

# IACR Rules and Guidelines for Steering Committees

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## 1 Introduction

One of the main activities of IACR is to sponsor scientific meetings. Taking responsibility for organizing the first two conferences in cryptology, the annual Crypto and Eurocrypt conferences, was in fact the motivation for founding the IACR in 1983.

Starting in 2000, IACR has sponsored the annual Asiacrypt conference. The Crypto, Eurocrypt, and Asiacrypt conferences are the main events organized and cover all aspects of cryptology. They are collectively referred to as *IACR conferences*.

Since 2002 IACR has also sponsored select smaller workshops and conferences that do not have the broad scope of its Asiacrypt, Crypto, and Eurocrypt conferences. These smaller workshops and conferences are referred to as *IACR workshops*. The FSE workshop in 2002 was the first one of this kind. As of 2007, IACR sponsors the following IACR workshops:

**FSE:** Fast Software Encryption Workshop

**PKC:** International Workshop on Practice and Theory in Public-Key Cryptography

**CHES:** Workshop on Cryptographic Hardware and Embedded Systems

**TCC:** Theory of Cryptography Conference

IACR conferences and IACR workshops are collectively called *IACR events* in the scope of this document.

For the Asiacrypt conference and for each IACR workshop, there exists a *steering committee* that is responsible for preparing and organizing the corresponding event. This document describes the procedures to be followed by the steering committees for acting on behalf of IACR when organizing IACR events. Following these rules and guidelines is important and ensures that IACR events run smoothly and successfully.

There are currently no steering committees for Eurocrypt and Crypto (these conferences are organized directly by IACR board).

The basis for this document are the *Bylaws of the IACR*, the *IACR Rules and Guidelines for General Chairs*, and the *IACR Rules and Guidelines for Program Chairs*. All these documents are available at <http://www.iacr.org/docs/>.

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\*The most recent version of this document can be obtained from <http://www.iacr.org/docs/>.  
Editors of this document: Christian Cachin (2007, 2010).

## 2 Steering Committees

A steering committee documents publicly who its members are and how its membership is defined. For this purpose, it is recommended that a steering committee maintains a web presence; it can be on the IACR website or the IACR website can link to these pages. Examples of determining membership are: by an election, by appointment of the existing steering committee, etc. Every steering committee designates a *chair* that carries out its actions. It is recommended that the steering committees meet at least once every year.

Every steering committee appoints one of its members as a *representative to IACR*, who participates as an observer in the meetings of the IACR board of directors. It is recommended that this role be fulfilled by the chair of the steering committee. The IACR may appoint a member of its board of directors as an observer to the steering committee, who participates as an observer in the meetings of the steering committee.

The names and addresses of the steering committee representatives to IACR are listed under “Other Functions with the IACR” on the “Board of Directors” page of the IACR web site. The email alias `bodplus at iacr dot org` reaches all members and observers of the board.

The IACR board of directors usually meets only twice a year, namely on the day preceding Eurocrypt and on the day preceding Crypto.

Through its representative to IACR, every steering committee informs the IACR board of directors about its activities, the past and future events. Such reports are made twice year at the occasion of every board meeting.

## 3 Preparing an Event

The steering committee solicits proposals for an event according to Sections 3 and 4 of the *IACR Rules and Guidelines for General Chairs*.

The steering committee selects one proposal and recommends it to the IACR board of directors for approval, through its representative to IACR. For Asiacrypt, the proposal should be ready for approval for the board meeting at Crypto two years in advance of the planned conference. For the workshops, proposals should be ready about one year in advance of the planned workshop. The steering committee representative to IACR should submit the proposal to the board by email at `bodplus at iacr dot org`.

In particular, the proposal as submitted to the IACR board of directors should contain a few pages of text, giving information about the general chair, the location, travel to the venue, and the logistics, plus a budget using the *IACR conference planning spreadsheet*. The IACR board will approve the proposal and officially appoint the general chair, or it can ask for revisions.

For IACR workshops, the proposal should also contain the name of a candidate program chair, together with background information about the candidate, such as a short CV. The IACR board will approve the proposal and officially appoint the program chair, or ask for revisions. For Asiacrypt, the IACR board will select and officially appoint the program chair.

In case a proposal is made by email and not at a meeting, the IACR board votes on the proposal within 3 weeks.

## 4 Running an Event

The organizational procedures for organizing IACR events are described in the *IACR Rules and Guidelines for General Chairs*. These guidelines must be followed in general, with minor modifications for IACR workshops as appropriate. Use of the IACR registration system (Section 8) and financial guidelines (Section 13) are *mandatory* for all events, especially for IACR workshops. The final financial report must be sent to the IACR treasurer, along with any surplus, as soon as the balance is determined and, in any case, at most *five months* after the event.

The steering committee is responsible to IACR for all organizational aspects of the event and that the general chair guidelines are followed as described here. In particular, the steering committee is responsible for timely announcement of the registration procedure and that financial reports are sent on time and in the right format. Since IACR takes the financial responsibility for the event, not complying with these rules hurts the IACR.

The general chair of an event is responsible to the steering committee that the guidelines are followed. The general chair is asked to express its agreement with these guidelines by signing a *terms of reference* document, together with the president of IACR and the chair of the steering committee.

The scientific aspects of running an IACR-sponsored event are described in the *IACR Rules and Guidelines for Program Chairs*. These guidelines must be followed in general, with minor modifications for IACR workshops as appropriate. The guidelines about proceedings and copyright (Section 10) are mandatory also for all IACR workshops.

The steering committee is responsible to the IACR for all scientific aspects of the event as described here.

The program chair of the event is responsible to the steering committee that the guidelines are followed. The program chair is asked to express its agreement with these guidelines by signing a *terms of reference* document, together with the president of the IACR and the chair of the steering committee.

In particular, the program chair is responsible for implementing a fair submission and reviewing process based on the highest scientific and ethical standards.