

# **IEEE Conference Exchange (ICX) Frequently Asked Questions (FAQs)**

## **What is ICX?**

IEEE Conference Exchange (ICX) is an online conference management platform that will provide a range of resources and tools to support and enhance IEEE Conferences.

The initial release of ICX (June 2012) enables conference organizers to submit a new application for a conference. Within ICX, the conference application process will also integrate the creation of a Memorandum of Understanding (MoU), if required.

The Conference Publications application will be migrated to ICX in Spring 2013.

## **What is a Memorandum of Understanding (MoU)?**

An MoU is a document describing the agreement between conference sponsors and hosts. It defines the roles, responsibilities and financial arrangement between IEEE and non-IEEE sponsors.

## **What are the benefits of ICX?**

- user-friendly system
- checks for duplicate submissions
- no redundant entry of information

## **How will ICX help me manage my conference?**

- allows you to save your conference information and submit later
- streamlines the process
- displays conference status online
- simplifies the approval process

## **What information do I need to provide for a conference application?**

*As the Submitter you will need to provide your*  
Name, email, and phone number

### ***General Information:***

Conference name, acronym, and location  
Conference Web site and Call for Paper's URL's  
Start and End dates for the conference  
Keywords to be used for conference searches  
Scope & field(s) of interest

### ***Event details***

Will a conference publication be produced?  
Will IEEE own the copyright?  
Estimated attendance  
Will there be tutorials? Exhibits?

Location of conference (venue name, address, contact information and phone number)

***Sponsors:***

Name of Sponsor(s) – both IEEE and non-IEEE

Financial details, sponsorship percentages, estimated revenue and expenses

Roles and responsibilities of each sponsor(s)

Conference committee details

***Technical Program:***

Structure of technical program committee

Number of reviewers

Type of materials reviewed

Estimated number of papers and targeted acceptance rate

Use of student reviewers

***List of Conference Contacts***

Name, email, phone, fax and address

Role in conference

***Comments:***

Other events or workshops associated with the conference?

If you have an existing conference MOU in place, use this space to inform IEEE staff.

Other comments?

***When information must be submitted:***

With ICX, you can enter all of your conference information at once, or save your entry and finish it later as more information becomes available.

**How Do I submit a new conference in ICX?**

**NOTE:** You must obtain sponsorship approval from an IEEE Organizational Unit BEFORE submitting a conference through ICX for review.

GO TO THE IEEE CONFERENCE APPLICATION PAGE and Choose “**Start a New Application**”

Enter the required information (fields marked with an \*), preview your entries and submit, or save to return later with additional information.

Once the conference details are saved, the Submitter will receive an email with a Username and unique Password for that conference (multiple conferences associated with the same submitter will have multiple passwords). Once the conference has been submitted, the password is no longer valid and cannot be used to access the conference details or allow for further editing.

**How Do I Access a Saved IEEE conference?**

GO TO THE IEEE CONFERENCE APPLICATION PAGE and Choose “**Complete an Application I**

**Started”.**

Use the Username and unique Password for that conference sent by email. Once the conference has been submitted, the password is no longer valid and cannot be used to access the conference details or allow for further editing.

### **How Do I Check the Status for a conference that I Submitted?**

GO TO THE IEEE CONFERENCE APPLICATION PAGE and Choose **“Find the Status of a Submitted Application”**.

Enter the conference title or record number and click “Status”. A summary page will display the current progress and status of your conference.

Once the conference is submitted you will not be able access the conference details for further editing.

### **How Do I make Updates to a Submitted conference?**

Contact IEEE Conference Operations and provide the conference name, conference record number and the complete details of any information that you wish to revise.

Email: [IEEE Conference Operations](#)

Phone: +1 732 562 3878

### **What are the technical requirements? Is ICX compatible with all browsers? Will it work with my smartphone or tablet?**

ICX is accessed via standard web browsers and is optimized for use with:

- Internet Explorer (IE) versions 6.0, 7.0, 8.0
- Mozilla Firefox versions 7.0, 8.0, 10.0, 11.0, Mac- Firefox 9.0
- Safari version 5 and later

ICX does not currently support mobile browsing or tablets.

### **Do I need an IEEE account to access ICX?**

No, IEEE accounts DO NOT work with ICX. If you choose to save a conference before submitting it, sign in details will be sent to the individual identified as the conference information submitter.

### **How do I reset my Password?**

Click on “Forgot Password?” enter your email address and the password will be sent. Passwords will only be sent to the individual identified as the conference information submitter.

## **Where can I get information and help with ICX?**

Go to the ICX Overview webpage at:

[http://www.ieee.org/conferences\\_events/conferences/organizers/icx.html](http://www.ieee.org/conferences_events/conferences/organizers/icx.html)

Or contact [IEEE Conference Operations](#)