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

1. Nature of the event (tick one):

   Conference/Symposium/Workshop/Seminar/Course/Student Branch activity

2. Title and URL of website for the event:

Title of the event :
http://

3. Dates, Timings and venue for the event

Dates:		Timings:	AM to PM
Venue:			

4. Name and address of the organizing / Co-sponsoring institutes: If academic, do they have P G degree courses?

5.

Objectives, Scope and Topics of the event	Objectives		Scope
	Topics		

6. Target Audience, Type, estimated number

From Industry		From outside India	
From Academia			

7 . Contact details of the Chairperson/Coordinator:

Name:		Designation:	
Affiliation : Address:			
Telephone:			
Mobile:		Email:	

Details of other key Committees Chairs indicating their positions

8. Details of Expenditure:

Expenditure Heads	Amount

9. Sources of Income:

Source	Amount

From Registration fees From agencies like DST, AICTE and other (specify name)	

10. Registration fee details

General IEEE members IEEE Student members

Are any Tutorials planned? If yes give some information on the plans.

11. Please make your request for Resource Persons (If required):
Specify what you expect from the IEEE Hyderabad Section as technical cosponsor.
Why do you want IEEE Hyderabad Section to be a technical cosponsor?

12. 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 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 and related topics.

13. Number of IEEE Higher Grade (HG) members, IEEE Student members in your organization. Name those who helped as volunteers or participated in the Hyderabad Section activities.

14. Brief description of the event and Action Plan to maintain the quality. Names & affiliations of experts approached / agreed to help / participate. Indicate their role.

15. Number of Papers, parallel sessions. Paper Review process, evaluation criteria. How will you make sure the papers selected are presented in person by the author(s).

16. Impact of the activity on IEEE Hyderabad Section:

17. Assistance from IEEE Hyderabad Section:

Nature of Assistance (tick one):	Technical Sponsorship/ Grant/ Any other

If Any other please specify:	
Amount (Rs.)	

Name:	
Signature:	
Date:	

Please send the filled in form to IEEE Hyderabad Section with
Attn: Chair, Conferences Committee   conferences@ieeehyd.org

For Section use only
- Approved/ Not Approved in Section executive committee meeting on
_____

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

Signature of Applicant
Name
Affiliation Designation
Position in IEEE
Membership No.

IEEE Hyderabad Section – Technical Co-sponsorship – Conference Norms

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

The procedure shall also be followed by IEEE Hyderabad Section Chapters for providing 'Technical Cosponsorship', 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 12 months before the conference date if it is an international conference and 08 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.

iii) If the Technical Co-sponsorship is being provided by any of the IEEE Hyderabad Section Chapter, IEEE Hyderabad Section shall be informed before submitting 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 shall 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 IEEE Hyderabad Section would approve for technical co-sponsorship for

Category 1: Conference with only technical co-sponsorship

Category 2: Conference with technical co-sponsorship and paper uploading in 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 3 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 the conference in the past. The organizing institute shall submit complete report (both technical and financial) of the previous conference to IEEE 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. 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 chair for the conference. These members (three) should have published at least 6 papers in IEEE journals or SCI indexed journals 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 four members should have published at least 6 papers in IEEE journals/Other reputed journals or SCI indexed journals. 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 complete report of the previous conference (both technical and financial) to IEEE IEEE Hyderabad Section while submitting the conference request.

xii) Technical Co-sponsorship shall not guarantee approval to indexing of accepted technically cosponsored conference papers to IEEEXplore and it shall be organisers' responsibility to adhere to IEEE and IEEEXplore Policies for listing of papers in digital library. They shall sign a separate MOU with IEEEXplore for the purpose, as required by IEEE.

• The word 'international' is generally not to be used in the name / description of the event until or unless 30% international participation is not expected.

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

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

• In Technically Cosponsored events, agree to announce IEEE Hyderabad Section as Technical Cosponsor.

- IEEE Hyderabad Section generally will not provide financial support for Event unless agreed before.
- IEEE Hyderabad Section would like to have at least 2 of its nominated members in the program committee/technical committee.
- IEEE Hyderabad Section would like to get engaged from time to time on the progress of the Workshop. Keep us informed with the brochures, number of registrations etc. well in time.
- Please schedule a slot (may be at the end of the event or at a convenient time) for IEEE Hyderabad Section presentation. It may take up to 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.
- IEEE Hyderabad Section is not responsible for any legal, financial or any other liabilities.
- Evaluation from attendees should be obtained in a properly drafted feedback form. Summary of feedback should be shared with Section along with a report on the number of attendees and any lessons learnt.
- A copy of the proceedings / all papers is to be given to Section.
- All co-sponsors should be non-profit societies
- Conference Policies should conform to IEEE Policy document Chapter 10
- TCS fee of $1000 will be levied on all technically sponsored conferences of Hyderabad Section that shall be deposited after the Technical cosponsorship of Hyderabad Section is conferred and chairman of Section has sent an intimation email to organizers.
- 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 POCOM IEEE miniPOCO or COW.