

## Conference Sponsorship by IEEE Italy Section or IEEE Italy OU

According to the IEEE Policies document [1] the Section and Chapters are IEEE organizational units. There are three types of conference sponsorship available to IEEE organizational units:

- 1) Sole sponsorship – this indicates sole organizational unit involvement in a conference. If an organizational unit agrees to sponsor a conference, it accepts complete responsibility for the technical, financial, publicity and administrative aspects of the conference. The organizational unit must approve the conference budget prior to its submission to IEEE Conference Service for approval.
- 2) Co-sponsorship – this indicates a shared involvement among several organizations, one of which is an IEEE organizational unit. Other co-sponsoring organizations could be IEEE organizational units or other "Not-for-Profit" non-IEEE organizations. The relationship between sponsoring organizations should be explicitly defined in terms of Memorandum of Understanding (MoU) (IEEE Policies, Section 10.1.5).
- 3) Technical Co-Sponsorship/Technical Cooperation – this indicates direct and substantial involvement by the IEEE organizational unit solely in the organization of the technical program. The IEEE organizational unit has no financial involvement in the conference. The relationship between sponsoring organizations shall be explicitly defined in terms of a Memorandum of Understanding (MoU) (IEEE Policies, Section 10.1.5).
- 4) Cooperative Sponsorship - An organizational unit may cooperate in a conference. This type of involvement is very limited. The IEEE organizational unit has no financial involvement, no substantive technical involvement, and no administrative involvement in the conference. The organizational unit can assist in publicity for the conference by providing the appropriate IEEE organizational unit mailing lists and possible advertisement in publications. The IEEE name and logo cannot be used in any form.

Prior to granting financial co-sponsorship or technical co-sponsorship/technical cooperation to conferences involving non-IEEE entities, Subsections, Chapters, Geographic Councils, Affinity Groups and Student Organizations shall obtain approval by the Region or Section to which that organizational unit belongs.

The term "IEEE" shall be used in the names of sole sponsored and co-sponsored conferences where IEEE is at least a 50% financial sponsor (in total for all IEEE co-sponsors).

Before to get Technical Co-Sponsorship/Technical Cooperation by the IEEE Italy Section and/or Chapters, the following points must be checked by the organizers:

- 1) The conference must be held in Italy, and shall have: sound financial planning, benefit to the membership, absence of conflict with other conferences, assurance of technical content quality, and protection of the IEEE brand;
- 2) The conference must be multidisciplinary, at least two Chapters of the IEEE Italy Section must be involved in the conference organization to obtain the IEEE Italy Section Logo, otherwise only the logo of the IEEE Italy Chapter can be used;
- 3) A discussion on the technical conference program and the various technical aspects shall be defined during the initial phases of preparation of the conference and defined through a MoU. The Chapter/Section Officers should also be: General Chair/Co-Chair, or Technical Program Chair/Co-Chair, or Steering Committee Chair/Co-Chair, or at least one Section/Chapter representative Officer shall be member of the Technical Committee; in such last case, the 25-50 % of the Technical Committee members shall be IEEE members;
- 4) A reduced fee has to be foreseen for the IEEE members;
- 5) Since January 1st 2016, all technical co-sponsored conferences have to put in the budget a 1000 USD outcome, plus 15 USD outcome for all the papers published in IEEE-Xplore.

### References:

[1] IEEE Policies – [http://www.ieee.org/documents/ieee\\_policies.pdf](http://www.ieee.org/documents/ieee_policies.pdf)

[2] IEEE MGA Operations Manual –

[http://www.ieee.org/societies\\_communities/geo\\_activities/operations\\_manual/index.html](http://www.ieee.org/societies_communities/geo_activities/operations_manual/index.html)

[3] Sponsorship of Conferences by IEEE Italy Section/Chapter/Affinity Group (<http://sites.ieee.org/italy/-conferenze> under construction).

Short note for the Chapter Chairs organizing Conferences with registration fee

Guides for the Chapter Chairs are available at

[http://www.ieee.org/conferences\\_events/conferences/organizers/index.html](http://www.ieee.org/conferences_events/conferences/organizers/index.html)

and

Organizzazione di conferenze con quota di iscrizione – Guida per i Chapter Chair (sito ieee italy section conferenze da definire)

The Chapter Chair/s organizing sole or co-sponsored conferences (financial and technical involvement) prepare a budget plan with a percentage surplus  $[(\text{total receipt} - \text{total outlays}) / \text{total outlays} \times 100]$  greater equal than 20 %, and shall inform the Section about their purpose to organize a conference;

The Section will judge the capability to provide financial and management support to the Chapter/s in the conference organization and shall give its approval. For conferences of interest of two or more Chapters, the Section will judge its direct participation as co-sponsoring organizational unit, sharing a 25 % minimum of the surplus;

After the approval by the Section, the Chapter Chair/s together with the co-organizers shall elect the General Chair/Co-Chairs. The General Chair or at least one of the General Co-Chairs shall be an IEEE member.

The General Chair together to the co-organizers shall prepare the program draft of the conference, shall contact all the involved co-sponsors and he is responsible to register the event to the IEEE website.

Financial management (wire transfer in and out) is possible by the bank account of the Section. To this purpose the organizers shall inform the Section Treasurer and an administrative cost shall be accounted in the budget. Alternatively, the organizers can open a bank account according to the IEEE Concentration Banking Program, [http://www.ieee.org/membership\\_services/services/financial/treasury/concentration.html](http://www.ieee.org/membership_services/services/financial/treasury/concentration.html).