

# Publication Chair

## **Custodian of conference outputs.**

The Publication Chairs ensure that all scholarly and practitioner contributions are produced, formatted, checked, and published in line with the standards of iLRN, IEEE, or Springer. They coordinate the production of the program, abstracts, proceedings, and reports—safeguarding both the quality and the visibility of iLRN2026’s intellectual contributions.

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## ? Responsibilities at a Glance (Checklist)

- **Program & Proceedings Production**
  - Coordinate with Program Chairs and authors to produce:
    - Conference program
    - Abstract book
    - Proceedings (academic + practitioner)
    - Tutorials/colloquia materials (if any)
- **Call for Papers Alignment**
  - Ensure CfP and website contain IEEE/Springer formatting requirements (academic stream).
  - Ensure CfP and website contain iLRN stylistic standards (practitioner stream).
- **Volunteer Recruitment**
  - Recruit and train volunteers for proceedings preparation.
  - Ensure at least one volunteer has **LaTeX proficiency**.
- **Camera-Ready Compliance Checks**
  - Verify Academic Stream papers comply with IEEE/Springer standards.
  - Verify Practitioner Stream papers comply with iLRN standards.
  - Communicate corrections or revisions to authors.
- **Final Submission Prerequisites**
  - Confirm:
    - Author registration completed (with Registration Chair)
    - Authors presented their work (with Session Chair Director)
    - Copyright forms submitted
    - Checklist responses submitted/initialled
- **Proceedings Submission**
  - Provide proof of proceedings to authors (minor lapses corrected).
  - Submit final proceedings to IEEE or Springer.
  - For practitioner papers: create DOIs.
- **Preface & Metadata**

- Request Preface from General Chairs.
  - Request reviewer list, awardees, sponsors, keynote speakers, etc. from Program Chairs.
  - **Reporting**
    - Provide statistical and qualitative reports (e.g., acceptance rates, reviewer stats).
    - Supply data for listing/ranking/indexing requirements.
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## ?? Timeline & Key Milestones

- **12-9 months out:** Coordinate with Program Chairs on CfP formatting requirements.
  - **6 months out:** Recruit volunteers; set up workflows for LaTeX/Word templates.
  - **3 months out:** Prepare draft program/abstracts template; test workflows.
  - **Camera-Ready Deadline:** Begin compliance checks, liaise with authors.
  - **Pre-Conference:** Confirm registration/presentation status, copyright, checklist.
  - **Conference Week:** Coordinate live updates (program corrections, abstracts, addenda).
  - **Post-Conference:** Submit proceedings to IEEE/Springer; finalize DOIs; archive proofs.
  - **Reporting:** Deliver acceptance stats and indexing data to General Chairs.
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## ?? Working Toolkit (MVP)

- **Author Guidelines (Academic)** – IEEE/Springer formatting
  - **Author Guidelines (Practitioner)** – iLRN standards
  - **Camera-Ready Checklist** (with copyright, registration, compliance)
  - **LaTeX + Word Templates** for proceedings
  - **Volunteer Training Pack** (file prep, LaTeX support, proofing)
  - **Proceedings Submission Workflow** (IEEE/Springer portals)
  - **DOI Assignment Guide** (for practitioner papers)
  - **Reporting Template** (acceptance rates, reviewer data, awards)
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## ? Coordination Map

- **General Chairs:** Provide Preface; approve final proceedings.
- **Program Chairs (Academic & iLEAD):** Supply reviewer list, awardees, sponsors, keynote speakers.
- **Registration Chair:** Confirm author registration status.
- **Session Chair Director:** Verify authors presented their work.
- **Volunteers (Publication Team):** Assist with compliance checks, proofing, formatting.
- **IEEE/Springer Contacts:** Liaise on submission process and standards.

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# ? MVP vs. Nice-to-Have

## MVP:

- Templates (Academic & Practitioner) in Word + LaTeX
- Camera-Ready Checklist
- Volunteer with LaTeX expertise onboard
- Proofing workflow defined
- Metadata gathered from General & Program Chairs
- Proceedings submitted to publisher

## Nice-to-Have:

- Automated compliance checker script (LaTeX/Word)
- Online author FAQ for formatting questions
- Infographic of acceptance rates and global participation
- Archival “Proceedings Showcase” page in Codex
- Training webinar for new Publication Volunteers

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# ? Quick Links (placeholders)

- [Author Guidelines \(Academic\)](#)
- [Author Guidelines \(Practitioner\)](#)
- [Camera-Ready Checklist](#)
- [LaTeX & Word Templates](#)
- [Volunteer Training Materials](#)
- [Proceedings Submission Workflow](#)
- [DOI Assignment Guide](#)
- [Reporting Template](#)

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# ? Notes

- Publication Chairs serve a **2-year term**, with the first year as apprentice.
- The role is both **administrative** (ensuring compliance and workflow) and **scholarly** (guaranteeing iLRN outputs are professionally published and indexed).

- Success = authors feel supported, proceedings meet international standards, and iLRN research is discoverable worldwide.

## The iLRN2026 Conference Organizing Committee member Publications Chair role description:

The Publication Chair/s are responsible for the coordination of production of conference content (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.) and serves as the point of contact for all IEEEExplore or SPRINGER submission-related inquiries before and after the conference.

More specifically the Publication Chairs have the following responsibilities:

- Produce, or coordinate with Program Chairs and publishing authors to produce the program/abstracts, book (if any), and the conference proceedings.
- Work closely with the Program and Practitioner Chairs from the outset to ensure the Call for Papers and website contain the necessary information to make authors aware of the Springer stylistic and formatting requirements.
- Recruit and train volunteers for the preparation of the conference proceedings (ensuring that there is at least one who knows how to work in Latex).
- After the camera ready papers are submitted on the electronic platform, the Publication Chairs
  - check that Academic Stream submitted papers comply with the IEEE or SPRINGER standards and Practitioner Stream papers comply with iLRN standards and communicate with the authors accordingly
  - check with Registration Chair that the papers are registered
  - check with Session Chair Director that authors presented their work
  - check that copyright forms are submitted
  - check that checklist response are submitted and initialled
  - Provide proof of conference proceedings for authors (for minor lapses that may have occurred) prior to submission to the IEEE or SPRINGER
  - In case of a practitioner's papers, also create the DOI.
  - Ask General Chairs for the Preface; Ask Program Chairs for the list of reviewers (program committee), awards, sponsors, Keynote speakers and others information to proceedings;
- Provide statistical and qualitative reporting to the General Chairs, particularly in association with listing/ranking/indexing requirements.

The Publication Chairs are appointed to serve for a 2-year term. The first year in an apprentice role to a more experienced PC.

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