

## **Policy on Financial Co-Sponsorship (FCS) of Conferences**

### **IEEE Gujarat Section**

#### **1. Overview**

- Financial Co-Sponsorship (FCS) signifies shared technical and financial responsibility between IEEE Gujarat Section and the organizing institution.
- FCS requires mutual contribution to budget planning, publication oversight, and surplus/loss sharing.
- All conferences under FCS must adhere to IEEE policies, ethical standards, branding, and publication quality guidelines.

#### **2. Eligibility and Application Process**

- Only not-for-profit organizations are eligible for FCS.
- Application must be submitted at least 1 year before the conference date.
- Final approval is subject to review by the IEEE Gujarat Section Chair and Treasurer.
- IEEE expects a minimum 20% surplus in the budget unless negotiated otherwise for new conferences.

#### **3. Financial Responsibilities and Budget**

- IEEE Gujarat Section receives a minimum of 40% of the net surplus.
- Organizers must submit the budget for approval by the Section Treasurer.
- All bank accounts must be in the name of IEEE and the conference; personal accounts are not allowed.
- Event participation fees must include applicable taxes (e.g., 18% GST).

#### **4. Conference Organizing Requirements**

- IEEE must be directly involved in technical program development.
- Conference must adopt IEEE's blind peer review and plagiarism screening policies.
- Website must display IEEE Code of Ethics, Code of Conduct, and Privacy Policy.
- Final report must be submitted within 6 months after the event.
- Paper submission to IEEE Xplore must be completed within 1 month post-conference.

### **IEEE Conference Application Checklist**

Before starting your IEEE Conference Application, review the conference application checklist. Each step of the registration process is clearly identified by topic. By gathering the information before your start, you can enter the information more quickly. If you don't have all the information at once, you can save your application and return later to complete it.

### Submitter Information

- ☐ Submitter name, email and phone number

### About the Event

- ☐ Conference name and acronym
- ☐ Event type, location
- ☐ URL and keywords
- ☐ Start and end dates
- ☐ Scope and fields of interest
- ☐ Estimated attendance
- ☐ Estimated number of exhibits

### Location

- ☐ Venue Name and address
- ☐ Venue contact name, address and phone number

### Sponsors

- ☐ Full Name of Sponsor(s)
- ☐ Financial details, including financial share of each sponsor, estimated revenues and estimated expenses.
- ☐ Non-IEEE signatory name and email address
- ☐ Roles and responsibility of sponsor(s), including who will own the conference name, conference committee responsibilities and sponsor involvement in the Technical Program.
- ☐ Conference committee information, including who has authority to operate the conference, who is on the oversight committee, who appoints conference chairs, who approves budgets and who establishes registration fees.

### Technical Program

- ☐ Plans to produce conference publications, including ownership of copyright and whether conference proceedings will be published in IEEE Xplore.
- ☐ Structure of technical program committee

- ☐ Information about reviewers, including whether there will be named or student reviewers.
- ☐ Estimated number of submitted papers and targeted acceptance rate.
- ☐ Information about the materials, type of review, criteria used and number of reviewers for each paper.
- ☐ Call for Papers Website URL
- ☐ Abstract submission date
- ☐ Notification of acceptance date
- ☐ Final paper submission date

### Conference Contacts

- ☐ Name, email, phone number and fax number
- ☐ Contact role in conference
- ☐ List of committee members

### Comments

- ☐ Comments
- ☐ Other events associated with conference

### IEEE Application form screenshot

[https://www.ieee.org/content/dam/ieee-org/ieee/web/org/conferences/icx\\_conferences\\_app\\_screenshots.pdf](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/conferences/icx_conferences_app_screenshots.pdf)

### FCS Steps

- Step 1. Application Submission to IEEE Gujarat Section (see above)
- Step 2. MoU Approval through IEEE Conference Application Form Website
- Step 3. Open Bank Account for Conference
- Step 4. Statement of Work with Services Company
- Step 5. Final Budget Estimate
- Step 6. IEEE Approval of Statement of Work
- Step 7. Activate IEEE Conference Insurance
- Step 8. IEEE Letter of Acquisition, Conference Publication Form, and IEEE e-Copyright Site
- Step 9. Contract with Venue
- Step 10. Conference Website

- Step 11. Paper Submissions
- Step 12. Paper Review Process
- Step 13. Notifications & Special Initiatives
- Step 14. E-Copyright Transfer Report and Packing List for IEEE Xplore Submission
- Step 15. Reporting to GRSS
- Step 16. IEEE Technical Program Questionnaire
- Step 17. Closing Financial Actions Detailed FCS process can be downloaded [here](#)

Declaration to be given for obtaining Financial Co-Sponsorship of IEEE Gujarat Section, to be submitted on the official stationery of the applicant (hosting) institute/organization and signed as indicated at bottom:

Date:

To

The Chair

IEEE Gujarat Section

Sub: Declaration regarding responsibilities for financial and legal issues including plagiarism

Name of the Conference:

Proposed date of the Conference:

Dear Sir,

We are organizing the conference/seminar entitled “xxx” to be held in yyyy on aa.bb.cccc. We would like to inform you that the papers received will be reviewed through a blind review process by eminent reviewers, the list of which will be made available on demand to the conference technical sponsors. We will ensure that the papers accepted for presentation in the conference has neither been published nor will be published elsewhere, including electronic publication in the same form in English or any other language, without explicit written consent from the copyright holder(s) of the conference paper, and that its publication is approved by all its authors. We will also ensure that the paper text will be checked by reputed anti-plagiarism software before publication.

We further declare that the organizing committee/institution will take sole responsibility for all the legal issues and financial costs, even in foreign currency if the need arises, because of any litigation in India or abroad in the context of plagiarism or any other matter related to this conference.

We also agree to pay the requisite FCS fees plus charges for each paper uploading to IEEE MCE, if required, along with the requisite FCS processing fees to IEEE Gujarat Section, if required.

We accept that adherence by the organizing committee/institution to all the above is a necessary condition for technical co-sponsorship of IEEE Gujarat Section.

Thanking you,

Yours faithfully,

(Organizing Chair)

(Head of the Institute/Organization)

## Technical Program Quality Questionnaire

Name of the Conference:

Proposed date of the Conference:

Name of Applicant (Hosting) Institute/Organization:

The following questions relate to the process for selecting presentations that will be given at the Conference (i.e., oral or poster presentations).

1. What is the structure of the conference's Technical Program Committee (the committee that oversees the selection of presentations for the conference)? How many members are there, and what is the role of each member?
2. If the conference is Financially Co-Sponsored by IEEE, does the IEEE sponsor have a direct and substantial involvement in the technical program? Explain the role of the IEEE Sponsoring Organizational Unit.
3. What materials are reviewed (abstracts, supporting material, abbreviated manuscripts, complete manuscripts, a combination of these materials...)?
4. What are the criteria used by your reviewers to evaluate submissions and how are these criteria transmitted to the reviewers?
5. How is the reviewer's evaluation transmitted to the Technical Program Committee? Is a standard review form used?
6. If reviewers have conflicting opinions about a submission, how is a decision rendered? Who has final approval for acceptance? Is there a single person who speaks to the overall quality of all submissions accepted by the conference?
7. What is the estimated number of submissions to this event? What is the targeted acceptance/rejection rate? How large of a deviation from this target is allowed?
8. How many reviewers are available to your conference? How does the program committee decide which reviewers are assigned to each submission?
9. What is the minimum number of reviewers that will review each submission, and what is the maximum number of submissions each reviewer will handle?
10. Will the conference be using blind review (the author does not know the identity of the people who reviewed their submission)? Does the conference allow authors to request a double-blind review (the reviewers do not know the identity of the authors)?

11. How do you handle the review of submissions where there is a conflict of interest (e.g., a submission from a member of the Technical Program Committee or someone from their institution)?

12. Does the conference communicate with authors to ensure they plan to present their papers at the conference and will have quality presentation materials?

The following questions relate to the process for selecting manuscripts that will be included in publications resulting from the Conference (e.g., a Conference Proceedings).

13. What publications resulting from the Conference are envisioned, and will these publications be included in Xplore?

14. What entity (IEEE, Elsevier, etc.) will hold the copyright for these publications? When is the copyright form submitted?

15. Is the process and standard for accepting manuscripts for publication different than the process and standard for selecting presentations? If so, please describe how they differ, specifically addressing points 1–11 above.

16. If manuscripts with different length limits are accepted, what factors determine the length limit for a given paper?

17. Does the conference's peer-review process include an opportunity for major or minor revision by the authors before a final decision about a paper is made? Are authors allowed to modify or update their papers after acceptance?

18. Does the Technical Program Committee do a final review of all accepted papers ?

19. If the conference is Financially Sponsored or Co-Sponsored, the surplus is shared as specified in the MoU. A sponsoring share of 60% for host institute and other sponsors and 40% for IEEE Gujarat section can be accepted at minimum.



## Requirements for

### IEEE Gujarat Section Financial co-sponsorship for organizing international conference Information required from the organizing institute:

1. Conference name, acronym, URL, dates, venue
2. Conference objective, scope, fields of interest, program
3. Estimated attendance-
4. Total budget-
5. Provide official proof of approved not-for-profit status, provided by the governmental body that approved this status
6. Can you please advise if you have identified how banking & tax filing will be handled for this event? Please confirm the legal entity that will be performing these activities.
7. An authorized signatory for any sponsor. ( should not be part of any conference committee from institute)
  - a) Name:
  - b) Email Id:
8. Details of Conference committee and roles-responsibilities-
  - a) Affiliation and contact information  
Conference chair
  - b) List of committees and members (Tentative, Formal acceptance is pending)
    - i. **Steering Committee**
      - 1.
    - ii. Organizing co Chair (is member of IEEE/society?)
    - iii. Technical Program Chair
      1. Tech chair/ Committee member, IEEE GS.
    - iv. Conference Treasurer
      1. Treasurer, IEEE GS
    - v. Publication Chair
      1. IEEE GS member
    - vi.
    - vii. **Technical Program Committee**  
(Representation from abroad, IIT/NIT/ Inst of Merit/Local inst.
    - viii. **Publicity Chairs**
    - ix. **Registration Chairs**

c) Have you obtained and documented consent of those who will serve in any conference roles (e.g.,

conference chair, technical program chair, track chair, session chair, committee member, plenary speaker, honorary chair), prior to that information being published?

d) List of other non-IEEE co-sponsoring organizations

e) Are they “Not-for-Profit” organizations? (attach Proof)

f) List of sponsors who are represented on Technical Program Committee (TPC)

g) Describe role of each sponsor represented on TPC

f) Steering committee and any other group who have authority to make decisions

h) Is the oversight committee made up of representatives from each sponsor? Details

i) Who appoints the conference committee chairs and other key members?

j) Who approves the conference budgets?

k) Who establishes the registration fees?

6) Details of Technical Program and paper review process

a) Describe how IEEE GS is directly and substantially involved in developing the technical program.

b) Will this conference produce a Conference Publication?

c) Who will own the Conference Publication copyright?

d) Will this conference request publication of conf. proceedings in IEEE Xplore?

e) What is the structure of TPC?

f) What type of review shall be performed?

g) What is estimated number of submitted papers?

h) What is targeted acceptance rate for submitted papers?

i) How many named reviewers will be associated?

j) How many reviewers will review each paper?

k) What criteria will be used to evaluate submissions?

Please find attached review form

l) Will there be student reviewers? How will you use student reviewers?

m) How will you ensure that the all-accepted papers will be presented?

n) CFP URL?

o) Dates of submission, acceptance notification and final submission?

**Submission deadline**

**Acceptance notification**

**Final Submission**

p) Will there be exhibits and/or tutorials?

7) Compliance with organization policies relevant to the proposed event

a) Have you read and understood the IEEE Policies (Feb'23) document?

b) Have you read and understood the IEEE Publication Services and Products Board (PSPB) Operations Manual (Jan'23)?

**Yes, Participation in IEEE Conference Publications Program (CPP) requires compliance with the peer review policy detailed in the PSPB Operations Manual's subsection 8.2.2.B**

c) How will you confirm the quality of conference as per the IEEE standards?

**3 peer reviews and plagiarism policy**

d) Have you read and understood the IEEE Gujarat Section co-sponsorship procedure ?

e) Have you assured the following requirements of IEEE Gujarat Section?

i)  $\geq 5$  faculty members in organizing institute to be IEEE members

ii) TPC to have 5 members

iii) One TPC member to serve as Technical Program Chair for the conference

iv) All (or 3 for first time applicants) TPC members to have published at least 6 papers in refereed journals/conferences (IEEE, ACM, Springer, Elsevier, and other SCI indexed) in last 3 years.

v) 2 (or 1 for first time applicants) TPC members to be from outside India (for Int. conf.)

vi) For repeat applicants: Have you submitted complete technical report of the previous conference? This must include all forms of data, metadata, and other information relating to the review process conducted for the conference.

f) Will the conference provide the IEEE Gujarat Section with a no-cost exhibit booth for promoting IEEE membership and activities during the conference?

g) How much discount (%) in registration fees offered to IEEE members & student members?

h) How the organizing institute will assure the following?

i) benefit to the IEEE membership

We offer several benefits to IEEE members, both personally and professionally. Here are some key advantages:

ii) absence of conflict with other conferences

iii) quality of technical content

iv) protection of the IEEE brand

### **Adhering to IEEE Standards and Guidelines**

### **Upholding IEEE Ethics and Integrity**

### **Ensuring Professionalism and Quality**

### **Branding and Visual Identity**

### **Post-Conference Reporting and Feedback**

i) Have you submitted a written declaration to pre-screen the papers upon submission (before sending them for review) for plagiarism by reputed anti-plagiarism software? [Any article found to have plagiarized content at Level 1, 2 or 3, as defined in Subsection 8.2.4.D of PSPB Operations Manual – Jan 2023, shall have its review suspended]

j) How many IEEE members submitted, presented, attended the past versions (for repeat applicants)?

Information for the organizing institute:

**Total number of IEEE Members Presented papers:**

**Total number of IEEE Student Members presented papers:**

- 1) **IEEE members & student members be given minimum 15% discount in registration fees**
- 2) Technical Co-Sponsorship conferences can use IEEE logo on promotional material & publications [see Policies, Section 10.1.18].
- 3) Technical Co-Sponsorship conferences cannot use the name “IEEE” in the title of the conference [see Policies, Section 10.1.17]. Excerpts from [IEEE Policies – Feb 2023]