Information Required for Conference Sponsorship

General Guidelines:

The IEEE Kerala section is committed to maintain high technical quality for the conference technical program. The conference organizers are requested to take every effort for the same. The following guidelines are issued for the successful operation of the conference:

a. It is recommended that the completed conference association form should be received by the CAB at least 9 months before the conference. The application should be submitted to the section chair with a copy to the convener of CAB. The conference URL information needs to be included, and the website should be up and running for the CAB to take a decision on the technical co-sponsorship (TCS) request

b. It is recommended that the general chair, TPC chair and Publication chair are IEEE members. At least one IEEE journal publication is recommended for the TPC chair and Publication chair

c. Publicity of the conference is very important to get a greater number of papers and the organizers should try to get maximum publicity of the conference. There should be sufficient time for publicity of the conference. The organizers may request the IEEE Kerala section through CAB to send an e-notice to IEEE Kerala section members if needed. All the important information should be available, and the conference site should be updated on time. Details regarding past editions of the conference may be provided on the website, Also, there should be sufficient gaps between the dates, such as paper submission, review, paper acceptance, camera-ready submission and registration. The IEEE name and logo should be used for publicity only after getting conference approval from IEEE MCE

d. Review of 6-page full paper is recommended, and the standard IEEE template may be used. IEEE recommends a minimum of three independent reviews per paper. The reviews should not be less than two numbers in any case. The reviewers should have experience in publishing at least one IEEE conference/journal paper. PhD scholars with the above-mentioned experience may also be used as reviewers.

e. It is always better to have a low acceptance rate to maintain the quality of the technical program. For technically sponsored conferences, the maximum acceptance rate recommended by CAB is 40%.

f. The conference Section/CAB leadership should be invited for the inauguration of the event. The Section/CAB will try to send at least one representative for the same.

g. The conference proceedings should be submitted within one month after the conference. The overall similarity in the final camera-ready paper, excluding the bibliography, should be less than 30%, and individual similarity with other papers should be less than 10%.

h. There is a TCS fee associated with all the technically sponsored conferences of the Kerala section (in addition to the IEEE TCS fee), which is to be paid at least two weeks before the conference date. The organizers can request the CAB to provide an invoice for the same.

i. The conference organizers should maintain a good rapport with the Conference Activities Board (CAB). The CAB will assign one liaison officer to mentor the conference organizers. The organizers are expected to provide accurate details regarding the conference event, and a proper report of the conference should be submitted to the CAB within two weeks after the conference. The report should contain (i) Information regarding the number of papers received, the number of papers accepted (acceptance ratio), the number of paper registrations and the number of papers finally presented (attrition rate) (ii) the list of reviewers and their affiliation (iii) the average number of reviewers per paper (iv) review questionnaire used for review (v) List of presented/published papers (vi) Type of review: blind/double-blind (vii) Whether all the papers have undergone similarity checking and the tool used for plagiarism detection (viii) List of organizing committee members (ix) Book of abstract/schedule/proceedings (x) few photographs of the conference including that of the inauguration, technical sessions, poster sessions, exhibit counters, socializing events, valedictory etc.

Conference Basic Information

1. Conference Title:
2. Acronym:
3. Proposed Dates:
4. Venue:
5. Conference URL:

Organizing Institution Basic Information

6. Organizing Department/Institution:
7. Brief description of the Department/Institution:
8. URL:
9. AICTE Approval Status of the Institute:

10. NAAC/NBA accreditation Status of the institute department(s) with Grades:

11. Summary of post-graduate programs and research work in electrical/electronic/computer science:

12. Number of Faculty members with PhD:

13. Number of Faculty members with PhD within the scope of the conference:

14. Number of Faculty members who are IEEE members:

15. Number of Faculty members who are IEEE technical society members:

16. List of High Impact Events (Conferences/Workshops/Seminars) organized during the past 3 years:

17. Whether Active IEEE Student Branch exists, and membership count in past 3 years:

18. List active IEEE Student Branch society chapters (if any) and membership count in the past 3 years:

19. Conference Facilities available (Hall for plenary sessions, for keynotes, parallel tracks, accommodation facilities, etc.):

Technical Evaluation

20. Conference Theme brief description:

21. Type of Support Required from Kerala Section

    (Financial Co-sponsorship/ Technical Co-sponsorship):

22. IEEE entities (Societies/Sections/Councils) already supporting, if any, with nature of support:

23. Other entities or organizations supporting, if any, with nature of support:

24. Nature of Conference (National/International):

25. Expected number of paper submissions:

    a) From Kerala:

    b) From Outside Kerala, within India:

    c) From Outside India:

26. Expected number of registered participants in the conference (authors, delegates, resource persons, volunteers etc.):

    a) From Kerala:

    b) From Outside Kerala, within India:

    c) From Outside India

27. Name and contact details of the key people involved

General chair:

Name:

Designation:

Affiliation:

Email and mobile number:

IEEE member no:

Co-General Chair (if any):

Name:

Designation:

Affiliation:

Email and mobile number:

IEEE member no:

TPC chair(s):

Name:

Designation:

Affiliation:

Email and mobile number:

IEEE member no:

Publication chair(s):

Name:

Designation:

Affiliation:

Email and mobile number:

IEEE member no:

Publicity chair(s):

Name:

Designation:

Affiliation:

Email and mobile number:

Finance Committee Chair(s):

Name:

Designation:

Affiliation:

Email and mobile number:

28. List the publication details of the TPC chair and Publication chair- (at least one IEEE journal publication is recommended).

   Note: The publication details may be included as an attachment

   TPC Chair:

   Publication Chair:

29. Composition of the Technical Program Committee- Track chairs, reviewers etc. (list prominent members along with affiliations)

   a) From Kerala:

   b) From outside Kerala, within India:

   c) From abroad:

30. Composition of the Advisory Board (list prominent members, along with affiliations)

   d) From Kerala:

   e) From outside Kerala, within India:

   f) From abroad:

31. Technical review process:

   a) What type of review is being performed (blind/double-blind review):

   b) Maximum length of paper allowed for review:

   c) Maximum length of camera-ready paper permitted:

   d) How many reviewers will review each paper: (From Industry/Research org/Academician)

   e) How many named reviewers will be associated with this conference:

   f) What is the targeted acceptance rate for the papers (%):

g) Details of the paper management tool, plagiarism detection tool, review process to ensure quality review, name of reviewers, resource persons for plenary/keynote/tutorial etc:

h) Your strategies to get a greater number of papers:

i) Your Strategies for a good conference event:

32. Planned Dates for:

   a) Call for Papers Announcement:

   b) Draft Paper Submission:

   c) Notification of Acceptance:

   d) Final Camera-ready Paper:

   (Note: Sufficient gaps should be there between the dates)

33. About Conference Proceedings:

   a) Whether publication in IEEE Xplore is intended:

   b) Whether IEEE can own exclusive copyrights for publication:

34. Details regarding previous editions of the conference and publication of the proceedings:

35. The reports of previous editions have been submitted to the Kerala section, and TCS fees paid: Yes/No

   (If Yes, give details, If no, explain the reason for non-submission of reports/TCS fee)

Financial Evaluation

36. Proposed % financial stake for Kerala Section ('0 %' for technical co-sponsorship):

37. Whether any other entity has a financial stake in the conference (give details, if any):

38. Details of registration fee:

39. Budget estimate (Please provide details)

   a) Revenue:

   b) Expenditure:

40. Expected Sources of financial support (sponsors, if any):

41. Any other relevant information:

42. Submitter Information:

   Name:

   Role in the conference:

   Email:

   Mobile Number: