



The role of Section Conference Coordinators and conference approval process

November 13th, 2024

IEEE R8 Conference Coordination Committee members

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Conference Sponsorship



- ▶ IEEE Conferences must be Sponsored by at least one IEEE OU
- ▶ For-Profit organization can't host an IEEE Conference
- ▶ **Sole Sponsorship**
 - Entire IEEE OU involvement in the Conference (**100%**)
 - Responsible for technical, financial, publicity, and administrative aspects of conference
 - The IEEE OU will receive surplus or be liable for any deficit
 - IEEE owns conference name, slogan, copyright for publications, Internet domain and logo
- ▶ **Financial Co-Sponsorship**
 - Shared involvement among several organizations with at least one IEEE OU
 - Other possible co-sponsors: IEEE OUs, and Not for Profit non-IEEE organizations
 - Shared responsibility for the technical, financial, publicity, and administrative aspects of conference
 - Co-Sponsors will share the surplus or any deficit
 - No cost for IEEE exhibit booth, table, or other means of promoting IEEE membership and activities

Clearly, there are no TCS fees associated with FCS type Conferences



Conference Sponsorship

Technical Co-Sponsorship of a non-IEEE Conference

- ▶ IEEE OU has **NO financial involvement** in the conference
- ▶ **IEEE OU is responsible for the technical program**
 - **Ensure that only high quality and appropriate scope is included**
- ▶ IEEE OU should encourage members to submit papers and attend the conference
- ▶ Relationship between sponsoring organizations should be defined in a Memorandum of Understanding (MOU)
- ▶ Any co-sponsorship **does not guarantee** that the accepted papers will be eligible for inclusion in the IEEE Xplore
- ▶ The organizer shall provide the IEEE organizational unit with free exhibit booth, exhibit table or other means of promoting IEEE membership and activities during the conference



TCS fees = \$1,450/conference + \$22/paper submitted to IEEE Xplore
(subject to annual change)



Recommendations for Conference Organizers

- ▶ Don't involve For-Profit organizations as sponsors (co-organizers). However, For-Profit organizations can participate as contributors (example: donate monies)
- ▶ Don't be the same person with several roles: sponsor signature, conference chair, conference treasurer, etc.
- ▶ Check the societies websites: Some societies asks for prior approval before submitting the conference application
- ▶ Use a professional submissions and reviews platform
- ▶ Develop an international technical program committee
- ▶ Check the plagiarism of submitted and accepted papers via <https://crosscheck.ieee.org/>
- ▶ Ensure authors actually use IEEE PDF eXpress <https://ieee-pdf-express.org>



Recommendations for Conference Organizers

- ▶ Conference application should clarify how the IEEE sponsors are involved in developing the conference program
- ▶ Registration discounts for IEEE members
- ▶ Compliance with IEEE Policy
- ▶ Cooperate with your IEEE section and related technical chapters in the host country
- ▶ Involve IEEE student volunteers in the local arrangement committee
- ▶ Foster the Academia – Industry relation
- ▶ Include WIE, YP, Entrepreneurship, Educational, Standards, and Humanitarian activities/workshops
- ▶ Consider Diversity, Equity, & Inclusion

Conference Application

<https://www.ieee.org/conferences/organizers/conf-app.html>

Conference Education Resources:

Videos:

- Start a new application [English](#)
- Complete an application [English](#)
- Find the status of a submitted application [English](#)

Contact: ieee-mce@ieee.org

Website: <https://ieeemce.org/>

Review the IEEE Conference Application Checklist:

https://www.ieee.org/content/dam/ieee-org/ieee/web/org/conferences/icx_required_information_checklist.pdf



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• IEEE Conference Application

Thank you for visiting the IEEE Conference and Event Registration page. This application allows you to officially register your conference or event with IEEE. By completing the registration form you are taking significant steps toward planning a successful conference/event. Registration for your conference/event will take approximately 20-30 minutes to complete and you will need specific information.

Now is the time to gather some of the critical information that is required for the application such as: conference title, dates, location, website URL, IEEE/Non-IEEE sponsorship, technical program plans, vendor information and contacts.

If you are still in the planning process or would like assistance with submitting your form, please contact the Customer Relationship Management team at ieee-crm@ieee.org and we will be delighted to help you with any of your conference or event needs. The CRM team can assign a mentor to your program to help you.

In order for your conference application to be approved, you will need approval of one or more IEEE Sponsors. Please visit the IEEE Societies and Communities home page: <https://www.ieee.org/communities/index.html> for more information on possible sponsors. If you need help, please contact us at ieee-crm@ieee.org.

The IEEE Meetings, Conferences & Events team is committed to working with you to plan a successful conference or event. Here's wishing you the best of luck in your planning!

-IEEE Meetings, Conference and Events Team. [Why Conferences Matter - Find Your Community.](#)

I want to

Start a new application:

Start

Complete an application I started:

Enter conference title or record number

Continue

Find the status of a submitted application:

Enter conference title or record number

Status

>Please read the [IEEE Privacy Policy](#), and the [IEEE Data Access and Use Policy](#).



How to View Conference Status

<https://ieeemce.org/organize-an-event/application-status/>



- ▶ To check who are the sponsors which already approved:

<https://www.ieee.org/conferences/organizers/conf-app.html>

- ▶ Concurring approvals don't appear in the conference status – they are managed outside of the conference application.

Sponsor Information

MOU Signatory 1:

IEEE Industry Engagement Committee (0.00%)

MOU Signatory 2:

IEEE Industry Applications Society (0.00%)

MOU Signatory 3:

IEEE Vehicular Technology Society (0.00%)

MOU Signatory 4:

IEEE Technology and Engineering Management Society (TEMS) (0.00%)

MOU Signatory 5:

IEEE Industrial Electronics Society (0.00%)

MOU Signatory 6:

Region 08 - Europe,Middle East,Africa (30.00%)

MOU Signatory 7:

Italy Section (10.00%)

MOU Approval Status

Pending Approval

Pending Approval

Pending Approval

Approved

Pending Approval

Approved

Approved

**WHO
CAN
HELP?**



IEEE Conference Coordinators @sections/subsections

<https://ieeer8.org/technical-activities/conference-coordination/pages/section-coordinators/>

- ▶ Appointed by the Section Chair
- ▶ A volunteer who have an IEEE conference organizer experience
- ▶ Support conference organizers in their country
- ▶ Review the TCS/FCS applications that involve their Section and its Chapters
- ▶ Support the section in organizing its conferences
- ▶ Coordinate with R8 Conference Coordination Committee, contact as early as possible and be aware of the R8-specific requirements on <https://ieeer8.org/technical-activities/conference-coordination/pages/sponsorship>



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