IEEE International Conference on Acoustics, Speech and Signal Processing (ICASSP)

Proposal Guidelines

Overview

ICASSP is the world's largest and most comprehensive technical conference focused on data science, signal processing and its applications. The series is sponsored by the IEEE Signal Processing Society and has been held annually since 1976. The conference features world-class speakers, tutorials, exhibits, lecture and poster sessions, and over 3,000 attendees. ICASSP is a cooperative effort of all of the IEEE Signal Processing Society Technical Committees and Special Interest Groups.

1. Location

ICASSP is typically not held in the same country within a ten-year period IEEE Signal Processing Society is a scientific organization that must be welcoming to any attendee irrespective of gender and race. Therefore, effective June 2023, for ICIP 2026 and later, part of the proposal review will include a check for gender, race, and LGBTQ+ discrimination within the country. SPS must take into account the safety of all attendees as much as possible.

The ICASSP locations since 1976 are listed below:

2027	Toronto. ON. Canada	2009	Taipei. Taiwan	1991	Toronto. ON. Canada
2026	Barcelona, Spain	2008	Las Vegas, NV, USA	1990	Albuquerque, NM, USA
2025	Hyderabad, India	2007	Honolulu, HI, USA	1989	Glasgow, Scotland
2024	Seoul, Korea	2006	Toulouse, France	1988	New York, NY, USA
2023	Kos Island, Greece	2005	Philadelphia, PA, USA	1987	Dallas, TX, USA
2022	Singapore, Singapore	2004	Montreal, QC, Canada	1986	Tokyo, Japan
2021	Virtual, Formerly Toronto, ON, Canada	2003	Hong Kong (cancelled)	1985	Tampa, FL, USA
2020	Virtual, Formerly, Barcelona, Spain	2002	Orlando, FL, USA	1984	San Diego, CA, USA
2019	Brighton, UK	2001	Salt Lake City, UT, USA	1983	Boston, MA, USA
2018	Calgary, AB, Canada	2000	Istanbul, Turkey	1982	Paris, France
2017	New Orleans, LA, USA	1999	Phoenix, AZ, USA	1981	Atlanta, GA, USA
2016	Shanghai, China	1998	Seattle, WA, USA	1980	Denver, CO, USA
2015	Brisbane, Australia	1997	Munich, Germany	1979	Washington, DC, USA
2014	Florence, Italy	1996	Atlanta, GA, USA	1978	Tulsa, OK, USA
2013	Vancouver, BC, Canada	1995	Detroit, MI, USA	1977	Hartford, CT, USA
2012	Kyoto, Japan	1994	Adelaide, Australia	1976	Philadelphia, PA, USA
2011	Prague, Czech Republic	1993	Minneapolis, MN, USA		
2010	Dallas, TX, USA	1992	San Francisco, CA, USA		

2. Date Range

ICASSP should be held between 1 March and 31 May annually.

3. Approval Procedure Overview

Part 1: Call for Proposals - Pre-Screening Form

a. Prepare a simplified budget using the SPS Conference Proposal Pre-Screening Budget Summary template.

b. Complete the list of the proposed conference's organizing committee including name, email, and role. Please use the Organizing Committee List template. (see Section 1.6 of the SPS Conference Guidelines: https://signalprocessingsociety.org/sites/default/files/uploads/conferences_events/docs/SPS_Conference_Organizer_Guidelines.pdf)

c.   Submit the online <u>SPS Conference Proposal Pre-Screening Form,</u> attaching the simplified budget and complete organizing committee list before the deadline listed in the Call for Proposals.

d.   The Proposal Pre-Screening Form will be reviewed by CBES to determine the final teams to prepare full proposals.

Part 2: Final Teams – Full Proposal, Site Visit, and Presentation

a.   Finalists will be asked to prepare a full proposal and detailed budget

b.   Upon proposal receipt, a site visit will be scheduled and conducted by SPS

c.   At the next ICASSP, each team will be asked to present their proposal to the Conferences Board.

d.   The Conferences Board will make their final recommendation and send to Board of Governors who will make final decision.

4. Baseline Program

- Sunday – PM Tutorials

- Monday – AM and PM Tutorials, Welcome Reception

- Tuesday to Friday – Plenary and Oral and Poster Sessions

- Wednesday or Thursday – Banquet Event

- Satellite Workshops – to be held during, before and/or after the main conference.

- Industry program – to consist of 80% of the time of the main conference. Should be considered as a complete track during the main conference.

- ICASSP hosts Society administrative meetings which may include the Board of Governors, Publications Board, Conferences Board, Membership Board, Technical Directions Board, Editorial Boards, Technical Committee meetings, and Membership Board events. A full preliminary schedule can be provided to proposing teams upon request.

- Basic Meeting Space Requirements and Lodging Room Block History can be provided upon request by contacting sps-conf-proposals@ieee.org.

- While this is the typical program, the Organizing Committees are very welcome to innovate in consultation with the SPS Conferences Boards and VP-Conferences.

5. Major World Holidays to Avoid

This list does not intend to include all holidays in all religions but rather major religious events which overlapping with a major SPS conference may create significant personal or familiar discomfort.

- Orthodox Christmas - 7 January each year

- Chinese New Year - Typically between late January to mid-February for one day

- Ramadan (30 days) – Occurs about 10 to 12 days earlier each year. In 2017, Ramadan began on May 27.

- Good Friday and Easter Sunday - Typically late March or April

- Pentecost (Whit Sunday) - Typically late May or early June

- Passover - Typically late March or April

- Orthodox Good Friday and Easter - Typically late March or April

- Rosh Hashanah - Typically early or mid-September

- Yom Kippur - Typically mid-September

- Dasara (Vijaya Dashami) - Typically in September or October each year.

- Muharram/Al-Hijra - Begins 10 to 12 days earlier each year. Held on 22 September in 2017.
- Diwali (Deepawali or Deewali) - Typically in October or November each year.
- Hanukkah - 8 days in mid-December
- Christmas - 25 December each year

6. Conferences to Avoid Overlap

This list includes conferences which dates may be decided prior to ICIP for the same year and thus should be avoided.

- ISBI -   Typically early April
- ICC - Typically May or June
- CAI – Typically May or June
- CVPR – Typically June
- ICCV -   Typically October
- Globecom - Typically November
- NeurIPS -Typically early December

7. Full Proposal Outline

Final teams will be asked to create a full proposal with the following outline:

1. Location and venue

- SPS values diversity and inclusion and special attention should be considered in the location being proposed to ensure that it is inclusive and welcoming to all members of the scientific community.
- Include venue floor plans and capacity charts for meeting space.
- Include information on the venue and city's environmental and sustainability goals and certifications, what offerings are available, how is the venue energy-efficient, what certifications does the venue or the city have? LEED® Green Building Certification and/or IACC Green Star Certification is a plus.
  - What sustainability and/or carbon reduction initiatives are in place for the venue?
  - Please select all sustainable practices in place, or services available for your venue:
    - o Renewable energy sources
    - o Energy reduction programs
    - o Recycling/upcycling programs
    - o Food waste reduction programs
    - o Biodegradable tableware such as cutlery, plates, and napkins
    - o Plant-based menus
    - o Water stations
    - o Refillable water bottles
    - o Refillable bath amenities such as shampoo and soap dispensers
    - o Group transportation methods such as airport shuttles
    - o Accessible to public transportation
    - o Centrally located for walking/biking
    - o Other
    - o None of the above

- Has the venue signed the net Zero Carbon Pledge for the events industry? (https://www.netzerocarbonevents.org/the-pledge/)
  - o Yes
  - o No
  - o I don't know
  - o Not yet, but plan to
- Include information on hybrid event infrastructure, internet capabilities, examples of other hybrid events at this venue of a similar scale.
- Include information on SPS Chapters within the country and their recent achievements, as well as number of IEEE SPS members in this country or location classified by gender, if known. Include any plans for growing membership, engaging the local community and plans for creating lasting impact of holding the conference in this location.

2. Conference dates
   - Include primary and secondary date options
   - Ensure they do not conflict with the list of major holidays here or other SPS conferences and workshops

3. Organizing Committee Members
   - Build the committee considering the following representation:
     - Active SPS members
     - Diversity including geographical, industry and academia, age with strong recommendation to include grad and post-grad students, and gender.
     - IEEE SPS conference and/or workshop experience
     - Management experience, notably past ICIP/ICASSP experience

4. Professional Conference Organizer (PCO) or other conference vendors
   - Include brief summary about PCO and services they will provide
   - Include information about the management of paper submission and review, publication production, virtual conference platform or streaming service, and registration and fee collection

5. Technical program
   - Overall structure
   - Virtual component including identification of which sessions could be livestreamed to a virtual audience
   - Innovative initiatives
   - Student and young professional initiatives
   - Events and discounts targeting local community, underserved members of the global community and diversity, equity and inclusion programming
   - Technical Program logistics
   - SPS Sessions – Typically include Educational Sessions, Skills Training, Entrepreneurial Events, etc. Please refer to the current SPS Conference Organizer Guidelines for more information on specific activities

6. Industry Program and Exhibition
   - Overall structure

- Plan for the industry program, including Keynotes, Panels, Industry Workshops and Demo Sessions. Industry program should consist of at least one track for 80% of the full conference schedule.

- Innovative initiatives

- Plan for growing patrons and sponsorships

- Entrepreneurship activities

- Local community events

7. Side Events for Networking and Special Interest Groups

8. Social Program

- Welcome Reception

- Banquet, including any plans for inclusivity and number of attendees expected – review SPS Conference Organizer Guidelines, since an inclusive banquet that is either free or very inexpensive for students, is recommended.

- Other social events

9. Hotels

- Include hotel guest room block sizes and pricing, and how the management of the hotel rooms will be handled.

10. Budget, sponsors/patronage and registration fees

- Provide budget using detailed SPS Budget Template provided to final teams.

11. Travel and transportation

- Explain opportunities for environmental and sustainability offerings, carbon offsets, etc.

- Indicate number of direct flights per day to the city from major airports.

- Describe the city's public transportation offerings and accessibility.

- Are there walkable entertainment and food options within the conference area?

12. Travel restrictions and visa requirements, including information about countries that require a visa, cost and processing time

13. Any other relevant information

SPS flagship conferences are continuously in the process of improvements and the Organizing Committee's flexibility is needed to incorporate additional innovative suggestions that may come from SPS Conferences Board.