

## **Bidding Guide for IEEE INDICON/INDISCON IEEE India Council Conferences**

This guide outlines the main requirements for organizations and institutions who intend to submit a bid to host the IEEE INDICON/INDISCON International Conferences. It includes policies and requirements governing this event in order to offer clear guidelines of tasks and responsibilities. The India Council conferences abbreviated as IEEE INDICON/INDISCON are held annually over a period of 2-3 days generally. INDISCON must be held before end of **June**, and INDICON must be held before end of **December**.

### **Conference Agenda:**

The IEEE INDICON/INDISCON Conferences of India Council generally follows to a fixed program as usual IEEE Technical conferences. The preconference activities includes following activities: Concurrent Tutorials, Panel Sessions and Social Program and Welcome. Following two days may include Opening Ceremony, Keynote Session, Keynote/Invited Speech Session, Concurrent Technical Sessions, Poster Presentations, Social Activities and Closing Ceremony. Final Agenda is composed collaboratively with Local Host.

### **Conference Scope:**

IEEE INDICON/INDISCON's scope (tracks and topics) is subject to change but totally defined in the technical scope of the forty plus technical societies of IEEE but based on themes depending on interests of current research and technical activity world-wide.

### **Bidding Condition for Institute/Consortium under Section**

Following condition are required for bidding:

The bids between sections will be compared. A section might support a bid with a single host institute or a consortium but all under the same section.

- Bidding Proposal must be given in the format from IEEE India Council Website by hosting Section and Institute Partners keeping in view the information that is being asked here also.
- Institute Partners Proof of previous experience in organizing IEEE Conference or other events on par with International and Indian participation; Note: Smaller or newer institutes would be supported by section or could be made through a consortium format under the same section.
- Provide the list of local organizations and companies which can potentially support or sponsor event;
- Provide the preliminary list of members of the Local Organizing Committee (LOC);

The Bidding Proposal should address the following questions:

- Why is your institution/organization interested in hosting IEEE INDICON/INDISCON?
- Do you have institution/organization level support to host IEEE INDICON/INDISCON?

- Who are potential General Chairs Technical Chairs and members of Local Organizing Committee (LOC)?
- What are your proposed dates for IEEE INDICON/INDISCON?
- Has your institution/organization previously hosted international conferences? If so, which and when?

All required documents can be sent by email to Advisory and Steering Committee (IEEE INDICON/INDISCON Advisory and Steering Committee) of the IEEE INDICON/INDISCON at least one year before the event. The winning applicant will be notified by official Bidding Acceptance Letter from India Council Chair by email and on India Council Website.

## **Responsibilities for the Host Section:**

**The Section (and hosting institute/consortium) who are awarded the bid for IEEE INDICON/INDISCON India Council Conference must take responsibility for implementation of the complete life-cycle of the high level international conference, including scientific and organizational components as followings:**

- Take overall and final responsibility for all aspects of the IEEE INDICON/INDISCON conference, including organisation of the conference, the scientific program, paper submission, peer-review process, posters, registration, exhibits (if applicable), website, international promotion, all financials and budget;
- The IEEE INDICON/INDISCON Technical Program (Scientific) Committee will have full and final responsibility of all aspects of the Scientific Program;
- The Steering Committee is responsible for determining the overall structure, content, and daily schedule for the conference in consultation with the Local Host;
- Create, populate and update conference web site;
- Determine conference scope/tracks and sub-topics (jointly with Host);
- Communicate consistently with IEEE INDICON/INDISCON Local Host and provide consultancy;
- Prepare and distribute "Call for Paper" worldwide using multiple channels;
- Promote conference inside and outside of IEEE promoting the participation of the international community;
- Arrange and maintain Paper Submission System;
- Maintain consistent communication with authors/paper-submitters;
- Handle Peer Review Process attracting International team of Peer Reviewers ensuring quality of accepted papers;
- Establish sponsorship packages and documentation;
- Attract high-profile Keynote and Tutorial Speakers who are credible in areas of conference scope;
- Prepare Conference Technical Program (jointly with Local Host);
- Prepare Conference Proceeding in cooperation with publishers;

- Prepare all graphics for the conference including: Program, Proceedings, Banners, Badges, Certificates. etc.;
- Arrange Post-Review process and prepare proceedings for submission to IEEE Xplore as per full-fledged proceedings with Copyright information on each paper, etc., as per IEEE Publication practice.
- Post Conference the entire conference report with financial report and transfer of surplus funds to the India Council bank account is the responsibility of Section.

**The IEEE INDICON/INDISCON India Council Conference expects that Local Host takes responsibility for all on-site/local arrangements and logistics the followings:**

- Assign main person who will be in charge to facilitate communication between IEEE INDICON/INDISCON Conference and Local Host team;
- Build Local Organizing Committee that consists of staff from Local Host and other local partner institutions/organizations;
- Arrange for conference venues, halls, meeting rooms;
- Arrange for sound, video projectors, computers and other devices/services for the conference activities;
- Suggest hotels and other accommodation options negotiated for special reduced prices for the IEEE INDICON/INDISCON. (No need for centralized booking service. Delegates will book their own hotels.);
- Arrange opening reception, lunches, coffee breaks;
- Arrange sightseeing tours and cultural programs for delegates;
- Arrange in-city transportation for tours and transfers (if needed);
- Attract volunteers with good communication skills as volunteers;
- Organize a registration desk and prepare of delegate bags;
- Print out conference programs, proceedings, primary banner, roll-ups and badges;
- Provide Wi-Fi access in the conference site;
- Provide local promotion and media-support;
- Promote the event locally to potential participants within country and region;
- Invite local officials and guests to attend the event;
- Find local sponsorship in coordination with the IEEE INDICON/INDISCON;
- Provide visa support to international participants to enter the country;

## **Contact Information:**

For further details on the hosting opportunities, please contact to the IEEE INDICON/INDISCON Advisory and Steering Committee ([link](#)) or IEEE India Council Technical Activities Vice Chair IC to: Dr. Atul Negi ([atul.negi@ieee.org](mailto:atul.negi@ieee.org))