

## **Goal of the conference**

QEC is a conference on Quantum Error Correction and includes both theoretical and experimental research **and advances**. The conference is held every year or every other year at the discretion of the steering committee. Its goal is to represent the best research in the area, in the form of both invited and contributed talks.

## **Format of the conference**

The conference features both invited and contributed talks, with the steering committee selecting the invited talks and a program committee selecting contributed talks. The conference has no published proceedings.

The conference talks are recorded and become publicly available via upload soon after or during the conference.

At each QEC there is an open business meeting where organizational matters are discussed, which can be attended by all QEC participants and for which a virtual attendance option should be available. During the business meeting the organizer for the next QEC can give a presentation, and proposals for the venue are presented and discussed, with an advisory vote taken among the participants. The actual decision about the venue is taken by the steering committee.

## **The Steering Committee**

The role of the Steering Committee (SC) is to determine the appropriate longer-term course of the conference, to decide upon venues and timing for the next conferences and to select invited speakers. The SC receives proposals for the organization of a next QEC from Chair(s) of the Local Organizing Committee(s), decides which to accept, and provides feedback and suggestions on the plans.

The SC has minimally 9 and up to 12 members. The SC has a Chair who convenes and chairs online SC meetings and/or initiates discussion through email. The SC Chair is selected among current SC members and stays on for at least one QEC conference cycle. The SC should have a good balance between theorists and experimentalists, between industry and academia, and geographically. Members serve a term of 3 conferences and then rotate off.

After each QEC: the Chair of the next Local Organizing Committee (LOC) will automatically be invited to the SC, and the SC may elect additional members (normally 2-3 per conference) to ensure full numbers and an appropriate balance of members.

The SC will select the invited speakers using no more than half the conference presentation time, and will seek to ensure a good balance between theory and experiment. Otherwise the SC leaves the details of the conference program to the LOC.

Changes to the charter require a majority vote of the SC.

## **The Local Organizing Committee**

The Chair of the LOC either serves as Chair of the Program Committee (PC) or selects the Chair of the PC.

## **The Program Committee**

The role of the PC is to select the best submitted papers. The PC Chair chooses the members of the PC, representing the broad range of subfields and with an appropriate balance between theorists and experimentalists. The PC Chair determines the rules for submission and puts out a call for submissions in collaboration with the LOC.

Poster submissions will generally be accepted unless they are off-topic or clearly wrong, to enable people to obtain funds for travel.

## **Conflicts of Interest**

1. SC members, LOC members and the PC Chair cannot be invited speakers, but other PC members can be invited speakers.
2. SC, PC and LOC members can submit papers and can be paper presenters if their submission is accepted.
3. PC members must declare any conflicts of interest with submissions (such as their own), so that they are not involved in the discussion of those papers.

**QEC 2023 SC chair: Ken Brown**

**Post- QEC 2023 SC chair: Stephen Bartlett**