

# Charter for the IEEE International Symposium on Workload Characterization (IISWC)

## *Mission Statement*

- To foster research and application of workload characterization studies and techniques.
- To promote cooperation and substantive technical exchange among members of academia and industry who are working in this area.
- To provide an annual meeting for the presentation and discussion of technical papers, and provide a means for the broader dissemination of these papers.

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### **Steering Committee Chair**

#### **Responsibilities**

- Take the initiative to actively lead IISWC, fostering a vision, shepherding its growth and vitality, keeping the focus of IISWC relevant to the changing needs of the community and industry.
- Set an agenda and run steering committee meetings.
- Implement the decisions of the steering committee, or delegate responsibility to do so.
- See that the next year's chairs and location are selected in time to make a presentation at the preceding year's IISWC.
- Oversee the finances and management of IISWC, delegating these responsibilities to annual chairs as appropriate.
- Steering Committee Chair's responsibilities also include all the responsibilities of a Steering Committee Member.

**Term:** 3 years

**Term limit:** Cannot be elected to consecutive terms, but eligible for re-election thereafter.

#### **Eligibility**

- Must have served on the steering committee for at least one year.
- Meet eligibility requirements for steering committee members.

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### **Steering Committee Member**

#### **Responsibilities**

- Actively contribute and work to implement ways to improve IISWC's vision, focus, growth, relevance and success in serving the WC community.
- Nominate and select the chairs for each year.
- Adjust the technical focus direction, as reflected in the call for papers.
- Be willing to serve on the program committee and attend all steering committee meetings.
- Take an active role in IISWC itself each year.
- Elect steering committee members, steering committee chair, annual chairs
- No member of the steering committee accepts any legal liability for the activities of IISWC or persons at IISWC events.

**Term:** 3 years

**Term limits:** None, but this can change with 2/3 majority vote of steering committee

#### **Eligibility**

- Must be actively involved in research and development in WC areas.
- Must be an active participant in IISWC, not missing its events for more than two years in a row.

#### **Number of members on the steering committee**

- Determined by the steering committee.
  - Shall not be more than nine or less than five, without a unanimous vote by the steering committee.
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### Annual Chairs

#### **Responsibilities**

Manage the annual conference or workshop, including:

- Setting a tone and direction, as expressed in the call for papers
- Selecting the program committee
- It is recommended that the above be done with input from the steering committee
- Publicity, logistics, registration, assisting with finances
- Organizing the day, e.g. arrange panels, invited speakers, awards
- Work towards financial well-being of the conference.

#### **Eligibility**

- Must be actively involved in research and development related to WC.
  - Must be an active participant in IISWC.
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The duties of 2 of the annual chairs – General Chair and Program Chair are spelled out in more detail below.

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#### **General Chair:**

Will be selected by the steering committee.

The General Chair will select all other chairs on the organizing committee (with the exception of the Program Chair).

The role of the General Chair is to prepare the TMRF for the meeting, manage the details of the conference including budget, proceedings, hotel, food and excursion. The General Chair, working together with the Finance Chair, will be responsible for insuring timely financial reporting on the meeting, and oversee the overall financial soundness of the meeting. The sponsoring organization will assume any financial liability for the conference. They will not approve the conference in future years if IISWC is not financially sound.

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#### **Program Chair:**

Will be selected by Steering Committee

#### **Major task of the program chair:**

- Select members of the Program Committee.
- Set tone and direction, as expressed in the call for papers.
- Produce call for papers.
- Provide infrastructure for efficient paper reviewing.
- Maintain high standards in reviewing objectivity.
- Run Program Committee meeting.
- Produce final program by date specified by General Chair.
- Make arrangements to get the papers to the Publication Chair by date specified by General Chair.

The program chair is in charge of organizing panels and keynotes, in collaboration with the General Chair.

**Eligibility for Program or General Chair:**

- Must be actively involved in research and development related to WC.
- Must be an active participant in IISWC.

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**Elections and Other Changes**

- Election of steering committee members, and annual chairs shall be by majority vote of the steering committee and that year's annual chairs, in consultation with sponsoring organizations.
- Election of steering committee chair shall be by majority vote of the steering committee.
- If there are strong concerns or objections to a candidate selected by majority vote, the chair should provide the opportunity for further discussion and a revote to promote an environment of congenial cooperation.
- If all voting members agree, voting can be open. If there are strong objections to this, the chair can arrange for a third party to tally a secret vote and report the results.
- This charter may be amended or augmented only by a two-thirds majority vote of members of the steering committee.

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**Conference Proposal Procedure**

The following is proposed but not yet ratified by all of the steering committee.

The next year's conference advance call for papers should be presented at the business meeting and distributed at the conference. The following should be part of the advance CFP:

- General location and approximate dates, if not the actual hotel and dates contracted
- Primary chairs: general, program, finance, publicity, local arrangements, workshop, tutorial, etc.
- Paper solicitation, with dates, topic areas, and submission procedures

Proposals for the conference two years hence should be handled as follows:

- Proposals for year  $n+2$  can be made to the steering committee prior to the conference for year  $n$ , preferably a month in advance, to allow time for review by the steering committee. Proposals that are accepted for consideration will be presented at the business meeting, where the WC community may provide further input. Proposals can also be made later, as needed. The steering committee will make the final proposal selection decision.

- They should include a program chair, general chair(s), approximate location and an argument for that location.
  - Ideally, they should include approximate hotel, venue and transportation costs, and expected attendance.
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