

This set of guidelines and policies provide an overview of the conference organizing process. By accepting your role as part of the Conference Organizing team, you agree to adhere to these principles and guidelines. A conference organizing committee cannot change or amend IEEE or Society policy and regulations. Such changes require discussion and approval of an exception to policy at a formal Conference Board meeting. For a comprehensive list of IEEE SPS policies please refer to Section 7 of the IEEE SPS Policies and Procedures <http://signalprocessingsociety.org/volunteers/policy-and-procedures-manual>

Additional conference resources may be found at:
<http://signalprocessingsociety.org/events/conference-resources>

- 1) [Overview of Conference Guidelines](#)
- 2) Organizing Committee Members
 - a. [Accepting role as a member of the Organizing Committee](#)
 - b. [Guiding Principles](#)
 - c. [Conference Timeline](#)
 - d. [Key Roles and Responsibilities](#)
 - e. [Running an IEEE Conference](#)
 - f. [Conference Organizer Toolkit](#)
- 3) [SPS Policies that every conference organizing committee member should know:](#)
 - a. Author Registrations
 - b. Refund Policy
 - c. E-mail and Other Mailing Lists
 - d. Opt Out Policy
 - e. Conference Awards
 - f. Society Brand Recognition
 - g. Logos on Technical Meeting Websites
- 4) Technical Program Chairs:
 - a. [Technical Program Integrity](#)
 - i. Handling of Manuscripts Authored by Technical Meeting Volunteers
 - ii. No-Shows
 - iii. Plagiarism
 - iv. 5TH Page for Conference Papers
 - v. Statement on Proceedings
 - b. [SP-L papers](#)

- c. [Poster Sessions, Show & Tell Papers and Demonstrations](#)
 - d. [Resource Center](#)
 - i. [Uploading Content Produced by the Conference](#)
 - ii. [Consent Form](#)
 - e. [Technical Committee Involvement](#)
 - f. [IEEE Peer Review Service Network](#)
 - g. [Recommended Practices to Ensure Technical Content Quality](#)
- 5) Finance Chair
- a. [Guiding Principles for Finance Chairs](#)
 - b. [Budget Guidelines](#)
 - c. [SPS Budget template](#)
 - d. [Contract Review](#)
 - e. [Conference Closing requirements](#)
 - f. [IEEE Policy on Gifts](#)
 - g. [International Banking Recommendations](#)
- 6) [Planning for SPS Administrative Meetings](#)
- 7) [Ensuring Continuity](#)
- 8) [SPS SYP Fund](#)