



Member Driven Initiative (MDI) Event Organizer Guideline

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Overview

IEEE Signal Processing Society (SPS) has created this set of guidelines for all SPS financially sponsored and co-sponsored membership related events with the main purpose to help organizers create coherent event experiences along the years for the attendees while also accommodating innovations, creativity, and diversity.

The Event Organizing Committee (OC) members must carefully review all guidelines. By accepting a role as part of the Event OC, committee members agree to adhere to these principles and guidelines.

The IEEE SPS Membership staff is available for any questions or requests and may be contacted at sps-mdi@listserv.ieee.org.

SPS Member Driven Initiative Event Guideline Agreement

The primary Event Organizing Committee member(s) must sign and return this form as an acknowledgement of the adherence to the principles and guidelines presented in this document.

The Event Organizing Committee (OC) members must carefully review all guidelines. By accepting a role as part of the Event OC, committee members agree to adhere to these principles and guidelines.

By signing this form, the organizers agree that they have carefully reviewed the information in this document and agree to adhere to the principles and policies here within. Furthermore, the organizers agree that final funding payment amounts can be reduced by the Society if the event is not compliant with the policies in this document, especially regarding Finances in Section 2.

Type of Initiative

Event naming requirements:

- ☐ **Chapter Initiative:** *Must be: "YEAR Cycle [1 or 2] IEEE SPS Chapter Initiative on [topic] "*
- ☐ **Forum:** *Must be: "YEAR Cycle [1 or 2] IEEE SPS Forum on [topic] "*
- ☐ **Regional Meeting:** *Must be: "YEAR Cycle [1 or 2] IEEE SPS Regional Meeting on [topic] "*
- ☐ **Seasonal School:** *Must be: "YEAR Cycle [1 or 2] IEEE SPS Seasonal School on [topic] "*

Full Name of Membership Related Event *(see above requirements)*

Event Location *(City, State/Country)*

Event Date(s)

Name of Organizer

Email of Organizer

Signature

Date Signed

A completed SPS Membership Related Event Guideline Agreement Form (this form), signed by the organizer, must be sent to the IEEE SPS Membership staff at sps-mdi@listserv.ieee.org within 14 calendar days upon receiving the proposal approval under the SPS Membership Driven Initiatives program.

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1 Getting Started

The IEEE Signal Processing Society (SPS) has created this set of guidelines for all events happening under the Member Driven Initiative and Seasonal School Programs, which the Society sponsors with the main purpose to help organizers create coherent event experiences for the attendees while also accommodating innovations, creativity, and diversity.

1.1 SPS Member Driven Initiative Event Guideline Agreement

All Event Organizing Committee members should review and adhere to the following guiding principles, along with the IEEE Policies available at <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/ieee-policies.pdf> and all IEEE and SPS Governance documents available at <https://signalprocessingsociety.org/volunteers/governance-documents>.

To make the adherence to these principles and guidelines explicit, the primary Event Organizer must sign and return the SPS Member Driven Initiative Event Guideline Agreement available in the page after the Overview.

Signing of the document must happen no later than one month after approval of the event by the Membership Board.

Value Proposition

In addition to the Event Objectives, SPS has defined the Event Value Proposition, as described below. Both the Objectives and Value Proposition should be used as the framework when choosing an event model and planning the event.

Attendees

- Learning about the most recent research topics, innovations and results in signal processing;
- Browsing various topics of interest in one place;
- Discovering technical advances and tools that can increase personal productivity;
- Interacting with keynote speakers, paper authors, and demo presenters to tailor personal understanding;
- Discussing experiences with top names in signal processing fields;
- Networking and engaging with the diverse signal processing community, building and strengthening relationships;
- Participating in events on key signal processing topics, including new technologies;
- Participating in discussions on relevant, hot signal processing topics;
- Participating in hands-on events to deepen understanding;
- Discovering and contacting potential collaborators and employers.

Models Definition

SPS events shall always target to maximize the Value Proposition as defined above. To maximize the Value Proposition, SPS events may adopt different models, notably participation models (e.g. physical, virtual or hybrid) and business models, depending on their specific event circumstances.

Under no circumstances, the safety of SPS members and other attendees at SPS events should be put at risk in any way.

When appropriate and under SPS guidance, the event Organizing Committee (OC) shall propose to SPS an event budget, adopting circumstances appropriate models, notably in terms of participation and business models, also duly considering the market value of the event.

The final event budget and models shall be agreed by the OC and SPS together, and finally approved by SPS.

1.2 About Misconduct or Defiance of Policy or Guidelines

If any Event Organizing Committee member discovers a colleague who is not following the Event Organizer Guidelines or has gone against IEEE or SPS Policy, he/she should ensure they are aware of these items and their importance. If the incorrect behavior continues, the SPS VP-Membership or the SPS President should be contacted. The matter will be handled discreetly and confidentially. If it is deemed necessary that the matter requires further resolution, the SPS Conflict Resolution Process will be instituted. SPS Bylaw 206 addresses the conflict resolution process, in which SPS leadership will create an ad hoc committee to handle each matter requiring conflict resolution. Please see SPS Bylaw 206 for full detail at <http://signalprocessingsociety.org/volunteers/signal-processing-society-bylaws>.

For conflict resolution regarding events, the VP-Membership and Membership Board will oversee this activity, with the support of SPS Executive Committee. Based on the evaluation, decisions could result in changes pertaining to the event, including the removal of members of the event organizing committee.

1.3 IEEE Event Conduct and Safety and SPS Diversity Statement

IEEE Events Committee introduced the IEEE Event Safety and Conduct statement, developed with IEEE leadership and launched at the IEEE Meeting Series in November 2018. The statement can be found at: <https://ieeemce.org/event-safety-and-conduct/>

IEEE Event Conduct and Safety Statement

IEEE believes that science, technology, and engineering are fundamental human activities, for which openness, international collaboration, and the free flow of talent and ideas are essential. Its meetings, events, and other events seek to enable engaging, thought provoking conversations that support IEEE's core mission of advancing technology for humanity.

Accordingly, IEEE is committed to providing a safe, productive, and welcoming environment to all participants, including staff and vendors, at IEEE-related events. IEEE has no tolerance for discrimination, harassment, or bullying in any form at IEEE-related events. All participants have the right to pursue shared interests without harassment or discrimination in an environment that supports diversity and inclusion.

Participants are expected to adhere to these principles and respect the rights of others. IEEE seeks to provide a secure environment at its events. Participants should report any behavior inconsistent with the principles outlined here, to on site staff, security or venue personnel, or to eventconduct@ieee.org.

This statement reflects the positive values and behaviors espoused by IEEE and extends these values to the events community. The statement helps us all share expectations and it applies to all attendees, employees, exhibitors, speakers, sponsors, volunteers, and other participants at IEEE-sponsored events.

In addition, the IEEE Signal Processing Society adheres to the additional diversity statement for all Society activities, including events.

IEEE Signal Processing Society Diversity Statement

The IEEE Signal Processing Society adheres to the IEEE Code of Conduct and is committed to providing equal opportunity to its members, regardless of ethnicity, race, nationality, disability, socioeconomic status, sexual orientation, religion, gender, age, and/or personal identity. The Society is committed to a welcoming and inclusive environment that promotes diversity in the signal processing community.

IEEE event organizers are asked to support by completing the following actions:

- Ensure that there is a required checkbox agreeing to the IEEE's Event Terms and Conditions and Privacy Policy during the registration process for all attendees, which can be found in the Registration Section of this document. This will confirm consent by each attendee of the IEEE Event Conduct and Safety Statement;
- Include this statement alongside all event-specific policies on an event website;
- Include this statement in the advanced and final program;
- Insert the statement into event attendee onsite welcome packets as well as how to report a concern;
- Introduce this statement during an event's opening session via a slide and/or through incorporation into opening remarks.

Safety or conduct concerns can be reported to eventconduct@ieee.org.

1.4 Communication with SPS

All Event Organizers have a SPS support team consisting of the VP-Membership and SPS Membership Staff who will help the Event Organizing Committee through the sponsorship funding process, if required. For any questions along the way, contact sps-mdi@listserv.ieee.org.

For all membership related events, organizers must provide monthly updates on the progress of the event and submit a *Final Report* within 30 days of the conclusion of the membership related events, for review by the SPS Membership Board. Additional details can be found in section **2.4 Event Closing & Reporting**.

2 Finances

This section addresses all issues related to the finances of the membership related events. Every member on the Event Organizing Committee shares responsibility for the financial performance of a membership related event. The Event Organizer(s) has the ultimate authority and responsibility over the budget and the funds, and grant authority to the Finance Chair(s) or Treasurer(s), if applicable. Both committee members should be completely familiar with IEEE and Society policy regarding budgets and financial procedures, and are responsible for on time and accurate closing of the event books.

2.1 Guiding Principles for Finance Chairs and/or Event Organizer

The Finance Chair(s) or Treasurer(s) and/or Event Organizer is responsible for financial decisions and supervising the quality of accounting and financial reporting for the event, under the guidance of the Event Organizer(s).

The following principles are provided as a guideline based on past learnings and aim to assist event organizers to achieve a financially successful event.

Transparency

Events must be prepared to provide a complete disclosure of all financial transactions giving a clear, concise, and complete view of an event's budget upon proposal submission. Accounting transparency is critical for both IEEE requirements as well as government regulations. Lack of such transparency in the budget may result in rejection of proposal or cancellation of the sponsorship.

Gifts

IEEE Policy 9.8E, titled *Business Gifts*, states:

Employees and volunteers of IEEE are not permitted to receive gifts, favors, services, payments, privileges or special treatment of any kind or nature whatsoever from any individual enterprise or organization that conducts or seeks to conduct business with the IEEE unless:

- *They are consistent with good business practices; and*
- *They are of a nature that could not be construed as a business inducement; and*
- *They are considered to be of nominal value in the context presented; and*
- *Public disclosure of the transaction would not embarrass IEEE.*

<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/ieee-policies.pdf>

2.2 Event Budget

This section includes advice and rules for creating and maintaining an event budget. All versions of the budget must be submitted on the [Detailed Budget Form](#) and approved by SPS during the proposal process before the event is officially approved by IEEE SPS. Therefore, it is important to create a proposed budget using the [Detailed Budget Form](#) and [Detailed Honoraria Form](#) that meets the below guidelines and submit it with your proposal.

IMPORTANT: When the **final** version of the Budget and Honoraria forms are submitted with the Final Report, any line items that are not allowed as defined below, will not be reimbursed. This means the amount for any line items that are not allowed will be automatically deducted from the final reimbursement payment amount, even if it was missed in the approval process. We cannot reimburse for these items based on SPS and/or IEEE level policies. Please carefully read this section to ensure your final budget and honoraria forms are filled out properly and the event's budget is compliant.

The Budget Requirements

The budget acts as a guide for the Event Organizing Committee to identify what is important. For example, with physical events, a larger food and beverage spend says that the social functions are priority. A larger publicity spend says that there is the wish for the event to grow. The Finance Chair(s) and/or Event Organizer should ensure that the event goals are reflected financially in the budget within reasonable limits.

2.2.a Budget Requirements

- Budget must be submitted on the proper [Member Driven Initiative Detailed Budget Form](#)
- If any honoraria or travel support is being paid from SPS funds, a Detailed Honoraria Form must be included. See Section 2.2.c for full Honoraria details.
- All line items must be specific and detailed; "miscellaneous" (or similar) line items are not acceptable and will not be considered in the SPS funded budget.
- Honoraria cannot be more than 50% of the total budget.
- Regional Meeting-type events must meet all IEEE conference requirements, including a 20% surplus.

2.2.b Additional Budget Items to Consider

- What do the organizers plan to do with their share of any budget surplus, should one exist? Surplus should typically be used within the local Chapter for Chapter activities.
- Event organizational connections should be highlighted with local IEEE SPS chapters, as well as related involvement in the budget (e.g., local chapter, contributions to the school, and plans for splitting any surplus).
- Proposers are advised to not plan on having business class travel (use economy class) for speakers unless it can be supported directly from external (non SPS) funds. IEEE funds cannot be used to pay for business class travel.
- Including IEEE/SPS Memberships in the budget or honoraria is not allowed.

2.2.c Honoraria

Payments to tutorial presenters, keynote speakers and special guest speakers are called honoraria. Typical honoraria should cover the cost of their travel (coach airfare), accommodation (standard room), and/or preparation time. It is also important to base honoraria on precedent. Additionally:

- Honoraria (*which includes travel support*) cannot account for more than 50% of the total event's budget.
- Honoraria (*which includes travel support*) may be no more than US\$150 per individual for virtual events and no more than \$500 per individual for in-person events. *While it does not change often, this is subject to change at any time based on any IEEE policy changes that go into effect. SPS is not in control of this.*
- **ALL** honoraria / travel support **must** be thoroughly detailed and recorded on the [Detailed Honoraria Form](#) and match the proof/receipts provided. The total amount on the Detailed Honoraria form for travel and honoraria should only be input on the Detailed Budget Form in the appropriate line items, already input on the template. *If there are any additional line items listed on the Detailed budget form for travel or honoraria that are not on the honoraria form, they will not be reimbursed.*
- "Remuneration" is not allowed to be paid out of SPS funding; this is not an acceptable expense under SPS sponsorship funding. No SPS Volunteer or member, nor event organizer, shall receive a financial gain from their participation in IEEE/SPS Activities, which includes leadership from the local Chapter(s). These individuals cannot not be paid "remuneration" or any form of honoraria. If this expense is included in the budget, regardless if proposal/budget was previously approved, the amount for the non-allowed expense will be deducted from the total sponsorship payment amount. [Bylaw 203.10 Compensation.](#)
- An individual cannot receive both honoraria AND travel support; an individual can only receive one. If both expenses are included on the Detailed Honoraria Form, the lesser of the two amounts (up to the maximums allowed) will not be included in the final payment. There are no exceptions.
- [Distinguished Industry Speakers \(DIS\)](#) and [Distinguished Lecturers \(DL\)](#) are not eligible to receive honoraria or travel support from the event budget. Event organizers and DIS/DL must go through the appropriate process for the respective program to

receive travel expenses(honoraria).

- Each individual receiving honoraria or travel support **must** be listed as a separate line item on the *Honoraria* Form. All fields on the Honoraria Form **must** be completed for each individual receiving honoraria or travel support. You must include recipient's name, country, whether participating in-person or virtually, the reason for the honoraria/travel support, if part of local Chapter leadership, an IEEE/SPS member, and the amount. *Please note, any generic term (including "resource persons" or similar) is not acceptable. And line items including the word "remuneration" is not acceptable.*
- If a gift is offered to the keynote speakers, it is recommended that it should not have cost more than about US\$25 per person. This is considered part of their honoraria; therefore do not list as a separate line item. Include the amount of the gift in the total honoraria given to this individual, with an appropriate receipt as the proof.

2.2.d Registration Fees

The SPS Regional Activities Committee, under the Membership Board, must approve the proposal before the registration fees are publicized. Registration fees should not vary more than +/- 5% from prior years (always excluding taxes), if applicable. All events and workshops must offer a discounted registration fee for IEEE Members, SPS Members, students and IEEE Life Members. It is IEEE Policy that the rates be calculated using the percentages below.

Grade	Differential Range
Non-Member	Base Registration Fee
IEEE Member	20 – 25% less than Non-Member
SPS Member	15 – 20% less than IEEE Member
Non-Member Student	70 - 75% less than Non-Member
IEEE Student Member	20 – 25% less than Non-Member Student
SPS Student Member	15 – 20% less than IEEE Student Member
IEEE Life Member	Same as or 10% less than IEEE Student Member
'Advance' registration fees should be 25% less than 'Regular' or 'At-Event' fees.	

Events held in many countries may be subject to Value-Added Tax (VAT) or Goods and Services Tax (GST). VAT or GST should be added to the above calculation of registration fees. The SPS Budget Template helps with this calculation. For updated tax instructions by country, contact SPS Events staff.

Co-Sponsorship Opportunities for Europe and Asia Seasonal Schools

! *This opportunity is limited to the **Seasonal School** initiative only.*

If your school is in **Asia** or **Europe**, you have the opportunity for APSIPA or EURASIP, respectively, to financially co-sponsor your school with SPS. If APSIPA or EURASIP decides to be a financial co-sponsor, SPS will equally match APSIPA's or EURASIP's sponsorship up to the proposal's approved amount, with a maximum allotment of no more than \$3,500. If APSIPA or EURASIP decide to provide financial support beyond \$3,500, SPS will still only provide sponsorship up to the \$3,500 limit. If this opportunity applies to you and you are interested in the opportunity, please reach out to the appropriate President ([APSIPA](#) or [EURASIP](#)). This sponsorship **MUST** be disclosed to the SPS Membership and Chapters Senior Administrator, [George Olekson](#), prior to receiving the SPS sponsorship funds.

2.3 Proposal and Budget Approval Process

Phase 1 - Submission to the Regional Directors at Large (Smartsheet)

During the first submission phase, you will be sharing your proposal with the Regional-Directors-at-Large (RDALs) to be vetted on a technical level. *This is not the official submission.* Upon closing of this initial proposal submission period, the proposals that are received and eligible will be reviewed by the RDALs for their feedback and a recommendation will be given to the organizers on whether the proposal should be submitted to the official submission system. Please note, you must still submit the detailed budget and honoraria forms. Although the budget at this stage does not get a full, in-depth review by SPS Staff, it is very important that you carefully read all of Section 2 to ensure your budget and honoraria is compliant with the rules.

Phase 2 - Submission to the official proposal submission system (OpenWater)

The second submission stage. Once the RDALs have reviewed and given feedback on the eligible drafted proposal, those recommended to move forward will be given access to the submit their full proposal to the official proposal submission system. You will need to submit all details, including changes made based on the feedback received by the RDALS, the fully detailed budget and honoraria forms, and any other documentation to support the proposal. During this stage, the budgets will have a thorough review by the SPS Staff and any non-allowed items will be reduced from the funding offered to approved proposals. *Please note, we make every effort to meticulously review budgets prior to approval. However, even if approval was given during any of the review stages the final funding amount paid will be reduced by any non-allowed items included in the final budget. We cannot reimburse these as per SPS and IEEE policy. If you are uncertain whether items are allowed after carefully reading all of Section 2, at any point leading up to the event, please reach out to sps-mdi@listserv.ieee.org with your question for clarification.*

The Event Organizer(s) will be notified of the final decision via the email(s) you provide in the official submission system. Please allow a few days after the deadline to receive your email before contacting sps-mdi@listserv.ieee.org as the review can often be delayed due to volume of submissions. Please also check your spam, or log into the system and check the status of your proposal.

2.4 Event Closing & Reporting

Monthly Reporting Updates

The Society may request periodic updates (typically monthly) from the organizer about the progress of planning the event. The organizer must provide the brief updates as requested by the Society during the time leading up to the event opening. The primary event organizer will receive “update requests” via Smartsheet.

Final Report

A final report must be submitted within **one-month** (30 days) from the last day of the event for all approved proposals. As soon as the event ends, the Finance Chair(s) and/or Event Organizer should compile information on the planning, execution, and success of the event and work with the SPS Membership staff to complete the below steps to close the event. (Use the Detailed Budget Form, Detailed Honoraria form, and feedback from the survey to complete the final report.) The approved funding will be disbursed once the following steps are completed. **All final reports must be submitted via the following form: <https://app.smartsheet.com/b/form/3b128fc46ad74196b5c058cfce154846>**

- ☐ Final report – Following the event within 30 days, provide SPS a final report. Please refer to section 5.1 for the survey that should be provided to each student for their feedback. The final report must include, but not limited to, the following information below:
 - Number of attendees by category
 - Summary of comments and ratings by students on the participant feedback questionnaire (located in section 5.1)
 - Event group picture (saved as a jif, tif, or jpeg)
 - Final budget via Detailed Budget Form and Detailed Honoraria Form
 - Summary of the planning and overall success of the event
- ☐ Provide IEEE SPS with the event's registration data, using the instructions and template available in the [Final Report Resources DropBox folder](#). More information can also be found in Section 5.2 below.
- ☐ (*Forums, Regional Meetings, and Chapter Initiatives only*) **Invoice must be accompanied by detailed receipts.** Following the event, please submit your invoice with receipts to initiate the payment process.
- ☐ Add event to the IEEE Supplier system - before a payment can be made, the entity receiving the approved Society funding (Chapter, Section, University, or other third party entity receiving the funds) must be added into the IEEE Supplier system. Please note that for Seasonal Schools, this process is handled prior to the Seasonal School and for all other MDI's, the process is handled upon completion of the event.
 - Please provide the name of the IEEE SPS Chapter/Section or entity receiving the event funding and verify the physical address. For non-IEEE entities, please also include the name and email address of the person with signing authority on behalf of the entity. This person will receive an email to add the entity to our Supplier system and complete tax information. The email link is only live for 3 days for security purposes. The staff is unable to complete this step or move forward in the process without this step being completed.
- ☐ Banking information Form – Provides necessary banking details to complete payment.
 - See additional documents in section 6.1. Form includes the following information: Account Number or IBAN #, Name on Account, Bank Name, Bank Address, Bank City, Country, and SWIFT Code. For India transfers only, IFSC Code and MIRC Code are required. For US transfers

only, ABA Routing Number for ACH transfers is required.

☐ Sponsorship Agreement (For any event with funding that is not going to IEEE bank account) *If funding is going to an IEEE Bank Account (Section or Chapter), then no Sponsorship Agreement is required.*

- If funding is going to a non-IEEE Bank Account, Sponsorship is required. First the entity will need to be added to the Supplier system. This requires the name and email address of the individual with signing authority on behalf of the entity receiving the funds.
- The individual with signing authority on behalf of the entity will receive an email message from the system requesting that he/she logs in and updates the entity's tax information. Please note the link provided in the email will only be live for 3 days, for security purposes. The email's subject link should be: IEEE - Oracle Fusion Applications-Welcome E-Mail. The entity's name being added to the Supplier system must match the bank account. Once Supplier is created in system, the individual with signing authority will receive the sponsorship agreement via DocuSign for signature.

3 Branding, Website and Communications

This section addresses all issues related to the branding, website and communications which are critical for the success of the membership related events.

3.1 Branding and Logos

The IEEE and SPS logos achieve brand recognition and represent quality. Misuse of either logo is a violation of policy. The logos must appear on all print and web materials in the original approved form. Recoloring of the logo or other modifications of the logo, including creating an event logo with elements of the IEEE or SPS logo, is not generally permitted. IEEE and SPS logos are a requirement for all membership related events materials, including the website, advertising, promotion, and giveaways.

No logos of institutions of the volunteers or of event service providers may appear on any Society solely-owned membership related events material, including websites, unless they are a co-sponsor of the membership related events. The main web page for membership related events may not have any logos other than that of the approved sponsoring entities for the membership related events. This would mean IEEE and IEEE SPS logos only would appear for membership related events solely owned by the Society.

Please visit the Signal Processing Society website for instructions on SPS logo usage and logo files to use on your materials at: <https://signalprocessingsociety.org/our-story/sps-branding-materials>

For information on proper usage and placement of the IEEE Masterbrand and IEEE SPS sub-brand, visit the IEEE Brand Guidelines page at <https://brand-experience.ieee.org/guidelines/brand-identity/> or contact SPS Events staff for assistance or review.

3.2 Website

General Data Protection Regulation (GDPR) for Event Websites

IEEE has created instructions to ensure organizers comply with GDPR regarding cookie collection on websites. An informational banner must be applied to all membership related events websites. Instructions on applying the banner can be found at <https://www.ieee.org/about/gdpr>

IEEE Privacy Policy on Website Footer

Event websites should include a link in the website footer to the updated IEEE Privacy Policy: <https://www.ieee.org/security-privacy.html>.

IEEE Policy Links to add to all IEEE Event Websites

The two links below must be included in the website of all IEEE events so that attendees are aware and can read and access this information pertaining to IEEE Privacy and the Event Terms and Conditions.

IEEE Event Terms and Conditions: <https://www.ieee.org/events/event-terms-and-conditions.html>

IEEE Privacy Policy: <https://www.ieee.org/security-privacy.html>

Clauses for all SPS Event Websites

The below text must be included as written, as it is taken from the IEEE SPS Policies & Procedures Manual, approved by SPS Events Board and the Board of Governors.

IEEE Event Conduct and Safety Statement: *IEEE believes that science, technology, and engineering are fundamental human activities, for which openness, international collaboration, and the free flow of talent and ideas are essential. Its meetings, events, and other events seek to enable engaging, thought provoking conversations that support IEEE's core mission of advancing technology for humanity.*

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View the complete IEEE Signal Processing Society Policy & Procedures Manual at <http://signalprocessingsociety.org/volunteers/policy-and-procedures-manual>.

Legal Considerations for Web and Promotional Content

The OC should not use content and/or images from another site (including IEEE digital sites) without permission. For example, Google images found through search without permission of the owner should not be used. For all content that is not original, its source should be provide as a caption, once permission for publishing has been obtained.

For example, commonly found pictures of cityscapes are often used. Even though such pictures may not be displayed online as copyrighted, they may still be. It may be best for the OC to check with the local government and tourism bureau for available images that are available for use.

Contacting Attendees

Any emails sent out using approved contacts need to include the ability to opt-out of future communications, usually a link within the footer of the email. This can just go to a reply-to email or can be auto-removed, if an email marketing tool is used.

Promoting Your Event

SPS Events staff can help with recommendations on promoting your membership related events. IEEE Meetings, Events & Events also has prepared a suite of tools and guides to help attracting attendees to membership related events which can be found at <https://events.ieee.org/planning-basics/audience-development-promotion/mce-audience-development-toolkit/>.

Using the Signal Processing Society Name in Promotions

Promotions created and shared by SPS Chapters and event organizers may not appear to have originated or been sent from the IEEE Signal Processing Society. Only Society staff are authorized to create and publicize official Society promotions. Promotions by SPS Chapters and event organizers should be advertised as a Chapter event that is supported by SPS; for example, 'IEEE Signal Processing Society [Chapter Name] Chapter' or 'IEEE SPS [Chapter Name] Chapter' or '[Chapter Name] Chapter event sponsored by the IEEE SPS' are acceptable phrases. SPS Chapters and event organizers are not permitted to speak or advertise on behalf of the Society.

- Example of *incorrect* use: 'The IEEE Signal Processing Society extends..' or 'On behalf of the IEEE Signal Processing Society.'
- Example of *correct* use: 'The IEEE Signal Processing Society's [Chapter Name] Chapter extends..' or 'On behalf of the IEEE Signal Processing Society's [Chapter Name] Chapter.'

Email Promotion

All approved SPS Member Driven Initiatives will be included in the SPS Newsletter, sent to the SPS Membership with all of the upcoming events. Organizers will receive an email update request to provide the website, which will be used to link each event directly in the email blast. *Email blasts for individual events will not be accommodated.*

Other Society Promotion

The Society will promote all approved Member Driven Initiatives on official SPS avenues such as social media and wherever else available for promotion. You must provide a link with a landing page that is specific to the event website prior to the promotion. The link cannot be not a generic website link for the Chapter/Section or it may not be advertised and the link will default to the [Attend an Event](#) page on the SPS website.

Social Media

Event organizers should strongly consider appointing a Social Media Chair for the event. Their responsibilities include managing a group for the event, posting updates leading up to the event, answering any comments and questions on the social media community, and creating sample posts for the Event Organizing Committee members to share with their networks. At the event, the social media chair can post pictures, live streaming of the plenary speakers, and promote an event hashtag for all attendees to use.

4 Technical Program & Beyond

The technical program is naturally a major product of the Event Organizing Committee and should deserve great attention. This section addresses issues related to the technical program from creating the Call for Papers to submitting the final publication to IEEE Xplore. *Please note that only type of Member Driven Initiative containing papers is Regional Meetings. Additional details in section 4.1.*

It is important to stress that while some core components of the technical program are expected to happen year after year, the Event Organizing Committee is encouraged to add new components to enrich and complement the event experience. Special attention should be given to continue successful components from previous years and stimulate interaction between the attendees.

4.1 Plagiarism

Plagiarism should be dealt with care while following the rules and processes. IEEE defines plagiarism as the reuse of someone else's prior processes, results, or words without explicitly acknowledging the original author and source. It is important for all IEEE authors to recognize that plagiarism in any form, at any level, is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

Equally important to the process of recognizing an act of plagiarism is clarifying who will be responsible for responding to any complaints of alleged plagiarism. Allegations of misconduct by authors of papers in event proceedings shall be investigated by the Technical Program Chair(s), or if needed by the SPS VP-Events.

Section "8.2 Publication Guidelines" of the PSPB Operations Manual contains a major section entitled "Guidelines for Adjudicating Different Levels of Plagiarism" at <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/pubs/pspb/opsmanual.pdf>.

Creating Additional Event Publication for Challenge Papers

IEEE allows multiple event proceedings to be submitted for one event, and records them as “sub-event”. Challenge Papers, as an example, typically have later deadlines, which would not allow them to be included in the complete event proceedings, due to time constraints. If these papers are peer reviewed, they still may be able to be submitted to IEEE Xplore as a sub-event of the main membership related events.

For ICIP 2019 and going forward, a separate IEEE event application and publication form is submitted for “YYYY IEEE International Event on Image Processing Challenges (ICIPC)” that can be used to capture and submit the challenge papers to IEEE Xplore. Naturally, only challenge papers approved following a similar reviewing process may be submitted to IEEE Xplore.

This is a recommended best practice for all SPS membership related events facing this issue.

4.2 Plenary/Keynote Speakers

The selection of the plenary/keynote speakers has a major impact on the success of the event. These speakers should connect to the event's theme and should help in attracting newcomers to the event. It is suggested that the set of plenary/keynote speakers is a good mix of top experts from academia and industry. However, additional weight and consideration should be placed on finding industry speakers, since they can provide press, attract more industry attendees and new members, and propose challenges to the academic SPS members.

All plenary or keynote speakers must agree and sign to the IEEE Copyright and Consent Form prior to their confirmation as speakers. Completed forms should be sent to SPS Events staff.

SPS requires that all plenary/keynote speakers are recorded and included in the SPS Resource Center. The IEEE Copyright and Consent Form can be found at https://signalprocessingsociety.org/sites/default/files/uploads/publications_resources/docs/IEEE%20Copyright%20and%20Consent%20Form%20RC%20with%20Paper.pdf.

4.3 Recording Event Content

IEEE SPS Resource Center Content Capture Guidelines

The IEEE SPS Resource Center is the SPS online library for video content and host venue for recordings of plenaries, keynotes, and tutorials from solely owned SPS events. Event organizers are responsible for collecting material for integration into the Resource Center using the following guidelines.

For Event & Workshop Organizers: It is required that the plenary sessions, tutorials and tutorial-style sessions be recorded. It is not required that regular lecture sessions be recorded but the event organizers may decide to record other sessions and events in the event.

Please note that the videos should not be posted to the event website or be available via any other avenue. The videos will be posted exclusively on the SPS Resource Center. Contact sps-videos@listserv.ieee.org for recording questions.

Materials Required

The following are required for the Resource Center to host content:

- A signed IEEE Copyright and Consent Form for each recording, completed before the event is recorded and submitted with the recorded video. If there is no IEEE published paper involved, just complete the red highlighted fields on the form. Forms: [Resource Center Event Content Capture Guidelines](#), [IEEE Copyright and Consent Form \(events with published papers\)](#) or [IEEE Copyright and Consent Form \(without published papers\)](#).
- A recording of the event in MP4 format.
- It is recommended that audio be recorded via lapel microphone.

What to Record

- **Preferred Option** - A video recording of presented technical materials (usually slides and/or associated video and audio) and a very clear recording of the speaker's voice. The video can be recorded from the projection of the materials on a screen, or using screen-grab recording software.
- **Secondary Option** - A video recording of the speaker, where the speaker's voice is clear.

Video/Audio Formats

The following technical specifications should be used to ensure high quality playback from the SPS Resource Center. For questions on the technical specifications, contact sps-videos@ieee.org.

- MP4 format
- Codec: H.264/AVC
- Resolution: 1280x720 (minimum)
- Compression: VBR
- Video Bitrate: 1.2 Mbps - 1.5Mbps
- Audio: AAC 192 Kbps or MP3 192 Kbps (minimum)

How to Submit Recorded Content

The recorded content and the IEEE Copyright and Consent Forms should be sent to sps-videos@ieee.org within two months of the conclusion of the event, along with a summary document of all the content sent.

Please use the following naming conventions when submitting the video files:

- **Plenary Recording Files:** "Plenary_EventAcronym_speaker or title.mp4"
- **Tutorial Recording Files:** "Tutorial_EventAcronym_speaker or title.mp4"
- **Other Recording Files:** "EventType_EventAcronym_speaker or title.mp4"
- **Chapter Initiative Files:** "Chapter Initiative_ YYYY Cycle [1 or 2]_speaker or title.mp4"
- **Forum Files:** "YYYY IEEE SPS Forum on [title].mp4"
- **Regional Meeting Files:** "YYYY IEEE SPS Meeting on [title].mp4"
- **Seasonal School Files:** "YYYY IEEE SPS Cycle [1 or 2] School on [title].mp4"

4.4 Video Recording for Virtual and Hybrid Events with Papers

For virtual and hybrid (physical and virtual) events with papers, a recorded video presenting the paper MAY be asked at the same time of the paper submission to be used for the virtual/dual event. Alternatively, to facilitate the submission and reviewing processes, the video submission deadline may be later than the paper submission deadline, e.g., one week.

In this case, the reviewing process shall address not only the submitted paper but also the corresponding recorded video although the technical content to be assessed is mostly the one in the paper. As for the papers, for the accepted submissions, the authors may later submit an improved version of the recorded video, e.g., to address the reviewers' feedback.

This possibility is used at the discretion of the virtual/dual event Organizing Committee; however, to be used, it has to be clearly announced well before the submission deadline in the event Web page and Call for Papers.

5 Registration and Attendees

This section addresses issues related to registration and attendees.

5.1 Demographics Questions on Registration Sites and Surveys

It is valuable to collect some information on who event attendees are for benchmarking and reporting. Registration sites should include the following information, which should also be included in registrant lists provided to SPS at the conclusion of each event. Additional detailed on how to send the event's registrant list in the next subsection.

1. **Required question for Regional Meetings:** Are you an author of an accepted paper at this event or workshop? Yes or No.
2. **Required question for all events:** Which one of the following most closely matches your current employment status?
 - Employed in academia
 - Employed in government
 - Employed in private industry
 - Self-employed
 - Full-time student
 - Retired
 - Not currently employed
 - Other (please specify) ____

The demographics questions below should be standardized in all uses by IEEE, including membership related event registration.

1. **Gender information:** Questions that ask a participant or user to identify their gender need to be multiple choice, optional, and written as:

Do you identify as:

- ☐ Male
- ☐ Female
- ☐ Prefer to self-describe: (Or, if coding cannot be changed, state 'Please specify: __')
- ☐ Prefer not to answer

2. **Salutation information:**

Questions that ask for a salutation or prefix (such as Mr., Mrs., Ms., or Mstr.) for a participant or user's name, need to be made optional.

Please note: These or similar demographics questions are to be made optional and cannot be required.

3. Participant Feedback Questionnaire

1. Overall, how satisfied were you with this event?
 - ☐ Very satisfied
 - ☐ Moderately satisfied
 - ☐ Neutral
 - ☐ Unsatisfied
2. Would you be interested in attending a follow-up event next year on a related topic?
 - ☐ Yes
 - ☐ No
3. Are you currently an IEEE Member?
 - ☐ Yes
 - ☐ No
4. Are you currently an IEEE Signal Processing Society Member?
 - ☐ Yes
 - ☐ No
5. Did you become an IEEE Signal Processing Society Member when you were registering for the event or were you already a member before you decided to attend the event?
 - ☐ I signed up for membership while registering.
 - ☐ I was already a member.
6. Please describe what you liked about this event.
7. Please describe what you think can be improved.
8. Please use this space to provide any additional comments.

5.2 Event Registration & Consent Template (*Data must be provided to SPS as part of the Final Report*)

MDI Registration & Consent Template

All technical meetings must include a clear step for proactive consent to the [IEEE Privacy Policy](#) during the event registration process, ensuring attendees' informed agreement. Collecting certain information about attendees is beneficial for benchmarking and reporting purposes. Please ensure that registration sites and surveys contain the outlined details, which should be included in the attendee lists forwarded to SPS at the end of each event.

Required Questions

Responses to the following questions are required to complete event registration:

Required Question	Question Type
First Name	Text
Last Name	Text
Email	Text
Job Title	Text
Company Name	Text
Country	Text or Single Answer Select
You have read and are in agreement with IEEE's Privacy Policy	Checkbox/Consent

Sending Registrant Lists

As part of your Final Report after the event, forward your registration list to the SPS conferences team, Attn Dena Watkins, at sp.conferences.info@ieee.org. You must also copy the MDI team, at sps-mdi@listserve.ieee.org, on the email containing the forwarded registration list. Lists should be provided in a .csv or .xls file and follow the [Registration List Export Template](#).

Columns to include in registration lists:

Event Name	Event Start Date	Event End Date	First Name	Last Name	Email	Job Title	Company Name	Country
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5.3 Promoting SPS Member Discounts

It is recommended that the registration site includes a reminder to become an SPS member and save on the event registration fees. Suggested language with a link to become an SPS member can be found below:

Did you know that you can save on event registration with a membership to the IEEE Signal Processing Society? Click [here](https://www.ieee.org/membership-catalog/productdetail/showProductDetailPage.html?product=MEMSP001) (https://www.ieee.org/membership-catalog/productdetail/showProductDetailPage.html?product=MEMSP001) to join SPS today!

5.4 Conflict Resolution

Event organizers should be mindful of quickly resolving any complaints or conflicts as quickly as possible. If a complaint is received, organizers should always reply to the sender to try and resolve any conflict.

When replying, organizers should be mindful that they are speaking on behalf of IEEE and SPS. If an organizer is unsure of how to respond, they should contact SPS Events staff or the VP-Events for assistance.

6 Contacts and Resources

6.1 Contacts

- Questions about the SPS Member Driven Initiative program or Seasonal Schools? Visit the [Organize Local Events & Member Driven Initiatives page](#) for more information.
- Questions, issues accessing any linked documents or forms, or any other inquiries regarding the Member Driven Initiative program can be emailed to sps-mdi@listserv.ieee.org.
- Upcoming initiative events and conferences can be found on the [Upcoming Events page](#).
- Download the [SPS Proposal Information](#) document.
- Download the [Proposal Submission Checklist](#) document.
- Download the [Detailed Budget Form](#).
- Download the [Detailed Honoraria Form](#) (if applicable).
- [Student Branch Chapters] Download the [SBC and Chapter Collaboration Acknowledgement](#).
- Your initiative proposal [can be submitted](#) to the Regional-Directors-at-Large, during the open Call for Proposals period.
- Your Final Report can be submitted [here](#) (Please note, you should have received an email with an 'update request' that you can enter the final report as well.) You can find helpful tools and necessary forms here: [SPS MDI Final Report Resources](#).

7 Additional Forms

7.1 Proposal Submission Forms

During the proposal submission stage

To access the most current version of these forms, you can visit the [SPS MDI Proposal Submission Resources DropBox folder](#).

➤ 7.1.a Banking Information Form

This form i

7.2 Final Report Submission Forms

During the Final Report submission stage

To access the most current version of these forms and templates, you can visit the [SPS MDI Final Report Resources DropBox folder](#).

➤ 7.2.a Banking Information Form

This form is used to submit the banking information for the Chapter/Section or third party entity who will be receiving the sponsorship funding payment for approved proposals, during the Final Report stage.

➤ 7.2.b SPS Student Branch Chapter and SPS Chapter Collaboration Acknowledgement Form

This form serves as the acknowledgement that SPS Student Branch Chapters (SBC) are required to work with their local SPS Chapter to draft and submit proposals under the SPS Member Driven Initiative program. The local SPS Chapter should be reviewing the proposals and collaborating with the SPS Student Branch Chapter to ensure proposals are strong and being submitted with complete information. If there is no local SPS Chapter, the Student Branch Chapter can apply directly to the Society.

This form also serves as the agreement for the listed SPS Chapter to receive the SPS sponsorship funds on behalf of the Student Branch Chapter and distribute the funds to the Student Branch Chapter, should this proposal be approved.

➤ 7.2.c Detailed Budget and Honoraria Forms

The Detailed Budget and Detailed Honoraria forms are required to be completed and submitted with the event's final (actual) amounts, along with proper receipt documentation, as part of the Final Report. Full details on the budget and honoraria rules can be found in the **Section 2.2 Event Budget**.

IMPORTANT: When the final version of the Budget and Honoraria forms are submitted with the Final Report, any line items that are not allowed as defined below, will not be reimbursed. This means the amount for any line items that are not allowed will be automatically deducted from the final reimbursement payment amount, even if it was missed in the approval process. We cannot reimburse for these items based on SPS and/or IEEE level policies. Please carefully and thoroughly read Section 2 Financials of this Event Organizer Guidelines Document to ensure your final budget and honoraria forms are filled out properly and the event's final budget is compliant.

➤ 7.2.d Registration & Consent Template

All technical meetings must include a clear step for proactive consent to the IEEE Privacy Policy during the event registration process, ensuring attendees' informed agreement. As part of the Final Report, the collected registration information for the attendees must be submitted to SPS following the completion of the event. Instructions and more detailed information can be found above in **Section 5.2-Event Registration & Consent Template** and **Section 2.4-Event Closing & Reporting**