

Policy on Technical Co-Sponsorship (TCS) of Conferences

IEEE Gujarat Section

1. Eligibility & Scope

- 1.1 Only **regular technical conferences or symposiums of Gujarat State** are eligible for TCS.
- 1.2 The conference must fall within the **technical scope of IEEE or IEEE Societies**.
- 1.3 The **host institution** must have a **track record** of organizing quality IEEE conferences.
- 1.4 The **conference title must not include "IEEE"**, but use of the IEEE logo is allowed as per branding guidelines.

2. Application Requirements

- 2.1 Application must be submitted **at least 6 months** before the event.
- 2.2 Applications shall be submitted **online only**, with the following mandatory documents:
 - Agreement to General Terms & Conditions
 - Technical Program Quality Questionnaire
 - Event Brochure
 - Full details of the Technical Program Committee (TPC)
- 2.3 A **Declaration of Responsibility** must be submitted on the host institution's letterhead, signed by the Head of the Institution.
- 2.4 IEEE Gujarat Section **approval is mandatory** before the host applies for IEEE Xplore publication.

3. Technical Committee Structure

- 3.1 Each conference must include the following roles:
 - **General Co-Chair** (senior, permanent faculty)
 - **Technical Program Co-Chair** (experienced researcher)
 - **Publication Chair** (PhD preferred, familiar with IEEE ethics)
 - **IEEE Gujarat Section Nominee** (mandatory oversight role)
- 3.2 The **TPC should not consist of more than 40%** members from the hosting institution.
- 3.3 For **international conferences**, at least 10% of the TPC and 5% of papers must be from outside India.
- 3.4 At least one **international co-chair** is required per track.

4. Technical and Ethical Standards

- 4.1 All papers must undergo **blind peer review** with at least two independent reviewers.
- 4.2 The **review system must be online**, transparent, and accessible to the IEEE Gujarat Section nominee.
- 4.3 Use **plagiarism detection software** (e.g., iThenticate).
- 4.4 Papers must comply with IEEE's **No-show policy**.
- 4.5 Final manuscripts must be validated via **IEEE PDF eXpress** and authors must complete **e-copyright transfer**.

5. Membership & Participation Requirements

5.1 Hosting institution must increase:

- IEEE members by at least 5
- IEEE student members by at least 10

5.2 A minimum **15% discount** must be offered to all IEEE members (including students).

5.3 The host must provide a **no-cost booth** for IEEE promotional activities.

6. Restrictions and Frequency

6.1 Only **one TCS conference per department** every **two years** (700 days).

6.2 A maximum of **three TCS events per institution** within any calendar year.

6.3 For IEEE Xplore inclusion:

- Institute must have hosted **at least 2 TCS conferences** in past 5 years.
- Must have an **active IEEE Student Branch** with last year's report.
- Must have **IEEE Digital Library subscription** for at least 1 year before application.

7. Financial Provisions

7.1 The host institution must pay:

- **Administrative fee** to IEEE Gujarat Section: ₹25,000
- **IEEE TCS Fee**: \$1,450
- **Post-conference fee**: \$22 per paper for Xplore submission

7.2 IEEE Gujarat Section does **not share collected fees** with subsections or societies.

7.3 The **technical sponsor bears no financial liability** for the conference.

8. Reporting & Post-Conference Obligations

8.1 A **technical summary report** must be submitted within 30 days of the event or by 31st December, whichever is earlier. This must include:

- List of keynote/invited speakers
- Submission/acceptance statistics
- IEEE publicity efforts
- Reviewer metrics
- Participant data and membership outcomes

8.2 This report is **mandatory for reapplying** TCS for future conferences.

9. IEEE Gujarat Section's Rights

9.1 IEEE Gujarat Section reserves the right to:

- Approve or reject applications at its discretion

- Withdraw approval due to non-compliance
- Nominate an IEEE representative to oversee the technical program

10. Miscellaneous

10.1 The **Memorandum of Understanding (MoU)** must be signed by both parties.

10.2 The host must comply with **IEEE branding, ethics, legal, and technical policies**.

10.3 IEEE does **not guarantee Xplore inclusion**; final approval lies with IEEE's quality checks.

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

Declaration to be given for obtaining Technical Co-Sponsorship of IEEE Gujarat Section, to be submitted on the official stationary 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 TCS fees plus charges for each paper uploading to IEEE MCE, if required, along with the requisite TCS processing fees to IEEE Gujarat Section of Rs. 25000/-, 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 Technically 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 ?

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. 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?
 - 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) ≥ 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]

Memorandum of Understanding for technical cosponsorship by IEEE Gujarat Section.

THIS MEMORANDUM OF UNDERSTANDING (this "MOU"), entered into as of 29-Jan-2025, by and between Gujarat Section ("Technical Co-Sponsoring Party"), affiliate(s) of the Institute of Electrical and Electronics Engineers Incorporated ("IEEE") AND, **Institute** ("Financial Sponsoring Party"), (collectively known as the "Sponsors") sets forth the **Institute** relationship and obligations relating to the **Conference name(Abbreviation)** to be held on or about **dd-mm-yyyy**, in **Location**, India (the "Conference").

FINANCIAL LIABILITY: It is understood that financial liability for the Conference is the sole responsibility and obligation of the Financial Sponsor(s). The Technical Sponsor will not share in the surplus of the Conference or be expected to contribute to the financial loss, if any. To view the Financial Sponsor(s) liability percentages refer to the Conference Application URL

RESPONSIBILITIES OF THE SPONSORS: The responsibilities of the Sponsors shall be as described in the IEEE Conference Application submitted. The Conference shall be conducted in accordance with IEEE's bylaws and policies, including, but not limited to, the IEEE Conference Organization Manual.

TERMINATION: Any Sponsor may terminate this MOU at any time by providing at least thirty (30) days' prior written notice to the other Sponsor(s).

INDEMNIFICATION: Each Sponsor shall indemnify, defend and hold harmless the other Sponsor(s) from and against any and all claims, demands, liabilities, settlements, damages, costs, and expenses, including reasonable attorneys' fees and expenses, arising out of, or in any way connected with, any default, breach or negligent non-performance of this MOU or any negligent act or omission on the part of the indemnifying Sponsor, its agents and employees arising out of this technical co-sponsorship or the conduct of the Conference. Each Sponsor shall provide prompt written notification to the other Sponsor(s) in the event an indemnified claim arises. The indemnified Sponsor(s) shall reasonably cooperate with the indemnifying Sponsor at the indemnifying Sponsor's expense.

CONFIDENTIAL INFORMATION: "Confidential Information" means information identified in good faith by either Sponsor as "Confidential" and/or "Proprietary," or information that, under the circumstances, ought reasonably be treated as confidential and/or proprietary. "Confidential Information" shall include, but not be limited to, the terms and conditions of this MOU, customer data, usage statistics, market research, analyses, studies, processes, present and/or future product information, pricing information and business

plans. No Sponsor shall disclose to a third party Proprietary or Confidential Information of the other Sponsor(s).

VISUAL IDENTITY: The Sponsor(s) shall ensure that all IEEE-branded, end-user facing, materials (including, but not limited to, Web sites, print collateral, and promotional items such as pens and shirts) for IEEE publications, products, services, conferences, and the like adheres to the guidelines established in the IEEE Visual Identity Guidelines (http://www.ieee.org/go/visual_guidelines). The non-IEEE Sponsor(s) agree(s) to obtain written approval of any such materials by IEEE before final utilization and production of the same. The non-IEEE Sponsor(s) shall bear any expenses of reproduction of materials not approved by IEEE as well as materials that do not conform with the pre-approved materials.

IEEE MASTER BRAND/TRADEMARKS:

a) IEEE grants Non-IEEE Sponsor(s) a non-exclusive, revocable, worldwide, royalty free license to use the

IEEE name, IEEE logo, and the joint IEEE name and logo (the "Masterbrand") (collectively the "IEEE Brand Identifiers") with respect to the promotion of the Conference.

b) The Non-IEEE Sponsor(s) recognize(s) that use of the IEEE Brand Identifiers must be in accordance with the policies and procedures established by IEEE for proper usage. A copy of these policies and procedures may be found at: <http://www.ieee.org/about/toolkit/index.html>.

c) The Non-IEEE Sponsor(s) acknowledge(s) and agrees that IEEE is the exclusive owner of all rights, title, and interest throughout the world to the IEEE Brand Identifiers. Nothing in this agreement shall constitute a transfer of any of IEEE's ownership in the IEEE Brand Identifiers to Non-IEEE Sponsor(s).

d) The IEEE Master Brand may only be used for conference promotion upon execution of this MOU. The right to use the IEEE marks as approved shall terminate upon termination of the co-sponsorship pursuant to this MOU for any reason. Guidelines for use of the IEEE Master Brand and Logotype "IEEE" can be found on the IEEE Web site <http://www.ieee.org/about/toolkit/index.html>. EXHIBITS BOOTH: If requested by the IEEE Sponsor, the Conference shall provide, at no cost, exhibit booth, exhibit table or other means of promoting IEEE membership and activities during the conference.

COMPLIANCE WITH LAWS: The Financial Sponsors shall ensure that the Conference is conducted in accordance with all applicable United States (U.S.) and non-U.S. laws. The Financial Sponsor(s) shall make all necessary corporate, tax and other registrations and obtain all required licenses and permits.

ASSIGNMENT: None of the parties may assign or transfer any right, interest or claim under this MOU without the express written consent of the other Parties.

NON-BINDING: THIS MOU IS NOT INTENDED TO CONSTITUTE A BINDING EXPRESSION OF THE MUTUAL INTENT OF THE PARTIES REGARDING THE SUBJECT MATTER

HEREOF. Neither party (nor any of their respective representatives) shall have any legally binding obligations, rights or liabilities of any nature whatsoever to any party hereto or to any other persons

pursuant to this MOU.

ADDITIONAL TERMS: This MOU constitutes the entire agreement between the parties hereto and shall supersede any and all prior or contemporaneous written or oral promises or representations related to this event or series of events.

This MOU shall not be valid until approved and executed by authorized representatives of both the Sponsors and acknowledged by IEEE Meetings, Conferences & Events.

Organization :

Name:

Title

Email:

Status:

Gujarat Section :

Name:

Title : IEEE Gujarat Section, Chair

Email:

Status: Approved/Not Approved