

**INSTRUCTIONS FOR COMPLETING APPLICATION AND MEMORANDUM OF UNDERSTANDING (MOU)
FOR IEEE TECHNICAL CO-SPONSORSHIP**

1. CONFERENCE INFORMATION

Full Title of Conference – Enter the complete title starting with the year and ending with the conference acronym in parenthesis. For example, 2007 IEEE Radio and Wireless Symposium (RWS). Titles must be consistent from year to year. Slight modifications can necessitate the issuance of a new Library of Congress Catalog Number for the conference proceedings.

Conference URL – Enter the complete URL address of the conference website. For example <http://www.radiowireless.org>.

Acronym – Enter the acronym, for example, RWS for 2011 IEEE Radio and Wireless Symposium.

***Conference Start & End Date *** – DD/MM/YYYY.

*** Location*** – Enter the name of the location where the conference will be held, for example, Long Beach Convention Center.

City - Enter the city where the conference will be held.

*** State/Province*** – Identify the state/province of where the conference will be held.

Zip/Postal Code - Enter the zip or postal code.

Country/Region - Select a country or region.

Participants Expected - Identify origin of expected participants.

Event Format - Mark all that apply as part of the conference.

Total Estimated Attendance - Select the number of expected attendees.

Conference Focus – Select the boxes that apply to the conference focus.

Submitted by - The individual initiating this form should enter their name, phone number and email address.

Contact - Provide the sponsoring OU contact, name, email and phone number.

Exhibits – Indicate whether exhibits will be held at the conference and, the number estimated.

Conference Scope – Enter a brief explanation of the topics of the conference.

Conference Keywords –Please include 5-8 keywords separated by commas that best represent the content of the conference. Keywords are important for searching for the conference.

2. SPONSORS

Financial Sponsors - Please provide the names of the financial sponsors of the conference and their financial percentage in the conference. Sponsors are those that take responsibility in technical, financial, publicity and administrative areas. Institutions that donate money do not take on these responsibilities.

Technical Co-sponsor - Please provide other non-financial sponsors of the conference. Near the end of the MOU there is sufficient room for multiple entities to approve with their signature.

Note: For-profit entities are not permitted to be financial sponsors of events that IEEE supports.

3. CONFERENCE ORGANIZATION COMMITTEE

Please provide information on the conference organizing committee.

Information Contact- The "Information Contact" will be included in the conference listing that appears on the IEEE Conference Search. This person will be the main point of contact to answer general questions from those interested in attending the conference.

Conference Chair, Technical Program Chair, Conference Treasurer and Publication Chair contacts – Enter the names, addresses, phone and fax numbers and e-mail addresses for the designated contacts.

Only the Information Contact, Conference Chair and Technical Program Chair are required for application. Please provide the Treasurer and Publication Chair if known.

4a. TECHNICAL PROGRAM (paper /abstract review process)

Call for Papers URL - Enter the complete URL address of the conference's Call for Papers web page.

Abstract Submission Date, Notification of Acceptance Date & Final Paper Submission Date - Enter DD/MM/YYYY of the paper deadlines.

IEEE policy states that all Technically Co-sponsored conferences must "indicate direct and substantial involvement by the IEEE organizational unit solely in the organization of the technical program."

Abstract/Paper Review Process Description - Please describe the abstract/paper review process for the conference program. Consider the following questions when preparing your reply:

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? What is the role of each member?
2. What materials are reviewed? Abstracts, supporting material, abbreviated manuscripts, complete manuscripts, a combination of these materials?
3. What are the criteria used by your reviewers to evaluate submissions and how are these criteria transmitted to the reviewers?
4. How is the reviewer's evaluation transmitted to the Technical Program Committee?
5. 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?

6. 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?
7. 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)?
8. Does the conference communicate with authors to ensure they plan to present their papers at the conference and will have quality presentation materials? What is your policy for non presented papers?

4b. TECHNICAL PROGRAM (IEEE OU(s) involvement)

1. How does the IEEE sponsor have a direct and substantial involvement in the technical program?
2. Are IEEE members on the Program Committee?
3. What role(s) do they have?

5. CONFERENCE PUBLICATION

*Is the Conference producing a Publication? *- Indicate if the conference will produce a publication.

Inclusion of Conference Publication in Conference Publication Program (CPP) - Indicate if you plan to submit the conference proceedings into the CPP so the proceedings may be included in IEEE Xplore.

Copyright Holder - Please indicate if IEEE will own the copyright. If the answer to this question is "no", please see the Copyright section of the Terms of Agreement for additional information on how to grant copyright to IEEE for proceedings inclusion in IEEE Xplore.

6. ADDITIONAL AGREEMENTS OR COMMENTS

Please use this area for any additional information you wish to provide or were unable to completely provide in other parts of this form including additional sponsors, technical program overview, etc. If the space provided is not sufficient you can print out the Technical MOU and combine it with additional information when creating one scanned file.

7. TERMS OF AGREEMENT

This section provides the terms of the Memorandum of Understanding.

8. SIGNATURES

Please provide digital or handwritten signatures of the Non-IEEE Financial Sponsor (8.1) and the representative of the IEEE Technically Co-sponsoring OU (8.2). If there are additional Conference Sponsors, information and signatures may be provided (8.3). The MOU will be valid when approved and executed by IEEE Conference Services (8.4).

Please submit agreement and signatures to conference-services@ieee.org.