

# Annual Calendar of Activities

## Technical Activities Committee

The Technical Activities Committees (TACs) form the technical backbone of EURASIP as described in the EURASIP TAC document. The TACs are consulted on a regular basis during the year regarding award nominations, conferences etc. The purpose of this document is to describe the annually recurring activities of the TACs in order to facilitate planning and operations. The TAC Chair typically takes the actions described below. Comments and revision suggestions can be sent to the Director of Technical Activities (TAB Chair).

### 1. EUSIPCO

| When         | Initiated by     | Action  | Respond by                 |
|--------------|------------------|---|----------------------------|
| Mid- October | EUSIPCO TC chair | <ul style="list-style-type: none"> <li>Propose area chairs</li> <li>Update list of topics</li> <li>Update list of reviewers</li> </ul>  | End of October             |
| Mid October  | EUSIPCO TC chair | <ul style="list-style-type: none"> <li>Propose tutorials</li> <li>Propose special sessions (pre-cursor to special issues, see publications below)</li> <li>Solicit TAC endorsement for proposals</li> </ul> | December/January, see Call |
| Mid October  | EUSIPCO TC chair | Propose EUSIPCO satellite event   | December/January, see Call |

### 2. Award nominations

| When                  | Initiated by        | Action  | Respond by   |
|-----------------------|---------------------|---|--------------|
| By the end of October | Director for Awards | <ul style="list-style-type: none"> <li>Prepare award nominations for Society awards. Specifically, each TAC will be invited to submit at most one nomination for each Society award.</li> </ul> | End December |
| Mid November          | Director for Awards | <ul style="list-style-type: none"> <li>Nominate papers for Best Paper Award (for the SP and JASP journals)</li> </ul>   | Mid-January  |
| Mid November          | Director for Awards | <ul style="list-style-type: none"> <li>Propose members for the Best Paper Award Evaluation Committees</li> </ul>  | End December |

### 3. Publications

| When           | Initiated by              | Action  | Respond by |
|----------------|---------------------------|---|------------|
| June-July      | Director for Publications | Solicit nominations for relevant editorial boards from TAC chairs                             | September  |
| Mid October    | Director for Publications | Solicit Special Issue proposals TAC chairs. Synchronize with special session call for EUSIPCO | November   |
| When necessary | Director for Publications | Solicit nominations for Editor-in-Chief   |            |

### 4. TAC membership renewal

| When      | Initiated by | Action   | Respond by                   |
|-----------|--------------|--|------------------------------|
| September | TAC Chair    | <ul style="list-style-type: none"> <li>Review terms for TAC members</li> <li>Inform members reaching end of term and check interest in renewal for eligible members</li> </ul> |                              |
| October   | TAC Chair    | <ul style="list-style-type: none"> <li>Solicit nominations for new TAC members</li> </ul>  |                              |
| November  | TAC Chair    | <ul style="list-style-type: none"> <li>Inform TAC member of nominations</li> <li>Organize vote</li> </ul>  |                              |
| December  | TAC Chair    | <ul style="list-style-type: none"> <li>Inform TAC and TAB Chair of outcome</li> <li>Invite new members and thank members leaving</li> </ul>                                    |                              |
| January   | TAC Chair    | <ul style="list-style-type: none"> <li>Inform EURASIP office of TAC membership changes and request website update</li> <li>Update email list to TAC members</li> </ul>         |                              |
| October   | TAC Chair    | In case the TAC Chair term comes to an end, nominations for a new chair should be solicited and a vote conducted.  | Inform TAB Chair in December |

### 5. TAC associate members

| When     | Initiated by | Action   | Respond by |
|----------|--------------|--|------------|
| November | TAC Chair    | <ul style="list-style-type: none"> <li>Consult TAC vice-chair regarding appointment of associate members. All</li> </ul> |            |

|          |           |   |  |
|----------|-----------|---|--|
|          |           | associate members must be invited annually (one-year term).   |  |
| November | TAC Chair | <ul style="list-style-type: none"> <li>• Invite TAC associate members as agreed with vice-chair</li> </ul>  |  |
| January  | TAC Chair | <ul style="list-style-type: none"> <li>• Inform EURASIP office and TAB chair of TAC associate members and request website update</li> <li>• Update email list to TAC associate members</li> </ul> |  |

## 6. Physical meetings at EUSIPCO

| When    | Initiated by | Action  | Respond by |
|---------|--------------|---|------------|
| January | TAC Chair    | Inform TAC about EUSIPCO dates and Call for papers deadline   |            |
| May     | TAB Chair    | <ul style="list-style-type: none"> <li>• Inform TAC about physical meeting at EUSIPCO</li> <li>• Plan to attend TAB meeting at EUSIPCO</li> </ul>   |            |
| July    | TAB Chair    | <ul style="list-style-type: none"> <li>• Communicate time and place for TAC meeting at EUSIPCO</li> <li>• Prepare agenda for TAC meeting</li> </ul> |            |
|         |              |   |            |

## 7. Annual report

| When    | Initiated by | Action  | Respond by                |
|---------|--------------|---|---------------------------|
| January | TAC Chair    | Prepare annual report of TAC activities, events and achievements. | End of March to TAB Chair |