

Application for Technical Co-Sponsorship by IEEE India Council

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 of Event:					

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

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5.

Objectives, Scope and Topics of the event	Objectives		Scope
	Topics		

6. Target Audience, Type, estimated number

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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. Other sources of Income:

Source	Amount
From Regn fees From Govt agencies like DST, AICTE	

10. Registration fee details

General IEEE members IEEE Student members

Are any Tutorials planned ? If yes give some information on the plans.
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11. Please make your request for Resource Persons (If required): Specify what you expect from the IEEE India Council as technical cosponsor

12. Details of IEEE and non IEEE events, you/your organization has organized and how many staff/students of your organization participated in such events in last 3 years.

13. Number of IEEE H G members, IEEE Student members in your organization.

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 India Council:

17. Any other information, you wish to add

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18. Assistance from IEEE India Council:

Nature of Assistance (tick one):	Technical Sponsorship / Any other
If Any other please specify:	
Amount (Rs.)	

Name:	
Signature:	
Date:	

Please send the filled in form to the Secretary, IEEE India Council Page 5
(Email address of the Secretary can be obtained from the Section website: www.ieeehyd.org)

For IEEE India Council use only

- Approved/ Not Approved on _____

IEEE India Council

Conference Technical Co-sponsorship Policy

Following procedure to be followed to obtain approval of India Council in order to get 'Technical Co-sponsorship' of India Council.

- i) All the communication related to the conference technical co-sponsorship approval shall be routed through the Chair of India Council.
- ii) The organizing institute or the proposer of the conference shall approach India Council 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 Council, the organizer should seek consent of the Council at least 12 months before the conference date.
- iii) There is no concept of IEEE India Council Chapters so Technical Co-sponsorship can't be requested through IEEE India Council Chapter.

The above mentioned criteria shall be strictly followed.

- iv) The conference organizing institute shall fill up the online application for the conference on the IEEE website ONLY AFTER getting the written approval of the Chair of India Council. India Council shall nominate members from the Council to the conference committees, if required.
- v) IEEE India Council encourages the conference organisers to work with Local Technical chapters where the conference is geographically being conducted.
- 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 India Council.
- vii) There are three categories of conferences for which IEEE India Council 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 IEEE Xplore.

Category 3: Conference with Partial Financial co-sponsorship and paper uploading in IEEE Xplore.

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 IEEE Senior 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 IEEE Senior 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 India Council 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 Ithenticate/Cross check anti-plagiarism software and peer review of papers will be conducted as per IEEE Policies. If their request is approved, IEEE India Council will help the organizing committee in this process before sending the papers for review. If conference is organised by an academic institution, it should have an active student branch.

a. For First Time Applicants:

i. International Conference: There should be at least five faculty members, in the applicant institute who are IEEE members at the time of application. National Conference: There should be at least three faculty members in the applicant institute, who are 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 sound Publication record in peer reviewed journals. These three members need not be from the organizing institute, though desirable. India Council 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 IEEE Senior members at the time of application.

ii. **National Conference:** There should be at least 3, faculty members in the applicant institute, who are IEEE Senior 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 sound Publication records in peer reviewed and indexed journals. These four members need not be from the organizing institute, though desirable. IEEE India Council would write to these four members to get a concurrence with regard to the application. In case of International conference, two these four members shall be from outside India.

xii) 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 India Council while submitting the conference request.

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

xiv) Category 3: Conference with Partial Financial co-sponsorship and paper uploading in IEEE Xplore.

IEEE India Council gets involved with Partial Financial Co sponsorship for selected conferences. Such proposals will be vetted by IC Conferences committee and decision will be made.

xv) As per the revised IEEE MGA Norms, IEEE Technical Co-sponsored (TCS) Conference organisers must pay \$1000 as TCS Fee and \$15 per paper if the accepted papers are submitted to Xplore. All IC TCS Approved conferences attracts a deposit of Rupees Rs1,00,000 (Rs 75000 is refundable after the organiser has cleared the IEEE TCS Fee of \$1000 and Xplore Invoice raised by IEEE MCE post conference).