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

## Proposal Guidelines

ICASSP is the world's largest and most comprehensive technical conference focused on 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, and over 170 lecture and poster sessions. ICASSP is a cooperative effort of the IEEE Signal Processing Society Technical Committees:

- Audio and Acoustic Signal Processing
- Bio Imaging and Signal Processing
- Design and Implementation of Signal Processing Systems
- Image, Video, and Multidimensional Signal Processing
- Industry DSP Technology Standing Committee
- Information Forensics and Security
- Machine Learning for Signal Processing
- Multimedia Signal Processing
- Sensor Array and Multichannel Systems
- Signal Processing Education
- Signal Processing for Communications and Networking
- Signal Processing Theory and Methods
- Speech and Language Processing

### 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. Conference Services staff will issue the proposal prescreening submission forms 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 Conference Board meeting held at ICASSP.  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 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. Note final approval of the proposal may be contingent upon  site inspection.

# 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 the 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
  - Social Media accounts (Facebook, Twitter, etc)
- Cultural Attractions and Tours
- Travel Information (e.g. airports, weather conditions, visa requirements)

## Considerations

- ICASSP 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 ICASSP Locations.
- ICASSP is typically held in the months of March or April.
- ICASSP is traditionally held Sunday through Friday starting with a day and a half of tutorials followed by four days of conference.
- ICASSP has a registration of approximately 2000+ delegates.
- ICASSP hosts Society administrative meetings which may include the Board of Governors, Publications Board, Conference Board, Editorial Boards, Technical Committee meetings, and Membership Board events.

## Basic Meeting Space Needs

Break Outs  .........................................10 rooms, 100 – 400 pax theater
Exhibits ................................35000 ft$^2$ / 3300 m$^2$
Posters ……………………………………………………. 35000 ft$^2$ / 3300 m$^2$
Meetings  .........................................8 to 13 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.

Office ................................................6000 ft$^2$/ 560 m$^2$
Plenary Session/Large Breakout...............2500 pax theater with stage
Registration  .......................................6000 ft$^2$ / 560 m$^2$

# Proposal Guidelines

## Basic Lodging Guest Room Block

Contact SPS Conference Services Staff for room block history.

### ICASSP Locations

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

## Proposal Timeline

1. Call for Proposals
   a. Issued by Society immediately after each ICASSP.
2. Proposals Prescreening Form Due
   a. Approximately six months prior to ICASSP - five years prior to the year of interest.
3. The Conference Board Executive Subcommittee reviews the prescreening forms and selects the qualifying bids.
4. Selected teams will be issued an invitation to present to the Conference Board and must submit a full proposal a month before the Conference Board Meeting.
5. Presentation to Conference Board
   a. Presentation will take place at the ICASSP five years prior to the year of interest.
   b. The presentation is typically 10 minutes followed by 5- 10 minutes of questions.
6. 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.
7. 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.
8. The selected team should be prepared to attend the Conference Board Meeting at ICASSP two years prior to the event and provide a status update on the conference planning.

The Conference Board may deviate from this timeline when appropriate.

## Contact Information

SPS Conference Services Staff
sps-conf-proposals@ieee.org