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The IEEE VR Steering Committee congratulates and offers gratitude to the enormous efforts of the IEEE VR Conference Organizing Committees — with special recognition for the multiple years of hard work of the General Chairs, Xubo Yang, Kun Zhou, Tobias Langlotz, and Stephan Lukosch. To realize the conference requires a sizeable, motivated team of volunteers to work with the IEEE conference management team. Maintaining the conference's status as the premier international virtual reality conference is a testament to the commitment of all the organizers and participants that make up the IEEE Virtual Reality community.

The IEEE VR Steering Committee develops long-term strategic plans to increase the impact of the conference, and to improve processes such as awards, paper reviewing, and archiving. In those efforts the Steering Committee works with the IEEE VR Conference Organizing Committee and the IEEE Visualization and Graphics Technical Committee (VGTC). The Steering Committee is writing this letter to communicate:

- The process used to determine the location of the IEEE VR Conference.
- The process used to select the conference general and program chairs.
- The process used to select members of the steering committee.

Call for Bids. Once a year, the IEEE VR Publicity Committee sends to relevant email mailing lists a “Call for Bids to host IEEE VR Conferences”. In the Call for Bids, the IEEE VR Conference Steering Committee is reaching out to our community to solicit interest for hosting future IEEE VR Conferences. Bids can be submitted at any time throughout the year. Also, the Steering Committee encourages those active in the IEEE VR community to consider hosting a future IEEE VR conference. Those interested in hosting the five-day conference should email the IEEE VR Steering Committee Chair, J. Edward Swan II (swan@acm.org), a brief (one page) statement of interest. The statement of interest should include information about potential hosts, their previous participation with the IEEE VR Conference, potential locations (cities, convention facilities), possible years for hosting, the capacity of the area to support the conference (hotels and options for international travel), and previous conference organizing experience.

At the IEEE VR Conference, the Call for Bids is reiterated during the closing conference remarks.

Consideration of Bids. The IEEE VR Steering Committee meets regularly to discuss conference organizing and management topics. During these meetings, the committee reviews the submitted bids. The committee uses the following criteria in evaluating bids:

- Previous experience of hosts in IEEE VR leadership positions (e.g., conference organizing and program committees) using data collected from previous conferences.
- Previous experience of hosts in managing large conferences.
- Potential of location and host to successfully host a large event with (400–1000+) international attendees along with a growing (likely 1000+) number of online attendees.
- There is a preference (but not a requirement) that a hosting location meets a 3-year rotation of the Americas, Europe / Africa, and Asia / Oceania.
- A goal for diversity in representation, research perspectives, and research areas.

The committee votes on potential hosting locations for future VR conferences. The top group(s) are asked to develop more extensive proposals to be presented at the IEEE VR Steering Committee meeting held during the IEEE VR conference. A final decision is usually made at the conference, and future conference hosts are put in contact with current hosts to help pass along critical conference organization information and experience. It is the Steering Committee's goal to have IEEE VR conference hosting locations established at least two years in advance.

The upcoming and previous IEEE VR conference locations:

- IEEE VR 2024 Orlando, Florida, USA
- IEEE VR 2023 Shanghai, P.R. China
- IEEE VR 2022 Christchurch, New Zealand
- IEEE VR 2021 Lisbon, Portugal
- IEEE VR 2020 Atlanta, Georgia, USA
- IEEE VR 2019 Osaka, Japan
- IEEE VR 2018 Reutlingen, Germany

- IEEE VR 2017 Los Angeles, California, USA
- IEEE VR 2016 Greenville, South Carolina, USA
- IEEE VR 2015 Arles, Carmargue-Provence, France
- IEEE VR 2014 Minneapolis, Minnesota, USA
- IEEE VR 2013 Orlando, Florida, USA
- IEEE VR 2012 Orange County, California, USA
- IEEE VR 2011 Singapore
- IEEE VR 2010 Waltham, Massachusetts, USA
- IEEE VR 2009 Lafayette, Louisiana, USA
- IEEE VR 2008 Reno, Nevada, USA
- IEEE VR 2007 Charlotte, North Carolina, USA
- IEEE VR 2006 Alexandria, Virginia, USA
- IEEE VR 2005 Bonn, Germany
- IEEE VR 2004 Chicago, Illinois, USA
- IEEE VR 2003 Los Angeles, California, USA
- IEEE VR 2002 Orlando, Florida, USA
- IEEE VR 2001 Yokohama, Kanagawa, Japan
- IEEE VR 2000 New Brunswick, New Jersey, USA
- IEEE VR 1999 Houston, Texas, USA
- IEEE Virtual Reality Annual International Symposium 1998
Atlanta, Georgia, USA
- IEEE Virtual Reality Annual International Symposium 1997
Albuquerque, New Mexico, USA
- IEEE Virtual Reality Annual International Symposium 1996
Santa Clara, California, USA
- IEEE Virtual Reality Annual International Symposium 1995
Research Triangle Park, North Carolina, USA
- IEEE Virtual Reality Annual International Symposium 1993
Seattle, Washington, USA
- IEEE Research Frontiers in Virtual Reality 1993
San Jose, California, USA

The process used to select the general and program chairs. The IEEE VR Steering Committee selects the general and program chairs for the IEEE VR Conference. To select the chairs, the IEEE VR Steering Committee applies a data-driven methodology to identify and invite candidates. The IEEE VR Steering Committee begins the selection process in March. The goal is to staff all committees rapidly.

The IEEE VR General Chairs are a combination of (usually one to two) people who are hosting the conference along with chairs that hosted the IEEE VR conference the previous year. This combination

of new and returning chairs enables expertise and experience to be carried over from previous conferences. This year, the IEEE VR 2023 General Chairs (Xubo Yang and Kun Zhou) have been joined by two IEEE VR 2022 General Chairs (Tobias Langlotz and Stephan Lukosch) to improve the preparation and organization of the conference.

The IEEE VR Program Chairs are a combination of people who are invited by the Steering Committee along with program chairs from previous IEEE VR conferences. New program chairs are selected by first rank-ordering recent conference organization committee membership and international program committee membership. Then, the geographical location and background of researchers are also considered, with a goal to form a group of diverse and representative chairs that are well-versed with the paper submission and review process.

The steering committee sends out invitations to the general and program chairs selected. If people decline the invitation, the committee invites the next candidates from the ranking given the desired makeup of the final committee.

The process used to select members of the steering committee.

The IEEE VR Steering Committee is composed of members who serve six- to seven-year terms. New committee members are considered each year to replace a retiring member or to expand the committee to manage the expanding growth and complexity of the IEEE VR community and conference. Potential steering committee invitees are selected from a rank-ordering of recent conference organization committee membership and international program committee membership. In particular, IEEE VR conference hosting is valued. The geographical location and background of researchers are also considered. The goal is to form a diverse and representative committee with a global perspective of the IEEE VR conference.

The committee recognizes that there are still many areas underrepresented in the IEEE VR community. In recent years, three initiatives have begun to improve representation: the committees increasingly are using data on participation and contribution to the community to make informed decisions, have increased documentation of the processes employed in awards and conference leadership selection (through archived statements such as this one), and have developed a mentorship initiative to develop leadership skills amongst our newer and junior members in the IEEE VR community. Our goal is to establish a process of leadership development to make opportunities more available to a broader global community.

Thank you again for the time and effort by everyone involved with the IEEE VR 2023 Conference. We encourage all to reach out to discuss your increased involvement in future IEEE VR conferences.