



Guidelines for Conference Technical Co-Sponsorships

(Effective date: 11th of September 2021)

1. The application for the IEEE Sri Lanka Section technical co-sponsorship should be submitted to the section secretariat three months prior to the opening of research paper submission.
2. The Technical Co-Sponsorship (TCS) fact sheet can be used as a guideline for the application. The conference may contact IEEE Sri Lanka Section secretariat through e-mail to obtain the TCS fact sheet.
3. Approval for conference technical co-sponsorships should be obtained before the opening of research paper submission.
4. At least one of the organizers of the conference should be a recognized university/ an academic institute/ a research institute/ an IEEE affinity group or an IEEE sub-group affiliated to Sri Lanka.
5. The technical program committee chair and the publication chair of the conference must hold a valid/active IEEE membership.
6. At least two thirds ($\frac{2}{3}$) of the technical program committee members (excluding reviewers) must be IEEE members with "Member" grade or above.
7. At least 50% of the local organizing committee must hold an active IEEE membership.
8. The technical program committee must include members outside of the institute organizing the conference to exhibit sufficient diversity within IEEE and its vision/scope
9. IEEE Sri Lanka section logo should be used, only if the technical co-sponsorship is granted by the section.

Effective date: 11th of September 2021

10. Technical co-sponsorship of IEEE Sri Lanka section will not be granted for the first-time conferences. However, in special circumstances, section may make an exception, provided that the conference meets all the quality requirements set by the Sri Lanka section TCS committee and a detailed application is received 6 month prior to the opening of research paper submission.
11. In order to be eligible for the technical co-sponsorship of IEEE Sri Lanka Section, the conference must accept only full papers in the IEEE conference template format and must maintain the required quality to be published at IEEEExplore.
12. Once the technical co-sponsorship application is approved, and the conference must sign the technical co-sponsorship agreement with IEEE SL section. Only thereafter the section will sign the MOU with IEEE global conference organised.
13. Once the technical co-sponsorship agreement is signed between the two parties, two executive committee members of IEEE Sri Lanka section, who hold at least a doctorate, must be nominated to the conference Technical Program Committee (TPC). The two members should be invited to all TPC meetings and will serve as observers of the conference and its TPC related decision.
14. The above two executive committee members must be invited to attend the conference. The two nominated members must submit their observations and comments within one month of the successful completion of the conference.
15. The TCS committee and section decision is considered final.