

## 2020 IEEE World Congress on Services

Presentation Policy, Second Revision as of March 5, 2020

Important Note: This revision takes precedence over the previous version.

Dear Authors,

The organizers of the 2020 IEEE World Congress on Services remain steadfast in advancing our discipline by continuing to engage an international community of scholars committed to the highest standards of research quality. Because of the unusual situation in China this year, the organizers opted to relax the onsite presentation policy while re-committing to high quality review processes consistent with the Congress' excellent reputation. This decision balances our ongoing global engagement strategy with a practical remedy to deal with an unusual situation.

First of all, the Steering Committee of IEEE World Congress on Services has decided to move the 2020 main event to October 19-23, 2020 in Beijing, including all four conferences (i.e. IEEE CLOUD, IEEE ICWS, IEEE SCC, and IEEE SMDS) and the Congress Symposia (i.e. IEEE Digital Health as a Service Symposium, IEEE Future Financial Services Symposium, IEEE Knowledge Network Symposium, and IEEE Industry Symposium on Services), all affiliated workshops and other peripheral programs such as the Doctoral Symposium and Hackathon. Refer to the Congress website for coming announcements: <https://conferences.computer.org/services/2020/>

Any accepted paper, in any category (conference, symposium, workshop) for the main events as described above will be published in the 2020 IEEE proceedings as long as the registration requirement is satisfied. If an international author who is from outside China, assuming that there is no co-author affiliated with an institution inside China, is not able to travel to Beijing to make the presentation in person, s/he will have the following three presentation options. Note that papers with presentation option 3 will appear in the 2020 proceedings, not in the 2021 proceedings .

1. **Make a live presentation remotely when the session is being held from October 19-23.** Make sure that the Internet bandwidth at the site where you decide to come live is adequate for the task. Please be prepared for Q&A following your presentation.
2. **Submit a prerecorded presentation for your session scheduled from October 19-23.** This can be done by annotating your PPT file with the audio narration. Submit the audio-enhanced PPT file to the Registration Chair at least one week before the Congress is being held.
3. **Make an in-person presentation at the 2021 IEEE SERVICES in Chicago.** Currently we are evaluating schedules for either the week of July 5 or the week of July 12. Stay tuned.

We guarantee that **each fully registered paper** will provide **one author with one fully entitled registration** (including one copy of the USB proceedings, one ticket to the Welcome Reception, one ticket to the Congress Banquet, and refreshments during coffee break, etc. in IEEE SERVICES in October 19-23, 2020 (in Beijing), **or** in July 2021 (in Chicago). The entitlement will be revoked after 2021 IEEE SERVICES if unused.

Please be reminded that our policy requires that each paper must be registered with full fee paid according to the fee schedule. Please explicitly select the presentation method upon registering your paper on a paper-by-paper basis. If at least one of the authors for a multi-authored paper is affiliated with an institution from China, onsite presentation is required. If none of the authors for a multi-authored paper is from inside China, one of them may make the presentation with the method selected from the above three options. In any case, no non-author substitute is allowed. If you have two papers, each paper must be registered, and a presentation method for each paper must be separately selected. We require such explicit and detailed information to organize sessions and order the right amount of food, beverage, etc. to avoid waste and help alleviate the financial burden of the Congress.

The following are a few hypothetical examples for your reference.

Author A from outside China has a paper (Paper#1 as a single author) accepted by 2020 IEEE CLOUD. He decides not to travel to Beijing in 2020 and is certain that he cannot attend the 2021 IEEE SERVICES in Chicago either. He paid the full registration fee for Paper#1 and selected the presentation method as “Remote Live Presentation in 2020 IEEE SERVICES – October Beijing”. His paper (Paper#1) will be published in the 2020 IEEE CLOUD proceedings. He plans to surrender his entitlements (including one copy of the USB proceedings, one ticket to the Welcome Reception, one ticket to the Congress Banquet, and refreshments during coffee break) .

Author B has two papers (Paper#2 as a single author and Paper#3 co-authored with Author C) accepted by 2020 IEEE ICWS. She is from outside China and decides not to travel to Beijing in October 2020. She can make a remote live presentation of Paper#2 from a remote site outside China. Author C is also from outside China who is not certain if she can travel to Beijing in October. She decides to submit a pre-recorded presentation to fulfill the presentation obligation anyway. They paid registration fees for both Paper #2 and Paper#3 in 2020. Their plan for making the presentations during the registration time is thus as follows:

Paper#2 with Author B who will make a “Remote Live Presentation in 2020 IEEE SERVICES – October Beijing”; and

Paper#3 with Author C who will submit a “Pre-recorded Presentation in 2020 IEEE SERVICES – October Beijing”.

Both papers will be published in the 2020 IEEE ICWS proceedings. Author C later decides that she can actually make the trip to Beijing and make a live onsite presentation. She will use her entitlement for registering Paper#3. The Paper#2 entitlement will be postponed to 2021 Chicago if either Author B or Author C decides to attend.

Author D has a paper (Paper#4) accepted by 2020 IEEE SCC. He decides not to travel to Beijing in 2020, and due to time zone difference he cannot make a live presentation remotely. He paid

the full registration fee for Paper#4, and plans to prepare and submit a pre-recorded presentation (i.e. PPT file with audio narration) to the Registration Chair. He selects the presentation method as “Pre-Recorded Presentation in 2020 IEEE SERVICES – October Beijing”. His paper (Paper#4) will be published in the 2020 IEEE SCC proceedings. He has yet to decide how to claim his entitlement due to full registration of Paper #4. The Congress guarantees that he has until 2021 to claim it in Chicago.

Author E has a paper (Papers#5) accepted by 2020 IEEE SDMS. He has a co-author (Author F) but neither is able to travel to Beijing in October. However, his co-author is committed to attending 2021 IEEE SERVICES in Chicago. Author E decides to make a remote live presentation of their paper when 2020 IEEE SMDS is held in Beijing in October. Paper #5 will be published in the 2020 IEEE SMDS proceedings. His co-author (Author F) will travel to Chicago in July to attend 2021 IEEE SERVICES and claim the entitlement there. Author F does not need to make presentation in Chicago because Author E has fulfilled that obligation in 2020. (Note: One entitlement is only good for one participant due to the full registration of one paper.)

We hope that the above presentation policy is clear and the examples are helpful for you to determine the best approach to take. Do not hesitate to contact us at the following email address should you require more information:

ieeecs.services AT gmail.com

Organizers, 2020 IEEE World Congress on Services