

SPS Conferences Frequently Asked Question

- **Where can I find information about organizing a Conference/Workshop?**
 - SPS specific information can be found [here](#).
 - IEEE wide information can be found [here](#).
- **Where can I find information on the types of SPS Sponsorship?**
 - A brief description on the types of SPS sponsorship can be found [here](#).
- **Where can I obtain the Proposal Prescreening Form and other pertinent information to bid for a SPS Flagship Conference?**
 - The Proposal Prescreening Form can be found on the [SPS Conference Resources page](#) under 'Proposals.' Required information is specified in the Call for Proposal sent to SP members and can also be found on the [Conference Homepage](#) under "Call for Proposals."
- **Can my conference be promoted through SPS Mailing Lists?**
 - The society promotes it's conferences through the SPS Call For Paper Digest and individual mailings. For information on adding your conference to the CFP digest, please contact sp.conferences.info@ieee.org.
- **Who reviews the contracts for the Society's Conferences/Workshop?**
 - All conference contracts should be sent to the SPS Conference Services Staff for review. Contracts with a dollar value of USD\$25K and greater must be reviewed by a Subject Matter Expert (SME) and IEEE Legal Counsel. IEEE staff will sign these contracts. Contracts with a value between USD\$5K – USD\$24,999 must be submitted for review by IEEE Legal Counsel. Upon Legal approval, the contract can be signed by the Conference Chair, the Society VP of Conference or be submitted to IEEE Strategic Sourcing for signing by IEEE staff.
- **What is a MOU and do I need one?**
 - A Memorandum of Understanding (MOU) is required when two or more entities agree to provide co-sponsorship of a conference. More information on MOUs can be found [here](#).
- **How do I setup an IEEE Concentration Banking account for my conference/workshop?**
 - Please contact conference-finance@ieee.org for details on setting up an IEEE CB Account. Note at this time, CB accounts can only be set up to receive USD or CAD.
- **What information is needed to close a conference?**
 - Please review the [Conference Closing Requirements](#) document for details.
- **What is the typical preparation time for a conference?**
 - Preparation time can vary based on the size of the conference, but below are a couple timelines that can be used as a guide throughout the planning process.
 - SPS Conference Timeline - http://www.signalprocessingsociety.org/uploads/conferences/SPS_Conference_Timeline.xlsx
 - IEEE Conferences Timeline - http://www.ieee.org/conferences_events/conferences/organizers/high_level_conference_timeline.pdf