



## **Guidelines for Conference Technical Co-Sponsorships**

(Effective date:)

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.

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 IEEEXplore.

Approval for conference technical co-sponsorships should be obtained before the opening of research paper submission.

The application for the IEEE Sri Lanka Section technical co-sponsorship has three phases.

### **Phase I - Submitting the Conference Proposal by the Conference Organizers.**

The conference organizers have to submit a comprehensive proposal which contains the following information to the Secretary of the IEEE Sri Lanka Section.

1. Cover Letter
2. Conference Details: Conference Name, Conference Web site and Important dates, archive web link of previous Conference, Keynote, Workshops and Tutorials
3. Organizing Committees of the conference
  - a. Profile of the Main Committee (General Chair, Co-chairs, Secretaries)
  - b. Profile of the Publication Committee
  - c. Profile of the Technical Program Committee
  - d. Profile of the Reviewers List
  - e. Percentage of IEEE members involved in the organizing committees

Note:

- i. The technical program committee chair and the publication chair of the conference must hold a valid/active IEEE membership.
  - ii. At least two thirds ( $\frac{2}{3}$ ) of the technical program committee members (excluding reviewers) must be IEEE members with “Member” grade or above.
  - iii. At least 50% of the local organizing committee must hold an active IEEE membership.
  - iv. The technical program committee must include members outside of the institute organizing the conference to exhibit sufficient diversity within IEEE and its vision/scope
  - v. At least two thirds ( $\frac{2}{3}$ ) of the reviewers must be senior lecturer or above/PhD holders.
- 4. History of the Last Conference held**
- a. Number of papers accepted and presented
  - b. Number of international authors
  - c. Number of international authors presenting
  - d. Number of undergraduate authors
  - e. Number of authors having the IEEE membership
  - f. Reviewers' statistics for past years ( Local and International)
  - g. Acceptance Ratio
  - h. Web link of Conference Proceedings
- 5. 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.**

Note: The Records of the above (4) should be provided with the evidence of the Conference management tools used.

Once the IEEE Sri Lanka section received this application, within three to four weeks they will respond to the request. The following can be the results.

- A. Proposal is Accepted. In this case Technical Co-Sponsorship, application will be send back to the Conference Organizers to apply formally for the conference.
- B. Proposal is Accepted with minor comments. Technical Co-Sponsorship Application will be send back to the Conference Organizers to apply formally for the conference. When they formally submit the TCS Application, they can submit the updated proposal.
- C. Proposal is Accepted with Major comments. In this case, Conference Organizers have to address those comments and send the proposal once again to the Section for the review.

- D. Proposal is Rejected. In this case, The conference Organizers have to apply next time with better proposal.

To proceed to next phase the results should be either A or B.

### **Phase II – Formal Submission of the Technical Co-Sponsorship Application**

Once the Phase I is completed, Conference Organizers can submit the formal TCS Application to the Secretary of the Section. Section will review the TCS Application and update the conference organizers the final results within three weeks of the submission of the application.

### **Phase III – MoU Signing and Formal Appointment of Representation of Section Members in the Committees, Participation and Feedback**

1. 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.
2. 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).
3. The two members should be invited to all TPC meetings and will serve as observers of the conference and its TPC related decision. The two nominated members must submit their observations and comments within one month of the successful completion of the conference.
4. IEEE Sri Lanka section logo should be used, only if the technical co-sponsorship is granted by the section.
5. Due recognition should be given to IEEE Sri Lanka section representatives in the case of opening ceremony, award ceremony or special event related to conference

The TCS committee and section decision is considered final.