair Support	
A. Manage the Event	1. Venue and Date	a. Negotiate Space contract			
		b. Negotiate Payment schedule			
	2. Overall Space / Time Plan		Manage and balance competing requirements from Commercial and High Quality technical interests.		
	3. Meetings	a. Date, Place, Agenda			General
		b. Book Facilities		EC	
		c. Minutes		EC	
	4. Event Year Plan				
	5. IT & Registration Procedures	a. Badge System and Data fields		Contract	
		b. Registration Database Data fields			
		c. On-Line registration			
		d. Mailing Lists			
		e. Statistics			
		f. Database check programmes			
	6. Finance	a. Scenario – Numbers and Quantities			Finance
b. Budget and Forecasting				Finance	
c. Consolidated Accounts					
d. Audit				Past Chair	
e. Bank and Formal Records					
f. Scrutinise and break-down major quotes & bills					
8. Operational Procedures					
9. Future Events					
10. Contracts					
B. Manage the Exhibition	1. Exhibition Space	a. Stand Layout – agree with venue	Site and Fire regulations		
		b. Vendor selection Meeting - Sequence			
		c. Sell Space			
		d. Plans to Stand Contractors			
		e. Exhibition Manual			
	2. Vendor Suites	(as above)			
	3. Publicity & Press Liaison	a. Establish Logos			Press chair
		b. Contradeals			
		c. Advertising Copy			
		d. Press Releases			
		e. Direct Mailing & Invitation		Mailing House	
f. Press Room					
g. Press Lunch					
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		h. Press Conferences		
4. Web Site		a. Web Plan	Contract with ISP	Web
		b. Timely information		
5. Vendor Services		a. Vendors Committee		Exhibition chair
		b. Stand Construction	Contractors	
		c. Banner Sites		
		d. Meeting Rooms		
		e. User Groups		
		f. Banner Sites		
		g. Package deals		
		h. Sponsorship Opportunities		
		i. Hotels for Vendors		
		j. Vendor Presentations		
		k. PCB Symposium		
		l. Shipping Agent		
		m. Link to Electrical & other site services		
6. Conference Services		a. University Booth		Univ-Booth
		b. DateNet		
		c. Booksellers		
		e. Sponsors Stands		
		f. HOTs		HOT
		g. Exhibition Reception	With EC	
7. Publications		a. Exhibition Newsletter	Mailing House	communication
		b. Catalog & Ads	Advertising Agent	
		c. Site Plan		
8. Exhibition / Event Services		a. Bar		
		b. Cleaning		
		c. Security		
		d. Cloakroom		
		e. Telephone / Walkie Talkie Comms		
		f. Copier / Fax		
		g. Signs & Notices		
9. Finance		a. Accounts		
		b. Sales and Purchase records		
		c. Banking and Cheques		
10. Attend Meetings			Travel Plan	
C. Manage the Conference	1. Committees	a. Committee Contact Lists		
	2. Call for Papers	a. First draft		General
		b. Prepare final version		Program
		c. Agree Numbers		
		d. Print	Order	
		e. Mail & Labels		
		f. Distribute to committee		
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	g. Organise DAC Bag insets		
3. Program Review & Meeting	a. Prepare author database		Program
	b. Prepare and agree author letters & issues		AV , Pubs, Poster
	c. At Meeting – collate session sheets		
	d. Send letters to authors		
	e. Gifts / T-Shirts		
	f. Assist in preparation for meeting		Program
4. Advance Programme	a. Initial draft of General Information		
	b. Maintain Checklist of outstanding items		
	c. Circulate drafts for comment		All
	d. Generation of Session and Poster Information		
	e. Obtain Committee Photographs		
	f. Determine numbers required		
	g. Print & Mail	Mailing House	
	h. Distribute to Committee		
	i. Ship to conference		
	5. Publications	a. A-PROCS – Establish contract	Eg IEEE
b. Copyright notice			
c. Authors info & instructions for web			Web
d. Index and session outline			
e. Chase Special Sessions			
f. CD ROMS – establish contract		Eg SIGDA	
g. liaise over missing items			
h. B-PROCS - printing contract			
i. Info to Authors			
j. Design Procs and index			
k. Send to Printers			
l. (All 3) – Ensure delivery to conference			
m. TUTORIAL NOTES – estimate numbers			Tutorial
n. Best guess of numbers			
o. Print and ship Front covers			
p. Arrange printing of Notes		If cheaper or quicker may use help of local organiser	
q. Arrange shipping to conference			Special session
6. Special sessions	a. Some assistance		
7. Conference Bags	a. Order bags – type and number		DEC
	b. Prepare bag artwork		
	c. Chase all contents + external orders for inserts		
	d. Organise Bag stuffing		
	e. Space for Bag distribution		
8. AV & Site	a. Order AV required, quotations ...		AV

	b. AV Guidelines		
	c. AV and Door Students		
	d. Door Signs	Best managed by AV team	
	e. Session Overheads		
	f. AV Support for Fringe Meetings		
	g. Order site services, Plenary, Posters etc		
	h. Define layout of all meeting rooms		
9. Food	a. Clarify numbers, menus, prices		
	b. Coffee arrangements - tickets		
	c. Welcome reception		
	d. Agree final bill		
	e. Collect actual numbers for future estimating		
	f. Lunch arrangements for committees		
10. Social & Local Arrangements	a. Options for Social Event		Local
	b. Agree menu and Order		
	c. Negotiate final numbers		
	d. Special equipment (menus, flags, T-Shirts)		
	e. Collect tickets at door		
	f. Establish Hotel contract and agency	Contract	Local
	g. Bussing		
11. Registration	a. Print all tickets and tokens		
	b. Agree all prices		Finance
	c. Maintain Conference Database		
	d. Pre-registration batches to badge Company		
	e. Prepare registration envelopes		
	f. Layout of Registration Desk		
	g. Arrange extra registration staff		
	h. Receipts and cash handling		
	i. Committee Badges & discounts		
	j. Invited and Panel Badges		
	k. Tutorial numbers and Notes		Tutorial
	l. HOTs tickets and approval		HOT
	m. Credit Card Accounts & Queries		
	n. Refunds	Only if essential	
12. At Conference Support	a. Speakers Breakfasts		
	b. Water for Speakers		
	c. Poster Boards and Material		
	d. Spare stationery etc		
	e. Organise Copier and Fax		
	f. Extra signs and notices		
	g. Committee Food and refreshments		
13. Copies for Conference	a. Tutorial Comment form		Tutorial
	b. Session Sheets & CVs		AV

		c. Social Arrangements, Bussing etc		
		d. Comment Form		
		e. Preliminary Call for next conf		Next Chairs
		f. Order Bribe Mugs, artwork		
		g. Collect Comment forms & summarise		
	14. Fringe Meetings	a. Allocate Room and Time	Complex budget constraints and balance of commercial and technical pressures Relate to Special Sessions	Fringe
		b. Publish list		Fringe
		c. Link to web	Not free advertising	
	15. Mailing Database	a. Maintain mailing database		
		b. Update with "undeliverable" replies		
		c. Maintain Historic record of attendance		
		d. E-Mail database		
	16. Finance	a. Accounts		
		b. Registration and Purchase records		
		c. Banking and Cheques		