

IEEE Bangalore Section Conferences Technical Co-Sponsorship (TCS) TCS Process (v1.0)

1. Scope

This document describes the IEEE Bangalore Section policy and process for reviewing applications for Technical Co-Sponsorship (TCS) of conferences. It specifies the different steps a typical application review involves, from submission to IEEE Bangalore section until receiving decision of granting technical co-sponsorship or denying it. It also describes the roles of parties involved in the process and many of the evaluation criteria based upon which TCS decisions are made.

2. Introduction

The IEEE Bangalore section technical co-sponsors many conferences throughout the world every year. Conferences in which Bangalore Section is not financially involved may apply for TCS. However, TCS is only available to conferences that are financially sponsored by non-profit entities. Granting Bangalore section TCS is an indication of the technical quality of a conference as overseen by Bangalore section. It is seen by Bangalore section members as a sign of quality because it ensures that this conference has met our minimum expectations for peer reviewed events/meetings and is endorsed by at least one suitable Bangalore section Technical Committee (TC), which help provide oversight. TCS qualifies the conference papers to be considered for inclusion into IEEE Xplore®, but does not guarantee it.

3. Information for Conference Organizers Applying for Bangalore section TCS

An TCS application (download Bangalore section website) for a given conference can be submitted completely filled and signed, before 8 months of the conference date. The applicant must give sufficient time (4 weeks) and conference details to process the application. All the conference chairs must have a valid IEEE membership. Few Bangalore section EXECOM members must be part of the proposed conference.

The applicants of conference to fulfill certain conditions including, but not limited to, the following:

- i. The conference must have an active web site, a Technical Program Committee (TPC) that is available for viewing on the conference web site, refrains from premature use of IEEE logos, and complies with IEEE policy concerning reference to IEEE Xplore®
- ii. The conference only accepts full manuscripts, 3 pages minimum
- iii. Every manuscript must receive at least three peer reviews
- iv. Acceptance rate of the conference should not exceed 50%

- v. Conference organizers must send the monthly progress report to the steering/oversight committee.

4.Criteria for Endorsement of TCS

The applications submitted are verify the correctness of the data provided. The details of the conferences awaiting TCS endorsement will be discussed with the Chair/Vice-Chair of the section and the decision will be informed to the applicant. Based on the history of the conference, technical quality, constitution of the conference committee, status of student branch, etc but not limited to, will be some of the criteria for endorsing the TCS.

5.Post Conference Reporting

After completion of the conference it is the responsibility of the general chair of the conference to send a detailed report, mainly covering (Keynote speakers name and title of talk, no. of people submitted papers and acceptance %, photos and other significant event related to the conference) for record, within 30 days after the completion of the conference.

6.Basic Guidelines

Below are few guidelines to be adhered to:

- Please put on the webpage of conference that, “IEEE Bangalore Section is Technical Co-Sponsor of the Conference”. IEEE Bangalore Section logo has been attached for your website and backdrop during the conference.
- If any accepted paper found plagiarized, then it will be complete responsibility of authors of the paper and Technical Program Committee of the conference (not any member of IEEE Bangalore Section execom). However, as a well-wisher of this event, we request you to use any good conference management tool to find out ‘similarity score or plagiarized portion of the submitted paper’, and to remove plagiarized ones from your conference.
- We request you to take some more eminent people from IEEE Bangalore Section and other sections’ members/Execom and Industry/Academia in the theme areas of conference for the paper review (as TPC-Member, TPC CoChair(s)).
- AS IT IS A TECHNICAL SPONSORSHIP, THE FINANCIAL LIABILITY OF THE CONFERENCE IS THE SOLE RESPONSIBILITY AND OBLIGATION OF THE ORGANIZERS OF THE CONFERENCE. IEEE-BLR-SECTION WILL NOT SHARE IN THE SURPLUS OF THE CONFERENCE OR BE EXPECTED TO OFFSET THE FINANCIAL LOSS, IF ANY.

7. Fees

From 2018 IEEE – MCE has introduced a fees of \$1000(USD) for TCS and \$15 (USD) per paper for publishing in the Xplore. Payment details will be posted at the earliest.

8. Contact Details

Co-ordinator – Conference Technical Co-Sponsorship, Bangalore Section.