IEEE UK & IRELAND SECTION CONFERENCES AND EVENTS

- Some quick notes for event application and important reminders

Ibrahim Kucukdemiral

How To Submit Your IEEE Conference Application

What : Applying for sponsorship is easy. Simply let IEEE know the details of your conference by completing the IEEE Conference Application.

Who : This application should be submitted, typically by the Conference Chair, as soon as information is available.

When : Typically, 12 to 18 months before the conference.
    No commitments can be made on behalf of IEEE prior to sponsorship approval. Any workshop, symposium, or conference that does not have prior written approval from the Section, Region, or MCE should not use the IEEE brand in any of their publicity or promotion materials.

How : You can complete the IEEE Conference Application by submitting your information via the convenient online form

INFORMATION NEEDED TO SUBMIT

- Before you start the form, you will need:

  - Approval from IEEE UK & Ireland Chair

  - Agreement of Chapters involved : As per the IEEE UK and Ireland Section's Bylaws and practice, it is vital to obtain the agreement of all Chapter Chairs involved in the conference.

    - The primary organizer and sponsor should be one of the Chapters, with at least two other co-sponsoring Chapters.

    - If you have difficulty finding a co-sponsoring Chapter, the Section would be happy to help you.

    - Chapter Chairs when agreeing to be a TCS for a Conference should do it with the written proviso as:

      - "All the IEEE TCS fee of 1,450 USD, as well as the per paper fee of 22 USD, will be the responsibility of the Conference and its Financial Sponsors, and the IEEE UK and Ireland Section or any of its Chapters will not be liable for any of these fees"

INFORMATION NEEDED TO SUBMIT (*CONT.*)

- Before you start the form, you will need:
  - Proposed conference title and acronym
  - Proposed conference dates
  - Location
  - Website URL
  - Short description of the conference
  - Names and responsibilities of sponsors
  - Estimated budget (costing table)
  - Information about the technical program and peer review process
  - Contact information for the Conference Chair, Technical Program Chair, Treasurer, and Publication Chair
  - The list of committee names (if available)

USEFUL MATERIAL

- There is a very useful checklist here:
  - https://ieeemce.org/planning-basics/ieee-conference-application-business-essentials/ieee-conference-application/

- Also, there are many useful materials available in Conference Education Programme (tutorials, video seminars, e-learning cources)
  - https://www.ieee.org/conferences/organizers/conference-organizer-education.html#view-tutorials-on-the-ieee-conference-application