

IEEE International Conference on Image Processing (ICIP)

Proposal Guidelines

ICIP is the premier international forum for the technological advances and research results in the fields of theoretical, experimental, and applied image and video processing. The series is sponsored by the IEEE Signal Processing Society (SPS) and has been held annually since 1994. Research frontiers in fields ranging from traditional image processing applications to evolving multimedia and video technologies are regularly advanced by results first reported in ICIP technical sessions. Topics include, but are not limited to:

- Image/video coding and transmission
- Image/video processing
- Image formation
- Image scanning, display, and printing
- Image/video storage, retrieval, and authentication
- Applications

Procedure

1. Send notice of intent to bid to the Vice President – Conferences and SPS Conference Services staff at sps-conf-proposals@ieee.org. Include in the notice your contact information and the proposed dates and location.
2. SPS Conference Services staff will issue the proposal prescreening form upon receipt of the letter of intent.
3. The form must be completed and submitted to the Conference Services staff at least six months prior to the next ICIP meeting. See below for more information on the Proposal Timeline.
4. The proposal prescreening form will be reviewed by the Conference Board Executive Subcommittee (CBES). The CBES will decide the teams to present to the Conference Board.
5. The receipt of the prescreening form may prompt an invitation to present from the IVMSP Technical Committee Chair to the Committee.
6. The IVMSP Technical Committee will review the proposal, and if it so chooses, will endorse the proposal and forward it to the Conference Board.
7. The Conference Board, if it so chooses, will endorse the proposal and forward it to the Board of Governors for final approval.

Proposal Guidelines

Proposal Contents

Create a proposal that includes the following:

- Organizing Committee members - the team should meet the following criteria:
 - Active SPS members
 - Diverse (geographically, industry members, junior members, etc.)
 - Experience organizing SPS conferences and/or workshops
 - Management experience of the core team
- Technical Program – review prior events format. Consider new initiatives that will improve quality of the conference
- Proposed Budget (components of budget must be reasonable, as well as, achievable)
- First and Second Option Dates (Dates shall not conflict with major holidays or local government holidays or other SPS conferences and workshops.)
- Location City
- Venue Hotels and Convention Center Floor Plans and Capacity Charts
- Local Chapter Involvement
- Continuity of community building events
 - Student/Employee Luncheon
 - Young Professionals Networking Event
 - Industry Sessions
 - The Three Minute Thesis (3MT) video contests
 - Social Media accounts (Facebook, Twitter, etc)
- Cultural Attractions and Tours
- Travel Information (e.g. airports, weather conditions, visa requirements)

Considerations

- ICIP is typically not held in the same country within a ten-year period. Locating in North America every two years is another strong consideration. See below for ICIP locations.
- ICIP is typically held in the months of September or October.
- ICIP is traditionally held Sunday through Wednesday starting with a day of tutorials followed by three days of conference.
- ICIP has a registration of approximately 1200 delegates.
- ICIP hosts Society administrative meetings which may include the Board of Governors, Publications Board, Conference board, Editorial Boards, and Technical Committee meetings and Membership Board events.

Basic Meeting Space Needs

Break Outs 6 to 8 rooms, 100-400 pax theater
Exhibits & Posters 20000 ft² /1900 m²
SPS Administrative Meetings..... 3 to 9 rooms ([see sample schedule*](#))

*Number of meetings subject to change. Sample schedule provides a guideline **only** for basic space requirements. NOTE: EXPENSES ASSOCIATED WITH ADMINISTRATIVE MEETINGS ARE TO BE ABSORBED INTO THE CONFERENCE BUDGET. SEE [SPS POLICY 7.3](#) FOR DETAILS.

Proposal Guidelines

Basic Meeting Space Needs Continued.....

Office	6000 ft ² /560 m ²
Plenary Session/ Large Breakout	1800 pax theater with stage
Registration	6000 ft ² /560 m ²

Basic Lodging Guest Room Block

Contact SPS Conference Service Staff for room block history.

ICIP Locations

2022 OPEN

2021 Anchorage, Alaska	2011 Brussels, Belgium	2002 Rochester, NY USA
2020 Abu Dhabi, UAE	2010 Hong Kong	2001 Thessaloniki, Greece
2019 Taipei, Taiwan	2009 Cairo, Egypt	2000 Vancouver, BC Canada
2018 Athens, Greece	2008 San Diego, CA USA	1999 Kobe, Japan
2017 Beijing, China	2007 San Antonio, TX USA	1998 Chicago, IL USA
2016 Phoenix, AZ USA	2006 Atlanta, GA USA	1997 Santa Barbara, CA
2015 Quebec, QB Canada	2005 Genoa, Italy	1996 Lausanne, Switzerland
2014 Paris, France	2004 Singapore	1995 Crystal City, TX USA
2013 Melbourne, Australia	2003 Barcelona, Spain	1994 Austin, TX USA

Proposal Timeline

1. Call for Proposals
 - a. Issued by Society immediately after each ICIP.
2. Proposals Prescreening Form Due
 - a. Approximately six months prior to ICIP and five years prior to the year of interest
3. The Conference Board Executive Subcommittee reviews the prescreening forms and selects qualifying bids.
4. Selected teams will be issued an invitation to present to the Conference Board and must submit a full proposal at least a month before the Conference Board Meeting.
5. Presentation to IVMSPP Technical Committee
 - a. Presentation at ICIP five years prior to the year of interest.
 - b. The presentation is typically 10 minutes followed by 5-10 minutes of questions.
6. Presentation to Conference Board
 - a. Presentation will take place at one of the flagship conferences (ICASSP, ICIP or GlobalSIP), typically, at ICIP or GlobalSIP five years prior to the year of interest.
 - b. The presentation is typically 10 minutes followed by 5 -10 minutes of questions.

Proposal Guidelines

Proposal Timeline Continued.....

7. Site Inspection

- a. The Conference Board will provide their proposal recommendation to the Board of Governors. The Board of Governors may approve the proposal with the contingency a site inspection is completed within 1 year of the date of the approval.

8. A notice is sent to the General Chairs of the proposing teams when the Board of Governors has made the final decision and any contingencies that may be associated with the approval. A final decision may not be announced up to one year from the date the letter of intent is received

9. The selected team should be prepared to attend the Conference Board Meeting at one of the flagship conferences two years prior to the event and provide a status update on conference planning.

The Conference Board may deviate from this timeline when appropriate.

Contact Information:

SPS Conference Services Staff

sps-conf-proposals@ieee.org