

## MCE – Conference Organizer Toolkit

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### Getting started with conference planning – IEEE Technical Co-Sponsorship (TCS)

This document summarizes the key steps in establishing a conference that has one or more IEEE organizational units providing Technical co-sponsorship of an event. For more details, see the resources listed.

#### 1. Evaluate the opportunity

- Ensure the conference is in the IEEE field of interest
- Assess whether the IEEE Organization Units (OU) has available resources to actively participate in the technical program development and execution
- The conference sponsorship lead time should be no less than 12 months in advance of the conference date
- Verify that the conference does not compete with any existing IEEE conference in the same field of interest

Once this assessment determines this is an opportunity the OU wishes to pursue, you should reach agreement on what roles and who from your OU will be directly involved in the technical program.

#### 2. Set up conference sponsorship

Many OUs have specific approval processes for TCS, so you should investigate the steps, information needed and timing. There are several approaches to identify IEEE OUs to partner with. There are 45 IEEE Societies and Councils, each focused on specific technical fields of interest. In addition, IEEE has geographic units throughout the world aligned around Region, Section or Chapter. The key determinant is whether your emphasis is on the field of interest or location.

#### Technical Co-Sponsorship:

- An IEEE OU has direct and substantial involvement in the development and running of the technical program but no financial involvement in the conference.
- The IEEE organizational unit is also responsible for reviewing and ensuring use of the IEEE brand adheres to the IEEE Brand Use guidelines.

#### Submit the IEEE Conference Application

Once you have obtained agreement from IEEE OU to provide technical co-sponsorship, submit an IEEE Conference Application to register and request approval for your conference from IEEE. Your conference must be approved by IEEE before you can promote IEEE sponsorship or use the IEEE brand. After your conference is approved, your conference will be listed on the IEEE Conference Search and IEEE Call for Papers.

**Timing: 18 – 12 months prior to conference date.**



### **3. Complete the Memorandum of Understanding (MOU) for co-sponsored conferences**

A Memorandum of Understanding (MOU) is required when two or more entities agree to co-sponsor a conference. These entities may all be IEEE organizational units or IEEE and non-IEEE organizations that are legally registered as a not-for-profit.

The MOU is generated automatically using the sponsor information you entered in the IEEE Conference Application. IEEE sends each of the sponsor representatives an e-mail that contains a link to review the MOU and submit their decision.

If the information in the MOU is correct, the sponsor signatory enters his or her name, title, and e-mail address on the form and chooses Approve. The sponsor signatory is the person authorized to enter into contract agreements for the conference. If the information is not correct or needs to be changed, the sponsor signatory chooses Decline and enters details of their objections or other information.

### **4. Submit the Conference Publication form**

If you plan to submit your conference papers to the IEEE *Xplore*<sup>®</sup> Digital Library, you must submit the Conference Publication form. Even if your application is approved, IEEE can decline to publish any conference proceedings that do not meet the IEEE quality standards.

***Timing: At least 6 months prior to conference date.***

### **5. Plan the technical program**

The technical program chair defines the scope of the technical program and manages the peer-review process. This includes establishing standards for judging the quality of papers and selecting independent reviewers who are knowledgeable in the subject area of the conference.

A well-balanced, high-quality program will attract more attendees and improve the reputation of the sponsoring organization. While most IEEE conferences submit their conference proceedings to the IEEE *Xplore* Digital Library, conferences cannot claim or guarantee that any papers will be published in IEEE *Xplore* or included in any abstracting and indexing (A&I) databases, since inclusion in such databases is determined by independent A&I service providers. IEEE can decline to publish any conference proceedings that do not meet IEEE scope or quality standards.

The technical program committee helps manage the Call for Papers and all issues related to paper submission, plagiarism screening, review, and selection and the establishment of the final conference program. The committee also manages the presentations delivered at the conference.

### **8. Manage the production of conference papers**

Conference publications include the final program and conference proceedings. The publications chair is responsible for the production of all material that is published in relation to the conference. The publishing process includes providing authors with formatting instructions, managing all the details of finalizing papers for publication, and submitting them to the IEEE *Xplore*<sup>®</sup> Digital Library.

If you plan to submit your conference publication for inclusion in the IEEE *Xplore* library, you must request approval and make arrangements with the IEEE Conference Publication Program.



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**IEEE Meetings, Conferences & Events Customer Relationship Management (CRM) team is available to assist you with any questions.**

**E-mail [ieee-mce@ieee.org](mailto:ieee-mce@ieee.org) with questions and concerns, or call:**

**Toll-Free: +1 855 340 4333 (US & Canada)**

**Toll: +1 732 562 3878 (Worldwide)**

**Resources:**

**Explanations of the different types of IEEE Sponsorship**

[www.ieee.org/conferences\\_events/conferences/organizers/conference\\_sponsorship.html](http://www.ieee.org/conferences_events/conferences/organizers/conference_sponsorship.html)

**IEEE Societies & Local Units**

[www.ieee.org/societies\\_communities/index.html](http://www.ieee.org/societies_communities/index.html)

**IEEE Region, Section or Chapter**

[www.ieee.org/societies\\_communities/geo\\_activities/regional\\_world\\_map.html](http://www.ieee.org/societies_communities/geo_activities/regional_world_map.html)

**IEEE Conference Application**

[www.ieee.org/conferences\\_events/conferences/organizers/conf\\_app.html](http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html)

**Information about the IEEE Conference Application (info needed prior to submission, etc.)**

[www.ieee.org/conferences\\_events/conferences/organizers/conference\\_application\\_form.html](http://www.ieee.org/conferences_events/conferences/organizers/conference_application_form.html)

**View tutorial on how to complete the IEEE Conference Application**

[www.ieee.org/conferences\\_events/conferences/organizers/conference\\_education.html](http://www.ieee.org/conferences_events/conferences/organizers/conference_education.html)

**Principles of Business Conduct /Conflict of Interest** [www.ieee.org/about/corporate/compliance/coiandpob.html](http://www.ieee.org/about/corporate/compliance/coiandpob.html)

**IEEE Conference Paper Scope and Quality Criteria**

[www.ieee.org/conferences\\_events/conferences/publishing/paper\\_acceptance\\_criteria.pdf](http://www.ieee.org/conferences_events/conferences/publishing/paper_acceptance_criteria.pdf)

**Plagiarism Screening using CrossCheck**

[www.ieee.org/publications\\_standards/publications/rights/crosscheckmain.html](http://www.ieee.org/publications_standards/publications/rights/crosscheckmain.html)

**IEEE Conference Publication Form**

[www.ieee.org/conferences\\_events/conferences/organizers/conf\\_app.html?appName=Publication](http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?appName=Publication)

**IEEE eCopyright Tool**

[www.ieee.org/publications\\_standards/publications/rights/ecf\\_faq.html](http://www.ieee.org/publications_standards/publications/rights/ecf_faq.html)

**PDF eXpress/PDF eXpress Plus**

[www.ieee.org/conferences\\_events/conferences/organizers/pubs/pdfexpress.html](http://www.ieee.org/conferences_events/conferences/organizers/pubs/pdfexpress.html)