

# Guidelines for Conference Technical Co-Sponsorships and Financial Co-Sponsorships

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## 1. Technical Co-Sponsorships

The IEEE Sri Lanka Section will not grant Technical Co-Sponsorships to a higher educational organization or institute hosting a conference for the first time. However, under special circumstances, the Section may consider making an exception if the conference fulfills all the quality standards set by the Sri Lanka Section TCS Committee and submits a detailed proposal at least 90 days before the "Call for Papers" is announced.

In order to be eligible for the Technical Co-Sponsorships of IEEE Sri Lanka Section, the conference must accept **only full papers** with at least 4 to 6 pages (preferably 6 pages) in the IEEE conference template format and must maintain the required quality to be published at IEEE Xplore. No any abstracts or short papers are allowed. Authors may bear the per-page charges for additional pages beyond the allocated six, up to a maximum of two extra pages (for a total of eight pages), if there is a need to expand the paper.

Most importantly, **Approval for Technical Co-Sponsorships must be secured before the "Call for Papers" opens.** The IEEE Sri Lanka Section will not consider any proposals submitted afterward.

The application for the IEEE Sri Lanka Section Technical Co-Sponsorships has three phases is mentioned in Section 3 of this document.

## 2. Financial Co-Sponsorships

**2.1. Eligibility:** Conferences fulfill the following criteria are eligible to apply.

- 5<sup>th</sup> version or higher with IEEE Technical Co-Sponsorships  
AND
- Conference should have Google H5 index is equal or higher than 10  
AND
- Organizing committee consisting of at least three members with qualified experience in organizing conferences including Technical Program, Publication and Organizing (i.e. engaged with at least three IEEE technically co-sponsored conferences) and attended training sessions/workshops organized by the IEEE Sri Lanka.

AND

- The conference must accept only full papers with at least 4 to 6 pages (preferably 6 pages) in the IEEE conference template format and must maintain the required quality to be published at IEEE Xplore. No any short papers are allowed.

AND

- Conference Chair, Technical Program Committee Chair and Publication Chair should have Google h index of 12 or higher.

## 2.2. Financial Agreements

- The IEEE Sri Lanka Section will charge 50% of the typical Technical Co-Sponsorships(TCS) fee( i.e. equivalent to LKR Rs. 225,000/-).
- IEEE Sri Lanka Section can Give up to Rs. 50,000/- as a starting contribution on request (if needed) and conference organizers are requested to pay back in addition to the above fees.
- Limit overall Financial Co-Sponsorship up to 40%.

## 2.3. Conference Management

- The IEEE Sri Lanka will nominate three representatives from the Section to serve on the Financial (registration), Technical Program Committee, and Publication committees of the conference before finalizing the agreement.
- The conference organizers along with the appointed committee members need to arrange meetings and the Sri Lanka Section TCS/CQM committee whenever necessary in major milestones.

## 3. Application Submission and approval from IEEE Sri Lanka Section

The process for conference sponsorship by the IEEE Sri Lanka Section involves THREE phases:

Phase	Activities	Responsible Authorities	Follow up Actions And Time Frame to respond
I	Submitting the Conference Proposal to Secretary, IEEE Sri Lanka Section	Conference Organizers	TCS/CQM will review the Proposal and initial Results will be informed (3 Weeks) Conference organizers who pass Phase I with A or B or C results must respond within 14 days of receiving the email.
II	Formal Application Submission based on phase I results	Conference Organizers	TCS/CQM will review the submitted Application and inform the final Results (3 Weeks)
III	Signing of MoU, nomination of IEEE	Chair of the Conference,	MoU Signing

	members to committees, and post-conference reporting.	TPC Chair of the Conference, and IEEE Sri Lanka Section Chair and Secretary	<p>Appointed CQM Committee Members participates in the TPC activities</p> <p>CQM Members reports to the Section on “Technical Co-Sponsored Conferences Feedback” of the conference after the conference.</p> <p>An invited member to participate the Conference of the IEEE Sri Lanka Section will submit the “Feedback on Conference Organization” after the conclusion of the event.</p> <p>Conference organizer submits the “IEEE Technical Conference Summary Report”.</p> <p>TCS/CQM send back an “Commendations and Recommendations”</p> <p>(throughout the conference until it is being submitted to Xplore)</p>
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The final decision regarding Technical or Financial Co-Sponsorship of any conference rests solely with the Executive Committee of the IEEE Sri Lanka Section, and their decision is considered final.

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

The conference organizers must submit a comprehensive proposal, including the following information, to the Secretary of the IEEE Sri Lanka Section.

Table 1 : Check list of the Proposal for Technical Co-Sponsorship/Financial Co- Sponsorship from IEEE Sri Lanka Section

Item No	Description	Annexed (Y/N)
1	Duly Signed Cover Letter	
2	Conference Details: Conference Name, Conference Theme, Conference website and Important dates, the archive web link of previous Conference, Keynote, Workshops, Tutorials.	

3	Organizing Committees of the conference		
	a.	Profile of the Main Committee (General Chair, Co-chairs, Secretaries, Finance Chair, Local Arrangements Chair, Publicity/Public Relations Chair, Registration Chair, Sponsorship/Exhibits Chair)	
	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/ Equivalent experience in industry.		
4	Review Process Provide the details of the review process and a copy of the review form.		
5	In what capacity is the organization's/Institute's IEEE Student Branch participating in the conference?		
6	In what capacity is the organization's/Institute's IEEE Affinity Group is participating in the conference?		
7	In what capacity is the organization/institute collaborating with industry in its participation in the conference?		
8	What are the names of the Technical Society Chapters collaborating with the conference for this edition, and what is the proposed plan for their engagement? (Refer the chapters under the section <a href="https://iee.lk/community/chapters/">https://iee.lk/community/chapters/</a> )		
9	History of the most recent conference held		
	a	Number of papers	Submitted
			Accepted
			Presented
b		Submitted	

		Number of International authors ( <i>first Authors/Co Authors</i> )	Accepted	
			Presented	
	c	Number of undergraduate authors ( <i>first Author</i> )	Submitted	
			Accepted	
			Presented	
	d	Number of authors	From the conference host were presented	
			Total percentage of total presented	
	e	Number of first authors having IEEE membership		
	f	Reviewers' statistics for the recent Conference	Local	
			International	
	g	Acceptance Ratio of the previous conference		
	h	Web link of Conference Proceedings		
	i	Note: The Records of the above (9) should be provided with evidence of the Conference Management Tool(s) used.		
10	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			
11	Details of the proposed budget and distribution (mandatory for Financial Co-Sponsorship)			

- Note: Annexures must be submitted for each of the items (1-11) listed in Table 1 by the conference.
- Note: Upon receiving the application, the IEEE Sri Lanka Section will acknowledge receipt of the proposal within 2-3 working days. The Section-appointed TCS/CQM Committee will review the proposal within three to four weeks and respond accordingly.

The following can be the results.

**A. Proposal is Accepted.** In this case Technical Co-Sponsorship/Financial 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/ 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 comments addressed application.

**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.

Note: Importantly to proceed to Phase II, the results of Phase I must be either A or B.

### **3.2 Phase II – Formal Submission of the Technical Co-Sponsorship/ Financial co sponsorships**

#### **Application**

Once Phase I is completed, the conference organizers can submit the formal application, including all items mentioned in Phase I, to the Secretary of the Section. The Section appointed TCS/CQM will review the application and provide the final results to the conference organizers within three weeks of receiving the submission.

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

1. Once the Technical or Financial Co-Sponsorship application is approved, the conference must sign the Technical or Financial Co-Sponsorship agreement with the IEEE Sri Lanka Section. The Section will proceed to sign the MOU with the IEEE Conferences, Events & Experiences group (CEE) only after this agreement is signed.
2. Once the Technical Co-Sponsorship/ Financial Co-Sponsorship agreement is signed between the two parties, executive committee members or members of the TCS/CQM committee members of IEEE Sri Lanka section must be nominated as in below
  - *For Technically co sponsored conferences:* two committee members of IEEE Sri Lanka section, who hold at least a doctorate or with relevant industry experience, must be nominated to the conference Technical Program Committee (TPC).
  - *For Financially Co-Sponsored conferences:* three committee members of IEEE Sri Lanka section, who hold at least a doctorate or with relevant industry experience, must be nominated to the conference Technical Program, Publication and Financial committees.
3. The nominated members should be invited to all organizing (only for Co- Sponsorship option) and 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/ Financial 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.

6. It is also important that IEEE CEE takes the final decision on presented and submitted papers to the Xplore by the conference Publication Committee, subject to meeting IEEE Xplore's scope and quality requirements.
7. Conference Organizers advised to submit the “IEEE Technical Conference Summary Report” to the Section just after the publication of the Conference proceedings in the IEEE Xplore. This will be checked in the next cycle by the Section. Conference Summary Report template can be downloaded from the Section web.

### **Annex I: Links to IEEE CEE**

The following resources are essential for organizing IEEE conferences: planning basics and conference structure, online application for conferences, application for the IEEE publication program, E-copyright information, paper templates, and author guidelines.

- Links to main resources in IEEE CEE: <https://events.ieee.org/planning-basics/>
- IEEE online Application: <https://www.ieee.org/conferences/organizers/conf-app.html>
- Application to IEEE Publication Program:  
<https://www.ieee.org/conferences/organizers/conference-pub-form.html>
- E copyright information: <https://www.ieee.org/publications/rights/copyright-main.html>
- Paper template: <https://www.ieee.org/conferences/publishing/templates.html>
- Conference structure: <https://events.ieee.org/planning-basics/getting-started/assembling-your-committee/>
- Conference timeline: <https://events.ieee.org/organize-an-event/>
- Author guide: <https://conferences.ieeeauthorcenter.ieee.org/write-your-paper/structure-your-paper/>