

# CVPR Conference Charter

As approved at CVPR, June 2014

## I. Purpose of the IEEE Conference on Computer Vision and Pattern Recognition (CVPR)

The program for CVPR consists of high quality contributed papers on all aspects of computer vision and pattern recognition. CVPR occurs every year, and can be held in the US (including its territories), Canada, or Mexico.

The conference is managed by the Pattern Analysis and Machine Intelligence Technical Committee (PAMI TC) as a whole, the PAMI TC Executive Committee, an Organizing Committee, and a Program Committee. This conference charter is established under the PAMI TC Bylaws.

## II. Sponsorship

CVPR always has PAMI TC technical sponsorship, as specified in the Bylaws. The IEEE Computer Society is one of the financial sponsors of CVPR. Any change in financial sponsorship must be approved by the PAMI TC at a TC meeting.

The General Chairs of CVPR are authorized to use any co-sponsorship model that preserves the IEEE name in the conference. The co-sponsoring entity must be an independent non-profit where two-thirds of the decision-making unit consists of the general chairs of past or future approved CVPRs and ICCVs. (Motion adopted at CVPR 2012)

## III. Constituting a Conference

- A. The PAMI TC Chair obtains, through a publicly documented process, proposals for a future CVPR. Following the PAMI TC Bylaws, the decision is made by an open vote at CVPR.
- B. Bids for future CVPR's will be due at least one month before the PAMI TC meeting where they will be voted on. No bids, including floor bids, will be accepted after the due date. If no bids are received by the due date, the PAMI TC Executive Committee will develop a bid that will be voted upon at the TC meeting. If only one bid is received by the due date, the Executive Committee has the discretion to put together an alternate bid.
- C. The decision on CVPR should be made at least 48 months before the proposed date. CVPR should typically be held in the second half of June.
- D. CVPR traditionally has 2 parallel sessions for oral presentations, along with poster presentations.
- E. Any other topics that might impact the votes of a significant fraction of the community

must be addressed in the proposal. Proposals must list facilities, venue, proposed management, budgets and financial arrangements, and provide a brief summary of the conference structure. Other issues that must be covered include the sponsorship model, estimated cost (per attendee) of registration, anticipated rates at local hotels, plans regarding Open Access to CVPR papers, and the choice of a journal (if there is one) for any CVPR-related special issue.

- F. The proposers should prepare a detailed preliminary budget using the appropriate forms. Final approval of the budget will be made by CVPR sponsors but it is expected that preliminary approval will be sought before the bid is presented. The budget must be based on attendance figures from the most recent CVPR.

#### **IV. Rules and Responsibilities of the General Chairs, Program Chairs, and Organization Committee**

- A. In each conference, the General Chairs, the Program Chairs, and explicitly identified other chairs (for example, Publicity Chair, Tutorial Chair, Local Arrangement Chair etc.) form the Organizing Committee for that conference and are charged with the planning, running, and oversight of that conference to ensure that it meets the objectives stated in Section I.
- B. If a General or Program Chair on the approved proposal chooses to step down then the remaining General Chair(s) may appoint others, subject to approval by a majority vote of the PAMI TC Executive Committee. Involuntary removal of any person after approval of a proposal can only be done with a 2/3 vote of the Executive Committee, as specified in the PAMI TC Bylaws. Vacancies on the Organizing Committee other than Program or General Chairs may be filled by the General Chairs.
- C. The General Chairs are responsible for the overall running of the conference, and serve as the Chairs of the Organizing Committee. The Program Chairs and all other members of the Organizing Committee report to the General Chairs, who in turn report to the PAMI TC Executive Committee.
- D. Any dispute within the Organization Committee should be resolved by the General Chairs. If the General Chairs cannot resolve the dispute then the PAMI TC Executive Committee is the ultimate authority, as specified in the PAMI TC Bylaws.
- E. The General Chairs are responsible for obtaining all necessary approvals and financial support from the conference sponsors. The General Chairs should keep the PAMI TC Chair informed of any delays faced in the process, who will then assist in resolving the issue in a timely manner.
- F. The General Chairs are responsible for soliciting proposals from local facilities (such as hotels and universities) that host the conference and any program committee meeting. One of the sponsors must execute hotel contracts and assume liability for the costs in that contract.
- G. The Program Chairs have sole responsibility for the technical program of the conference.

- H. Special efforts should be made by the General and Program Chairs to get organizers of future CVPRs involved in organizing the present conference.
- I. The Program Chairs select the program committee area chairs and members in consultation with the General Chairs.
- J. Program Chairs cannot submit papers to the conference that they are chairing. General chairs will be permitted to submit papers to CVPR, but only if the program chairs guarantee that the general chairs will have the exact same access and software privileges regarding the reviewing process that are available to every author. (Motion adopted at CVPR 2009, as modified by a motion at CVPR 2014)
- K. As specified in the PAMI TC Bylaws, the Program Chairs have absolute discretion regarding paper acceptance. It is understood that they have significant latitude in the design of a review process that increases the fairness of the process and the quality of the conference. However, since CVPR is a large flagship conference, any new innovation needs to be discussed and vetted for unintended consequences. Any major change in the paper review process from past years should be done with consultation with the General Chairs. The PAMI TC Executive Committee must be informed before these changes are adopted.
- L. An individual should not serve as area chair for CVPR if, by doing so, she/he would have served more than twice as area chair for CVPR or other similar top computer vision conferences in any four year period. The PAMI TC advises Program Chairs that deviation from this standard requires exceptional circumstances. Since the PAMI TC Bylaws, which takes precedence over any conference charter, specifies the absolute discretion of program chairs over the choice of area chairs, this policy is not mandatory. (Motion adopted at CVPR 2013)
- M. It is strongly recommended that CVPR publish, for each accepted paper, the reviews, meta-reviews and author rebuttals in anonymous format. This information should be made publicly available in the CVF archive of CVPR papers. (Motion adopted at CVPR 2014)
- N. A CVPR submission whose authors can only be identified with the aid of external information, such as web search, is not in violation of the "double blind" policy. (Motion adopted at CVPR 2014)

## **V. Awards**

- A. The Program Chairs for a given CVPR will select the winners of the Best Paper award, and other prizes from the papers that were submitted. They may also award prizes for individuals who distinguished themselves during the review process.
- B. All other awards presented at CVPR will be selected by the PAMI TC Awards Committee. This includes the Longuet-Higgins Prize.

## **VI. Financial Matters**

- A. The General Chairs and the Finance Chairs of each conference will develop the CVPR budget. The General Chairs and Finance Chair will then submit the budget for approval by the sponsors no later than 12 months prior to the conference. The sponsors must approve the budget within 6 months, prior to the distribution of any publication of registration fees.
- B. Conference accounts shall be closed within 180 days following the completion of CVPR. At that time, all surplus funds shall be distributed to the sponsors. A final report and the closing bank statement must be submitted to the sponsors no later than 180 days after CVPR by the General Chairs and Finance Chair.
- C. Contracts that require a review, approval and signature by at least one sponsor are: all hotel and exhibit facility contracts and all conference service or management contracts. Members of the Organizing Committees are not authorized to sign these contracts. Sponsors are not authorized to sign contracts on behalf of the conference without explicit written confirmation approving these contracts from the General and Finance chairs. If there are multiple sponsors, different sponsoring organizations may sign any of these contracts.
- D. The CVPR General Chairs shall present a brief financial summary at the PAMI TC meeting. The summary shall specify how much income is generated for each financial sponsor, on an absolute and per-attendee basis, and what the financial sponsors provide to justify this income. Conference proposals will report approximate numbers, with an update presented the year before the meeting and the year of the meeting, and with final numbers due a year after the meeting. (Motion adopted at CVPR 2011)

## **VII. Intellectual Property**

The General Chairs of CVPR are authorized to use any intellectual property model that ensures that the CVPR proceedings appear in IEEE Xplore.

CVPR shall provide at least the level of Open Access agreed to for CVPR13, where a collection of non-authoritative final versions of all papers is made available in a common location under an Open Access model. (Motion adopted at CVPR 2013)

## **VIII. Termination of the Conference**

The termination of CVPR may only be proposed by a full vote at a PAMI TC meeting. As specified under the Bylaws, termination must be approved by the TC Executive Committee.

## **IX. Amendments**

Amendments to this charter require approval by a majority of the votes cast at an open meeting of the PAMI TC held at CVPR.