Application for Co-Sponsorship / Technical Co-sponsorship by
IEEE Hyderabad Section

Please note this application has TWO parts. Each part must be read understood and signed by the authorised signatory for the application to be processed

PLEASE FILL UP BRIEFLY and only provide information to the point

1. Nature of the event for which Technical Co-Sponsorship is being sought (choose one):
Conference/Symposium/Workshop/Seminar/Course/Student Branch activity

2. Please provide the Title and URL of website for the event:
Title of the event :
http://

Notes:
1. if the URL and all its links are not functional the application is rejected straight away.
2. The name of the event should not have the name "International" It will be quite likely to be rejected if it has insufficient reason to justify the tag.

3. What are the dates being planned for the event ? Please provide Dates, Timings and venue for the event.
Dates: Timings: AM to PM
Venue:

Note: 1. Dates must be planned ahead a minimum of 12 months ahead and the URL must be functional with full information at least 12 months before. It is preferred that application is sent to IEEE Hyderabad Section by about 18 months previous to the start date. 2. The venue should have proper transportation connectivity by road and distance to the airport must be given. The venue must provide air-conditioned seating etc. arrangements suitable for the occasion. If it involves multi tracks each track location must be within 2-3 minutes of walking distance from the main plenary hall. Rest rooms (toilets) must be of international nature catering to men and women, to international standards. They should also be easily accessible from the main plenary venue.

4. Please provide the Name and address of the organizing / Co-sponsoring institutes: Provide details of the academic and research activity taking place at the sponsoring institute. Give details of how the sponsoring institutes have provided support to IEEE and IEEE activities including those of IEEE Hyderabad Section.

5. Please give a very short (about 50 words to 100 words maximum) abstract regarding the conference to be organized and its relationship to the state of the art in the field. Please note names of Branches in Colleges cannot be the topics or titles of the conference. Make sure to write about the following:

Objectives, Scope and Topics of the event and listing which IEEE Technical Society is the most appropriate match to this topic.

6. To be successful the conference must be clear about who is going to attend. Please write here about the Target Audience who will participate. Is it meant for students or professionals (note Faculty members, PhD scholars and PG students are also termed as professionals.), or is it targeted at Industry Participation? If so please mention in what manner the audience from industry is expected

to find it fruitful to attend this conference. How will the organizers invite and facilitate industrial involvement?

7. Here we wish to know more about the leadership of the conference.
Also for Technical Co Sponsorship applicants are very strongly advised to get in touch with relevant Chapter Chairs of the IEEE Hyderabad Section and get their advice/consent to propose the constitution of the various committees.

Contact details of the Chairperson/Coordinator:
Name: Designation:
Affiliation :
Address:
Telephone:
Mobile: Email:
Details of other key Committees Chairs indicating their positions. Please note here as per IEEE Conferences we expect the following committees and positions: Steering Committee members and Chairs, General Chairs, Program Chairs and prominent Program Committee members who are technical authorities in the subject, Publications Committee, Finance Committee, Publicity Committee, Local Organizing Committee from main host institution, etc. It is *not* required to have too many "Conveners, Advisory Committee etc" names unless they have relevance to IEEE Conference Organizational Structures. All committee names and members mentioned here must have given their consent to participate.

8. To be taken seriously and for planning a successful event the financial planning details must be shared. Expenses that are expected must be budgeted against the sources of income. Please provide the following Details of Expenditure: Expenditure Heads Amount

9. Please provide Sources of Income:
Source Amount
From Registration fees
From agencies like DST, AICTE and other (specify name)

10. Here the Registration fee details as per the requirements and with a planning to break even and sustain event must be given. It must give significant discounts to IEEE members and IEEE Student members. Fees for:
General
IEEE members
IEEE Student members

11. A conference must also bring up the knowledge of participants in key topics and areas by hosting tutorials. Renowned experts from IEEE must be contacted to deliver these tutorials. If any Tutorials are planned the information on the plans, like number of tutorials, full day or half day tentative topics and speakers details must be shared.

12. Please make your request to IEEE Hyderabad Section for Resource Persons (speakers, program committee members, track chairs, program chairs etc.) with specific names of topics and expertise: Specify what is exactly being expected from the IEEE Hyderabad Section as a technical cosponsor, (0% financial) Why do you want IEEE Hyderabad Section to be a technical cosponsor? List at least three major reasons.

13. About the host organization and its details of experience in organizing events previously. Please share here details of IEEE and non IEEE technical programs, you/your organization have organized and how many staff/students of your organization participated in such events in the last 3 years. If you are planning a conference you should have a good track record of holding local level workshops

/ tutorials, symposiums in that theme and related topics. It is observed that those Institutions that have well run Students Branches have been able to organise events more successfully.

14.   Provide information about the IEEE Members Strength in your institution. Please give Number of IEEE Higher Grade (HG) members, IEEE Student members in the hosting organization. Name those who helped as volunteers or participated in the IEEE Hyderabad Section activities.

15. Provide a brief description of the event and action plan to maintain the academic quality of papers and contributions. Please note that papers to IEEE Xplore must satisfy quality checks for quality of writing and originality of contributions. Please provide names and affiliations of experts who agreed to help participate to maintain this quality. Indicate their role like Program Chair, Track Chair, Publications Chair, Steering Committee etc. Their consent must be obtained prior to the application being submitted.

15. For planning purposes give here the number of Papers to be presented, the number of parallel sessions, details of Paper Review process, evaluation criteria etc. How will you make sure the papers selected are presented in person by the author(s).

16. We hope that by organising this event the members of IEEE and others will be benefited. Here please give what might be the projected Impact of the activity on IEEE Hyderabad Section in various terms like increase in membership, etc.

17. What other Assistance from IEEE Hyderabad Section is sought:
See item no 12 above this is in addition to the Volunteer resources? Please specify.

Please send this part of filled in form to IEEE Hyderabad Section
Attn: Chair, Conferences Committee conferences@ieeehyd.org the following text must be given:

I have read conference policies of IEEE and IEEE Hyderabad Section and accept to adhere to them.
Date

Signature of Applicant
Name

Affiliation Designation
IEEE Membership No. and Grade like Fellow or Senior Member, or Member. Please note Student Members are not authorized to make the conference applications forms.

Authorized Signatory. Here only Head of Institution like Principal or Chairman, etc must give their endorsement.

Name:
Signature:
Date:

PART TWO
IEEE Hyderabad Section – Technical Co-sponsorship – Conference Norms

1.In addition to the above application applicants must read and comply with the following guidelines. If these are in conflict with IEEE Guidelines given by MCE then those guidelines may be applied.

2. Following procedure is to be followed to obtain approval of IEEE Hyderabad Section in order to get 'Technical Co-sponsorship' of IEEE Hyderabad Section.

3. This procedure shall also be followed by any unit in IEEE Hyderabad Section or its Chapters. It is clear that only Section may provide Technical Co sponsorship', where MOU is to be approved by IEEE Hyderabad Section as 'concurring section'.

i) All the communication related to the conference technical co-sponsorship approval shall be routed through the Chair of IEEE Hyderabad Section via Chair of Conferences Committee of IEEE Hyderabad Section.

ii) The organizing institute or the proposer of the conference shall approach IEEE Hyderabad Section at least 16 months before the conference date if it is an international conference and 12 months before the conference date if it is a National/Regional conference. In case of no financial implication to the Section, the organizer should seek consent of the Section at least 12 months before the conference date and preferably 18 months before.

iii) If the Technical Co-sponsorship is being provided through any of the IEEE Hyderabad Section Chapters or Units, IEEE Hyderabad Section shall be informed before submitting an online application.

iv) IEEE Hyderabad Section shall approve MOU of any conference, which is Technically Co-sponsored by the IEEE Hyderabad Section chapter(s), on written confirmation from the Chapter Chair confirming the quality of the conference as per the IEEE standards.

v) The conference organizing institute shall fill up the online application for the conference on the IEEE /IEEE MCE website ONLY AFTER getting the written/Email approval of the Chair of IEEE Hyderabad Section. IEEE Hyderabad Section has the rights to nominate members from the Section to the conference committees, if required.

vi) IEEE members including IEEE student members should be given 15% discount (at least) in registration fees in the conferences technically co-sponsored by IEEE IEEE Hyderabad Section.

vii) There are two categories of conferences for which IEEE Hyderabad Section would approve for technical co-sponsorship for

Category 1: Conference with only technical co-sponsorship (this is depreciated)
Category 2: Conference with technical co-sponsorship and paper uploading to IEEEXplore.
Category 3: Financially Sponsored Conferences by Hyderabad Section. IEEE
Hyderabad Section or the societies of IEEE Hyderabad Section will own these conferences.

The following conditions apply in addition to the others stated before.

x) Category 1: For only Technical Co-sponsorship:
a. For First Time Applicants: There should be at least 5 faculty members, who are long standing IEEE members, in the applicant institute at the time of application.
b. For Applicants who have received technical co-sponsorship earlier: There should be more than 3 faculty members, who are long standing IEEE members, in the applicant institute at the time of application.
c. For a particular institute, technical co-sponsorship will be given to only one conference in one calendar year under category 1. This is subject to the condition that this institute has successfully organized a conference in the past and completed all the requirements to section and IEEE. The organizing institute shall submit a complete report (both technical and financial) of the previous conference to IEEE Hyderabad Section while submitting the new conference request.

xi) Category 2: For Technical Co-sponsorship and paper uploading in IEEE Xplore:
The applicant institute must declare in writing that they will scrutinize the papers for plagiarism by reputed anti-plagiarism software Crosscheck as stipulated by IEEE. If their request is approved, IEEE Hyderabad Section will help the organizing committee in this process before sending the papers for review.

a. For First Time Applicants:
i. International Conference: There should be at least five faculty members, in the applicant institute who are long standing IEEE members at the time of application.
National Conference: There should be at least three faculty members in the applicant institute, who are long standing IEEE members at the time of application.
ii. The technical program committee should have three members who will look after the technical activities of the conference. One of them would serve as technical program co-chair for the conference. These members (three) should have a recognised publishing record as seen in indexed and non-predatory publication venues in the three years immediately preceding the year of application. These three members need not be from the organizing institute, though desirable. IEEE Hyderabad Section would write to these three members to get a concurrence with regard to the application. In case of International conference, one of these three members shall be from outside India.

b. For Applicants who have received technical co-sponsorship earlier:
i. International Conference: There should be at least 5 faculty members in the applicant institute, who are long standing IEEE members at the time of application.
ii. National Conference: There should be at least 3 faculty members in the applicant institute, who are long standing IEEE members at the time of application.
iii. The technical program committee should have four people who will look after the technical activities of the conference. One of them would serve as technical program chair for the conference. These members (three) should have a recognised publishing record as seen in indexed and non-predatory publication venues in the three years immediately preceding the year of application. These three members need not be from the organizing institute, though desirable. IEEE Hyderabad Section would write to these three members to get a concurrence with regard to the application. In case of International conference, one of these three members shall be from outside India. These four members need not be from the organizing institute, though desirable. IEEE Hyderabad Section would write to these four members to get a concurrence with regard to the application. In case of International conference, two of these four members shall be from outside India.
iv) For a particular institute technical co-sponsorship with IEEE Xplore uploading will be given to only one conference in two years. This is subject to the condition that this institute has successfully organized the conference in the past. The organizing institute shall submit a complete report of the previous conference (both technical and financial) to IEEE Hyderabad Section while submitting the conference request.
xii) Technical Co-sponsorship shall not guarantee approval to inclusion of accepted technically co sponsored conference papers to IEEE Xplore and it shall be organisers' responsibility to adhere to IEEE and IEEE Xplore Policies for listing of papers in digital library. They shall sign a separate MOU with IEEE Xplore for the purpose, as required by IEEE.
xiii) Financial and Other Compliance points:
   a) The word 'international' is generally not to be used in the name description of the event until or unless a good international participation (30%) is not expected. International participation includes involvement in various committees like Program Committee, etc and also in terms of actual attendees presenting papers in person.

   b) Marketing, brand promotion, display of company banners, leaflets in lecture halls is not permitted.

   c) If any member of IEEE Hyderabad Section has any business / official interest or position in the applicant's organization, full disclosure of the relation has to be made.

   d) In Technically Co Sponsored events, agree to announce IEEE Hyderabad Section as Technical Cosponsor.
   e) IEEE Hyderabad Section generally will **not offer** financial support for Event Unless agreed before and MOU signed with Execom approval.

   f) IEEE Hyderabad Section would like to have at least 2 of its nominated members in the program committee/technical committee.

   g) IEEE Hyderabad Section would like to be informed from time to time on the progress of the event planning. Keep us informed with the brochures, number of registrations etc. well in time.

h) Please schedule a slot for a presentation by IEEE Hyderabad Section of about 10 minutes. Use of IEEE Hyderabad Section Logo: IEEE Hyderabad Section logo may be used. In the title of the conference and all references to the conference, the word 'IEEE' or its Societies should not be used unless it is financially sponsored/owned by IEEE/IEEE entity.

i) IEEE Hyderabad Section is not responsible for any legal, financial or any other liabilities.

j) Evaluation from attendees should be obtained in a properly drafted feedback form. Summary of feedback should be shared with the Section along with a report n the number of attendees and any points relevant for future events.

k) A copy of the proceedings / all published papers is to be given to Section.

l) All co-sponsors should be non-profit societies

m) Conference Policies should conform to IEEE Policy document Chapter 10.

n) TCS fee of $1000 and also a processing fee of Rs. 25,000/- will be levied on all technically sponsored conferences of Hyderabad Section that shall be deposited after the Technical co-sponsorship of Hyderabad Section is conferred and chairman of Section has sent an intimation email to organizers.

o) Conference organizers are expected to be well versed with IEEE Conference Policies and it is desired that their conferences committee shall constitute with the members who have received training at one of the IEEE Conference leadership events like IEEE Convene, IEEE POCO or IEEE miniPOCO or COW (Conference Organisers Workshop of IEEE Hyderabad Section).

This part of document may be returned along with the Part one of the form above

I have read conference policies of IEEE and IEEE Hyderabad Section and accept to adhere to them and honour all financial requirements including the TCS fee and processing fees

Date

Signature of Applicant
Name

Affiliation Designation
IEEE Membership No. and Grade like Fellow or Senior Member, or Member. Please note Student Members are not authorized to make the conference applications forms.

Authorized Signatory. Here only Head of Institution like Principal or Chairman, etc must give their endorsement.

Name:
Signature:
Date: