

Guidelines for IFAC Conference Organizers to establish Conference/Symposium/Workshop Awards

Preamble

The purpose of this document is to propose a concise list of guidelines to establish (temporary or permanent) awards related to IFAC conferences, symposia and workshops.

Award Name

The recommended style for the award names is either
“IFAC Conference Name” – “Award Name”

Or

“Award Name” - “IFAC Conference Name”.

Award Types

Awards recognizing the best (possibly, student) paper/presentation/poster presentation at the IFAC conferences are considered standard.

If the conference organizers would like to propose awards of different nature, to recognize something different from paper/presentation/poster presentation at the conference, they have to submit a proposal describing the award in detail and motivating it (see Award Approval section, below).

The activity of volunteers involved in the IFAC conference organization can be recognized with a certificate, rather than with an award.

Award Prize

In general, if conference awards come with a monetary prize it should not exceed the monetary prize for the IFAC Young Author Prize (YAP) (currently 1.000 euros). Also, awardees may receive free registration, or travel support or free hotel rooms, in case the conference organizers want.

Exceptions to this rule (namely awards with monetary prizes higher than 1000 euros) should be authorized (see Award Approval section, below).

Award Committee Composition

The Committee selecting the awardees should be formed at least two weeks before the decision letters about the paper acceptance/rejection are sent out. The Committee should consist of a minimum of 3 members and its Chair should be proposed by the General Chair or the Program Chair and approved by the Chair of the main sponsoring TC.

The Award Committee has to operate according to the IFAC Code of Conduct, available at <https://www.ifac-control.org/about/ifac-code-of-conduct/view>

In particular, if a member of the Committee has a conflict of interest in evaluating one of the candidates (e.g., regular collaborator, former PhD student, etc.), the member should recuse himself/herself and be replaced.

Award Approval

All conference awards that are compliant with the above guidelines do not require any approval to be established. Exceptions to the above guidelines (in particular regarding the award name, the type/motivation of the award, or the existence of a monetary prize) require a formal approval.

To this end, a proposal describing the award in detail and motivating the aspects of the award that are not compliant with the previous guidelines should be sent to the Technical Board member responsible for the minor IFAC Awards, currently [Elena Valcher](mailto:meme@dei.unipd.it) (meme@dei.unipd.it), who will decide about the award together with the Technical Board Chair and the Awards Chair.

In case of disagreement, the proposal for the IFAC Conference award will be brought to the TB for discussion and possible approval. In any case, the Technical Board member responsible for the minor IFAC Awards will periodically report to TB about the proposed IFAC Conference awards.

Approved by the IFAC TB during the July 11, 2022, meeting.