Procedures to avoid potential Conflicts of Interest (CoIs) for ISCA board members when participating in a bidding team for Interspeech (IS) conferences, or when participating in an organizing team:

1. ISCA must ensure that no ISCA board member gets into a Conflict of Interest when being part of the ISCA board and being either part of a bidding or of an organizing team at the same time. In addition, ISCA has to ensure that the bidding process for IS conferences is fair to all bidders, and transparent to the community.

2. The organization of IS conferences can be roughly divided into two phases:

   - The bidding stage starts with the call for bids on the ISCA web page, and finishes with the decision for any bid taken by the ISCA board (results of final voting are announced by the ISCA secretary).
   - The organization stage starts when the successful bid is selected, and ends after the conference is finished and the final reports and financial balances are done.

3. ISCA board membership may change between the bidding and the organization stage, and also within the organization stage.

4. Participation in an Interspeech organizing team is defined as being named in the proposal in any role in the organizing committee during the bidding stage, and/or being actively involved in the compilation and submission of a single bid. Feedback given by the ISCA conference coordinators is not considered to be participation in a bid, since this feedback is equally available to all bidding teams.

5. During the bidding stage, the presence of a high number of board members on one single bid might give the impression to persons involved in the selection process (IAC and ISCA board members) that that bid stands out from other bids with respect to trustworthiness, professionalism, or similar. At the same time, such a presence might give the impression to non-successful bidders or persons outside the bidding process that the result might have been biased towards that bid. It is thus required that not more than one ISCA board member is part of any single bid. This obligation will be made known to the bidders as part of the bidding instructions. In the case that more ISCA board members have been invited to one single bid, the contact person for the bid must decide on the composition of the bidding team.

   We recommend, however, that ISCA board members who are invited to participate in organizing committees in the bidding phase voluntarily decline and instead promote the participation of non-board members by suggesting other community members who would be able to make a similar contribution. This would help increase community participation and improve networks by making connections between researchers who perhaps do not already know one another, while avoiding CoI on the part of board members.

6. During the bidding stage, the ISCA president and the ISCA conferences co-chairs should not be part of any bid.

7. During the bidding stage, a too high number of board members distributed over several bids might lead to a situation where no representative portion of the ISCA board is available for voting on the bids. To avoid such a situation, no more than 3 ISCA board members can be part of all bids taken together for any given bidding process.

   Board members who will participate in a bid must inform the ISCA board's conferences co-chairs no later than one month before the bidding deadline. In the case that more than 3 ISCA board members have been invited by several bids, the ISCA board's conferences co-chairs

will initiate a discussion as to which board members can continue to be part of which bid(s), and propose a solution to the ISCA board.

In the case that one or more ISCA board member(s) is/are part of a bidding team, these members will be excluded from the discussion about all of the bids, including the discussion with/within the IAC and with/within the ISCA board, and they will not vote for any of the bids. To ensure this, a separate bidding discussion mailing list will be established which excludes board members who are part of a bidding team.

8. During the organization phase, ISCA board members other than those already in the bidding team may be invited to join the organizing team. In order to avoid any CoIs between the roles of ISCA board members and their function in the organizing team of IS, the following rules apply:

- In the case that the acting ISCA president takes a role in an organizing team, s/he is replaced in all discussions and decisions regarding this IS conference by the vice-president
- In the case that the acting ISCA treasurer takes a role in an organizing team, s/he is replaced in all discussions and decisions regarding this IS conference by the ISCA secretary

  In order to enable the previous two points, the acting ISCA president and the acting ISCA vice president may not participate in the organizing committee of the same IS conference. Similarly, the acting Treasurer and acting Secretary may not participate in the organizing committee of the same IS conference.

- In the case that one of the ISCA conferences co-chairs takes a function in the organizing team, s/he will step down from the role as conference coordinator. However, this is contingent upon another board member being willing to take on this role, and the change of roles within the ISCA board must be completed before the (former) conferences co-chair takes up his/her position in the organizing committee.

  If a role change occurs during the organization phase (e.g. from ISCA board elections, re-distribution of roles within the ISCA board or within the IS organizing committee), the respective person must choose only one of those roles.

9. Any deviation from the rules outlined above should be discussed in the ISCA board, and a decision of the board should be taken and communicated openly amongst the ISCA members to ensure transparency of the bidding and organization processes.