

Guidelines for Organizing Ulusal Yazılım Mimarisi Konferansı (UYMK)



The UYMK Steering Committee

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1. Introduction

UYMK is devoted entirely to Software Architecture and the related topics. Its purpose is to bring together software engineering practitioners and researchers from industry and academia in Turkey to exchange experiences, results and ideas related to all aspects of software architecture. The particular goals of this conference are the following:

Improve consciousness on software architecture design

Software engineering is an emerging discipline including many important topics. Among these topics software architectures play a key role since it is one of the earliest artifacts in the software development life cycle, which has also the largest impact on the subsequent phases. The primary goal of this conference is to foster the consciousness about this key concept in software engineering.

Stimulate research and education on software architecture design

We hope to stimulate the research and education in Turkey with respect to software architecture design. Researchers will find a forum and a channel to present and share their ideas. Educators will find the important topics in software architecture design and include these in their courses.

Reflect and foster state-of-the practice of software architecture design

Software development and software engineering is getting a key role in the Turkish society. During the last decade several highly respected software companies with serious international competitive strength have been founded in Turkey. These companies usually seem to be well aligned with the latest development in the international software engineering community. With this conference we hope to reflect the state-of-the-practice with respect to software architecture design in Turkey. The conference will provide an opportunity to represent the latest developments in industrial software projects and highlight the identified problems and the solutions.

This conference attempts to meet the needs of a large and diverse constituency, which includes practitioners, researchers, educators, and users. To meet these needs there are at least three major components of the conference: a technical program, a tutorial program, and a tools fair.

To oversee the long-term planning and success of this conference, there is a Steering Committee that plans for future conferences, evaluates how well each conference has achieved the objectives stated above, and implements improvements for better meeting these objectives. In addition, for each conference there is normally a General Chair, a Program Chairs, a Program Committee a Tutorials Chair and a Tools Fair Chair. Together these chairs make up the Conference Executive Committee for a particular conference and are charged with the planning, running, and oversight of that conference to assure that it meets the objectives stated above. The role of each committee and chair are elaborated below.

2. General Principles and Roles

2.1 Steering Committee

1. Organization of the conference shall be controlled by a Steering Committee. The chair of the Steering Committee shall be elected from among the Steering Committee members for a term of four years. The chair may appoint, from among the Steering Committee, an acting chair to organize and conduct a meeting or part thereof.
2. During meetings of the Steering Committee each member shall have one vote. General proxy voting shall not be permitted, but on specific issues proxy voting shall be permitted if the Steering Committee chair is informed beforehand of the intended vote by the absent member. One-third of the membership of the Steering Committee must be present to constitute a quorum. Motions are approved by a simple majority of ballots cast.
3. The Steering Committee's primary role shall be to oversee the constitution of the conference, including its key personnel and location.

2.2 Local Organizing Committee

1. The Local Organizing Committee is charged with organizing a conference that provides for the diverse needs of the software engineering community in Turkey. In particular they should consider including interesting and dynamic invited speakers, reports on workshops, and controversial panel discussions.
2. The Local Organizing Committee shall encourage existing workshops in the software engineering area to be held in close proximity to the conference (i.e., either during the time of the conference or immediately before or after). This can include providing meeting rooms, sharing advertising, financial support, common logistics (i.e., registration), or anything else deemed appropriate.
3. All notices requesting papers, panels, tutorials and tool demonstrations as well as the program announcement and registration material shall be widely distributed in a timely manner. This includes announcements in professional and research journals, the trade press, and separate mailings to individuals on mailing lists of interested or participating organizations. The goal is to allow full participation in all facets of the conference by the world-wide software engineering community.
4. The Local Organizing Committee shall be chaired by the Program Co-Chairs. All decisions concerning the conference organization shall be approved by this committee.

2.3 Program Chair and Program Committee

1. Every conference shall have one or two Program Chairs. Program Chair shall be appointed no later than one year before the scheduled date of the conference. The Program Chair shall be responsible for the technical program of the conference.
 2. The Program Chair shall appoint individuals to serve on the program committee. The program committee members shall primarily be chosen on the basis of their technical qualifications in software engineering.
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3. The Program Chair shall set the procedures for reviewing and accepting papers for the program. They shall distribute the papers for review, arrange the program committee meetings, send out notification of acceptance and rejection of submitted papers, and send out material for submitting final papers.
4. The Program Committee shall be responsible for reviewing all submitted papers, for submitting timely, informative reviews that provide authors with feedback about their papers, and for attending the program committee meetings.
5. The conference shall require full papers for review. Papers shall be reviewed by the program committee members directly so the papers can be discussed by knowledgeable reviewers during the program committee meeting. Program committee members can seek expert advice from external reviewers, if they so desire, but they shall be responsible for having reviewed the paper themselves. Each paper shall be reviewed by at least three reviewers and each paper shall be discussed with the program committee. Usually those papers that have received very poor reviews or very strong reviews can be discussed briefly, but an open discussion provides other committee members who might be familiar with the work an opportunity to contribute useful information that might affect the outcome of the review process. If consensus cannot be formed or there are additional concerns raised about a paper, additional information or reviews should be obtained.
6. The whole review process shall be transparent to all the committee members. Final decisions of the reviews need to be shared with all program committee members before the notifications are sent out.
7. The Program Chair shall not submit papers for consideration. Any restrictions on program committee members shall be clearly conveyed by the Program Chairs to Program Committee members before they agree to serve. It is important that the Program Committee consider all papers fairly. If Program Committee members submit papers, care must be taken that their papers are reviewed at least as stringently as other submitted papers. All discussions about a paper shall remain in confidence. In no instance shall a Committee member reveal who were the reviewers for a paper. Reviewers, however, shall be free to identify themselves to an author if they so wish.
8. It is expected that all papers will be reasonably presented and written in acceptable Turkish.

2.4 Selection of Chaired Positions

1. The Program Chair shall normally go to new individuals each time. These individuals should be highly respected for their work in software engineering. In addition they should have considerable conference experience (e.g., as program committee members).
 2. Program Chairs shall be chosen with the advice and the consent of the Steering Committee. It is especially important that the Program Chair is active in the field and has published frequently in software engineering journals and/or conferences.
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3. Constituting a Conference

1. The conference shall be held every two years, each time in different locations, if such a site is available and appropriate.
 2. The procedure for constituting a conference is as follows.
 - a) The Steering Committee obtains, through both open and informal solicitations, suggestions for possible conference locations, and names of individuals who would be suitable to serve as a Program Chair.
 - b) Based upon the solicited information the Steering Committee shall choose one year in advance, among the submitted proposals.
 3. In executing the above process, the following principles shall govern.
 - (a) The Steering Committee shall consider the appropriateness of a professional society proposing to sponsor the meeting.
 - (b) There must be sufficient professional interest in the region of the meeting to ensure sufficient registrations.
 - (c) Turkish is the official language of the conference. All papers in the proceedings and all presentations shall be in Turkish. For invited speakers from abroad the official language shall be English.
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4. Structure of UYMK Conferences

Basically, all UYMK conferences will follow a similar scheme. Tutorials and workshops are held before the main conference starts. The main conference runs for the subsequent two days. An example of a conference program is summarized in Table 1. The rest of the sections describe the activities during those days with more detail.

	Day 0	Day 1	Day 2
Early Morning	Workshops and Tutorials	Welcome	
		Invited Talk 1	Invited Talk 2
	Coffee Break		
Late Morning	Workshops and Tutorials	Technical Sessions 1	Technical Sessions 4
	Lunch		
Early Afternoon	Workshops and Tutorials	Technical Sessions 2	Technical Sessions 5
Late Afternoon	Workshops and Tutorials	Technical Sessions 3	Panel
	Break		Closing
Evening	BOFs and other activities	Welcome Reception	Social Event?

Table 1. General structure of an UYMK Conference Program

4.1 Workshops

Workshops provide a forum for discussing ideas.

UYMK provides the opportunity to organize a workshop one day before the technical program. Workshop proposals should be sent to the Program Chair before the corresponding deadlines as it is published on the conference web site.

Usually, acceptance of a workshop proposal should be primarily based on an evaluation of the workshop potential for generating useful results, relevance and expected level of interest in the topic, as well as the organizers' ability to lead a successful workshop.

Workshops can be half day or full day.

4.2 Tutorials

1. Tutorial proposals should be sent to the Program Chair. Tutorials that survey and evaluate tools and technologies are most desirable.
2. Tutorials shall occur one day before the technical program. Any registration fee shall be separate from the technical program registration fee.
3. Tutorials can be half day or full day.
4. Tutorials are allowed to be in English for persons from abroad.

4.3 Welcome Reception

The welcome reception is optional. It shall be organized the first day of the conference Monday evening. The welcome receptions may happen either at the conference site or outside the UYMK premises. The organization committee will decide on this.

4.4 Opening of the Conference

The official opening of the conference usually happens on the first day of the conference (after workshops on Monday). There are speeches by:

- local VIP(s), e.g. a University representative (the President of the University and/or the Faculty Dean),
- the Program Chair,
- the Organizing Chair, and

Besides of these it is highly recommended that no other persons are invited. The opening of the conference shall not take more than half an hour. After the opening of the conference the first invited talk will start.

4.5 Invited Talks

Invited talks are responsibility of the PC who will consult and interact with the Steering Committee on this matter. Good candidates include national or international well-known people in software architecture; experts that have recently made a relevant contribution to the field, and/or controversial experts that can foster the discussions among the participants and provide some provocative food-for-thought.

Speakers should be invited well in advance because they tend to be very busy people with tight schedules. They usually get free access to all events, travel and accommodation paid, and sometimes an honorarium.

They need to provide, at least, the title and abstract of the talk, which need to be included in the Call for Participation, advertised in the web site, and printed in the program booklet. Please, try to also encourage invited speakers to write papers to be included in the proceedings.

4.6 Technical Program

Technical sessions are responsibility of the Program Chair. The local organization has to concentrate just on the logistic issues. There are several issues worth pointing out regarding the technical program.

- Some “senior” person (e.g. any of the local chairs) should be always in the main theatre (in addition to the 2-3 student volunteers in charge of handing the microphones to the participants, and the one in charge of the beamer). This senior person should deal with the very many issues that do happen during the technical sessions:

microphones that do not work, beamers that break down, speakers that cannot download their presentation to the computer, incompatibilities between the speakers’ laptops and the beamer, etc. Student volunteers are very good for doing what they are told to do, but tend to freeze when unforeseen circumstances or problems occur. The senior person should react in these cases, taking the initiative.

- Have backups for everything, specially the computer, the beamer, and some of the microphones. They tend to break often, especially when heavily used.

4.7 Panels

A panel is scheduled at the end of the second day. Optionally, at the end of the first day a panel might be scheduled as well. This will be depending on the number of submissions.

A panel tries to debate hot and controversial topics and issues within the software engineering community. Having well-known people in the panel with radically different or conflicting visions of the topic of the panel can be really attractive. It is important that panelist have the required background for discussing the topics!

The PC chair(s) will select the topic, pointing out also an appropriate moderator, and inviting the panellists.

Panels should present only few challenges to the local organisers. It is the duty of each panel moderator to keep the panellists to the agreed time limits so that the audience has sufficient time to present their views and questions. Stress this point to the moderators.

4.8 Exhibits and Demos

There are two main kinds of demonstrations:

- Commercial demonstrations: exhibitors making demos of a product shown at the exhibits.

— Non-commercial demonstrations: research and development results of general interest, which are usually connected to results also shown as a poster, or prototypes of tools developed by research teams.

Possible candidates for demonstrations include sponsors, exhibitors, research organizations and labs, conference contributors, and EU or national research projects.

Demos should be scheduled during the main conference, in parallel with the technical sessions (but avoiding collisions with the invited talks). In case of demos it is recommended that each presentation is scheduled twice, with approximately 1 hour slot each.

4.9 Posters

Posters usually fall into three main categories: ongoing work, work presented at other conferences, and extensions to the work presented at the main conference. Posters need to be displayed in a handy and visible place. Participants to the conference need to be encouraged to attend such presentations. Other alternatives include attaching a notebook and a pen to every poster, allowing participants to write down their comments in case the poster author is not present.

It is recommended that a preliminary design of the poster is requested to be sent along with the poster proposal. This forces authors to carefully design their posters, improving the overall quality of the results. This also forces organizers to decide in advance the size and format (portrait or landscape) of posters, which should be published in the “Call for Poster Proposals”.

4.10 BOFs

“Birds-of-a-feather” (BOF) meetings provide an easy and informal means for letting people interested in a given topic join and discuss it. There are two kinds of BOFs: previously scheduled, and spontaneous. The LOC should try to provide BOF organizers with the entire infrastructure required for the BOF meeting. The local organization should also allow for some BOFs to be organized on the fly, as it happens when a few people decide to gather to discuss about a particular topic, and invite whoever from the conference participants is interested in this topic join the BOF. A place in the “Notice Board” at the registration desk should be reserved for advertising such BOFs, and some rooms should be booked for hosting them. Due to the special nature of scheduled BOFs, it is better if they do not coincide in time with any other major event in the technical or social programs.

4.11 Closing of the Conference

The official closing of the conference usually happens on the last day of the conference, right after the end of the panel. There are speeches by:

- the Organization Chair,
 - the Program Committee Chair,
 - if known, the new Organization Chair, presenting the forthcoming UYMK
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5. Finances

5.1 General

The steering committee cannot be made accountable for all the income and/or costs related to the organization of the conference. The general rule is that the local organization is responsible for all economical transactions in relation to the specific UYMK conference, including any benefits and losses and that might arise.

5.2 Banking & Accounting

The local organization needs to set up proper procedures to ensure safe management of the funds. This can be dealt with through the local University in some cases – in other cases this is done by special bank accounts, etc. The local organization is responsible for conducting all transactions in accordance with the local laws and regulations. In that sense, it is advisable to contact local legal help in finding out the best possible way to do this in each case.

5.3 Income

Income to the conference comes from several chapters, namely registrations to the conference, the tutorials, sponsorship and donations, exhibits, and others (e.g., sale of conference proceedings, tutorial notes, T-shirts, etc.).

5.3.1 Registration fees and structure

Table 2 shows a typical UYMK registration fees structure, with several categories.

REGISTRATION FEE		CONFERENCE	WS ONLY	TUTORIAL 1	TUTORIAL 2
Regular	Early				
	Late				
	On-Site				
Student	Early				
	Late				
	On-Site				

Table 2. Example of UYMK registration fee

The column "Conference" refers to those participants that register for the whole conference, including the workshops (but not the tutorials). "WS/Only" participants will only attend the workshop(s) during the first day, but they will not attend the main conference, neither will they get a copy of the proceedings. The columns "Tutorial 1" and "Tutorial 2" describe the fees for the tutorial units that need to be bought independently of the "Conference" or "WS/Only" registration. The more tutorial units a participant buys, the cheaper individual unit becomes. The maximum is 2 tutorial units, since each unit accounts for half a day, and tutorials only happen during the first day.

5.3.2 Sponsoring

The other two main lines of income are donations (i.e. sponsorship), and exhibition fees. Seeking sponsorships for the conference is highly encouraged. This helps reduce the fees for the conference, and it also gives the organization chair a chance to make some "extras" during the conference (since the expenditures are taken care of by the sponsors). It is a good motivation for the sponsors if they are more than "just" general sponsors. Sponsors often like to sponsor particular events or items. Examples of such include the conference bags, the Welcome reception, the Banquet, the Farewell party or a particular BOF, helping students attend tutorials, etc. In general, be sure that sponsors get appropriate acknowledgement (e.g. their logo on the proceedings and in the conference bag, mentioned briefly in the opening of the conference and in the social event, etc.). However, be alert towards excessive promotion by a sponsor:

sponsors should not be dominant in any way. This implies that small logos at the sponsored item, or their name being mentioned in the welcome speech at the social event they are sponsoring is all right. And for major sponsors, it is also all right that discrete logos are placed sparsely in the conference venue.

Be also sure that all official sponsors are mentioned in the final program and, in case the sponsorship is given earlier, also in the preliminary call for participations and programs. Sponsors usually get a copy of the participation list for future mailings, and are allowed to include some brochures or publicity material into the delegates' packages.

It is recommended that a senior person from the local organization is appointed as "Sponsorship" chair, dealing with all these money-raising issues. First, (s)he will have to concentrate just on this task, which usually requires a lot of time, effort, and dedication.

And second, please remember that there is always a lot of paperwork involved in getting donations – especially in case of public funding (grants for different Ministries, Town Halls, etc.). Dedicating one person to concentrate just on this is strongly advised. This chair should also decide about the policies for becoming UYMK sponsors, the kind of support required (maybe it is not only money, but also machines, rentals of rooms, mobile phones, printers, beamers, ...).

5.4 Expenses

Apart from the organizational costs (which include printing and publicity, running the conference, workshops and tutorials, etc.), there are some expenses worth mentioning.

- Invited speakers that get free travel and accommodation costs, and some honorarium.
 - External agents usually get commission, depending on the number of registrations.
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6. Registration

The registration process is defined and managed by the Local Organization Committee.

6.1 Main tasks of the Registration chair

a) Prior to the celebration of the conference

- Definition of registration Categories (regular, student, ...).
- Definition of how participants can be entitled to register in each category (e.g. in order to register as a student, the participant should send by fax or mail a certificate that "proves" his status....).
- Help setting up the registration fees for each category
- Definition of "who gets what" (see 6.2).
- Creation of the Registration Form (both on-line and text-based).
- Definition of the "Registration Database", with the information of the registered participants.

b) During the on-site registration phase

- Definition of the composition of the registration desk (number of people each day).
- Definition of the tasks of each person in the registration desk.
- Running the on-site registration desk.
- Deal with the on-site registrations.
- Handle changes and last-minute registration problems.
- Deal with the cash.

6.2 Delegates' package

During the registration process participants should receive a bag, an envelope, and the conference proceedings (these only if registered for the main conference). Tutorial notes should also be handed to those participants registered for the corresponding tutorials.

Possible contents of the bag are:

- Conference final program.
 - Conference poster.
 - Commercial brochures and leaflets from other conferences.
 - Materials from sponsors (commercial and non-commercial materials).
 - Tourist information/City map.
 - Paper (or notebook) and pen or pencil.
 - Free-bees and other promotional material (T-shirt, cap, ...).
 - Preliminary Call for Contributions for next UYMK.
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The envelope should contain:

- Certificate of attendance to the conference.
- Certificate of attendance to tutorials (those you have registered for).
- Receipt of your payments.
- List of UYMK participants.
- Badge.
- Tickets for lunches.
- UYMK Questionnaire.
- This list, so the participant can check that he/she got everything.

6.3 Registration Desk

There should be a main registration desk, dealing with all on-site and manual registrations. Do not forget to have the following list of items in the main registration desk:

- Ballpoint pens.
 - Scribbling blocks.
 - Maps of the city.
 - Maps of conference venue.
 - Small safe with change.
 - Calculator.
 - PC with registration software.
 - Printer for badges and receipts.
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6.4 Evaluation forms

An evaluation form should be prepared for participants to make suggestions, comments or criticisms to the organization. The evaluation forms need to be checked by the local organization committee and (copies) provided to the steering committee, which might use the results as a feedback for future conferences.

On the next page is an example evaluation form which can be adjusted for a particular UYMK conference:

UYMK Conference Evaluation Form

<Date and Place>

Please take a few moments to answer the questions below. Your responses will help us assess the strengths and weaknesses of the conference and will aid in the planning of future conferences.

Overall Evaluation

1. Based on the following scale, how would you rate this conference? (Please circle one.)
- | Good | Bad |
|--|-----|
| 10 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1 - 0 | |

About You

2. Which sector best describes your work?
- ☐ University ☐ Industry ☐ Government
☐ Community/NGO ☐ Private ☐ Other _____
3. How did you hear about this conference? (Please check all that apply.)
- ☐ Conference Mailing ☐ Internet/Website ☐ Email ☐ Friend
☐ Newsletter ☐ Press Release ☐ Other _____

Workshop(s) and Tutorial(s)

Please rate the following:	Excellent	Satisfactory	Unsatisfactory
Workshop 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutorial 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutorial 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: _____

4. What workshop (topic) would you like to have at a future UYMK Conference?

5. What tutorial (topic) would you like to have at a future UYMK Conference?

Conference Venue

- | | | | |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| 5. Please rate the following: | | | |
| | Excellent | Satisfactory | Unsatisfactory |
| a) Organization of registration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Welcome Reception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Hotel meeting rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Conference cost | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Exhibitions/Demos | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

Keynote Speakers

6. Please rate the following:

	Excellent	Satisfactory	Unsatisfactory
a) First Keynote Speaker's Talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Second Keynote Speaker's Talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

6. Who would you like to have as a Keynote Speaker/s at a future UYMK Conference?

Speaker: _____

Technical Session

7. Please rate the following:

	Excellent	Satisfactory	Unsatisfactory	Not Attended
a) Session 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Session 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Session 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Session 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Session 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Session 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggestions for technical sessions at a future UYMK conference:

Panel

8. How would you rate the panel?

Excellent	Satisfactory	Unsatisfactory	Not Attended
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: _____

9. Who would you like to have as a panel member at a future UYMK Conference?

Panel member: _____

10. Suggestions for improvement of panel session(s):

Other Comments

11. Your other comments that have not been addressed above:
