

PART V – TECHNICAL MEETINGS

ARTICLE I – CIS SUPPORT

Section 1. *Categories of CIS Support* – CIS grants the following categories of support to peer-reviewed technical meetings:

- (a) Sole sponsorship indicates full and sole CIS involvement in the conference. CIS accepts complete responsibility for the technical, financial, publicity, and administrative aspects of the conference.
- (b) Co-sponsorship indicates a shared involvement between the CIS and other entities (other IEEE Organizational Units and/or other not-for-profit organizations). Co-sponsorship indicates a shared and significant involvement in the technical, financial, publicity, and administrative aspects of the conference.
- (c) Technical co-sponsorship indicates direct and substantial involvement by CIS solely in the organization of the technical program of the conferences. The CIS has no financial involvement in the conference.

Section 2. *Financial Sponsors* – Financial sponsors are entities which do not have any involvement other than providing financial support.

ARTICLE II – SPONSORSHIP OR CO-SPONSORSHIP

Section 1. *CIS Organization Involvement* – At least one general co-chair and one program co-chair shall be CIS members. It is desirable that the percentage both of general co-chairs and the program co-chairs who are CIS members is at least 50% of the general co-chairs and program co-chairs for sole sponsored conferences, and at least 100/N% for co-sponsored conferences with N co-sponsoring entities (including CIS).

The percentage of members of the technical program committee who are CIS members should be at least 50% of technical program committee for sole sponsored conferences, and at least 100/N% for co-sponsored conferences with N co-sponsoring entities (including CIS).

Section 2. *Application* – The General Chair must submit an application packet to the CIS Vice President for Conferences. The application packet shall contain:

- (a) complete title of the peer-reviewed technical meeting and acronym,
- (b) dates, location and deadlines,
- (c) call for papers,
- (d) requested category of CIS support,
- (e) justification of the request for CIS sponsorship or co-sponsorship, explaining why CIS involvement is being requested,
- (f) list of the organizing committee members, in which all CIS members are individually identified,
- (g) list of non-CIS technical co-sponsors and/or financial sponsors, identifying any existing, pending or planned entity,
- (h) venue description, by including possible scanned brochures showing the venue layout, room accommodations and other facilities,
- (i) expected attendance (number and type),
- (j) budget in the current IEEE budget worksheet,
- (k) area attractions, by including possible scanned brochures describing them.

The application packet should be emailed as an attachment to the CIS Vice President for Conferences. The application packet for a peer-reviewed technical meeting should be submitted 18 months before the event if it is a conference or 9 months if it is a symposium or workshop.

Section 3. *General Chair* – An individual may not serve more than two consecutive times as general chair of the same CIS sponsored or co-sponsored peer-reviewed technical meeting.

Section 4. *Budget* – The General Chair is responsible for the preparation and submission of the budget and any subsequent revisions to the Vice President for Conferences for approval. The General Chair shall not transmit the original budget or any revisions to that budget directly to the IEEE.

Section 5. *Registration Fees* – Registration fees for non IEEE Member categories should be at least 20% higher than those of the corresponding IEEE Member categories. Registration fees for on-site registration categories should be at least 20% higher than those of the corresponding in-advance registration categories. Registration fees for students and IEEE Life Members should be equivalent and at least 30% less than the corresponding non-student categories. Any registration different than these categories or at different pricing than is recommended must be included as an expense line item in the budget, and will be subject to approval, like all other registration rates, before being implemented.

Section 6. *Mandatory Registrations for Paper Publication* – An accepted paper will be published in the proceedings only if the final version is accompanied by the registration and payment information for at least one of the authors in order to partially cover the costs in which the technical meeting incurs for the paper.

For this purpose only the following registration fees are allowed:

- (a) full registration fees (i.e., IEEE Member or non-IEEE Member fees) to cover the publication of up to two papers accepted in the technical meeting;
- (b) IEEE Life Member fee if all the other authors of the paper are students or life members, to cover the publication of up to one paper accepted in the technical meeting per life member.

Student registration fees are not allowed for this purpose. Each additionally accepted paper associated with the same registration is subject to a mandatory publication fee of at least US\$50.

Section 7. *Expected Surplus* – The proposed budget must show an expected surplus not less than 20% of total expenses.

Section 8. *Advertisement* – All financially CIS (co)-sponsored conferences should advertise in the IEEE CI Magazine. The appropriate fee shall be included in the conference budget.

Section 9. *Loans* – The general chair should contact the CIS Vice President for Finance for instructions on obtaining monetary loans authorized in the approved budget.

Section 10. *IEEE Xplore Compliance* – Papers to be published in the proceedings shall be compliant with IEEE Xplore formatting rules. To ensure this, PDF eXpress shall be used for all CIS sponsored or co-sponsored peer-reviewed technical meetings. IEEE CIS will make available conference paper templates for organizers to use with their conference. All accepted papers must still be IEEE Xplore compliant as verified with PDF eXpress even when using these templates.

Section 11. *Approval Responsibility* – For each sponsored or co-sponsored peer-reviewed technical meeting, ADCOM shall approve: sponsorship or co-sponsorship, dates, location, general chairs, submission deadlines and budget. The Vice President for Conferences approves the memorandum of understanding with co-sponsors.

Section 12. *Approval Process* – The CIS Vice President for Conferences shall verify the completeness of the application packet for any sponsored or co-sponsored peer-reviewed technical meeting and, if needed, shall contact the General Chair for having it completed. When complete, the CIS Vice President for Conferences shall present it to the CIS Subcommittee on Conference Finances and to the CIS Subcommittee on Conference Bids to make recommendations for enhancing the proposal. The CIS Vice President for Conferences shall finally present the application packet to the CIS Conferences Committee (CONFCOM) for review and evaluation. The CIS Conferences Committee votes for or against approval. The CIS Vice President for Conferences will then forward the application packet approved by the CIS Conferences Committee to ADCOM for final approval. ADCOM reviews and evaluates all

application packets approved by the CIS Conferences Committee and votes for or against approval of sponsorship or co-sponsorship, dates, submission date, venue, general chairs, program chairs, budget. ADCOM must approve the conference budget before the release of any funds. The CIS Vice President for Conferences will inform the General Chair of the ADCOM vote outcome.

Section 13. *Revision process* – ADCOM will review and approve any budget revisions having variations larger than 5% in any line. Variations up to 5% of any line in an ADCOM-approved budget can be approved by the CIS Vice President for Conferences. CONFCOM will review and approve any changes of submission dates associated with the conference greater than 2 weeks.

Section 14. *Closeout* – All documents needed to the closeout of a sponsored or co-sponsored peer-reviewed technical meeting are defined by the IEEE and shall be submitted by the General Chair directly to the IEEE Conference Services. The CIS does not require copies of these documents. Closeout must be done promptly to prevent penalties. The CIS expects all required closeout documents be submitted to IEEE Conference Services not later than 90 days after the conference. The General Chair shall provide the CIS Vice President for Conferences with the number of attendees, the number of submissions and the acceptance rate of papers.

Section 15. *Acknowledgement to CIS* – Sponsored and co-sponsored and technical co-sponsored peer-reviewed technical meetings shall acknowledge the CIS support and use the CIS name and logo in all publicity material and publications.

Section 16. *IEEE and CIS Names and Logos* – Peer-reviewed technical meetings which obtained the CIS sponsorship or co-sponsorship shall use IEEE and CIS names and logos in all publicity material and publications. Such use is predicated on prior approval of CIS sponsorship and co-sponsorship and conference organizers cannot advertise the CIS name or logo without expressed permission that comes as a result of approval.

Section 17. *CIS Assistance* – The CIS Vice President for Conferences should be contacted directly concerning any doubt or any issue not addressed by the information provided on the CIS web site.

Section 18. *IEEE Event Photography Statement* – All sponsored or co-sponsored technical meetings shall include the IEEE Event Photography Statement (available at <http://www.ieee.org/about/corporate/governance/p9-26.html>) at the registration desk or in the web site.

Section 19. *IEEE Non-Discrimination Policy* – All sponsored or co-sponsored technical meetings shall include the IEEE Non-Discrimination Policy (available at <http://www.ieee.org/about/corporate/governance/p9-26.html>) at the registration desk or in the web site.

Section 20. *No-show policy* - It is the responsibility of authors whose papers are accepted to ensure that one of them will attend the conference to present the paper. Authors who do not show and present their paper as scheduled at the conference may have their paper removed from the conference proceedings in IEEE Xplore by the conference organizers. All financially sponsored or co-sponsored conferences shall include this policy in the instructions for authors in their web sites and call for papers.

Section 21. *IEEE Congress on Evolutionary Computation (CEC)* – The Evolutionary Programming Society (EPS) had been responsible for best paper awards as part of a MoU with IEEE CIS ever since the time the EP conference series merged with the IEEE Neural Networks Council and IEE to form the Congress on Evolutionary Computation in 1999.

In 2009, the Evolutionary Programming Society was dissolved and transferred remaining funds to IEEE CIS for perpetual awards at CEC with the approval of IEEE CIS ADCOM. This agreement required that both EPS and IET (IEE became IET over time) will be mentioned as founders of the IEEE Congress on Evolutionary Computation and that IEEE CIS will continue awarding best papers at CEC on behalf of EPS and IET, with current and/or previous CEC chairs charged with the responsibility of judging merit.

The committee will choose best papers from an "overall" and "student" category from a list of 5-10 top papers on weighted average reviewer score. The conference generally awards: Best Overall Paper (\$250 prize and a certificate), Runner up Paper #1 (certificate only), Runner up Paper #2 (certificate only), Best Student Paper #1 (\$100 prize and a certificate), Best Student Paper #2 (\$100 prize and a certificate), and Runner up Paper (certificate only).

Section 22. *IEEE-INNS International Joint Conference on Neural Networks (IJCNN)* – A Memorandum of Understanding exists between IEEE CIS and the International Neural Network Society (INNS) to jointly plan, promote and conduct the IEEE-INNS International Joint Conference on Neural Networks.

Section 23. *IEEE International Conference on Computational Intelligence and Virtual Environments for Measurement Systems and Applications (CIVEMSA)* – A Memorandum of Understanding exists between IEEE CIS and IEEE IMS to jointly plan, promote and conduct the IEEE International Conference on Computational Intelligence and Virtual Environments for Measurement Systems and Applications.

ARTICLE III – TECHNICAL CO-SPONSORSHIP

Section 1. *CIS Organization Involvement* – At least 10% of the members of the technical program committee shall be CIS members. It is desirable that at least one general or program co-chair is a CIS member.

Section 2. *Application* – The General Chair must submit an application packet to the CIS Vice President for Conferences. The application packet shall contain:

- (a) Complete title peer-reviewed technical meeting and acronym,
- (b) Dates and location,
- (c) Call for papers,
- (d) Requested category of CIS support,
- (e) Justification of the request for CIS technical co-sponsorship, explaining why CIS involvement is being requested,
- (f) Name of at least one IEEE CIS Technical Committee or Task Force close to the subject of the conference
- (g) List of the organizing committee members, in which all CIS members are individually identified,
- (h) List of non-CIS technical co-sponsors and/or financial sponsors, identifying any existing, pending or planned entity,
- (i) Expected attendance (number and type),
- (j) Possible request for CIS acquisition of the proceedings.

The application packet should be emailed as an attachment to the CIS Vice President for Conferences. The application packet for a peer-reviewed technical meeting should be submitted at least 6 months before the event.

Section 3. *Registration Fees* – For peer-reviewed technical meeting requesting CIS technical co-sponsorship, the sponsor shall offer registration fees to IEEE members at the same amount offered to members of the sponsoring organization. The justification statement should indicate this policy would be honored.

Section 4. *IEEE Xplore Compliance* – If the proceedings of a technically co-sponsored peer-reviewed technical meeting are acquired by CIS, papers to be published in such proceedings shall be compliant with IEEE Xplore formatting rules. To ensure this, PDF eXpress shall be used.

Section 5. *Approval Responsibility* – For each technically co-sponsored peer-reviewed technical meeting the Technical Co-sponsorship Subcommittee of the CIS Conference Committee (CONFCOM) is delegated by ADCOM to approve the technical co-sponsorship, the possible acquisition of proceedings, while the Vice President for Conferences approves the memorandum of understanding with co-sponsors and technical co-sponsors.

Section 6. *Approval Process* – The CIS Vice President for Conferences shall verify the completeness of the application packet for any technical co-sponsored peer-reviewed technical meeting and, if needed, shall contact the General Chair for having it completed. When complete, the CIS Vice President for Conferences shall present it to the chair of the Technical Co-sponsorship Subcommittee of the CIS Conferences Committee for review and evaluation. The Technical Co-sponsorship Subcommittee of the CIS Conferences Committee votes for or against approval of the technical co-sponsorship, the possible acquisition of proceedings, and may make recommendations for enhancing the proposal. The chair of the Technical Co-Sponsorship Subcommittee keeps the CIS Vice President for Conferences copied on all correspondence associated with the decision and informs the Vice President for Conferences when a decision has been reached. The CIS Vice President for Conferences will inform the Conference Committee and General Chair of the vote outcome.

Section 7. *Technical Co-Sponsorship Charge* – The Technical Co-sponsorship fee charged to the conference is \$1.000 plus \$15 per paper published in IEEE Xplore.

Section 8. *Closeout* – No document is required by CIS. The General Chair shall provide the CIS Vice President for Conferences with the number of submissions, the acceptance rate of papers, and the number of registered attendees.

Section 9. *Acknowledgement to CIS* – Technically co-sponsored peer-reviewed technical meetings shall acknowledge the CIS support in all publicity material and publications, including website associated with the event.

Section 10. *IEEE and CIS Names and Logos* – Peer-reviewed technical meetings which obtained the CIS technical co-sponsorship cannot use IEEE name and logo in the publicity material and publications unless sponsorship or co-sponsorship has been obtained from other IEEE Organizational Units. Peer-reviewed technical meetings which obtained the CIS technical co-sponsorship shall use the CIS name and logo in the publicity material and publications.

Section 11. *CIS Assistance* – The CIS Vice President for Conferences should be contacted directly concerning any doubt or any issue not addressed by the information provided on the CIS web site.

ARTICLE IV – ACTIONS

Section 1. *Conference Committee Actions without a Meeting* – The Conference Committee can take actions without a meeting, according to provisions defined in the IEEE CIS Bylaws, Art. XI, Sect. 34 “Actions of the CIS ADCOM and Committees without a meeting”, at least for the following actions:

- (a) Approval of conference sponsorships provided that if approved CIS ADCOM is notified and able to vote on a motion coming from committee via email.
- (b) Approval of technical co-sponsorship and related memorandum of understanding,
- (c) Approval of budget adjustments for sponsored or co-sponsored peer-reviewed technical meetings which have been already approved by the CIS ADCOM
- (d) Approval of submission deadline extension less than 2 weeks

ARTICLE IV - SUBCOMMITTEES

Section 1. – *Subcommittee on Conference Activities and Communications* – The Subcommittee on Conference Activities and Communications is responsible of three tasks.

- (a) *Communicating information about CIS conferences to the CIS membership.* The subcommittee chair works closely with the Editor-in-Chief of IEEE CI Magazine and the General Chairs of CIS sponsored or co-sponsored conferences (i.e., WCCI, SSCI, CEC, IJCNN, FUZZ-IEEE) to include an one-page color CFPs in IEEE CI Magazine well in advance of paper submission deadlines. The subcommittee also works with the CIS Chapter

Subcommittee Chair to send Call for Papers for approved sponsored conferences to CIS Chapter Chairs for their dissemination to chapter members. The subcommittee also uses other CIS marketing avenues to announce conferences such as via the CIS e-Newsletter. The subcommittee is responsible in working with CIS Social Media Subcommittee Chair to advertise and promote CIS sponsored and technically co-sponsored conferences via online platforms to leverage CIS's social media and internet presence to expand the coverage and promotion of CIS conferences.

- (b) *Maintaining a conference calendar.* The conference calendar will include CIS sponsored and technically co-sponsored conferences as well as other conference in the areas of interest to IEEE CIS that may not already have society sponsorship. The subcommittee shall seek to identify conferences claiming to have CIS sponsorship when they do not and identify conferences that may benefit from future CIS sponsorship.
- (c) *Encouraging conference activities* such as special sessions, competitions, tutorials, and workshops at CIS-sponsored conferences. The Subcommittee shall focus on two major areas of effort:
 - The development and refinement of statistics for each CIS-sponsored conference including but not limited to; the number of submissions (from the Preface of the Proceedings), the number of accepted papers (from the Preface of the Proceedings), the number of accepted papers for oral presentation (from the Preface of the Proceedings), the number of accepted papers for poster presentation (from the Preface of the Proceedings), the number of attendees (from the General Chair), the number of special sessions (from the Conference Webpage, the number of symposiums/workshops (from the Conference Webpage), the number of tutorials (from the Conference Webpage), and the number of competitions (from the Conference Webpage), and any other statistics deemed relevant by the subcommittee chair or Vice President for Conferences for benefit of IEEE CIS.
 - Actual event attendance for sponsored conferences shall be maintained in accordance with standard IEEE breakdown (e.g., members, non-members, student members, student non-members).
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The chair of the Subcommittee on Conference Activities and Communications shall use these data to help the Conference Committee forecast demand for future similar events during the review of proposals for sponsorship. The chair of the subcommittee shall also maintain communication with conference chairs for sponsored conferences, encouraging additional support between IEEE CIS Technical Committee Chairs, Task Force Chairs, and proposers for special sessions, workshops, tutorials, and other conference related activities.

Section 2 - Subcommittee on Technical Co-Sponsorship and Future conferences - The Subcommittee on Technical Co-Sponsorship and Future Conferences will have a chair in charge of these duties, and a subcommittee membership. The Subcommittee on Technical Co-Sponsorship and Future Conferences has two responsibilities:

- (a) The review and approval of proposals for technical co-sponsorship. Upon receipt of a completed proposal for technical co-sponsorship, the Vice President for Conferences provides the proposal to the subcommittee chair. Upon receipt the subcommittee chair assesses the proposal for discrepancies and brings these to the attention of the Vice President for Conferences for further clarification, and/or highlights them during subcommittee discussion. Further, the subcommittee chair shall assess whether the application is submitted as a technical co-sponsorship with or without proceedings acquisition. Technical co-sponsorship with proceedings acquisition is in general, not considered if the applicant does not make a specific request to do so. If proceedings acquisition is requested, the subcommittee shall carefully review the quality of the conference including previous conference review processes and past event history. Previous proceedings acquisition by the Technical Co-Sponsorship Subcommittee does not automatically ensure proceedings acquisition but does strengthen the case for proceedings acquisition.

The subcommittee chair provides all necessary proposal materials, including history on prior versions of the same event series if needed and any date conflicts that may exist with

other previous approved conference proposals. Following subcommittee discussion and voting, the chair returns the result to the Vice President for Conferences with a copy to the subcommittee. In the case of a reject, the subcommittee chair composes a short paragraph summarizing the committee's evaluation of the proposal and this is delivered to the Vice President for Conferences together with the vote. It is the responsibility of the Vice President for Conferences to communicate the results to the applicant.

- (b) The research of possible venues and chairs for future instances of CIS sponsored conferences. The Subcommittee on Technical Co-Sponsorship and Future Conferences is in charge of soliciting new conference proposals (sponsored and technically co-sponsored) and all efforts will be done to obtain several bids among which a choice can be made by Conference Committee and proposed to ADCOM for approval.

Section 3 - Subcommittee on Conference Finances - The Conference Committee has established a Subcommittee on Conference Finances which is responsible for handling review and approval of budgets for financially sponsored conferences and assisting conference finance chairs with close out processes and budget issues. The Subcommittee on Conference Finances will have a chair in charge of these duties, and a subcommittee membership as necessary. The subcommittee works to shorten the time required for conference close out.

Section 4 – Subcommittee on Conference Bids - The Conference Committee has established a Subcommittee on Conference Bids which is responsible for handling review of bids for financially sponsored conferences, focusing on locations, venues, general chairs/co-chairs, dates and submission deadlines. The Subcommittee on Conference Bids makes recommendations for enhancing the proposals and provides comments to help Conference Committee to evaluate the bids. The Subcommittee on Conference Bids will have a chair in charge of these duties, and a subcommittee membership.

Section 5 – Subcommittee on Strategic Planning – The Subcommittee on Strategic Planning is in charge of analyzing general issues, discussing possibilities and brainstorming new ideas concerning the CIS policy with regard to the handling of sponsored conferences. The Subcommittee on Strategic Planning proposes changes in the CIS policy to Conference Committee when suitable. The Subcommittee on Strategic Planning will have a chair in charge of these duties, and a subcommittee membership.