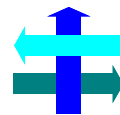**WCTRS/WCTR**
Current Operating Practices
2021

APPENDIX 02

Appendix 02
Conference Time Table
Example of WCTR Shanghai, July 2016

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one
WCTR, and also from conference to conference.

WCTR 2016 Shanghai

Timetable for Conference Preparation, July 22, 2014

Who	By end	Actions
STOs	May 2014	Identification of appropriate journals for special issues and publication of individual papers for each session track; agreements with journal editors
new SIG chairs	May 2014	Submit final proposals for new SIGs
SCC Chair	May 2014	Draft version of this time table Draft overview on SCC tasks and job descriptions for TAMs and STOs
SCC	July 2014	Final version of TA and ST definitions Final version of this timetable Final overview on SCC tasks and job descriptions for TAMs and STOs Discuss and agree on principles for the programme structure (oral/poster, role of special sessions, ...) Discuss and agree on the principles for the review process (including integration with journal reviews)
SCC + STC	July 2014	Decide on new SIGs
STC	July 2014	Final decision on CMS provider
CMS Provider	July 2014	Provide list of needed contents for the WCTR conference website
VC Publication	July 2014	Draft plan for special issues and individual paper publications from Shanghai 2016
VC Conference	Oct 2014	Proposed call for abstracts* Draft guidance on abstract* review process, including rejection rates Draft guidance on full paper review process, integrating the journal review
LOC	Sept 2014	Provide contents for conference website
CMS Provider	Nov 2014	Complete conference website for testing Identify contacts for circulation of call for abstracts*
LOC	Nov 2014	Propose budget and registration fees
STOs	Nov 2014	Draft list of reviewers by ST Agreement with journal editors on the (integrated) journal review process
CMS Provider	Dec 2014	Complete testing of conference website; amend as necessary
SCC	30 Nov 2014	Approve call for abstracts* and guidance on abstract* review process
CMS Provider	15 Dec 2014	Call for abstracts* and guidance circulated, press media advertising started Website launched; start acquisition of sponsors
SCC	Jan 2015	Approve guidance on full paper review process, wherever possible integrating the journal review process
STC	Jan 2015	Approve budget and fees
CMS Provider	Feb/Mar 2015	Acknowledge and distribute abstracts* to TAMs as received
Authors	15 Mar 2015 (30 Mar 2015)	Deadline for abstracts* (extended if necessary)
TAMs	15 May 2015	Abstracts* reviewed; report on outcome by TA
SCC	8 Jun 2015	Confirm abstract* reviews, resolve differences, fill gaps Approve guidelines for full text
CMS Provider	15 Jun 2015	Circulate results of abstract* review Invite full papers; seek decisions on review/non-review and on poster/oral; issue guidelines Open conference registration

STOs	Jun 2015	Submit final list of reviewers
VC Conference	Jun 2015	Draft guidelines for full text Draft preliminary programme
LOC + TAMs	Jun 2015	Submit proposals for special sessions, social and technical events
LOC	Jun 2015	Identify sponsors
SCC	10 Jul 2015	Approve proposals for special sessions and events Approve preliminary programme Confirm and complete reviewer list Agree plan for special issues and individual paper publications Propose keynote speakers
CMS Provider	Sep 2015	Acknowledge and distribute papers as received
Authors	30 Sep 2015 (15 Oct 2015)	Deadline for submission of papers for review (extended if necessary)
STOs	15 Dec 2015	Complete review process Confirm potential special issues, journals, guest editors
VC Conference	31 Dec 2015	Draft programme
LOC	31 Dec 2015	Proposals for bursaries
SCC	Jan 2016	Approve review process Approve special issues, guest editors Approve draft programme Approve bursaries
CMS Provider	Jan 2016	Disseminate review results, scores; seek revisions Advise authors of potential special issues, individual journal publications and selected proceedings
Authors	Mar 2016	Deadline for submission of revised review papers Deadline for submission of non-review papers Deadline for author´s conference registration and payment
CMS Provider	Mar 2016	Acknowledge and distribute revised papers as received Acknowledge and distribute non-review papers
STOs	April 2016	Complete re-review process**
LOC STOs	April 2016	Final conference programme Appoint session chairs
VC Publication	May 2016	Final plans for special issues and individual paper publications
VC Prizes	June 2016	Shortlist of papers for prizes
VC Prizes VC Publication	July 2016	Award prizes Assess papers for special issues, selected proceedings.
CMS Provider	Sept 2016	Circulate selected proceedings to members only Submit final membership list and membership fees for audit
Secretariat	Oct 2016	Complete audit
VC Publication CMS Provider	Dec 2016	All special issues ready for publication Final selected proceedings excluding special issue papers available for publication and sale to non-members

*   **Only if submission of Abstracts is adopted.**

**   **Only if paper re-reviews is adopted.**