**Details of Proposal for the Conference**

(*ver.6 - 2018*)

(*Please keep handy all the relevant information pertaining to the proposed Conference while filling up the form against each of the 13 points mentioned to the best of knowledge and belief. Also go through the important aspects at the starting and notes appended to the form for information, guidance, and compliance. Form duly filled-up is to be submitted to IEEE Delhi Section <*[*ieeedelhi@ieee.org*](mailto:ieeedelhi@ieee.org)*> without deleting any part of it & signing at the end owning responsibility by the Conference Organizers for the information furnished and having noted all the aspects and points contained therein for necessary action towards holding the Conference once approved. Tampering of the Form at any place may lead to rejection of Proposal summarily.*)

**Some important aspects about which Conference Organizers must be aware of and hence read minutely before filling up the Details of Proposal for the Conference, are given below. Ignoring and / or avoiding these may delay processing of the Proposal so submitted.**

1. Financial Sponsorship / Co-Sponsorship: One of the types of Sponsorship is Financial.

An IEEE Organizational Unit (OU) or more OUs together and / or any other *not-for-profit* non-IEEE entity / entities can be Financial Sponsor or Co-Sponsors (in case of more than one entity) as per MOU (Memorandum Of Understanding) to be signed by them by providing seed money as start-up fund for the Conference in agreed proportion of a total of 100%. By doing so they agree to take the responsibility of sharing surplus / deficit arising out of holding the Conference in the same proportion.

Further as per the present policy of IEEE following are in vogue:

- The term "IEEE" shall be used in the names of sole Sponsored and Co-Sponsored Conferences where IEEE is at least 50% Financial Sponsor (in total for all IEEE Co-Sponsors).

- The use of the term "IEEE" in the names of Co-Sponsored Conferences in which IEEE is less than a 50% but at least a 25% Financial Sponsor (in total for all IEEE Co-Sponsors) is recommended but not required.

*Thus implicitly the term "IEEE" in the names of Co-Sponsored Conferences in which IEEE is less than a 25% Financial Sponsor (in total for all IEEE Co-Sponsors) cannot be used. But for all other Conferences, as stated above, where IEEE has significant financial stake shall be IEEE owned Conference.*

2. Technical Sponsorship / Co-Sponsorship: The other type of  Sponsorship is Technical, i.e., involvement in the name, theme, track, paper-review process, technical program, publication, etc., i.e., overall technical quality of Conference. An IEEE Organizational Unit (OU) or more OUs together and / or any other *not-for-profit* non-IEEE entity / entities can be Technical Sponsor or Co-Sponsors (in case of more than one entity) as per MOU (Memorandum Of Understanding) to be signed by them *along with Financial Sponsor / Co-Sponsors (in case of more than one entity)* without any Financial involvement (i.e., 0%). Collectively they shall be known as the “Sponsoring Parties”. However, when any IEEE OU from MGA (Member & Geographic Area) side, like, Region. Geographic Council, Section, Subsection, Chapter, Affinity Group, Student Branch, Student Branch Chapter or TA (Technical Activities) side, like, Technical Society, Technical Council is involved as Technical Sponsor or Co-Sponsors (in case of more than one entity) ONLY, following charges shall be levied.

- As per MGA, TCS Fee policy applicable with effect from January 1, 2018, US$1,000 for the Conference and US$15 per paper shall be charged to the Conference.

- In addition, Conference shall also have to pay Indian Rupee equivalent of US$400 to IEEE Delhi Section.

- Upon completion of Conference, when accepted papers are to be submitted for inclusion into IEEE Xplore, with invoice raised by the IEEE MCE (Meetings, Conferences & Events) Team, TCS Fee due to MGA shall be paid by the Conference. At the same time Fee due to Section shall also be paid by the Conference.

3. Position of all other *not-for-profit* & *for-profit* bodies: Others who are not Sponsoring Parties, but help in organizing the Conference may be termed as Contributor / Partner / Patron / Supporter.

4. Conference Budget has to include IEEE MGA TCS Fee as well as Section TCS Fee. Budget shall provide clear picture about income and expenditure in detail, preferably with 20% surplus (which is a must for IEEE owned Conference, as per IEEE norm).

5. Inclusion of IEEE Professional Members in organizing Conference is a must in key & major positions. Members involved in Technical Program Committee shall be eminent experts in the field from India as well as abroad. Similarly shall be the constitution of Advisory Committee. For other Committees it is left to the discretion of Conference Organizers as per local necessity.

6. Time expected for scrutiny of Conference Proposal out of total lead-time for holding an IEEE level Conference, *new or serial one* (to avoid unnecessary interim query by the Conference Organizers):

- TWO months when lead-time is 12 to 18 months for a NEW Conference

- ONE month when lead-time is 9 to 12 months for a SERIAL Conference, being held for the second & subsequent times

7. Once rejected no more application shall be entertained for the same Conference by the same group or any other group at the same place or other place for ONE year.

8. To avoid conflict of interest *essentially*Members of Standing Committee on Technical & Professional Activities (Conferences) and Section Officers shall *NOT*be associated with the Conference in any capacity except for the following two cases:

- The Conference is being organized by the University / Institute / Organization with which Individual is affiliated / working

- For IEEE owned Conference (by Section and / or its Subsection / Chapter / Affinity Group / Student Branch / Student Branch Chapter) as stated above by compulsion involved in organizing the Conference

Even in such cases the individual(s) concerned shall refrain him/herself from evaluating the Conference Proposal, usually done by the Members of Standing Committee on Technical & Professional Activities (Conferences).

In the overall interest, however, it is *desirable* that even remaining Members of SectionExecutive Committee shall *NOT*be associated with the Conference in any capacity.

In the post-evaluation stage if the Conference is approved while normally Members of Standing Committee on Technical & Professional Activities (Conferences) shall constitute Section Oversight Committee, in order to facilitate holding the Conference, depending upon specialization other Members may as well be included in addition or by way of substitution. The organizers shall keep the Section Oversight Committee informed about Paper Submission and Review Process, Quality of accepted papers in terms of similarity level, reviews, etc. In case of Conferences owned by IEEE due to significant financial stake, quarterly income-expenditure statement shall be reported to IEEE entity/entities till the financial closure, in addition.

9. Restriction in use of IEEE branding and logos of its Societies, Technical Councils, Special Interest Groups, etc.: Without the permission of the concerned entities specifically neither the IEEE logo nor that of other entities shall be used. Section, Subsection, Chapter, Affinity Group, Student Branch, Student Branch Chapter are not authorized to give such permission on behalf of IEEE or its Technical Societies, Technical Councils, Special Interest Groups, etc. In this context appropriate time from which IEEE logo may be used has been mentioned under 5 of Important Notes appended.

10. Representative(s) of Financial Sponsor / Co-Sponsors, in case of Conferences not-owned by IEEE, cannot hold the major positions of General Chair / Chair, Technical Program Chair, Finance Chair / Treasurer, etc. for the Conference. Further, these positions shall be held by different persons.

Also, with one of the Organizers designated as the main contact person, there shall be *at least* one more contact person for and on behalf of the Conference.

11. GST and any other tax liability as imposed by any Government (state or central) shall be the responsibility of organizers to make provision in the budget for payment.

12. In case the Conference is with IEEE entity/entities as Financial Sponsor(s), the organizers shall maintain a separate account of Conference and submit audited report to the concerned IEEE Sponsoring entity/entities at the end of Conference, besides reporting quarterly income-expenditure statement.

*(In case of any ambiguity and / or doubt opinion of IEEE MCE under the guidance of IEEE Conferences Committee shall be respected.)*

**Main Specifications:**

1. Name of the Conference (types, e.g., repeated in series periodically- 1st / 2nd, etc. and / or 2018 / 2019, etc., national / international with caution in usage having surety of fairly well participation from abroad):

2. Date / Dates (single-day / multi-day):

3. Venue (Institute / Hotel / Convention Center):

4. Conference website:

**Other Details:**

5. Organizing Entity / Entities (in case jointly), e.g., Educational Institute / University, not-for-profit public body, etc. vis-à-vis Organizers (Conference Chair, Technical Program Chair, Finance Chair / Treasurer, Publication Chair, Contacts, Committees - Advisory, Steering, Organizing, Technical Program, Finance, Publication, Publicity, Hospitality, Accommodation, Transportation, etc.) with details:

6. Research atmosphere prevailing at the Academic Institute / Research Institute / Industry at the helm of affairs for organizing the Conference, like, number of Ph. D. or higher Degree holders in the relevant areas, number pursuing, publications by the faculty / practicing engineer in referred journals / conference proceedings, such as IEEE Publications and other reputed ones (*naming the same*), research facilities provided / extended by the organization inside or outside, etc.:

7. Whether the proposed conference is being organized for the first time or it has been held earlier also, and in case of latter, please furnish brief about the same, like, new / old (with history concerning previous ones including names of organizers behind the conference):

8. Theme and areas to be covered by the conference along with Tracks and probable Chairs and *if possible*, to which Society(ies) of IEEE the areas precisely belong, as areas may be under one or more Societies of IEEE:

9. If there is provision for plenary session / state-of-the-art lecture(s), the name(s) of possible speaker(s) in order to judge the level of conference with distinguished lecturers (from IEEE Societies or experts otherwise):

10. Time schedule with important dates – such as for, Abstract / Extended Abstract / Full Paper Submission, Acceptance Notification, Camera Ready Paper Submission, Registration, etc. (as placed with adequate interval of time) with sufficient time to be given for review by involving adequate number of qualified reviewers so that each paper is reviewed by at least 3 reviewers and no reviewer of the Conference papers gets more than 5 (ideally) or in the worst case maximum of 10 papers for review:

11. Whether the accepted papers, after due presentation (oral or poster) only, are intended to be published through the IEEE Xplore, besides local publication and *if yes*, then specific information about the review process and estimated number of papers to be submitted and possible acceptance (may be going by the previous few such conferences projection can be made for this time based upon quantitative assessment of numbers, though there may not be any hard and fast rule) in order to maintain quality of papers going to IEEE Xplore:

12. Details of how IEEE Organizing Unit (Section as Geographic Entity) to be associated in organizing the Conference in terms of human and other resources, which usually may be in the capacity of (Financial) Sponsor or one of the (Financial) Co-Sponsors, Technical Sponsor or one of the Technical Co-Sponsors and by the way of its Members in Committees:

13 Preliminary budget with estimated income and expenditure under various heads, like, Conference Registration Fee, Pre-Conference Tutorial Registration Fee, Fee from Exhibitors, Amount from (Financial) Sponsor or Co-Sponsors (usually refundable), Corporate and / or Institute Support (non-refundable), Publication Sale (maintaining appropriate copyright), Bank Interest, Other Income (*if any*), etc. as income on one hand and on the other hand expense on rental for space for Conference, Tutorial, Exhibition, audio, video, cost of food and beverages, transportation, publication & printing including through web, maintaining office, bank commission, IEEE MGA TCS Fee & Section TCS Fee, Other Expenses (*if any*), etc. with sufficient reserve margin planned (may be 20% or as suggested by the IEEE from time to time):

**Important Notes:**

1. After IEEE Delhi Section as a geographic Organizational Unit (OU) of IEEE gives its consent to be associated with the Conference in any capacity (Financial Sponsor / one of the Financial Co-Sponsors / Technical Sponsor/ one of the Technical Co-Sponsors), Conference Organizers are to apply online by submitting the Conference Application Form for getting registered with the IEEE (refer:  <http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html>) and get a 5-digit IEEE Conference Id number. Thereafter, a Memorandum Of Understanding (MOU) shall be generated by the IEEE and sent to all the Financial Sponsor / Financial Co-Sponsors, and Technical Sponsor / Technical Co-Sponsors (collectively known as the "Sponsoring Parties") for approval.
2. Upon approval, when MOU is executed, for abstracting & indexing with uploading in IEEE Xplore, *if it is intended*, Conference Organizers are to submit online Conference Publication Form (refer: <http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?appName=Publication>. Upon receiving the same, IEEE will send the Letter of Acquisition (LoA) which is an agreement between Conference and IEEE to consider Conference for acceptance into the Conference Publication Program (CPP) and IEEE *Xplore*®. The CPP handles the acquisition and exclusive post-conference distribution of all conference publications for sponsored and co-sponsored conferences. Therefore, it is also necessary to pledge copyright of papers to IEEE. LoA provides the information how Conference Organizers need to submit the conference proceedings to IEEE. Conference Organizers must approve and sign the LoA for the content to be processed for posting to IEEE *Xplore*. It is important that they follow all the guidelines in the LoA, otherwise there may be a delay in posting the technical papers to IEEE *Xplore*. However, the LoA does not guarantee that the conference technical papers will be published in IEEE *Xplore*. IEEE can withhold the publishing of conference proceedings that do not meet the IEEE quality standards.
3. Until and unless any IEEE Organizational Unit (OU) is substantially and directly involved with (Financial) Sponsoring, the name of IEEE shall not be included in the conference title.
4. The word ‘International’ is also to be cautiously used until and unless there are good amount of participation from abroad and that too from a number of countries *(as expected by the IEEE*).
5. Once MOU is signed by all (Financial) Sponsoring / Co-Sponsoring, and Technical Sponsoring / Co-Sponsoring parties, logo of IEEE may be used in the conference related documents.
6. Conference web-site may start indicating *at appropriate time* (after applying for inclusion of papers presented in the Conference to IEEE Xplore) something like,

"………………. (Conference Name) has applied for inclusion in the IEEE's Conference Publication Program. This means that the Conference proceedings of accepted papers (*for oral presentations*) will be submitted to IEEE Xplore."

1. In whatever capacity IEEE Organizing Unit sponsors the Conference it shall be prudent for it to name a watchdog Oversight Committee consisting of experts from the relevant field(s) and those having experience of organizing Conference for playing a pro-active role as facilitator to the Conference.

**Additional points to be considered:**

1. Statutory clearances:

Statutory clearances that the organizers of International conferences, seminars, workshops, etc., have to obtain are as follows.

- Administrative approval of the Nodal Ministry: Union Ministry / Department under which theme / subject / area / topic falls is to be approached right at the first instance with conference name, theme / subject / area / topic, dates, venue(s), names of organizing / sponsoring / supporting entities, estimated number of national and international delegates (*naming countries*), source of funding to meet expenditure, etc. specified. (In case conference is multi-area based, the Ministry / Department concerning the major area may be approached.)

- Event clearance from Ministry of Home Affairs: Section Officer (CC), Ministry of Home Affairs, Foreigners Division, NDCC Building II, Jai Singh Road, New Delhi - 110001 is to be approached seeking  'no objection' in principle from the security angle for holding of the conference with subject, dates and venue(s) and *other details as above*specified in the letter.

- Political clearance from Ministry of External Affairs: Section Officer (Coordination), Ministry of External Affairs, South Block, New Delhi - 110011 is to be approached seeking political clearance by Ministry of External Affairs for holding of the conference with subject, dates and venue(s) and *other details as above*specified in the letter.

**In addition,** (*as of now*)for authorization of visa to participants from (1) Afghanistan, (2) China, (3) Iran, (4) Iraq, (5) Pakistan, (6) Sudan, (7) foreigners of Pakistani Origin and (8) Stateless persons, the information in the format given below, in CD format if number of participants is above 15 (in 3 CDs), is required to be submitted to the Ministry of Home Affairs (Foreigners Division) at least 60 days before the commencement of the said event(s). **It is, however, advisable that the details may be sent to MHA (Foreigners’ Division) as soon as the details are available.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Name of applicant | Father’s / Husband’s Name | Nationality | Date of Birth | Place of Birth | Passport Number | Date & Place of Issue | Date of Expiry | Address |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

So far as visa authorization to participants from the countries other than those as mentioned above, Indian Missions abroad are authorized to issue conference visas to delegates on production of an invitation letter from the organizer(s) together with copies of MEA's political clearance as well as MHA's security clearance.

In this context it is also worthwhile to look into the new visa scheme of Government of India called e-Tourist Visa that has the requirement that are minimal (refer: <https://indianvisaonline.gov.in/visa/tvoa.html>).

- Clearance from the concerned State Government: Home Ministry of State concerned where Conference is being held is to be approached. Again it is too more for information to the authority and they do not usually object, once the clearance from Union Ministries are sent to them.

- Clearance from local law enforcing authority: Commissioner of Police is to be approached from law and order angle. Though it may not be a problem, prior intimation shall be there.

While obtaining the above mentioned statutory clearances *without fail*, in this context for guidance Conference Organizers may like to have a look at the FAQs on Conference Visa at the MHA site (<http://www.mha.nic.in/>) also.

2. Identification of proper IEEE Organizational Unit for association:

- It shall be in consonance with the provisions under IEEE Constitution & Bylaws.

o Usually Geographic Entity concerned within whose area the location of Conference falls, and in case Geographic Council covering not only the area of the concerned Section, but also a cluster of Sections of a country and agrees to provide sponsorship in any form, concerned Section shall also be in the picture.

o In certain cases it may be another Geographic Entity acceptable under Contiguous Section provision of IEEE due to affiliation of large number of IEEE Members from the area of location of Conference to that Geographic Entity. (Similar may be the case with the Student Branch too.)

**Conference Financial Reporting:**

1. While continuously accounting is to be maintained and finally balance sheet is to be prepared, Income Tax Department of Government of India stipulates separate maintenance of accounts and closure thereof with surplus / deficit shown properly along with the names of entities financially involved with the Conference.
2. In case of Conferences with IEEE entities having majority stake in financial matter for the Conference and / or having projected income and / or expenditure more than a specified limit, right from the beginning and from time to time till the closure, in prescribed format, reporting has to be done to IEEE.

**Additional considerations for International Conferences in India:**

1. Some basic issues to be considered are

- Facilities available

- Connectivity (*physical as well as e-communication*) with the rest of the world

- Interest of local organizers as well as Institutes and Industries around, *if applicable*

1. Considering above, 6 (*six*) Metropolitan cities of the country and in addition, few other cities may be in a position to host International Conferences in India. Of course, extensive availability of e-communication covering other areas vis-à-vis improvement in transportation, also promise to usher in with feasibility of hosting such International Conference in near future

Submitted by -

Name:

Conference Position:

Affiliation:

Contact Information:

Email:

Tel / Mo:

Address:

Date: