

IEEE Global Conference on Signal and Information Processing (GlobalSIP)

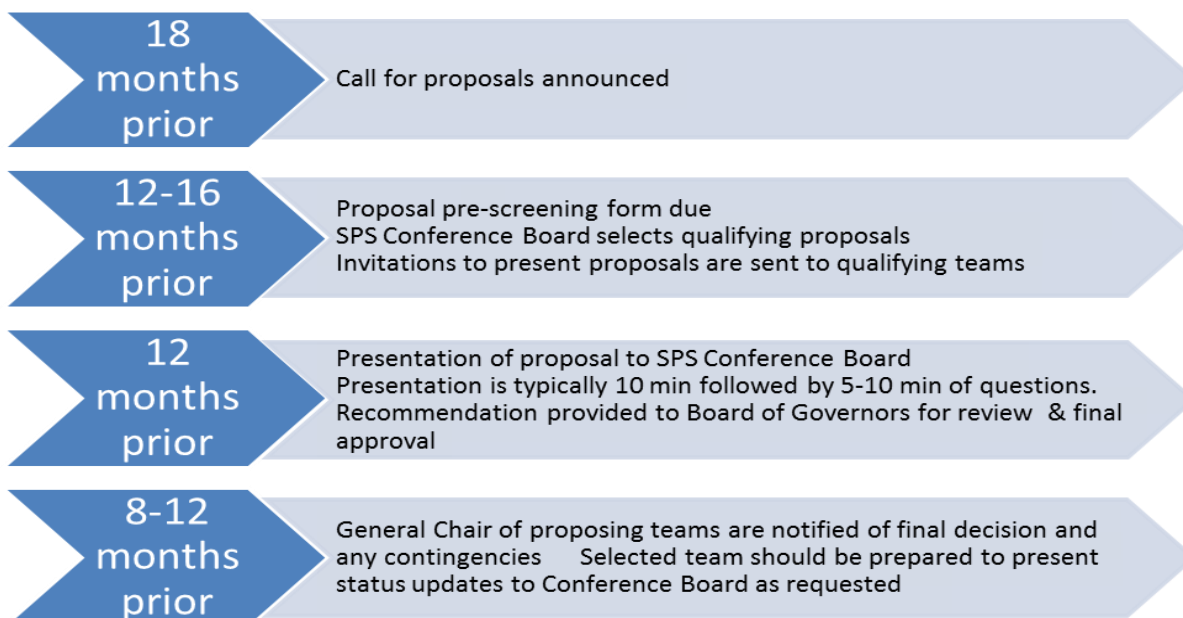
Proposal Guidelines

IEEE GlobalSIP launched in 2013 as a conference of the IEEE Signal Processing Society (SPS) and focuses broadly on signal and information processing with an emphasis on cutting edge signal processing themes. It is made up of a series of symposia and workshops as well as innovative event formats to attract and target both industry and student attendance. The conference features world-class speakers, tutorials, exhibits, and technical sessions consisting of poster and oral presentations.

Procedure

1. Send notice of intent to bid to the SPS Vice President – Conferences and staff at sps-conf-proposals@ieee.org. Include your contact information and the proposed dates and location.
2. Upon receipt, you will receive the proposal prescreening instructions and forms.
3. The form must be completed and submitted to the Conference Services staff at least six months prior to the Conference Board Meeting held at one of the following conferences: ICASSP, ICIP or GlobalSIP, as specified in the call for proposal.
4. The proposal prescreening form will be reviewed by the Conference Board Executive Subcommittee (CBES). The CBES will determine the teams to present to the Conference Board.
5. The Conference Board, if it so chooses, will endorse the proposal and forward it to the Board of Governors for final approval. Final approval of the proposal may be contingent upon site inspection.

Proposal Timeline



The IEEE SPS Conference Board may deviate from this timeline when appropriate.

Proposal Guidelines

Proposal Contents

Create a proposal that includes the following:

1. Organizing Committee Members

- Build the committee with representation from the following:
 - Active SPS members
 - Diversity, including geographical, industry and academia, age, gender, etc.
 - IEEE SPS conference/workshop organizing experience
 - Management experience

2. Technical Program

- Showcase and demonstrate ways in which the overall program encourages and engages student, young professional and industry to attend and actively participate in GlobalSIP.
- include symposia proposals and plan for working with SPS Technical Committees and Standing Committee on Industry DSP Technology to select symposiums and plan co-locating SPS workshops.

3. Proposed Budget

- Components of budget must be reasonable as well as achievable.

4. Conference Dates

- Include primary and secondary date options.
- Ensure that they shall not conflict with major holidays, local government holidays, or other SPS conferences and workshops.

5. Location City

6. Conference Venues

- Include floor plans and capacity charts for meeting space and hotel guest room blocks.

7. Local Chapter Involvement

8. Attendee engagement and community building

- Student/Employee Luncheon
- Young Professionals Networking Event
- Industry Sessions
- Social Media accounts (Facebook, Twitter, etc.)

9. Cultural Attractions and Tours

10. Travel Information

- Include information on airports, weather conditions, visa requirements, etc.

Proposal Guidelines

GlobalSIP Overview

- Typically held in the month of December.
- Traditionally a three-day conference.
- Typically attracts approximately 500 delegates, with the expectation to reach 900 in the future.
- GlobalSIP may host SPS administrative meetings which may include the Board of Governors, Publications Board, Conference Board, Editorial Boards, Technical Committee meetings and Membership Board events.

GlobalSIP Locations

2019	OPEN
2018	Anaheim, CA USA
2017	Montreal, Canada
2016	Washington, DC, USA
2015	Orlando, FL USA
2014	Atlanta, GA USA
2013	Austin, TX USA

Basic Meeting Space Needs

Break Out	3 to 6 rooms, 100-300 pax theater
Exhibits & Posters	8000 ft ² /745 m ²
SPS Administrative Meetings.....	3 - 6 rooms
See sample schedule The sample schedule provides a guideline only for basic space requirements and is subject to change. Expenses associated with administrative meetings are to be absorbed into the conference budget. See SPS policy 7.3 for details.	
Office	2000 ft ² /185 m ²
Plenary Session/ Large Breakout	500 pax theater with stage
Registration	3000 ft ² /280 m ²

Basic Lodging Guest Room Block

Contact SPS Conference Services Staff for room block history.

Contact Information: sps-conf-proposals@ieee.org