

# 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</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. 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

### 4. 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 associate members must be invited annually (one-year term).</li> </ul>	
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>	

## 5. Physical meetings at EUSIPCO

<b>When</b>	<b>Initiated by</b>	<b>Action</b>	<b>Respond by</b>
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>	

## 6. Annual report

<b>When</b>	<b>Initiated by</b>	<b>Action</b>	<b>Respond by</b>
January	TAC Chair	Prepare annual report of TAC activities, events and achievements.	End of March to TAB Chair