

OPERATING AGREEMENT
For
IEEE International Symposium on Biomedical Imaging (ISBI)

1. GOAL AND VALUES:

The objective of ISBI is to bring together a diverse community of researchers, industry professionals, and clinicians with shared interests in mathematical, computational, and applied aspects of biomedical imaging. ISBI emphasizes addressing challenges of significance across the full spatial scale—from molecular and cellular imaging to whole-body clinical systems—through the development and application of advanced imaging methodologies.

Topics of interest include physical, biological, and statistical modeling; image formation and reconstruction; computational and statistical image analysis; visualization; and image quality assessment. The conference particularly values methodologies that are broadly applicable across multiple imaging modalities and scales.

ISBI uniquely fosters cross-disciplinary collaboration, encouraging the exchange of ideas between algorithm developers, system designers, clinical practitioners, and industry innovators. This inclusive environment supports the translation of cutting-edge research into impactful clinical and commercial applications.

Participants at ISBI include those from academic institutions, government laboratories, healthcare organizations, and R&D departments of private companies. Like other IEEE SPS and EMBS conferences, ISBI requires submission and peer review of research papers, ensuring rigorous evaluation of the novelty and potential impact of each contribution.

Since its inception in 2002, ISBI has rapidly become a premier international forum for interdisciplinary exchange, uniting experts across imaging modalities, application domains, and spatial scales.

2. SPONSORSHIP BREAKDOWN

IEEE EMBS – 50% Financial

IEEE SPS – 50% Financial

3. DURATION OF AGREEMENT

This agreement shall apply to ISBI 2026, 2027, and 2028.

4. MANAGING PARTNER/ADMINISTRATIVE LEAD

Signal Processing Society will be the Managing Partner and Administrative lead for ISBI during this Operating Agreement. The Conference shall be governed by the policies and procedures of the Managing Partner insofar that the policies and procedures do not contradict the goals and

values of the conference or principles described in this Operating Agreement.

4.1 Managing Partner Steering Committee Support

The duties of the Managing Partner and Administrative Lead in working with the Steering Committee are as follows:

- Work with the Steering Committee Chair and sponsoring societies to obtain representatives on the Steering Committee.
- Provide financial sponsor(s) with Steering Committee rosters;
- Create an alias that includes all members of the Steering Committee for all ISBI-related correspondence;
- Record, store, and distribute the Steering Committee meeting notes to Steering Committee members and financial sponsors;
- Prepare and distribute all materials for the Call for Proposals for future ISBI conferences, with input and approval from the ISBI Steering Committee and share with sponsoring societies for promotion;
- Review possible sites, as identified by the Steering Committee or by the prospective conference organizing teams, and provide advice to the Steering Committee to aid in their decision making;
- Provide financial sponsors with ISBI full conference proposals, budget proposals and updates to those documents from the organizing committee, Steering Committee notes, and organize a meeting with the Steering Committee and both sponsoring societies' leadership (Presidents, VP-Conferences, VP-Finances) to review the proposals and solicit feedback;
- Assist the Steering Committee with the review and selection of the final site proposal and request final approval from both financial sponsors via the IEEE Conference Application/Memorandum of Understanding prepared by IEEE Meetings, Conferences & Events.

4.2 Managing Partner Organizing Committee Support

The duties of the Managing Partner and Administrative Lead in working with the Organizing Committees are as follows:

- Ensure compliance with IEEE policy and submission of all required documents according to the recommended timeline including budgets, publication forms, invoices, payment, and final reports;
- Periodic communication with the Organizing Committee for status updates, ongoing support, and general guidance;
- Collection and submission of contracts to IEEE Conference, Events and Experiences (CEE) in accordance with standard IEEE processes and procedures;

- Communicate the need to follow SPS Conference Organizer Guidelines;
- Utilize SPS's Cvent instance as the registration platform for the conference. A registration template will be used each year to collect consistent and accurate reporting to both sponsoring Societies and added to the ISBI Mailing List maintained by SPS in HubSpot;
- Utilize IEEE Banking as the conference bank account;
- Promote and publicize the conference utilizing and growing the ISBI contact list in SPS's HubSpot account as well as sharing with SPS members, and sharing with EMBS staff for their typical channels. Contact lists may not be distributed without the agreement of both sponsors, and the list will be only be used for ISBI communications and can be shared with the co-sponsors upon request;
- Ensure financial sponsor(s) are provided with periodic status updates, including budgets and key metrics (submissions, attendee detail, and acceptance rates), upon receipt of the updates from the Organizing Committee using the Google Drive Shared Folder;
- Maintain a roster of all past, current, and future ISBI organizing committees and creation of e-mail alias addresses for ease of communication among members of the organizing committee as well as between the organizing committee, the staff, and the Steering Committee;
- Respond to requests for information or assistance from the organizing committees, and ensure a flow of updated information to the Steering Committee on the current status of those events for each meeting of the Steering Committee;
- Work with EMBS webmaster to create the subdomain and web hosting for each ISBI edition using the standard naming convention, and offer website services from the EMBS webmaster as a possible service provider or provide access to an alternative conference webmaster;
- Create surveys for ISBI attendees to provide feedback, to assist the Steering Committee and sponsors' leadership in future program planning;
- Share the main conference planning materials with the financial sponsors on a shared drive, such as proposals, budgets, sleeping room pickup, F&B and A/V expenditures, final reports, etc.

5. RESPONSIBILITY OF CONFERENCE SPONSORS:

IEEE COMPLIANCE: Financial co-sponsor Society staff shall be aware of and maintain

compliance with current IEEE and TAB regulations and guidelines, finance matters, publications, contracts, insurance, approvals, etc., ISBI events to which they are assigned.

The duties of the Conference Sponsors are as follows:

- Help promote the open Call for Proposals and help the Steering Committee to solicit strong proposals;
- Review and approve the conference budget in a timely manner;
- Advance funds for the operation of the Conference, in proportion to their respective financial ownership shares as outlined in Sponsorship Breakdown. Each Sponsoring Party agrees to make an advance after the budget is approved and upon request of the organizing committee. All such advanced funds shall be considered a Conference obligation and shall be repaid after the conclusion of the Conference;
- Solicit Society members as part of organizing committees and paper reviewers;
- Promote the conference through Societies' typical channels;
- Ability to place conference videos in their own repositories with uniform pricing proposed by the Managing Partner and Administrative lead;
- Maintain a dialog through VP-Conferences with appointed Steering Committee representatives to keep Societies /knowledgeable about ISBI plans and issues.

6. ISBI STEERING COMMITTEE:

6.1 Composition

The ISBI Steering Committee will undertake management oversight of ISBI. ISBI will be guided by a committee comprising seven (7) voting members. Efforts should be placed on ensuring global, technical, and gender diversity among the Steering Committee members.

6.1.1 Steering Committee Chair

The Presidents of the financial co-sponsoring Societies will alternate in appointing the Chair from among prior or currently serving members of the Steering Committee. The Chair of the Steering Committee shall serve for three calendar years and shall not be available for reappointment. The Chair can be a past Steering Committee Member, but this is not a requirement.

In order to maintain a strong connection with the financial co-sponsor Societies of ISBI, the Steering Committee Chair will attend annually, with support from the current year's ISBI conference budget, at least one Conference Board meeting of one of the financial co-sponsor Societies, alternating visits between meetings of the two financial co-sponsor Societies' Conferences Boards.

Unless otherwise specified in this document, voting shall follow Roberts Rules for majority. The Chair may vote in closed, private voting; the Chair may vote in open voting only if the Chair's vote will affect the vote's outcome (e.g., break a tie).

6.1.2 Steering Committee Members

- Chairs of the primary relevant Technical Committee of each financial co-sponsor Society,;
- Two (2) members at large appointed by the President of each of the financial co- sponsoring Societies who are required to be members of either or both of the ISBI financial co-sponsoring Societies. Member-at-Large appointments shall serve two-year terms and are eligible for no more than one additional term, consecutive or non-consecutive.
- The Executive Directors of EMBS and SPS, or their designated alternates, shall serve ex-officio without a vote to assure continuity. These individuals will not be part of the quorum.

Steering Committee terms will take place during a calendar year, beginning on January 1st. Steering Committee members are expected to attend any ISBI taking place during their term.

If a Steering Committee seat is vacant for 60 days, or if it is reported by either sponsoring society or the Steering Committee Chair that the representative is not fulfilling their duties, the VP Conferences for both sponsoring Societies shall be notified and requested to jointly address and resolve the matter..

6.2 Role of the Steering Committee

The role of the ISBI Steering Committee is to:

- Oversee the details of current and future ISBI programs (technical program, social program, registration, and presentation stipulations, etc., and maintain an ISBI guideline document on practices and policies that can be shared with organizing committees);
- Work with ISBI organizers to ensure successful conferences. Success should be derived from the following aspects:
 - Participant satisfaction, measured w/ surveys and feedback
 - Involvement of students, young professionals, women, industry e.g. targeted events
 - Number of participants & number of submissions
 - Impact of papers & number of Xplore downloads
 - Innovative initiatives and new forms of interaction
 - Financial health.
- Solicit and encourage comprehensive strategic proposals for future ISBI locations that meet screening requirements of both Societies. Proposed sites and organizing committees shall be reviewed and approved by the Steering Committee, which will then submit its recommendation for final approval by the Vice Presidents for Conferences of the co-sponsoring Societies. Analyze ISBI proposals and teams and provide a final selection to sponsoring Society Presidents for approval;
- Provide guidance and problem resolution, when necessary, with the overall goal to ensure ISBI remains a high-quality technical conference that returns a financial surplus to its financial co-sponsor Societies in compliance with IEEE guidelines and policies;
- Assist Organizing Committee with initiatives to expand ISBI, such as clinical day and industry program, special sessions, workshops, etc.;

- Develop and maintain a strategic plan for ISBI growth, approved by both sponsoring Society Presidents;
- Consult with co-sponsoring Societies to ensure agreement of policy and procedures that are applicable to the conference (non-presented papers, visa letters, etc.);
- Review and approve budget for additional approval by the sponsoring Society Presidents;
- Organize and host an in-person ISBI-to-ISBI knowledge sharing meeting at each ISBI conference, with current ISBI organizers presenting lessons learned and future ISBI organizers presenting their plans and questions;
- Organize an annual virtual meeting of the sponsoring Societies' Presidents, or VP-Conferences as delegates, to review the current status and future plans for ISBI.

6.2.1 ISBI Location

The ISBI Steering Committee will review proposals and select future sites based on:

- Consistency with the strategic plan for ISBI growth
- Experienced technical experts at a particular location who:
 - Have engaged in the organization of other SPS and/or EMBS conference activities, and
 - Are members of either or both financial co-sponsor Societies, and
 - Who can formulate the membership of the Organizing Committee
- Presence of a strong imaging community, including industry, at the selected destination
- Freedom to operate – that is, tax-friendly, visa-friendly, and visitor-unbiased locations
- Likelihood of attracting industry patrons and exhibits, which may require some location stability
- Date and appropriate space, services, and other conference requirements according to Steering Committee guidelines to assure a strong program and productive environment for ISBI

Both sponsoring Societies must approve proposed locations and dates through their VP-Conferences.

6.2.2 ISBI Dates

ISBI shall not be held overlapping major world holidays, as listed in the SPS Conference Organizer Guidelines.

ISBI shall not be held overlapping with ICASSP or EMBC and these dates should be checked by the Steering Committee for all final proposals received to ensure compliance.

6.3 Steering Committee Meetings

The Steering Committee will meet at least once per year in person only (not hybrid), scheduled during ISBI, and may also convene virtually as often as needed. In-person meetings of the Steering Committee at ISBI will be budgeted and paid for by the conference in any given year. Registration and travel costs for Steering Committee members will not be reimbursed by the conference.

Voting members who miss an in-person meeting will be dismissed from the Steering Committee unless there are extenuating circumstances judged by the Managing Partner. Proxy voting is not allowed. If a quorum is not obtained for an in-person meeting, that meeting will be converted to a virtual one to be held as soon as practical after that year's ISBI.

7. CONFERENCE ORGANIZER REQUIREMENTS

7.1 Working with the Steering Committee and Managing Partner

The Conference Organizers shall work with the Managing Partner and the Guidelines and Policies for IEEE, ISBI and the Managing Partners' conferences. The General Chair(s) must agree to the SPS Terms and Conditions prior to official approval of the conference proposal, as outlined in the SPS Conference Organizer Guidelines.

Issues, requests, and changes to standard ISBI practice should be sent in the form of a proposal to the ISBI Steering Committee and Managing Partner for consideration prior to adoption.

Regular status and financial reports should be provided to the Steering Committee and Managing Partner to ensure awareness and alignment of ISBI.

The ISBI Organizers are expected to follow and adhere to the Managing Partner's conference organizer guidelines. This includes, but is not limited to, the following:

- Review and sign the Statement of Agreement
- Use the Managing Partner's budget template
- Use of IEEE Conference Bank Account (NextGen Banking)
- SPS's Cvent platform as their registration platform. Once sponsorship and budgets are approved by Societies, Organizers will be given information on options for utilizing the Cvent registration platform, including information on registration administrators that can support this tool. The Cvent charges will be built into the budget for each event. Utilizing one tool will ensure proper and accurate attendee data collection, as well as ensure that conference data and financial information are secure. Exceptions may be granted by the Society Presidents on a case-by-case basis.
- Use the EMBS Website template and supplier for setup
- Competitive bidding is required for contracts and commodity orders in accordance with

IEEE and Managing Partner policies. The organizing committee shall select suppliers based on a number of requirements, including but not limited to professional qualifications, experience, past reliability, past performance, and price.

7.2 TC/SIG REPRESENTATIVES IN THE TECHNICAL PROGRAM COMMITTEE

A representative of the most relevant TCs/SIGs for the conference, from each financial sponsor, shall also be part of the technical program committee and be responsible for monitoring the organization and the technical program. The representative is nominated by each sponsor's TC Chair and approved by the VP Conferences. Such individuals must be named in conference proposals. The Conference Chair ensures that, upon request, the representative has access to any relevant information regarding the conference. A report on this monitoring is to be submitted to the Steering Committee and each sponsor's VP-Conferences.

7.3 PUBLICITY AND PROMOTION:

The Organizing Committee shall be responsible for publicity and promotion. The Managing Partner will assist and share relevant information with the other financial sponsor to share within their society communications.

Demand Generation and the ISBI customer list is managed and maintained by SPS, and emails are sent from HubSpot. Metrics can be shared with sponsoring societies, upon request. CEE Audience Development Services are strongly recommended for ISBI based on many years of success.

Social media accounts created for ISBI are maintained by SPS and access is transferred to each organizing committee social media chair at the conclusion of the previous conference.

7.4 BUDGETS AND FINANCIAL PERFORMANCE:

Each budget shall result in a surplus according to the existing guidelines of the IEEE; the two sponsoring Societies agree that the ISBI surplus shall be a minimum of 20% of total expense. An administrative fee for services provided by the Managing Partner shall equal 2% of the conference expenses. The administrative fee shall be built into the conference budget and transferred to the Managing Partner upon conference closing. Budgets and forecasts will use the Managing Partner's budget template.

The Steering Committee must approve budgets and submit to IEEE for sponsoring society and IEEE approval. Approval or rejection of a budget shall be made within 90 days of receipt of a proposed budget. If the non-managing society rejects a budget, the managing society for that budget year must work with the Steering Committee and Organizing Committee to revise and resubmit a budget within 30 days of notice of rejection. If the Society designated representatives are unable to mutually agree on a Conference budget, the conflict resolution described below shall be enacted.

7.5 SPEAKER HONORARIA & TRAVEL SUPPORT

Honoraria will not be offered or provided to any speakers participating in the conference. In lieu of honoraria, travel support may be offered and may include hotel accommodations during the conference and/or reimbursement for airfare. All travel support must align with IEEE and Society

policies regarding volunteer travel. Any exceptions or deviations from these policies must receive prior written approval from the sponsoring Society Presidents.

7.6 COMMITTEE EXPENSES AND COMPLIMENTARY REGISTRATION

ISBI will not support, will not be accountable for, and will not reimburse any travel, lodging, meal, or other expenses of any ISBI organizing team members, members of technical committees or advisory personnel, Steering Committee members (except as noted above to include an annual Steering Committee meeting), or any other individuals except as provided by contractual agreement (e.g., plenary speakers). Individuals involved with ISBI as organizing team members, Steering Committee members, technical committee or advisory personnel, or others involved with ISBI that have been selected with their technical interest in mind should be attending ISBI as a matter of course. The Steering Committee shall have the flexibility to permit complimentary registrations on an exception basis when such exception is for the good of ISBI. Such exceptions shall not affect the budget in a negative way.

7.7 CONFERENCE BANK ACCOUNT

ISBI shall open an IEEE Concentration Bank account as the primary conference bank account for deposit and disbursement of all funds related to the conference. Signatories on these accounts shall include, at a minimum:

1. one General Chair;
2. one Finance Chair;
3. one SPS conference staff member designated by IEEE as required by IEEE policy, must be included as a signatory on Society conference accounts.

A contractor or supplier cannot be a signatory on Society conference accounts. Upon request and approval by the Society Presidents, a second supplemental bank account may be utilized for local in-country expenses. Conference registration income shall not be deposited directly into this account and must be opened with an IEEE Section/Chapter or a local University in which a key member of the Organizing Committee is affiliated. This bank account would require the below signatories, at a minimum:

1. one General Chair;
2. one Finance Chair;
3. one active member of the SPS Volunteer Leadership, either the VP-Conferences, President-Elect, or Technical Committee Chair associated with the conference who will represent this request;
4. one SPS conference staff member, as requested by IEEE and in accordance with local regulations for staff signatory.

7.8 NON-PRESENTED PAPERS

It is acknowledged that EMBS and SPS have different policies and procedures regarding non-presented papers. For the purpose of consistency in the management of the Conference, ISBI shall employ the following policy and procedures:

Author no-show policy: ISBI enforces a “no show” policy. Any accepted paper included in the final program is expected to have at least one author attend in person and present the paper at the conference. Authors of the accepted papers included in the final program who do not attend the Conference will be subscribed to a “No-Show List”, compiled by the ISBI Steering Committee. The “no-show” papers will be removed from the website and noted as “Author unavailable for presentation.” Furthermore, the papers will not be available on IEEE Xplore or other public access IEEE forums. IEEE will maintain an archive of no-shows and retain the copyright of the papers. The “No Show List” will also be made available to all EMBS and SPS conference organizers, who can reject submissions from these authors in the following two years, based on their past negative impact on an IEEE conference.

Exceptions to this policy will be made by the Technical Program Chair of the conference only if there is evidence that the no-show occurred because of unanticipated events beyond the control of the authors, and every option available to the authors to present the paper was exhausted. The no-show authors may appeal the decision of the Technical Program Chair to the Vice President-Conferences of the sponsoring societies.

7.9 STUDENT REGISTRATION COVERING A PAPER

A student registration will cover one paper/abstract. Student registrations will need to submit proof of student status. If a student needs to register more than one paper, they will need to register at the full non-student rate.

7.10 EXTRA PAGE CHARGES

Papers are limited to four (4) pages containing technical content and figures and may also include references. A fifth page may also be included but should contain only references. Authors can add one additional page of technical content for an additional \$200 fee, paid during registration. Six is the maximum number of pages that will be accepted.

7.11 CHALLENGE PAPER PUBLICATION

Creating an additional conference publication for challenge papers is optional. IEEE allows multiple conference proceedings to be submitted for one conference and records them as “sub-event”. Challenge Papers, for example, typically have later deadlines, which would not allow them to be included in the complete conference proceedings, due to time constraints. If these papers are peer-reviewed, they may still be able to be submitted to IEEE Xplore as a sub-event of the main technical meeting. For ISBI, a second IEEE conference application and publication form is submitted for “YYYY IEEE International Symposium on Biomedical Imaging Challenges (ISBIC)” 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.

7.12 MEMBERSHIP DEVELOPMENT

To enhance membership value to current Society members and potentially increase membership to either sponsoring Society as allowed by IEEE, a special, discounted registration fee will be offered to EMBS and SPS members attending ISBI, thereby establishing the following registration categories for budgeting purposes:

- EMBS or SPS Member Advance

- IEEE Member Advance
- Non-Member Advance
- EMBS or SPS Student Member Advance
- IEEE Student Member Advance
- Student Non-Member Advance
- EMBS or SPS Member
- IEEE Member
- Non-Member
- EMBS or SPS Student Member
- IEEE Student Member
- Student Non-Member

8. DECISION-MAKING

Selection of the conference location, dates, organizing committee membership, and scope shall be recommended by the Steering Committee. Assurances should be made that future ISBI dates do not conflict with other flagship events of EMBS and SPS. The final approval of the aforementioned shall be that of the EMBS President or his/her designee and the SPS President or his/her designee. The Presidents shall make the final appointment of the Conference Chairs.

9. COMPLIANCE WITH LAWS

The Sponsoring Parties shall ensure that the Conference is conducted in accordance with all applicable United States (U.S.) and non-U.S. laws. The Sponsoring Parties shall take all necessary corporate, tax, and other registrations and obtain all required licenses and permits, under the leadership of the managing partner.

10. CONFLICT RESOLUTION

Conflicts arising between the signatories shall be resolved administratively between the Society Executive Directors. Absent agreement, dispute resolution shall be in accordance with procedures resolving disputes between organizational units within the IEEE.

IN WITNESS WHEREOF, this Operating Agreement is executed by the parties hereto by their respective undersigned and authorized officers as of the date first written above.

**The Institute of Electrical and
Electronics Engineers, Incorporated
(acting through IEEE Signal
Processing Society)**



IEEE Signal Processing Society

**The Institute of Electrical and Electronics
Engineers, Incorporated (acting through
IEEE Engineering in Medicine and Biology
Society)**



IEEE Engineering in Medicine and Biology
Society

