TENOR

INTERNATIONAL CONFERENCE ON TECHNOLOGIES FOR MUSIC NOTATION & REPRESENTATION

A guide for the organization of the

Conference on Technologies for Music Notation & Representation

Revised 18/09/2018

TENOR is an international conference organized yearly, dedicated to issues in theoretical and applied research and development in Music Notation and Representation, with a strong focus on computer tools and applications, as well as a tight connection to music creation.

The present document provides guidelines for the TENOR conference organizer.

1   General shape and orientation

TENOR is intended to be a reasonably sized conference, accessible and affordable both to organizers (in terms of organization complexity and financial burden) and to participants. It has the ambition to foster a high-level scientific quality and to connect high-quality scientific and artistic approaches.

TENOR focuses on new technologies for music notation and representation, with a clear interdisciplinary orientation. *Technology* in the conference name refers to any mean that may contribute to the notation, representation and/or visualisation of the music.

Connections with other scientific domains when they share similar or connected concerns are encouraged, in view of the mutual benefit of exchanging different approaches.

2   General rules

2.1   The conference

1. The full name of the conference is:
   International conference on Technologies for Music Notation and Representation.

2. TENOR will be generally organized at spring or early summer (April to July).

3. TENOR official language is English.

4. The TENOR conference aims at providing a high quality scientific level to a wide audience. It is therefore recommended that due diligence is exercised in the review process.

5. The TENOR registration fees must be set to an affordable level.

6. The call for submissions is defined in agreement with the TENOR steering committee. It must be submitted to the steering committee at least 9 months before the conference.

7. The list of the conference topics includes those of the previous TENOR conference. The organizer is free to extend the list or to highlight a specific topic.

8. The organizer is free to decide its policy concerning music events (calling for music in the call for submissions, joining existing music events, inviting composers and/or performers).

9. The organizer will make the TENOR proceedings available free of charge to each delegate at the beginning of the conference. The proceedings must be published on the conference web site in PDF format at least one day before the conference. Page numbers and ISBN must be provided for the proceedings.

10. The recommended conference duration is 3 days. Parallel sessions should be avoided.

11. The recommended time slot allocation for the papers presentation is between 20 and 30 minutes (including time for questions and discussion).

12. The organizer undertakes to publish a website dedicated to TENOR on the Internet.

13. Some of the TENOR articles may be selected to be published in a scholarly journal. The organizer will take part to the coordination of these papers review and selection, and to the publication of the journal special issue.

14. Organization of satellite events (like workshops) are encouraged.

3 Review process

The review process must be based on full papers. Papers should be solid, self-contained contributions to a research program. They will be rigorously peer-reviewed and evaluated on the basis of originality, significance of the contribution to the field, quality of research, quality of writing and contribution to conference program diversity. They must contain clear statements of contribution relative to closely-related work and of the significance of this contribution.

Papers will be published in the main conference proceedings. They will be presented by the author(s) at the conference. At least one of the authors must be registered and attend the conference in order to have the paper presented and published (make this point clear on the conference website).

The organizers must name one or more Program Chair(s) or selection committee who will undertake the constitution of a full program committee and supervise the submission, paper selection and publication process.

The program committee can include members of the steering committee and of previous year's committees.

The reviewers (at least three per paper) express their evaluation of:

– Scholarly and/or scientific quality of the submission
– Relevance of the submission for the TENOR conference
– Organization and structure of the paper
– Readability and language
– Consideration of previous work
– Stimulation potential (scientific/artistic)

The reviewers provide comments to the selection committee to motivate their scores, as well as indications for improvement to the authors. They will be instructed to weigh the contribution of a paper relative to its length. Papers longer than 8 pages must make a very significant contribution to be accepted.

The organizer must emphasize the reviewers' responsibility to uphold the scientific quality of the process, notably with detailed comments.

A minimum of 2 months should be left for the review process i.e. between the deadline for submission and the notification of selected papers.

Reviewers shall have access to the final decision concerning the papers they evaluated.

Quality is related to quantity. You need a large number of submissions if you are to pick a quality batch of papers. To get lots of submissions, lots of publicity is needed early. This means the biggest publicity push happens very early – at least four months ahead of the papers deadline!

4 Web site

The TENOR web site must comply to the following rules:

1. It must include a link to the TENOR conference portal:
   `http://www.tenor-conference.org`.

2. It must include a link to the previous TENOR conferences.

3. The papers must be published online in PDF format at least one day before the conference.

The TENOR web site must be submitted to the steering committee before the first call for submissions is issued.

5 After the conference

1. The whole web site (including source code, graphic resources and associated documents) must be sent to the steering committee in its latest version for public archiving on the TENOR portal.

2. The organizer must send a short report of his experience in organizing the conference, including financial data, to the steering committee. This report is intended to share past experience with futur organizers.

3. If the organizer cannot maintain the TENOR web site any more, he must inform the steering committee.

6 Application file

Applicants for TENOR organization must complete an application and send it to the steering committee. It is strongly recommended that applicants have attended at least one of the previous TENOR conference, to meet and discuss with the steering committee members.

The application file must include:

1. Name and qualifications of organizers.

2. Motivation and orientation.

3. Name and qualifications of the Program Committee chair.

4. Staff and resources.

5. Proposed dates.

6. Organization schedule (call for papers, submissions, applications, notifications, camera ready submissions, program).

7. Proposed guest speakers.

8. Budget including expected funding and sponsoring.

7 Recommendations

- **Conference management system:**
  Use of EasyChair (`http://easychair.org`) is recommended.

- **Previous conferences:**
  All the web sites of the previous TENOR conferences are available from the TENOR main site: `http://www.tenor-conference.org/`. You can refer to these archives to see how the previous conferences have been organized (topics, scheduling, committee...)

- **Scheduling:**
  The earlier you announce the conference, the better for its success. Have the conference web site ready for the first call for contributions. Post this call early, between July and October, when the main of the computer music conferences season is over, and don't hesitate to post reminders. When preparing the scheduling, typical timing for the various deadlines are available from the previous conferences' websites. However, be aware that the deadlines are rarely met and be ready to grant extensions.