Guidelines for YRF

Started by E. Chambers and added to by T. Biedl and M. Buchin

1   PC members

When to do: November   Some thoughts on the PC makeup:

- There are generally about 8 to 9 people on the YRF PC, to spread the load and make sure we don't really need any subreviews. The typical number of submitted papers was in the 20s, though in 2017 (Australia) there were only 8. Also in the past, the number of submissions in Europe was a bit higher than in the US.

- Aside from assuring a some balance in terms of the usual factors (research area, gender, geographic location, etc.), there aren't too many requirements, and keep in mind there is less need for technical expertise in every area, since we can do a higher level read of a 2 page paper without being an expert - although some spread in terms of research area is very helpful. In particular, in 2022 and 2023 there were many submissions from computational topology, which should be reflected in the PC.

- In practice, most YRF PCs have one member from the general SoCG PC, as well as a member who has previously been on YRF (just in case of questions).

- There isn't any need to coordinate formally with the SoCG organizers, although you should run the PC list by the steering committee before inviting the PC to serve.

- In past years, YRF has allowed PC members to submit papers (with a student co-author, of course).

Past year's PCs:

- YRF 2023: Hee-Kap Ahn, Hugo Akitaya, Maike Buchin (chair), Ellen Gasparovic, Arnaud de Mesmay, Tim Ophelders, Zuzana Patáková, Christiane Schmidt, Alexander Wolff

- YRF 2022: Peyman Afshani, Sergio Cabello, Hsien-Chih Chang, Anne Driemel (chair), André Nusser, Zuzana Patáková, Matias Korman, Monique Teillaud

- YRF 2021: Mikkel Abrahamsen, Paz Carmi, Brittany Terese Fasy, Eunjin Oh, Marcel Roeloffzen, Don Sheehy, Haitao Wang (chair), Jie Xue

- YRF 2020: Erin Chambers, Anne Driemel, Tamal Dey, Michael Kerber (chair), Wouter Meulemans, Evanthia Papadopoulou, Zuzana Patáková, Sharath Raghvendra

- YRF 2019: Emily Kyle Fox, Radoslav Fulek, Jie Gao, Panos Giannopoulos, Irina Kostitsyna, Steve Oudot (chair), Jeff Phillips, Christian Sohler, Jonathan Spreer

- YRF 2018: Peyman Afshani, Chao Chen, Elena Khramtcova, Irina Kostitsyna, Jon Lenchner, Nabil Mustafa, Amir Nayyeri, Don Sheehy (chair), Haitao Wang, Yusu Wang

- YRF 2017: Therese Biedl (chair), Arjit Bishnu, Stephane Durocher, Seok-hee Hong, John Iacono, Clement Maria, David Mount, Yoshio Okamoto.

- YRF 2016: Therese Biedl, Erin Chambers (chair), Vin de Silva, Vida Dujmović, Jeff Phillips, Donald Sheehy, Mikael Vejdemo-Johansson, Carola Wenk

- YRF 2015: Rodrigo Silveira (chair), Benjamin Burton, David Eppstein, Matthew Katz, Matias Korman, Anna Lubiw, Maarten Löffler, Csaba Tóth

- YRF 2014: Tetsuo Asuno, Erin Chambers, Maarten Löffler (chair), David Mount, Sheung-Hung Poon, Rodrigo Silveira, Jack Snoeyink, Bettina Speckmann

- YRF 2013: Jan-Daniel Boissonnat, Erin Chambers, Sándor Fekete, Danny Halperin, Michael Hoffmann, Maarten Löffler, David Mount, Bettina Speckmann (chair)

- YRF 2012: Prosenjit Bose, Jeff Erickson, Sándor Fekete (chair), Marc van Kreveld, Alexander Kroeller, Joseph Mitchell, Bettina Speckmann, Jan Vahrenhold

2 EasyChair web page

When to do: before 1st call

- EasyChair has been used in the last few years. Setting up is quite easy; it will be approved quickly if you mention that there have been pages for CG:YRF in past years.

- Add the PC members to the EasyChair pages as they accept. You can easily send email to the PC from the EasyChair web page.

- There are also various settings in Administrative→Configure. Most of those are preset to good values, but you might want to set some, such as when the submissions close. Also, you can force authors to say who will (likely) present; this way you can check earlier whether these seem to be young researchers. You should add the category of "conditional accept" status, since usually a substantial fraction of the papers need significant revision.

- You might as well open it right now for submissions.

3 Drafting Call for papers

When to do: December   Grab last year's call (should be in subdirectory), change web page, years (watch the definition of young researcher!), add PC members and figure out dates.

Generally the YRF submission deadline should be shortly after SoCG decisions are made, so that younger people can still submit and come to the conference. If the conference is late enough, it's nice to wait for other notification deadlines as well (e.g. WADS).

The other key factor is the deadline for student support; that is usually coordinated with the local organizer or steering committee member who is handling any travel grant reimbursements, but you want YRF notifications to be just before that student support deadline, since they can apply for support if they know they will come for YRF.

Suggested timeline:

what	weeks prior	dates 2015	dates 2016	dates 2017
Deadline for submissions	11-13	March 25	March 28	April 16
Conditional acceptance	8-10	April 15	April 22	May 12
Deadline for revisions	7-9	April 22	April 29	May 19
Notification of acceptance	6-8	April 29	May 6	May 26
CG-Week	0	June 22-25	June 14-18	July 4-7

4 Style-file

When to do: before 1st call   You need a latex class file for submissions, but it's easy to set one up. Just grab one of the old ones (generally still on the website, or email a past YRF PC chair if you prefer). You need to make a few minor edits (about 6 places where the year and/or location are listed). Email it to maintainer of SoCG page to be posted there.

5 Sending out calls for papers

When to do: December   Suggested places:

- Email call to maintainer of SoCG page to be posted there; ideally, they can set up a YRF website (within the CGweek website) with all the information.

- compgeom-announce, subscribe at `https://sympa.inria.fr/sympa/info/compgeom-announce` and send email to compgeom-announce@inria.fr

- GDNET, subscribe at `https://merkur104.inf.uni-konstanz.de/mailman/listinfo/gdnet` and send email to gdnet@graphdrawing.org

- DMANET, subscribe at `http://www.zaik.uni-koeln.de/AFS/publications/dmanet/` and send email to DMANET@zpr.uni-koeln.de

- WikiCfp: `http://www.wikicfp.com/cfp/call?conference=computer%20science`

- EasyChair: `http://easychair.org/cfp` (this should pop up automatically once you have the easyChair account for YRF)

Further announcement should happen at least once, maybe repeatedly. Revise call to include actual easyChair address, then re-send as "second call" and "last call". In 2023, mostly compgeom was used for calls (plus CGweek-website, easyChair and one call on DMANET).

6 Getting ready for reviewing

When to do: Around the deadline

- Check that the easyChair closing deadline is set up. Be sure to consider the time zone that was announced vs. GMT time used by easyChair.

- Watch the submissions roll in. In past years, they came **very** late, usually almost all of them in the last 2 days. This makes it really hard to predict how many you'll get.

- Extending the deadline? For 2017 (Australia) this did increase the number of papers hugely (previously 2, then 8), so it may help, but of course it encourages procrastination. Your call. If you extend, then extend by enough (a week, ideally) that people actually have time to write another abstract that they otherwise might not have done.

- After deadline has passed, enable bidding. This will initiate an email to the PC that outlines the bidding process. Budget 2-3 days for bidding. With the email about the bidding process, also remind PC members to declare conflicts of interest.

- Create assignment of papers to PC members. (Can be done automatically by Easy-Chair, though numbers are small enough that you might want to re-assign by hand.)

- Send email with typical reviewing standards.

  > Keep in mind that YRF is meant to encourage budding researchers. Negative remarks should *always* come with constructive criticism to help improve the papers. The default mode should be to accept the paper, at least after a suitable revision. For dire cases, it is an option to suggest a "revise" grade, which means that you (the PC member) would be willing to read a revised paper over again. A "reject" should only be given if the result is known, completely trivial, or entirely outside computational geometry topics.

7 Reviewing, notifying and revising

When to do: April/May

- Budget about two to three weeks for reviewing, then one to two weeks discussion, then one to two weeks for authors to do revisions, then again a week to check those revisions.

- Most years, few papers actually get rejected, but a good number got "conditional accept". In 2023, all papers were only conditionally accepted in the first stage.

- EasyChair doesn't have a "revise" category built in, but this can easily be created in the administrative section. It's also good to ask the authors for a brief response to the reviews (to know what they changed, and why); not sure how this is most easily done in EasyChair.

- Encourage lots of comments, to help students. Go over them carefully to make sure they are positive.

- For each paper with "conditional accept", figure out who will read over the revised paper later.

- Notifications are easily done from inside easyChair.

- For the final versions, in particular those with major revisions, it makes sense to allow those to be slightly longer.

- Some authors might need a letter for visa-purposes. Be sure to ask them in the acceptance letter to contact you early if they do. (In past years, some authors did not get their visas on time and had to drop out of the program.)

- Authors have a week (or two) to revise the papers. For "conditional accept", this is a strict deadline. For all others, they actually could have longer (while the "conditional accept"s get checked) but they weren't told this.

8 Assemble booklet

When to do: May/June

- You need to create a booklet of abstracts and give it to Michael (or whoever is running the computational-geometry.org site) for him to post. Also post this link on the YRF website (if there is one, e.g. embedded in the CGweek website).

- There is no particular deadline for this (in fact, sometimes it only happened after SoCG), but aim for one week before.

- You can use EasyChair to collect the final version (create a proceedings tab). This has the added benefit that easy chair will give you statistics on the authors for your report. On the other hand, it means that the authors can only upload PDF, not source-files. (If you want the source-files, you'll have to ask the authors to email them to you rather than upload on EasyChair.)

- You can use create the proceedings inside EasyChair, but this will force you to create files for titlepage, table of contents, etc. For a less-fancy layout, simply download all the papers from EasyChair (they will automatically be named paper_1.pdf etc.) and use the LaTeX-file from YRF 2017 as your guide.

9   Assemble program and chairs

When to do: May/June

- The overall time slots for YRF sessions will be determined by the steering committee (much earlier).

- The actually talk-times are up to you. Typically talks are given 15-20 minutes each, though you can be a bit longer or shorter depending on number of submissions.

- You need to figure out which paper gets created in which session and who will chair each session. Check if any other conference workshop are going on in parallel and if possible avoid topic overlap.

- Email the program to the local organizer for posting on the web.

- It's also a good idea to send the program to compgeom-announce a few days before the conference. Include a link to the conference proceedings if those are already on the CG web page.

10   Conference report

When to do: June

- You have to prepare a conference report, which will be presented during the business meeting. (If you can't be there yourself, then ask someone from the PC or some previous YRF PC chair to do this on your behalf.)

- The report usually just a list of the PC, discussions of the statistics on submissions and acceptances, as well as any interesting questions or issues that came up during the process.

- Source files (both in latex, Keynote, and ipe) exist from previous years; copy & paste is highly recommended.

11   Fast forward slides

When to do: June

- YRF has a fast-forward session where authors have about a minute each to invite people to attend their talks.

- Ask the authors to send you a 1-page slide. (Typical deadline was 10 days before the conference.)

- Source file to assemble these slides into one big PDF-file is in the YRF 2017 folder.

- You need to find someone to run the FF session if you're not there yourself.

12   Final cleanup

When to do: post-conference

- Add any comments that you have to this document!

- Add sources of nearly everything into the shared Dropbox folder so that future chairs can profit from it.

- Thanks!