



IEEE Gujarat Section – Technical Co-sponsorship

Following procedure to be followed to obtain approval of IEEE Gujarat Section in order to get 'Technical Co-sponsorship' of IEEE Gujarat Section.

The procedure shall also be followed by IEEE Gujarat Section Chapters for providing 'Technical Co-sponsorship', where MOU is to be approved by IEEE Gujarat Section as 'concurring section'.

- i) All the communication related to the *conference technical co-sponsorship* approval shall be routed through the Chair of IEEE Gujarat Section.
- ii) The organizing institute or the proposer of the conference shall approach IEEE Gujarat Section at least 18 months before the conference date if it is an international conference and 12 months before the conference date if it is a National/Regional conference.
- iii) If the Technical Co-sponsorship is being provided by any of IEEE Gujarat Section Chapter, IEEE Gujarat Section shall be informed before submitting online application. The above mentioned criteria shall be strictly followed.
- iv) IEEE Gujarat Section shall approve MOU of any conference, which is Technically Co-sponsored by IEEE Gujarat Section chapter(s), on written confirmation from the Chapter Chair confirming the quality of the conference as per the IEEE standards.
- v) 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 IEEE Gujarat Section. IEEE Gujarat Section shall nominate members from IEEE Gujarat Section to the conference committees, if required.
- vi) IEEE Gujarat Section shall not approve any conference supported by IEEE Gujarat Section Chapter(s) who are not complying with their reporting to the IEEE Headquarters especially 'financial reporting'.
- viii) IEEE members including IEEE student members should be given 15% discount (at least) in registration fees in the conferences technically co-sponsored by IEEE Gujarat Section.
- ix) There are two categories of conferences, IEEE Gujarat Section 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 IEEEXplore.

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 three faculty members, who are IEEE members, in the applicant institute at the time of application.

b. For Applicants who have received technical co-sponsorship earlier: There should be at least three faculty members, who are IEEE members, in the applicant institute at the time of application. Application under this category will get consideration subject to the condition that the organizing institute had successfully organized the conference in the past, and submitted the technical and financial report of previous conference(s) to IEEE Gujarat Section. The organizing institute shall also submit the complete report (both technical and financial) of the last conference organized, technically co-sponsored by IEEE Gujarat Section, to IEEE Gujarat Section while submitting the conference request.

It is noted that for a particular institute, technical co-sponsorship will be given to only one conference in one calendar year.

xi) **Category 2:** For Technical Co-sponsorship and paper uploading in IEEE Xplore: The organizing institute must declare in writing that they will scrutinize the papers for plagiarism by reputed anti-plagiarism software. If their request is approved, IEEE Gujarat Section will help the organizing committee in this process before sending the papers for review.

a. For First Time Applicants:

a1. International Conference: There should be at least five faculty members, in the organizing institute who are IEEE members at the time of application.

National Conference: There should be at least three faculty members in the organizing institute, who are IEEE members at the time of application.

a2. The technical program committee should have five 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 published at least 6 papers in referred journals/conferences (IEEE, ACM, Springer, Elsevier, and other SCI indexed) in the three years immediately preceding the year of application. These five members need not be from the organizing institute, though desirable. IEEE Gujarat Section would help in identifying/forming the technical program committee members to get a concurrence with regard to the application. In case of International conference, one of these five members shall be from outside India.

b. For Applicants who have received technical co-sponsorship earlier:

b1. International Conference: There should be at least five faculty members in the organizing institute, who are IEEE members at the time of application.

b2. National Conference: There should be at least three faculty members in the organizing institute, who are IEEE members at the time of application.

b3. The technical program committee should have five people who will look after the technical activities of the conference. One of them would serve as technical program chair for the conference.

These five members should have published at least 6 papers in referred journals/conferences (IEEE, ACM, Springer, Elsevier, and other SCI indexed) in the three years immediately preceding the year of application.

These five members need not be from the organizing institute, though desirable. IEEE Gujarat Section would help in identifying/forming the technical program committee members to get a concurrence with regard to the application. In case of International conference, two these five members shall be from outside India.

It is noted that 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 the organizing institute has successfully organized the conference in the past and reported both technical and financial status of the conference to IEEE Gujarat Section. The organizing institute requires to submit complete report of the previous conference (both technical and financial) to IEEE Gujarat Section while submitting the conference request.

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