



Check List

✓ Organizers & Sponsors

- Are you aware of the society or the association organizing this conference?
- Can you easily identify the venue of the conference?
- Is it the first time this conference has been held?
- Have you or your colleagues attended this conference before?
- Is it clear what fees will be charged (conference fee, registration fees, ...) and if these will be waived if you are accepted as a speaker?
- Are any sponsors involved in the conference?
- Are you aware of any of them, especially with industry-related fields such as Engineering & Biomedical research?
- Did you check the conference website? Can you find all the information presented in a proper way such as the (attendance fees, submission date, conference date, editorial committee, program details, venue)?
- Have you read any papers from this conference proceedings before?

✓ Agenda & Editorial Committee

- Is there clear information about the timeline and the agenda for the conference?
- Do the scope and objectives of the conference fit your field and core interest or not?
- Have you heard of the Keynote speakers?
- Is the Editorial Committee listed on the website?
- Have you heard of the Editorial Committee members before?
- Is the Committee clear about the editorial control over presentations and the type of peer-review it uses?

✓ Conference Proceedings

- Is the Organizing Committee clear about where the proceedings will be published?
- Does the conference make it clear which indexing services it can guarantee published proceedings and to which indexers it will submit the proceedings for evaluation?
- Is the publisher of the proceedings a member of a recognized industry initiative such as COPE, DOAJ, OASPA?
- Refer also to Think. Check. Submit. check list for more details about publishing in the right journal at <http://thinkchecksubmit.org/check/>.

