

1. CONFERENCE ORGANIZING COMMITTEE

Definitions and Responsibilities

- **Information contact** is the person listed in the IEEE searchable conference database as the main point of contact for those interested in asking questions about the conference. This person must promptly respond to emails from IEEE and from people interested in attending the conference. This person does not have to be the conference chair.
- **Conference Chair** is the person responsible for the day-to-day planning of the on-site conference. This person manages a team of people working together to organize the conference technical program, budget, and publications. This person represents the conference as the international leader of the conference event. The conference chair must approve form emails drafted by any other committee member before they are sent on behalf of the conference. Conferences often have more than one Conference Chair. List the main contact in this application.
- **Technical Program Chair** is the person responsible for coordinating the peer-review of submitted papers, the placement of papers into working sessions, and communication with authors. This person manages a pool of peer-reviewers and session chairs. This person plans and executes the technical program of the conference. Conferences often have more than one Technical Program Chair. List the main contact in this application.
- **Treasurer** is the person responsible for managing the financial transactions of the conference. This person approves payment of expenses and approves receipt of revenue. This person balances the budget as deposits and expenditures occur. This person completes banking functions such as opening accounts, balancing accounts, closing accounts, and providing information during audits.
- **Publications Chair** is the person responsible for producing the book of abstracts and conference proceedings. This person ensures publications meet format standards. This person often is responsible for page layout of the call-for-papers.
- **Awards Chair** is the person responsible for coordinating the nomination and selection of conference awards. This person manages a team of peer-reviewers to choose award winners. This person plans and executes an awards program during the conference. This person presents awards at appropriate times during or after the conference.
- **Workshop Chair** is the person responsible for coordinating the receipt and peer-review of proposed conference workshops. This person manages a team of peer-reviewers to select workshops for presentation. This person plans and executes the workshop schedule.
- **Special Sessions Chair** is the person responsible for non-traditional conference sessions such as panels, working groups, invited special session tracks, and business meetings. This person manages a team of peer-reviewers to select special sessions for presentation. This person plans and executes the special session schedule.
- **Steering Committee Chair** is the person responsible for the conference steering committee. Steering committees are multi-year committees that plan mission and vision for a multi-year conference. Steering committees usually include representation from the financial sponsors and may include representation from the technical sponsors. Steering committees set policy for the conference, arbitrate disputes, and have ultimate authority for multi-year conferences. Organizing committees report to the steering committee through the Conference Chair. Not all conferences have steering committees.

2. CONFERENCE SPONSORS (IEEE AND NON-IEEE)

Basics

- **Financial sponsors** are organizations accepting financial responsibility for the conference and accepting the financial risk should the conference have expenses that exceed revenue.
- **Technical co-sponsors** are non-financial sponsors of the conference that work in cooperation with the conference but assume no financial obligation, risk, or liability.
- **Note** that the IEEE and the IEEE Education Society only enter sponsorship agreements with not-for-profit organizations. Verification of not-for-profit status may be requested during the MOU application process.
- The IEEE Education Society is labeled as (E) in the list of Society abbreviations on IEEE on-line forms.
- The IEEE Education Society requires that *financially sponsored conferences* grant full ownership of the conference name, logos, titles, etc. to IEEE.
- The IEEE Education Society currently has *financial sponsorship relationships* with the ASEE/IEEE FIE, IEEE EDUCON, and IEEE TALE conferences.
- The IEEE Education Society currently has *technical co-sponsorship relationships* with a large number of conferences around the world.
- The IEEE Education Society requires all conferences requesting sponsorship to meet a set of minimum requirements. These requirements are listed next.

Conference Sponsorship, Committees, and Management Requirements

The following requirements apply to all IEEE Education Society Sponsored Conferences. **Cut and paste** appropriate text into the IEEE on-line sponsorship application form as you complete it.

- IEEE Education Society *financially sponsored conferences* must have a **Steering Committee** that appoints conference general chairs, chooses conference host locations, sets the registration fees, approves the conference budget, and monitors the work of the technical program committee and the General Chairs.
- At least one General Chair and no more than three General Co-Chairs must be appointed to oversee conference planning and management. At least one of the General Chairs should be an IEEE Education Society member.
- The General Chairs and the organizing committee must complete all required electronic IEEE paperwork. This paperwork includes submission of an information form about the dates, location, and theme of the conference; prompt responses to IEEE emails that request information; completion of all required IEEE budget forms and documentation; and completion of any periodic reports requested by any of the financial or technical cosponsors.
- Appropriate committees must be appointed to coordinate conference management, paper review, financial accounting, tourism, venue, exhibition, and other administrative responsibilities. These committees must include a significant number of members from the IEEE Education Society and all other financial and technical cosponsors and these members must play important roles in development and execution of the timeline, paper review, and conference administration.

- The IEEE Education Society Vice President of Conferences (or a representative named by that Vice President) must be appointed to an appropriate liaison position in the committee structure. The liaison will serve as a contact point between the conference and the IEEE Education Society. If the liaison attends the conference, the Sponsoring Parties agree to waive the registration fee and the hotel fees (if possible). The liaison may be available to participate in opening ceremonies, closing ceremonies, panels, keynotes, or other similar conference events as an official IEEE dignitary if asked.
- The conference must pay for the cost of keynote speakers and other approved invited distinguished guests. These costs include airfare, travel expenses, registration, and hotel fees. These budget lines must be listed by the conference as expenses on the official budget submitted to the Sponsoring Parties. The IEEE Education Society is not responsible for paying the costs of keynote speakers or other approved invited distinguished guests.
- **Financially sponsored conferences** must return budget surpluses to the sponsoring parties according to the percent allocation of sponsorship.
- **Technically cosponsored conferences** are asked to consider returning five percent (5%) of any budget surplus remaining after all debts have been paid to the IEEE Education Society to help offset the expenses of worldwide promotion, publicity, assistance, and paperwork administration.
- IEEE will promote and publicize the conference through the mechanisms guaranteed as part of sponsorship. These include listing in the on-line conference database, mass marketing emails, and listings in appropriate publications.
- The IEEE Education Society agrees to promote and publicize the conference. This includes, but may not be limited to, listing the conference on the Society website, in Society journal publications, in Society electronic communications, and in the literature of other Society sponsored conferences. These promotional items reach a potential worldwide audience of nearly three thousand Society members and affiliates.
- The IEEE Education Society requires conferences to provide registered attendees with copies of the IEEE Education Society membership application and related literature. The IEEE Education Society Vice President of Conferences can assist in obtaining these materials in English, Spanish, Portuguese, and Chinese.
- The IEEE Education Society requires that space be provided in a prominent place such as near the registration area or in an exhibit hall. The space will be used to display Society promotional materials and literature. The IEEE Education Society will not be charged any fee for this space.

3. TECHNICAL PROGRAM

The following requirements apply to all IEEE Education Society Sponsored Conferences. **Cut and paste** appropriate text into the IEEE on-line sponsorship application form as you complete it.

- The technical program committee, and peer-reviewers must include a significant number of members from the IEEE Education Society as well as all other financial and technical sponsors.
- All papers accepted for publication in the proceedings will be appropriate to the conference theme and relevant to engineering education.
- All papers must receive a thorough and appropriate peer reviewed by at least three technical experts from the fields of engineering, computer science, engineering education, and computer science education.
- A paper must be excluded from the proceedings if the paper does not meet appropriate formatting, was not presented at the conference, is found to be automatically generated, presents plagiarized work, or fails to meet the content standard expected after peer review.
- One best paper must be chosen from the conference proceedings. The author(s) of this paper must be invited to revise, extend, and submit their paper for peer-review to the IEEE Transactions on Education, the IEEE Transactions on Learning Technologies, or IEEE RITA. When submitted, the paper must clearly note that it is expanding information presented in a previous conference paper, must identify the conference by name, describe how the work has been extended from the conference paper, and be substantially different in content from the conference paper. Peer-review at one of these journals does not guarantee publication and may result in rejection by the editorial staff of these journals.
- IEEE Education Society *financially sponsored conferences* must request publication of English language proceedings through the IEEE Conference Publications Program (CPP). Participation in the Conference Publications Program requires the conference to meet IEEE paper and proceedings formatting standards. It also includes posting of the proceedings in IEEE's electronic database of articles, currently known as IEEE Xplore®. The IEEE will not pay acquisition fees to the conference budget to acquire the papers for IEEE Xplore®. Conference authors will be expected to assign copyright to IEEE or to license their copyright to IEEE. Any conference participating in the CPP must meet all required deadlines. Only papers presented at the conference will be submitted to IEEE Xplore® and authors will be notified that failure to present the paper will result in removal from the IEEE Xplore® database. The conference proceedings will be submitted to the IEEE Conference Publications Program within two weeks after the end of the conference.
- IEEE Education Society *technically co-sponsored conferences* may request publication of English language proceedings through the IEEE Conference Publications Program (CPP). Conferences are not required to participate. Participation in the Conference Publications Program requires the conference to meet IEEE paper and proceedings formatting standards. It also includes posting of the proceedings in IEEE's electronic database of articles, currently known as IEEE Xplore®. The IEEE will not pay acquisition fees to the conference budget to acquire the papers for IEEE Xplore®. Conference authors will be expected to assign copyright to IEEE or to license their copyright to IEEE. Any conference participating in the CPP must meet all required deadlines. Only papers presented at the conference will be submitted to IEEE Xplore® and authors will be notified that failure to present the paper will result in removal from the IEEE Xplore® database. The conference proceedings will be submitted to the IEEE Conference Publications Program within two weeks after the end of the conference.