**Application for Co-Sponsorship / Technical Co-sponsorship by IEEE Bhubaneswar Subsection**

**Note**: The application should be submitted to the subsection at least 10-12 months ahead of the proposed date of conference. A processing fee of Rs. 10,000.00 should be paid to subsection after the approval of the conference. (Please remove this lines from the final application form) (Bank Account details are included at the end of the form)

1. Nature of the event for which Technical Co-Sponsorship is being sought (choose one): Conference/Symposium/Workshop/Seminar/Course/Student Branch activity
2. Please provide the Title and URL of website for the event:

Title of the event:

https://

1. What are the dates being planned for the event? Please provide Dates, Timings and venue for the event.

Dates:

Timings: AM to PM

Venue:

Note: Dates must be planned ahead a minimum of 12 months ahead and the URL must be functional with full information. It is preferred that application is sent to IEEE Bhubaneswar Sub-Section by about 12 months previous to the start date.

1. Please provide the Name and address of the organizing / Co-sponsoring institutes: Provide details of the academic and research activity taking place at the sponsoring institute. Give details of how the sponsoring institutes have provided support to IEEE and IEEE activities including those of IEEE Bhubaneswar Sub-Section.
2. Name of the Student Branch in the applicant institute and its of getting approval from IEEE:
3. Please give a very short (about 50 words to 100 words maximum) abstract regarding the conference to be organized and its relationship to the state of the art in the field.
4. The conference theme needs to be mentioned by highlighting the domains.
5. To be successful the conference must be clear about who is going to attend. Please write here about the Target Audience who will participate. Is it meant for students or professionals (note Faculty members, PhD scholars and PG students are also termed as professionals.), or is it targeted at Industry Participation? If so please mention in what manner the audience from industry is expected to find it fruitful to attend this conference. How will the organizers invite and facilitate industrial involvement?
6. Contact details of the Chairperson/Coordinator:

Name:

Designation:

Affiliation:

Address:

Telephone:

Mobile:

Email:

1. Details of other key Committees Chairs indicating their positions.

Please note here as per IEEE Conferences we expect the following committees and positions: Steering Committee members and Chairs, General Chairs, Program Chairs and prominent Program Committee members who are technical authorities in the subject, Publications Committee, Finance Committee, Publicity Committee, Local Organizing Committee from main host institution, etc. All committee names and members mentioned here must have given their consent to participate.

1. To be taken seriously and for planning a successful event the financial planning details must be shared. Expenses that are expected must be budgeted against the sources of income. Please provide the following Details of Expenditure: Expenditure Heads Amount
2. Please provide Sources of Income:

Source Amount

From Registration fees

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

1. Here the Registration fee details as per the requirements and with a planning to break even and sustain event must be given. It must give significant discounts to IEEE members and IEEE Student members. Fees for:

General

IEEE members

IEEE Student members

1. About the host organization and its details of experience in organizing events previously. Please share here 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 the 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 theme and related topics. It is observed that those Institutions that have well run Students Branches have been able to organize events more successfully.
2. Provide information about the IEEE Members Strength in your institution. Please give Number of IEEE Higher Grade (HG) members, IEEE Student members in the hosting organization.
3. Provide a brief description of the event and action plan to maintain the academic quality of papers and contributions. Please note that papers to IEEE Xplore must satisfy quality checks for quality of writing and originality of contributions. Please provide names and affiliations of experts who agreed to help participate to maintain this quality. Indicate their role like Program Chair, Track Chair, Publications Chair, Steering Committee etc. Their consent must be obtained prior to the application being submitted.
4. For planning purposes give here the number of Papers to be presented, the number of parallel sessions, details of Paper Review process, evaluation criteria etc. How will you make sure the papers selected are presented in person by the author(s).
5. We hope that by organizing this event the members of IEEE and others will be benefited. Here please give what might be the projected Impact of the activity on IEEE Bhubaneswar Sub-Section in various terms like increase in membership, etc.
6. Please send this filled in form to IEEE Bhubaneswar Sub-Section Attn: Chair, Conferences Committee: [ieeebhubaneswar@gmail.com](mailto:ieeebhubaneswar@gmail.com)

I have read conference policies of IEEE and IEEE Bhubaneswar Sub-Section and accept to adhere to them.

Date:

Signature of Applicant:

Name:

Affiliation:

Designation:

IEEE Membership No. :

Grade like Fellow or Senior Member, or Member. :

(Please note Student Members are not authorized to make the conference applications forms.)

Authorized Signatory with seal (Here only Head of Institution like Principal or Chairman, etc must give their endorsement.)

Name:

Signature:

Date:

**Bank Account details of IEEE Bhubaneswar Subsection:**

**Name:** IEEE BHUBANESWAR SUBSECTION

**A/C NO:** 24282210007217

**BANK:** CANARA BANK, BHUBANESWAR IIT BRANCH, SAMANTAPURI, BHUBANESWAR

**IFSC CODE:** CNRB0012428