

# GUIDELINES FOR OBTAINING IAPR-TC11'S ENDORSEMENT FOR SUMMER SCHOOLS AND RELATED ACTIVITIES

## OVERVIEW

The IAPR Executive Committee (ExCo) wishes to encourage the development and offering of summer schools and has established an open call for the organization of Summer Schools on topics related to the interests of its membership. The initiative was published in the April 2012 IAPR newsletter and details on the scheme can be found at <http://www.iapr.org/committees/SummerSchoolTemplate.pdf>. Funding applications are assessed by the ExCo and any financial support is provided directly from the IAPR. Organizers are strongly advised to consult the above document before preparing any application.

The focused nature of summer schools, and the IAPR budgeting process, suggests that they are best handled as Technical Committee (TC) activities. The ExCo requires those wishing to propose holding a summer school to work through at least one TC as they develop and present the proposal. In some cases, more than one TC may be involved, when the subject matter straddles their domains.

The main role of the IAPR TCs in this scheme is to assess whether a proposed activity is consistent with the particular mission of the TC. The organizers are therefore encouraged to seek the endorsement of one or more TCs before they submit a funding application to the IAPR ExCo. This is a recommended but not necessary condition for requesting IAPR's support. The TCs do not have veto power over the offering of summer schools.

Part of the mission of TC11 is to promote high quality educational activities related to Reading Systems. As such TC11 will provide endorsement to proposals that relate to the technical areas of the TC and meet certain quality criteria.

The term "summer school" is meant in its generic sense. The IAPR's definition is "*a training activity where participants are exposed to the latest trends and techniques in Pattern Recognition*". The particular format of such an activity is a decision of the organizers. Training activities that will be considered include but are not restricted to face to face meetings as well as remote (online) courses. The schools can be linked to other IAPR-TC11 events (e.g. as a satellite event to ICDAR, DAS, ICFHR) or be independently organized, while there is no requirement that a school be offered during the summer time (irrespective of hemisphere).

TC11 has put together a set of recommendations to assist the organizers in preparing a high quality application. As the format of the training activity is not fixed, these recommendations are not meant to be binding. Instead, TC11 welcomes new ideas and will assess each endorsement application independently on its own merits and particularities.

## PROCEDURE FOR OBTAINING ENDORSEMENT

A proposal should be submitted to the TC11 chair. It is recommended that the proposal follows the template specified by the IAPR and reproduced below. We recognize that certain information might be incomplete at the time of the proposal, but ask that the proposers provide as much information as possible to enable TC11 to judge the consistency of the activity to its mission.

- The name of the summer school, including the “edition” if the school has been offered previously. (e.g., The 8th IAPR Summer School on Biometrics)
- The specific focus for the current offering (if any). (e.g., New technologies for forensics and security)
- Any other endorsing TCs
- The dates and location
- A brief summary of the school’s intent, organization, scope, and motivation.
- The course (lecture) schedule, with
  - Lecturers identified (as many as possible)
  - Any experimental or other investigative activities planned
  - Social activities
  - Student presentations (if any)
- Details on the organizing team and the scientific/advisory committee if one has been set up
- The expected number of participants. The ExCo is especially interested to know whether the course is expected to draw from multiple countries, and what those countries might be—if the organizers can say. For a first offering, this may be difficult to predict; for subsequent offerings historical data can provide a guide.
- How the course will be promoted and advertised, especially in the interest of building international participation. Proposals offering a strong international component in participation (lecturers, attendees) will receive priority for funding.
- Fees for the course.
- Expected costs for accommodations and meals per participant.
- Financial resources requested from IAPR (in addition to use of the IAPR logo and name, which is cost-free). The most prevalent use of IAPR funds is to support grants for students to defray their costs. However, proposers may suggest other funding needs for ExCo consideration. Please specify whether you intend to offer any reduction to the participation fees for IAPR members.
- How resource allocation decisions will be made. (e.g., on what basis will the organizers decide which students receive support?)
- Declaration that participants from all IAPR Member Societies will be welcome without any restriction due to political, race, religion differences

The TC will exchange with the organizers as necessary to obtain clarifications and any missing information.

Once all information has been received the TC will make a decision about whether to endorse the activity and communicate it to the applicant by email. The response time is expected to be about one week.

The TC will also communicate its recommendations to the IAPR ExCo who will take them under advisement in rendering a decision.

The decision will be based strictly on whether the proposed activity is consistent to the mission of TC11. The endorsement of an activity by TC11 does not constitute any implicit or explicit assessment over its financial viability, nor does it imply any further obligation by TC11 in relation to the preparation of the activity.

There is no requirement for any TC11 officer to be involved in the proposal or in any other way in the organization of the activity.

Activities endorsed by the TC11 can display the logo of the TC on their Web site and participants pack with the note [Endorsed by IAPR TC11 - "Reading Systems"].

## RECOMMENDATIONS FOR SUMMER SCHOOL ORGANISERS

Make sure the proposed activity relates to the theory and application of Reading Systems. See the Web site of TC11 for a list of areas covered.

Ensure that the proposed dates have minimum overlapping with other IAPR activities and do not overlap with activities of TC11 or other TCs related to the school's focus.

If you intend to organize a school as a satellite event to another IAPR activity, take into special consideration any additional scheduling restrictions.

Try to estimate the expected attendance and give an indication of the international character of the event (e.g. based on statistics of participants from previous editions). Explain how you intend to attract participants from different countries (e.g. facilitate their participation to the event by offering travel stipends).

Try to include a variety of activities in the summer school, apart from theoretical lectures. Depending on the event, consider practical laboratory sessions, team work activities, case study presentations and panel discussions. Also make sure you have ample time for interaction between the students and the lecturers (coffee breaks, lunch breaks, and other social activities).

Justify well the selection of the venue for the event. Make sure you select an easily accessible venue (airport close by, reasonably priced flights to international airport hubs), with a reasonable selection of accommodation options.

It is a good idea to set up a scientific committee that can provide guidance and advice regarding the school's content and format.

It is strongly recommended that the language and contents (presentations, notes) of the event are in English. If a different working language is to be used, make sure to justify this decision in your proposal.

It is strongly recommended that any contents related to the event are made available online to the TC11 membership. The TC11 would be happy to archive such material on its Web site.

Organizers are strongly encouraged to arrange for the online streaming and recording of any lectures or other activities. The TC11 would be happy to offer hosting for videos of activities recorded during the event on its Web site.

It is strongly advised to offer a minimum number of travel stipends for students, especially to support students of low financial status or students travelling from long distance destinations.