ICX Conference Application
Landing Page

IEEE Conference Application

Thank you for visiting the IEEE Conference and Event Registration page. This application allows you to officially register your conference or event with IEEE. By completing the registration form you are taking significant steps toward planning a successful conference/event. Registration for your conference/event will take approximately 20-30 minutes to complete and you will need specific information.

Now is the time to gather some of the critical information that is required for the application such as: conference title, dates, location, website URL, IEEE/Non-IEEE sponsorship, technical program plans, vendor information and contacts.

If you are still in the planning process or would like assistance with submitting your form, please contact the Customer Relationship Management team at ieee-crm@ieee.org and we will be delighted to help you with any of your conference or event needs. The CRM team can assign a mentor to your program to help you.

In order for your conference application to be approved, you will need approval of one or more IEEE Sponsors. Please visit the IEEE Societies and Communities home page: http://www.ieee.org/societies_communities/index.html for more information on possible sponsors. If you need help, please contact us at ieee-crm@ieee.org.

The IEEE Meetings, Conferences & Events team is committed to working with you to plan a successful conference or event. Here's wishing you the best of luck in your planning!

—IEEE Meetings, Conference and Events Team. Why Conferences Matter — Find Your Community.

I want to

Start a new application: Start

Complete an application I started: Enter conference title or record number Continue

Find the status of a submitted application: Enter conference title or record number Status
ICX Conference Application
Sponsorship Approval Question

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:* [Field]
Middle name:
Last/Family/Surname:* [Field]
Suffix:
Email:* [Field]

Sponsorship Approval

Have you already obtained sponsorship for your Conference?

Yes  No

Phone: [Field] Include '+4' and country code. Example: +1 XXX-XXX-XXXX.
ICX Conference Application
Society Sponsorship Approval Question

Step 1: Submitter Information
The submitter is the person completing this application. You can enter additional contacts, so we will contact you with any questions about this submission. You can enter additional contacts, so we will contact you with any questions about this submission.

Title: 
Given name/First name: * 
Middle name: 
Last/Family/Surname: * 
Suffix: 
Email: * 
Phone: 

Sponsorship (Technical & Financial)
Are you seeking sponsorship from the following IEEE Societies:
- Circuits and Systems Society
- Communications Society
- Computer Society
- Industrial Electronics Society
- Photonics Society
- Power Electronics Society
- Power & Energy Society
- Robotics and Automation Society
- Signal Processing Society
- Vehicular Technology Society

Yes No Add

Cancel Next
ICX Conference Application
Seeking Sponsorship via CRM Team

Step 1: Submitter Information

The submitter is the person completing this application. You can enter additional contacts, such as the conference sponsor. We will contact you with any questions about this submission. You can enter additional contacts, such as the technical program coordinator. Contact later in the application.

Title:
Given name/First name:
Middle name:
Last/Family/Surname:
Suffix:
Email:

Phone:

Sponsorship (Technical & Financial)

Are you seeking sponsorship from the following IEEE Societies:

- Circuits and Systems Society
- Communications Society
- Computer Society
- Industry Electronics Society
- Photonics Society
- Power Electronics Society
- Power & Energy Society
- Robotics and Automation Society
- Signal Processing Society
- Vehicular Technology Society

Please contact the Customer Relationship Management team at ieee-crm@ieee.org for assistance in securing sponsorship.

OK
ICX Conference Application
Step 1: Submitter Information

*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.
ICX Conference Application

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:

Conference acronym:

Event type: Conference

Conference URL:

Start date:

End date:

Keywords:

Scope:

Field of interest:

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:

City:

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

(Name Venue)

Venue details

Name:
Address 1:
Address 2:
Address 3:
Address 4:
Country:* USA
State/Province: New Jersey
City:
Zip/Postal code:

Add venue

Add venue contact

(New Venue Contact)

Venue contact details

Title:
Given name/First name:
Last/Family/Surname:
Job title:

Email:*

Phone:*
**ICX Conference Application**

**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

<table>
<thead>
<tr>
<th>Sponsor name:*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add Unlisted Sponsor</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unlisted sponsor name:</th>
</tr>
</thead>
</table>

### Financial Share

- **Non IEEE Sponsor**
  - Financial Share: **50.00**
  - **Remove**

- **Non-IEEE signatory name:***
  - Signatory Name

- **Non-IEEE signatory email address:***
  - Signatory Email Address

- **IEEE USA Washington, DC**
  - Financial share total: **60.00**

- **Financial share total (100%)**: **110.00**

### Financials

- **Estimated revenue:***
- **Estimated expense:***

- **Currency**

### Who will own the conference name?
Conference Committee Responsibilities

Describe how each IEEE sponsor, or their representative, is directly and substantially involved in developing the Technical Program:

[Text Area]

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

[Text Area]

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

[Text Area]

Does the conference committee have full authority to operate the conference?

☑ Yes ☐ No

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

[Text Area]

Who appoints the conference committee chairs and other key members?

[Text Area]

Who approves the conference budgets?

[Text Area]

Who establishes registration fees?

[Text Area]
ICX Conference Application
Step 5: Conference Technical Program

*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?*

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?*
ICX Conference Application
Step 5: Conference Technical Program Cont

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

Are you using student reviewers? Yes No

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

Will there be any other products generated by your event?

Call For Papers Website URL:

Abstract submission date:

Notification of acceptance date:

Final paper submission date:

Back

Save & Exit

Next
ICX Conference Application
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:
- Fax:

This Contact is:
- Conference Chair
- Conference Treasurer
- Information Contact
- Other
- Publication Chair
- Technical Program Chair

Add Address

*(New Address)*

Address Details
- Address type:
- Address Line 1:
- Address Line 2:
- Address Line 3:
- Address Line 4:
- Country:
- City:
- Zip/Postal code:
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)
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 process your application in our system. You will receive a letter in 10 business days to let you know if we have accepted your conference. While you wait to hear from us, you can check the status of your application online.

Submit Application

Are you sure you want to submit this application? Have you provided IEEE with all of the necessary information? Choose Cancel if you want to add or change information on the application.

Cancel
Submit
ICX Conference Application
Conference Download

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, any questions or need additional support, please contact the IEEE Public Information Office. While you wait to hear from us, you can check the status of your application at the Conference Directory.

Thank You

Your conference application has been submitted successfully.

Done  Download submitted conference details

Back  Save & Exit  Preview  Submit
IEEE Conference Publication Form

The Conference Publication Program (CPP) assures wide distribution of conference proceedings by providing abstracting and indexing of all individual conference papers for inclusion in worldwide databases. The CPP makes every reasonable attempt to ensure that abstracts and index entries of content accepted into the program are included in databases provided by independent abstracting and indexing (A&I) services. Each A&I partner makes its own editorial decision on what content it will index. IEEE cannot guarantee entries are included in any particular database.

I want to

Submit/Complete a Conference Publication Form:

Enter conference title or record number
Start

Find the status of a submitted Conference Publication Form:

Enter conference title or record number
Status

Register for PDF eXpress:

Enter conference title or record number
Start

All conferences and conference proceedings must meet IEEE’s quality standards, and IEEE reserves the right not to publish any proceedings that do not meet these standards.

IEEE is ready to help. If you have questions about this form, please contact Conference Operations at conference-ops@ieee.org.
ICX Conference Publications
Step 1: Pubs Form Submitter Info

*Step 1: Pubs Form Submitter Information*

Please complete the information below. We may contact you with any questions about this submission.

**Conference Information**
- **Conference Record Number:** 33459
- **Sponsor Name(s):** IEEE USA Washington, DC
- **Conference Title:** Conference Application for November Board Series
- **Conference Acronym:** DO NOT PROCESS SEE MARGIE
- **Conference Website URL:**
- **WILL IEEE Own the Copyright?:** Y
- **Do you intend to request publication of your conference proceedings in IEEE Xplore?:** Y

**Conference Status:** Submitted
- **Conference Type:** Sponsor Financial Co
- **Conference Start Date:** 2013-11-20
- **Conference End Date:** 2013-11-22
- **Conference City:** Piscataway
- **Conference State/Prov:** NJ
- **Conference Country:** USA

**Publication Form Submitter**
- **Title:**
- **Given name/First name:**
- **Middle name:**
- **Last/Family/Surname:**
- **Suffix:**
- **Email:**
- **Phone:**

Include "+" and country code. Example: +1 XXX-XXX-XXXX.
ICX Conference Publications
Step 2: Publication Form

Conference Information

Conference Record Number: 33459
Conference Status: Submitted
Conference Type: Sponsor Financial Co
Conference Start Date: 2013-11-20
Conference Title: Conference Application for November Board Series
Conference End Date: 2013-11-22
Conference Acronym: DO NOT PROCESS SEE MARGE
Conference City: Piscataway
Conference Website URL: 
Conference State/Province: NJ
Conference Country: USA
Will IEEE Own the Copyright?: Y

Do you intend to request publication of your conference proceedings in IEEE Xplore?: Y

Publication Information

*Full Name of Publication:*

(200 characters left)

Full Name of Publication as it will appear on 95e page.

*Will other content be included?:*

- Abstracts
- Full Papers
- Other

*Media being handed out to attendees:*

- CD
- DVD
- Print
- USB
- None

*Will your proceedings be distributed after the event?*

- Yes ☑ No

*Est. Date Content to be Sent to Attendees:*

(60 characters left)

If this person changes after this form is submitted, please send change to conference-ops@ieee.org to avoid delay of uploading content to Xplore.

*Name of authorized person to send content to IEEE:*

(60 characters left)

*Estimated Number of Papers:*

(60 characters left)

The actual number of papers will be determined upon receipt of the Xplore Submission

*Estimated Delivery Date to IEEE:*

(60 characters left)

The date should be NO LATER THAN 30 DAYS after the last day of your conference.

Production Vendor: 

Name of Vendor who will be producing your Xplore compliant content.
ICX Conference Publications
Step 2: Publication Form PDF eXpress

*Is PDF eXpress being Used by Conference?:  ○ Yes ○ No

* Complete PDF Registration now?:  ○ Yes ○ No

PDF eXpress

*PDF eXpress Site Options:  

*PDF eXpress Site ID:  

*Full Paper Final Submission Opens:  

*Full Paper Final Submission Deadline:  

*URL of Author Kit/Submission Instructions:  

* Do you want Submitter of this Form to receive PDF eXpress Welcome Kit?:  ○ Yes ○ No

Welcome Kit Information

*Welcome Kit Contact First Name:  

*Welcome Kit Contact Last Name:  

*Welcome Kit Contact Email Address:  

Please note, Only one welcome kit will be sent per PDF eXpress site.
ICX Conference Publications
Step 2: Publication Form Chair Info Cont

Estimated Number of Papers: 1

The actual number of papers will be determined upon receipt of the Xplore Submission.

Estimated Delivery Date to IEEE:

Production Vendor:

Is PDF eXpress being Used by conference?:

Publication Chair Information

When adding a new contact, select if the chair is the same as the Pubs Form Submitter from Step 1.

Title:

*Given name/First name:
ICX Conference Publications
Publication Form Submission

*Name of authorized person to send content to IEEE:  
M GOODWIN

If this person changes after this form is submitted, please send change to conference-ops@ieee.org to avoid delay of uploading content to Xplore.

*Estimated Number of Papers:  
1

The actual number of papers will be determined upon receipt of the Xplore Submission.

Estimated Delivery Date to IEEE:  

Production Vendor:  

*Is PDF eXpress being Used by Conference?:  

Publication Chair Information

Margie Goodwin

Title:  

*Given name/First name:  
Margie

Middle name:  

*Last/Family/Surname:  
Goodwin

Suffix:  

Are you sure you want to submit this publication form? Choose Cancel if you want to add or change information on the publication form.

Submit Publication Form

Cancel  

Submit
Thank You

Your conference publication form has been submitted successfully.

Done  Download submitted publication details
IEEE Conference Financial Reporting

Thank you for visiting the IEEE Conference and Event Financial Reporting page. This application allows you to submit your budget, forecast and actual finance & compliance information to IEEE. Completing the form should take 10-15 minutes to complete and you will need specific information.

Now is the time to gather some of the critical information that is required for the application such as: a summary of conference revenues and expenses, registration rates, and attendance statistics.

If you have any questions or would like assistance with submitting your form, please contact the Customer Relationship Management team at ieee-crm@ieee.org and we will be delighted to help you with any of your conference or event needs. The CRM team can assign a mentor to your program to help you.

The IEEE Meetings, Conferences & Events team is committed to working with you to plan a successful conference or event. Here's wishing you the best of luck in your planning! The IEEE Meetings, Conferences & Events team is committed to working with you to plan a successful conference or event. Here’s wishing you the best of luck in your planning!

-IEEE Meetings, Conference and Events Team. Why Conferences Matter – Find Your Community.

I want to Submit a Conference Financial Report:

Enter conference title or record number

Continue
ICX Conference Finance
Step 1: Financial Submitter Information

Financial Submitter Title:

*Financial Submitter First name:

*Financial Submitter Last Name:

*Financial Submitter Email:

Financial Submitter Phone:

*Financial Submitter Role:

Financial Report Type

Please select the Financial Report Type to be completed and submitted.

*Financial Report Type:
ICX Conference Finance
Step 2: Conference & Sponsor Info

|----------------------------------------|------------------------------------------|-------------------------|-------------------------------|-----------------------------------------------------|

**Step 2: Conference & Sponsor Information**

**Conference Information**
- **Conference Title:** Conference Application for November Board Series
- **Conference Acronym:** DO NOT PROCESS SEE MARGIE
- **Project Code:**
- **Conference City:** Piscataway
- **Conference State/Prov:** NJ
- **Conference Country:** USA
- **Conference Start Date:** 2013-11-20
- **Conference End Date:** 2013-11-22

**Sponsorship Information**

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Sponsor Financial Share %</th>
<th>Sponsor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEEE USA Washington, DC</td>
<td>100</td>
<td>IEEE Misc</td>
</tr>
</tbody>
</table>

8/15/2014
### Step 3 - Financial Report:

#### Conference Budget - Currency Name:

<table>
<thead>
<tr>
<th>Selected Currency</th>
<th>US Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Income Section - Conference Budget:

- Registration Fee
- Grants and Donations
- Conference Publications
- Exhibits
- Social Functions
- Value Added Tax (VAT) Revenue:
- Other Income
- **Total Income:**

<table>
<thead>
<tr>
<th>Selected Currency</th>
<th>US Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Expense Section - Conference Budget:

- Management Services Expense
- Registration Expense
- Promotion Expense
- Publication Expense
- Exhibits Expense
- Local Arrangements Expense
- Social Functions Expense
- Program Expense
- Administration Expense
- Society Admin Fee Expense
- Audit Fee
- Committee Expense
- Value Added Tax (VAT) Owed:
- Other Expenses:
- **Total Expenses:**

<table>
<thead>
<tr>
<th>Selected Currency</th>
<th>US Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Summary Surplus (or Loss) - Conference Budget:

<table>
<thead>
<tr>
<th>(Total Income Less Total Expense)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### Other Section - Conference Budget:

<table>
<thead>
<tr>
<th>Loans Advanced</th>
<th>Loans to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Image](ICX-Conference-Finance-Step-3-Financial-Report.png)
ICX Conference Finance
Step 4: Conference Attendance

**Step 4 - Conference Attendance:**

<table>
<thead>
<tr>
<th>Attendee</th>
<th>In Advance</th>
<th>Fee (Selected Currency)</th>
<th>Fee (US Dollar)</th>
<th>At Conference</th>
<th>Fee (Selected Currency)</th>
<th>Fee (US Dollar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Non Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Society Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If your Attendance information is currently in a separate document, please proceed to Step 5 where you will have the ability to upload it as an attachment.*
**ICX Conference Finance**

**Step 5: Compliance, Comments, Attachments & Submission**

|----------------------------------------|------------------------------------------|--------------------------|----------------------------|-----------------------------------------------------|

**Step 5: Compliance, Comments, Attachments & Submission**

**Financial Submitter Comments**

(1000 characters left)

**Attachments**

- **Upload List**

**Attachments:**

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

**Submit Your Conference Financial Form**

You are now able to Submit your Conference Financial Form. If you wish to either Preview, Print or Save your form as a pdf, please select one or more of the options below. Once completed, be sure to click on the “Submit” button below.
ICX Conference Finance
Conference Finance Form Submission

Submit Finance Form

Are you sure you want to submit this finance form? Choose Cancel if you want to add or change information on the finance form.

Cancel
Submit

Attachments
Upload List
Attachments:

You can upload a list of files in any file format. If you have changes, you can overwrite the list by uploading a new file with the same name.
ICX Conference Finance
Conference Finance Form Download

Thank You
Your conference finance form has been submitted successfully.

Done  Download submitted finance details

You can upload a list of files in any file format. If you have changes to your list, you can replace a file with the same name.