

IEEE PacificVis Charter¹

I. Purpose of IEEE PacificVIS

The objective of IEEE PacificVis is to provide a premier international forum in Asia-Pacific for presenting innovations in visualization and visual analytics methods and applications across science, engineering, medicine, humanities, commerce, the arts and other areas.

II. Sponsorship

The IEEE Computer Society's Visualization and Graphics Technical Community (VGTC) is the sponsor of IEEE PacificVis. Any change in sponsorship must be approved by both the PacificVis Steering Committee and the VGTC Chair.

III. The PacificVis Steering Committee (PVSC)

Purpose

To provide long-term scientific and organizational oversight of the IEEE PacificVis.

Tasks

The main routine responsibilities of the PVSC are:

- Appointment of:
 - Chairs for all content-related aspects of IEEE PacificVis, including papers, VisNotes, workshops, posters, contests, and tutorials.
 - Awards Committee

- Ratification of and input into:
 - Chairs for non-content aspects of IEEE PacificVis
 - Call for Papers, proposed by the Papers Chairs.
 - Future General Chairs and conference locations

- Strategic:
 - Relationship with journals (IEEE TVCG, IEEE CG&A, ...)
 - Initiatives that benefit the conference as the community and discipline develop
 - Growth of the conference with associated events (symposia, workshops, tutorials, exhibitions, ...)

¹ This charter has been adapted from the IEEE VIS Charter: https://ieevis.org/governance/IEEE_VIS_Charter_2020.pdf

Composition

The PVSC is composed of six members, all serving 5-year terms. At least four out of the six members must be professionally affiliated with institutions/organizations in the Asia Pacific area.

Criteria for membership in the PVSC are: evidence of leadership; significant and continuing active contribution to the field of visualization and visual analytics; outstanding proven track record as responsive and engaged organizer; and willingness to participate, lead and follow through by contributing to regular meetings and initiatives.

Repeat appointments are possible following a three-year break from service on PVSC.

Leadership

The chair is elected by PVSC members. Any PVSC member who has served on the PVSC for at least 1 year and has at least 1 year left in their term on the PVSC is eligible to be elected as chair. The PVSC chair will serve a 3 year term and the term may be extended by up to 2 years. PVSC members should be willing to take up a committee leadership position after 1 year's service.

Meetings

A PVSC meeting is held at each meeting of IEEE PacificVis. In addition, the PVSC will meet several times per year by teleconference and decisions may be reached by email as and when PVSC input is required. PVSC members are expected to attend the PVSC meeting at each IEEE PacificVis. Members who miss two consecutive meetings at the PacificVis conference or who attend less than half of the teleconference meetings held in any 6 month period without giving sufficient cause are considered withdrawn from the PVSC, subject to review by the rest of the PVSC. Summary minutes, documenting all decisions, actions and topics discussed, will be taken by a member of the PVSC designated by the chair. Minutes will be delivered to the chair within 1 week of the meeting. The chair will maintain minutes of the past PVSC meetings in a location accessible to all PVSC members. A publicly accessible summary of issues discussed and decisions made will be made available within 1 month. This will omit any content that would create a privacy or confidentiality concern or is of a sensitive nature. The PVSC shall discuss and vote on motions that arise in line with agreed upon procedures for decision-making.

IV. Constituting PacificVis

The PVSC obtains, through open and informal solicitations, proposals for: PacificVis locations, names of individuals who are suitable to serve as the General Chair, and names of supporting institutions (if any).

V. Rules governing the IEEE PacificVis Organizing Committee (OC) Positions

A. The General Chair(s) of IEEE PacificVis is (are) selected by the PVSC. If possible, the General Chair(s) for PacificVis will be an ex-officio member of the OC the year before leading it. The OC also includes the liaison of any associated event, but no other members of co-located symposia are members of the OC.

B. The structure of the PacificVis Organizing Committee (OC) is determined by the General Chair(s) and PVSC. The goal will be to appoint committee members who are able and reliable, with a mix of new people and people with past PacificVis committee experience. Proposals should be ready for presentation by the start of PacificVis, allowing for in-person discussions over the week, with the goal of decisions being finalized by the end of the week. Invitations should not be issued by the proposer until final approval is obtained.

VI. General Chair(s) and the Organizing Committee

A. The General Chair(s) is (are) responsible for the overall running of each IEEE PacificVis conference, serving as Chair(s) of the OC.

B. The General Chair(s) and the Finance Chair share joint responsibility for the finances of PacificVis. The General Chair oversees local arrangements.

C. The General Chair and the appointed Publicity Chairs are responsible for the publicity of PacificVis. All notices requesting papers and other content as well as the advance program announcement and registration material shall be widely distributed in all recognized community channels in a timely manner. The goal is to allow full participation in all facets of PacificVis by a worldwide audience.

VII. Financial Matters

A. The IEEE PacificVis budget will be developed by the General Chair and Finance Chair and approved by the VGTC Chair. The General Chairs and Finance Chair will then submit the budget for approval by the IEEE CS no later than nine months prior to the PacificVis. The budget must be approved by IEEE CS prior to the distribution of any publication of registration fees.

B. PacificVis accounts shall be closed within 120 days following the completion of IEEE PacificVis. At that time, all surplus funds shall be distributed to IEEE CS. A final report and the closing bank statement must be submitted to IEEE CS no later than 120 days after an IEEE PacificVis meeting by the General Chair and Finance Chair. IEEE CS will

receive a list of IEEE PacificVis attendees with names and full address information no later than 120 days after the VIS meeting.

C. Contracts that require IEEE CS review, approval, and signature are: all hotel and exhibit facility contracts and all conference service or management contracts. Members of the PVSC and OCs are not authorized to sign these contracts.