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◆ IEEE Conference Application

The IEEE Conference Application lets you register your conference and request approval for an IEEE conference. It will take approximately 20-30 minutes to complete the application. Before you begin, have the following information available: conference title, dates, location, website URL, sponsorship, technical program plans, and conference contacts. If you do not have all the necessary information, you can save the application after step 3 and complete it later. An email with a temporary user ID and password will be sent to you.

If you need to make any changes, select the Back button. Do not use your browser Back button or you will exit the application and your changes will not be saved.

You cannot promote your conference as an IEEE conference until it is approved. After it is approved, your conference will be listed on the IEEE Conference Search and IEEE Call for Papers. If you have any questions, contact us at conference-services@ieee.org.

I want to

Start a new application:

Complete an application I started:

Find the status of a submitted application:



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◆ Step 1: Submitter Information

The submitter is the person completing this application. Enter your name, email and phone number. We will contact you with any questions about this submission. You can enter additional contacts, such as Conference Chair, Treasurer, and Information Contact later in the application.

Title:

Given name/First name:*

Middle name:

Last/Family/Surname:*

Suffix:

Email:*

Phone:

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

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♦ Step 2: About the Event

Name and Scope

When naming your conference the year must be included as the first item in the name, followed by IEEE, if applicable, and then by the specific conference name. The conference acronym should always be listed in parentheses as the final item after the conference name. For example: 2011 IEEE Radio and Wireless Symposium (RWS).

Conference name:*

(200 characters left)

Conference acronym:

(100 characters left)

Event type:

Conference URL:

(255 characters left)

Start date:* **End date:***

Keywords:*

(200 characters left)

IEEE uses the important words from the conference name, including the conference acronym as the keywords. Enter other keywords that would help people search for the conference. Separate each word or phrase by a comma.

Scope:*

(300 characters left)

Enter a short description of the scope of the conference. The scope may be an existing field of interest, a subset of that field, or a new technology.

Field of interest:*

- Aerospace
- Bioengineering
- Communication, Networking & Broadcasting
- Components, Circuits, Devices & Systems
- Computing & Processing (Hardware/Software)
- Engineered Materials, Dielectrics & Plasmas
- Engineering Profession
- Fields, Waves & Electromagnetics



Press Ctrl + to select and move more than one item to the right column. Press Ctrl - to remove items.

Estimated attendance:*

Check here if there will be exhibits.

Check here if there will be tutorials.

Conference Location

Country:*

If this is a virtual conference, enter the location of the IEEE operations center.

City:*



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◆ Step 3: About the Location

Enter the name and address for each separate venue used by the conference. The venue may be a conference center, hotel, university or some other location. You can add multiple venues for a conference. If you know the contact at the venue, select Add Contact to add their name and email address. You can add multiple contacts for each venue. Save the venue and contact information before leaving the page or your information will be lost. You can only view one venue at a time. Click on a venue name to see the venue details.

If the venue is not known, enter TBD (to be determined) in the Name, Address and other fields and select a state and country. You will be able to revise these later.

Venue

▼ (New Venue)

Venue details

Name:*

Address 1:*

Address 2:

Address 3:

Address 4:

Country:* ▼

City:*

Zip/Postal code:*

Save venue

Add venue contact

▼ (New Venue Contact)

Venue contact details

Title: ▼

Given name/First name:*

Last/Family/Surname:*

Job title:*

Email:* ▼

Add

Phone:* ▼

Add

Delete contact

Save contact

Add venue

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Save & Exit

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◆ Step 4: Conference Sponsors

Add all financial and technical sponsors. Financial sponsors have financial responsibility for the conference, including bank accounts, contracts and other financial obligations. Technical sponsors do not have financial involvement or responsibility. Do not add supporters and patrons. The sponsors you enter here will be listed on the Memorandum of Understanding (MOU).

Sponsor Information

Sponsor name:*

Add Sponsor

Start typing the sponsor's name to find it in the list. Select the name in the list and choose Add Sponsor. If the name is not listed, type in a new name and then choose Add Sponsor. Type in the full name of the sponsor. Do not type in acronyms or abbreviations. Add all conference sponsors.

Financial Share

IEEE Sponsor

Financial Share*

0 %

Remove

If an organization is a financial sponsor, enter the percent of financial share. If an organization is a technical sponsor and not a financial sponsor, enter 0%. The financial share of the sponsors must equal 100%.

Non IEEE Sponsor Name

0 %

Remove

Non-IEEE signatory name:*

The signatory is the person authorized to enter into legal agreements for the conference.

Non-IEEE signatory email address:*

Financial share total (100%)

0.00 %

Who will own the
conference name?*

Conference Committee Responsibilities

Describe how each sponsor is directly and substantially involved in developing the Technical Program:*

(1000 characters left)

List the sponsors that are represented on the Technical Program committee:*

(1000 characters left)

Describe the role of each sponsor represented on the Technical Program Committee:*

(1000 characters left)

Does the conference committee have full authority to operate the conference? Yes/No*

 Yes No

Select No if there is a steering committee or other group that has authority to make decisions.

Is the oversight committee made up of representatives from each sponsor?*

(1000 characters left)

Who appoints the conference committee chairs and other key members?*

(1000 characters left)

Who approves the conference budgets?*

(1000 characters left)

Who establishes registration fees?*

(1000 characters left)

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◆ Step 5: Technical Program

The technical program information you provide here will be included on the Memorandum of Understanding (MOU).

Will this conference produce a conference publication? Yes/No*

Yes No

Will IEEE own the copyright?*

Yes No

Will you request publication of your conference proceedings in IEEE Xplore?*

Yes No

What is the structure of the technical program committee?*

(1000 characters left)

What materials are being reviewed?*

Abstracts

What type of review is being performed?*

Blind

What is the estimated number of submitted papers?*

What is your targeted acceptance rate for submitted papers?*

 %

How many named reviewers will be associated with this conference?*

How many reviewers will review each paper?*

What criteria will be used by your reviewers to evaluate submissions?*

(1000 characters left)

Are you using student reviewers? *

Yes No

How will you use student reviewer? *

(1000 characters left)

How will you ensure that all accepted papers will be presented? *

(1000 characters left)

Call For Papers Website URL:

(100 characters left)

Abstract submission date:

 

Notification of acceptance date:

 

Final paper submission date:

 

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♦ Step 6: Conference Contacts

You must submit a Conference Chair and an Information Contact for your conference. A contact can have more than one role and you can assign more than one contact to each role. For example, if you have two conference co-chairmen, select Conference Chairman for both contacts. Please save the current contact before adding a new contact.

Contact Information

▼ **(New Contact)**

Contact Details

Same as submitter information?

Title:

Given/First name:*

Middle name:

Last/Family/Surname:*

Suffix:

Email:*

Phone:

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

Fax:

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

This Contact is the

- Conference Chair
- Conference Treasurer
- Information Contact
- Other
- Publication Chair
- Technical Program Chair

▼ **(New Address)**

Address Details

Address type:*

Address Line 1:*

Address Line 2:

Address Line 3:

Address Line 4:

Country:*

City:*

Zip/Postal code:*

Committee List

Committee list:

You can upload a list of committee members in any file format. If you have changes, you can overwrite the list by uploading a new file with the same name.





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◆ Step 7: Comments

Enter any comments or information that you would like to share with IEEE. Use this field to notify IEEE of other events you would like to have associated with this conference or event. Provide the event name, acronym and record number, if known. Associated events share the same budget, sponsors and sponsorship relationship and occur within the same time period. You need to submit a separate conference application for each associated event. Each event is reviewed and must be approved by IEEE before it can be associated with a conference.

You can preview your application by selecting the Preview button. If you need to make any changes, select the Back button. Do not use your browser back button or you will exit the application and your changes will not be saved. Once you select Submit, you will not be able to make any changes to your application.

After you choose Submit, we can start to review your conference application. We will contact you within 5 business days to let you know if we have any questions or need additional information. We will also let you know what you need to do next to register your conference. While you wait to hear from us, you can check the status of your application.

Comments

(1000 characters left)

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