

# OPERATING AGREEMENT

For

## IEEE Conference on Artificial Intelligence

### 1. OPERATING AGREEMENT FOR FINANCIAL CO-SPONSORSHIP

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) Societies identified below agree to jointly sponsor the IEEE Conference on Artificial Intelligence (IEEE CAI), hereinafter referred to as "Sponsors" and sets forth the relationship and obligations relating to the IEEE CAI.

- IEEE Computational Intelligence Society (CIS)
- IEEE Computer Society (CS)
- IEEE Systems, Man, and Cybernetics Society (SMCS)
- IEEE Signal Processing Society (SPS)

### 2. SPONSORSHIP BREAKDOWN

- IEEE Computational Intelligence Society (CIS) – 25%
- IEEE Computer Society (CS) – 25%
- IEEE Systems, Man, and Cybernetics Society (SMCS) – 25%
- IEEE Signal Processing Society (SPS) – 25%

### 3. DURATION OF AGREEMENT

This Operating Agreement shall remain in effect from 1 January 2026 to 31 December 2030, covering IEEE CAI in years 2026 through 2030 unless terminated by the Sponsors in accordance with the Termination clause herein. Since CAI 2026 planning is already well underway, that conference will be managed per the terms of the previous Operating Agreement. Planning for CAI 2027 and beyond will commence immediately per this new Operating Agreement. After expiration of this Operating Agreement, the terms must be reviewed and may be extended by utilizing a new Operating Agreement or Operating Agreement addendum, signed by all Sponsors.

### 4. GOAL AND VISION

The Sponsors will jointly uphold the strategic direction of the IEEE Conference on Artificial Intelligence (IEEE CAI). This includes its core mission, overarching vision, and specific goals, all aimed at guiding its development and impact within the artificial intelligence (AI) community.

**4.1 Mission:** To bring together research, applications, and government policies to advance practical, responsible, trustworthy and impactful AI.

**4.2 Vision:** To become the go-to IEEE event where academic excellence, industrial relevance and best practices, and government policy converge, driving AI adoption across sectors while maintaining technical rigor.

#### 4.3 Goals

- Bridge academic research and practical AI applications
- Foster cross-sector collaboration and community building
- Position IEEE CAI as a hub for career advancement and innovation

- Ensure accessibility and engagement for both early-career and senior professionals
- Serve as a premier conference for industry practitioners seeking to implement AI solutions
- Align IEEE CAI verticals with the priority technical areas of each of the Sponsors

#### **4.4 Location**

Location should be driven by the goals and vision for this conference, the Sponsors, and the following factors:

- Consistency with the strategic plan for IEEE CAI growth
- Experienced technical experts at a particular location who:
  - Have engaged in the organization of other sponsor conference activities, and
  - Are members of at least one of the financial co-sponsor Societies, and
  - Who can formulate the membership of the Organizing Committee
- Presence of a strong AI Community, especially with 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 IEEE CAI

#### **5. MANAGING PARTNER/ADMINISTRATIVE LEAD**

IEEE Signal Processing Society will be the Managing Partner and Administrative lead for IEEE CAI during this Operating Agreement (hereafter called Managing Partner), to ensure consistency and support (e.g., calls for proposal are in year one, conference planning in years two and three, conference event in year four, conference close in year five). 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.

At the expiration of this Operating Agreement, any of the Sponsors may be considered for the role of the next Managing Partner to ensure consistency in the administration of the conference from year to year.

The duties of the Managing Partner are listed below:

##### **5.1 Sponsor Communication**

- Ensure that leadership from Sponsors (Presidents, VP-Conferences, Executive Directors) receive Steering Committee meeting notes, conference proposals, budgets, and final reports and data.
- Ensure that IEEE AI Coalition Leadership Committee receive Steering Committee meeting notes, conference proposals, budgets, and final reports and data.

##### **5.2 Steering Committee Support**

- Work with the Steering Committee (SC) Chair and Sponsors to obtain representatives on the Steering Committee;
- Create an alias that includes all members of the Steering Committee for all CAI-related correspondence; Provide sponsors with Steering Committee rosters;
- Record, store, and distribute Steering Committee meeting notes.

### 5.3 Call for Proposals Management

- Prepare and distribute all materials for the Call for Proposals for future IEEE CAI conferences, with input and approval from the IEEE CAI Steering Committee and share with Sponsors for promotion;
  - Proposals should be solicited/recruited at least three years in advance;
  - A Call for Proposals shall be issued and promoted to all Sponsors' active Members and posted on the Sponsors' websites.
- Review possible sites, as identified by Sponsors' leadership, the Steering Committee or by the prospective conference organizing teams, and provide advice to the Steering Committee to aid in their decision-making
- Assist the Steering Committee with the review and selection of the final site proposal and request final approval from all financial sponsors via the IEEE Conference Application/Memorandum of Understanding prepared by IEEE Meetings, Conferences & Events.

### 5.4 Proposal Selection Management

- Ensure that the Sponsors' leadership (Presidents, VP-Finances) receive full IEEE CAI conference proposals, budget proposals, and updates to those documents from the organizing committee, with Steering Committee notes;
- Assist the Steering Committee with the review and selection of the final site proposal and request final approval from all financial sponsors via the IEEE Conference Application/Memorandum of Understanding prepared by IEEE Conferences, Events and Experiences (CEE).
- The Steering Committee should review the proposals and provide feedback for consideration by the Sponsors. The Steering Committee must unanimously endorse one proposal for final approval.
- Each Sponsor should follow their typical approval process for conference proposal review.
- All proposals must receive unanimous approval by the Sponsors, considering the input from the Steering Committee.

### 5.5 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;
- Facilitate ongoing communication with the Organizing Committee for status updates, ongoing support, and general guidance;
- Schedule monthly calls with the Organizing Committee, and record, store, and distribute meeting notes;
- Collect and submit contracts in accordance with standard IEEE processes and procedures;
- Communicate the need to follow the Conference Organizer policies or guidelines of the Managing Partner Society;
- Ensure the use of Cvent as the registration platform for the conference: a registration template shall be used across all events to collect consistent and accurate reporting to all Sponsors;
- Utilize IEEE Banking as the conference bank account;
- Support the publicity efforts made by conference leaders and promote the conference through the sponsors' typical channels; *\*Lists used for publicity purposes are for that use only and may not be shared or disseminated without the agreement of all sponsors of the conference.*
- Support the pursuit of IEEE CAI patrons by the Organizing Committee;
- Ensure financial sponsors are provided with periodic status updates, including budgets and key metrics (e.g., submissions, attendee detail, and acceptance rates), upon receipt of the updates from the Organizing Committee;

- Maintain a roster of all past, current, and future IEEE CAI organizing committees and creation of e-mail alias addresses for ease of communication among members of the organizing committee as well as among the organizing committee, supporting 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;
- Develop and maintain subdomain and web hosting for each IEEE CAI edition using a standard naming convention, and offer website services from the Managing Partner webmaster as a possible service provider or provide access to an alternative conference webmaster;
- Create surveys for IEEE CAI 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.

## **6. RESPONSIBILITY OF CONFERENCE SPONSORS**

The Sponsors will oversee and ensure that the Conference shall be conducted in accordance with IEEE's bylaws and policies, including, but not limited to, the IEEE Conference Organization Manual and the leading Society's Policies or Guidelines.

It is the intention of the Societies to not organize and/or sponsor new technical meetings that substantially compete with IEEE CAI, related to scope, dates (at least with one-week calendar separation), and venue, and to use their reasonable best efforts to avoid conflicts of technical subject matter with the main topics of IEEE CAI.

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., IEEE CAI events to which they are assigned.

The duties of the Conference Sponsors are as follows:

- Loans - All Sponsors shall advance funds, for the operation of the Conference, in proportion to their respective financial ownership shares as outlined below in the sponsorship financial arrangement. 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;
- Budget review and approval - within 30 days of receipt;
- Ensure the positions of the Steering Committee are filled, and all appointed Steering Committee members remain active and attend IEEE CAI each year in person;  
Help promote the open Call for Proposals and help the Steering Committee to solicit strong proposals;
- Solicit Society members as part of organizing committees and paper reviewers;
- Promote the conference through Societies' typical channels;
- Contribute to the overall marketing of the conference;
- Place conference videos in one or more sponsor repositories with free access for Members and uniform pricing proposed for Non-Members;
- Maintain a dialog to keep Societies knowledgeable about IEEE CAI plans and issues.

Conference years 2026 and 2027 have already been committed to be organized by SMCS and SPS, respectively. The Steering Committee shall solicit and decide on location and organizers for subsequent conference years.

It is understood that financial liability for the Conference is the responsibility and obligation of the Sponsors as set forth in the IEEE Conference Application for each year.

## **7. IEEE CAI STEERING COMMITTEE**

### **7.1 Steering Committee Structure**

The IEEE CAI will be managed by a Steering Committee (SC). This committee will comprise one voting representative from each Sponsor with conference authority. The representative will typically be the VP Conferences, or an appointee empowered to speak on their behalf.

#### **7.1.1 Steering Committee Members - Term and Appointment**

A representative's membership on the Steering Committee concludes with the end of their term within their respective Society, and the new representative for that Society will be appointed by the corresponding Sponsor.

Steering Committee terms are aligned with the calendar year, beginning on January 1st. Members are expected to attend all IEEE CAI events occurring during their term.

#### **7.1.2 Steering Committee Chair**

A Steering Committee Chair shall be selected from among the four voting members by closed vote of the four VP-Conferences arranged by the Managing Partner. The Steering Committee Chair shall serve a single lifetime term of two calendar years.

#### **7.1.3 Voting Procedures**

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.

The Executive Directors of the Sponsors, or their designated alternates, shall serve ex-officio without a vote to assure continuity. These individuals will not be part of the quorum.

#### **7.1.4 Vacancies and Non-Performance**

If a Steering Committee seat is vacant for 60 days, or if it is reported by any Sponsor or the Steering Committee Chair that the representative is not fulfilling their duties, the Presidents for all Sponsors shall be notified and requested to address and resolve the matter.

## **7.2 Role of The Steering Committee**

CAI shall be governed by the Steering Committee, with an Organizing Committee conducting the day-to-day business.

The role of the IEEE CAI Steering Committee is as follows:

- Review current and future IEEE CAI programs, including but not limited to the technical program, social program, registration, and presentation stipulations;

- Work with Organizing Committee to ensure the technical areas of each Sponsor are reflected within the technical program;
- Solicit and encourage comprehensive strategic proposals for future IEEE CAI locations that meet Sponsor criteria, including industrial presence, multi-year location stability for exhibitor encouragement, global accessibility, strong IEEE member presence, and favorable tax, visa, and visitor environments;;
- 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 Presidents of the Sponsors.
- Analyze IEEE CAI proposals and teams, providing feedback as requested and submitting a final endorsement to Sponsors for approval;
- Provide guidance and problem resolution, when necessary, with the overarching goal of ensuring IEEE CAI remains a high-quality and growing technical conference that generates a financial surplus for its Sponsor Societies, in compliance with IEEE guidelines and policies;
- Monitor and guarantee the implementation of directives and guidelines for IEEE CAI as defined by the Sponsors;
- Ensure that an industry perspective is reflected in all conference operations through accessible and predictable location selections;
- Assist the Organizing Committee with initiatives to expand IEEE CAI, such as membership events, industry program, special sessions, workshops, etc.;
- Develop and maintain a strategic plan for IEEE CAI growth, approved by all Sponsor Society Presidents;
- Consult with Sponsors to ensure agreement of policy and procedures that are applicable to the conference (non-presented papers, visa letters, etc.);
- Review and approve the pre-conference budget before final submission to the Sponsor Society Treasurers;
- Work with IEEE CAI 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.
- Organize and host an in-person CAI-to-CAI knowledge sharing meeting at each IEEE CAI conference, with current IEEE CAI organizers presenting lessons learned and future IEEE CAI organizers presenting their plans and questions;
- Organize an annual virtual meeting of the Sponsors' Presidents and VP-Conferences to review the current status and future plans for IEEE CAI.

### 7.2.1 IEEE CAI Dates

IEEE CAI shall not be held overlapping major world holidays, as listed in the Managing Partner's Conference Organizer Guidelines, or key events for any of the Sponsors, unless co-located. In advance of a Call for Proposals, each Sponsor will share relevant dates to avoid. These dates should be checked by the Steering Committee for all final proposals received to ensure compliance.

### 7.3 Regularly Scheduled Meetings of the Steering Committee

The Steering Committee will meet at least once per year in person only (not hybrid), scheduled during IEEE CAI. Additionally, the Steering Committee will convene quarterly (virtually), or more frequently as needed. In-person meetings of the Steering Committee at IEEE CAI 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. Sponsors shall fund travel costs of their representatives, in accordance with their own travel policies.

Each Society may designate an alternate representative. The alternate may attend all meetings as a non-voting member but shall exercise the Society's vote if the primary representative is absent. Attendance of the alternate is optional and shall be determined by their respective Society. It is important that that at least one representative from each Society attends the conference and in person meeting. 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 IEEE CAI.

## **8. CONFERENCE ORGANIZATION REQUIREMENTS**

The individual management of each conference shall reside in that conference's General Chair(s) in cooperation with the Steering Committee and shall follow the rules of the Managing Partner. Final approvals of SC decisions shall be communicated by the SC chair.

The organizing and technical committees must include representatives from all Sponsors, and at least one Technical Program Chair must be from industry.

### **8.1 Working with the Steering Committee and Managing Partner**

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

Issues, requests, and changes to standard IEEE CAI practice should be sent in the form of a proposal to the CAI 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 IEEE CAI.

The IEEE CAI 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);
- Use of Managing Partner'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 provided website domain and template;
- 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.

### **8.2 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.

### **8.3 Publicity and Promotion**

The Sponsors agree to jointly support marketing and communications efforts for the IEEE CAI, with responsibilities evenly distributed among the participating organizations. The IEEE Computer Society shall serve as the lead society for coordination and oversight of all marketing activities.

A cross-society Marketing Team will be established, comprising at least one designated staff representative from each Sponsor. This team will convene regularly to:

- Develop and refine a comprehensive communications plan aligned with conference goals and timelines
- Assign responsibilities for website content, social media engagement, email campaigns, and other promotional channels
- Define strategy and tactics for targeted campaigns to drive paper submissions, attendee registrations, and broader public awareness
- Monitor campaign performance and adjust outreach efforts to optimize impact across key stakeholder groups

The Organizing Committee is responsible for the website, publicity and promotion, with IEEE Computer Society assisting and sharing relevant information with other Sponsors for dissemination through their society communications. Advertising for IEEE CAI in financial co-sponsor Society magazines will be at the prevailing rate determined by the Society, with journal fillers utilizing the advertising provided gratis. The Managing Partner will distribute the most current Calls for Papers to the Editors-in-Chief of the sponsored or co-sponsored Transactions of the respective financial sponsors.

Each Sponsor will execute email notifications to its members to manage announcements and avoid conflicts with normally scheduled Society communications. Requests for email communications should be made as far in advance of the desired circulation date as possible, by the Organizing Committee or Managing Partner. Demand Generation and the IEEE CAI customer list are managed and maintained by the Managing Partner, with emails sent from HubSpot or a similar platform. Metrics can be shared with Sponsors upon request.

The Managing Partner may use attendee lists from current or previous IEEE CAI events to provide announcements and information on IEEE CAI. To the extent permission has been granted by the attendee, they may also be contacted about a Sponsor's other activities. Social media accounts created for IEEE CAI are maintained by the Managing Partner, and access is transferred to each organizing committee social media chair at the conclusion of the previous conference.

### **8.4 Committee Expenses and Complimentary Registration**

IEEE CAI will not support, will not be accountable for, and will not reimburse any travel, lodging, meal, or other expenses of any IEEE CAI 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 IEEE CAI as organizing team members, Steering Committee members, technical committee or advisory personnel, or others involved with IEEE CAI that have been selected with their technical interest in mind should be attending IEEE CAI 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 IEEE CAI. Such exceptions should be built into the budget.

### **8.5 Speaker Honoraria and Travel Support**

Honoraria shall 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 Managing Partner Society policies regarding volunteer travel. Expense reports for speaker travel support shall be managed by the Lead Society for that conference.

### **8.6 Conference Bank Account**

Each year's IEEE CAI 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:

One General Chair;

One Finance Chair;

One Managing Partner 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 or Chapter, or a local University with which a key member of the Organizing Committee is affiliated. This bank account would require the below signatories, at a minimum:

- One General Chair;
- One Finance Chair;
- One active member of the Managing Partner's Volunteer Leadership, or the VP-Conferences, President-Elect, or Technical Committee Chair of the Society leading the conference who shall represent this request;
- One Managing Partner's conference staff member, as requested by IEEE and in accordance with local regulations for staff signatory.

### **8.7 Budgets and Financial Performance**

Each budget shall result in a surplus according to the existing guidelines of the IEEE; the Sponsors agree that the IEEE CAI surplus shall be a minimum of 20% of total expense. An administrative fee for services provided by the Managing Partner shall equal 5% of the conference expenses. The administrative fee and surplus shall be hard-coded into the conference budget and transferred to the Managing Partner upon conference closing.

Every member of the Conference Organizing Committee shares responsibility for the financial performance of a technical meeting. The General Chair(s) has the ultimate authority and responsibility over the budget and the funds, and grant authority to the Finance Chair(s) or Treasurer(s). Both the Finance Chair and General Chair should be completely familiar with IEEE and Managing Partner's policy regarding budgets and financial procedures and are responsible for the on time and accurate closing of the conference books.

The Steering Committee must approve the budget. Following Steering Committee approval, the Managing Partner will distribute the preliminarily approved budget to the Representatives for each Sponsor, who will have the budget reviewed through the respective governance process. On approval, the Managing Partner will submit the budget to IEEE CEE.

The General Chair(s) and Finance Chair(s) will be notified when the budget is approved by all Sponsors and IEEE.

The budget must be approved by all parties before a conference bank account can be opened and before conference contracts can be signed. This should occur at least one year before the conference.

Approval or rejection of a budget shall be made within 90 days of receipt of a proposed budget. If a budget is rejected, the Organizing Committee must 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.

Budgets and forecasts shall use the Managing Partner's budget template in order to ensure planning consistency tracking across annual events.

## **8.8 Non-Presented Papers**

The Organizing Committee should follow the following policies for non-presented papers, qualified proxies, and authors with travel restrictions:

### **Non-Presented Paper (No-Show) Policy:**

IEEE Conference Organizers, in agreement with the IEEE Conference Sponsor, have the right to exclude or limit a paper from distribution if the paper was not presented at the conference. This information should be clearly communicated to all authors no later than the time of paper submission and should be displayed on the Call For Papers.

IEEE reserves the right to exclude a paper from distribution after the conference, including removal from IEEE Xplore Digital Library®, if the paper is not presented at the conference.

**Qualified Proxy Policy:** The presentation of papers by substitutes is highly discouraged and may only be made after permission is granted by the Technical Program Chair(s) of the conference based on solid evidence that none of the authors is available to present. Papers presented by substitutes without permission will be considered as no-shows.

**Authors with Travel Restrictions Policy:** Authors who anticipate inability to travel to a conference because of a government-imposed travel restriction are still encouraged to submit papers. Such papers will be reviewed and accepted on their own merit for publication without any knowledge of the author's travel restriction. Within one week of paper acceptance notification, travel-restricted authors must notify the Technical Program Chair of the conference with proof of their restriction. Substitute presenters may be possible or, depending on conference resources, other accommodations may be available, such as a remote presentation or pre-recorded video.

## **8.9 Workshop and Challenge Paper Publication**

Creating an additional conference publication for workshop or challenge papers is optional. IEEE allows multiple conference proceedings to be submitted for one conference and records them as "sub-event". Workshop and 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.

To request this, a separate IEEE conference application and publication form is submitted for “YYYY CONFERENCE NAME Workshops (ACRONYMW)” that can be used to capture and submit all satellite workshop papers to IEEE Xplore. The workshops may include a mix of regular papers, invited presentations, keynotes, and panels, encouraging the participation of attendees in active discussions. Naturally, only workshop or challenge papers approved following a similar reviewing process may be submitted to IEEE Xplore.

This is a recommended best practice for all technical meetings facing this issue.

### **8.10 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 shall be offered to sponsoring Society members attending IEEE CAI, thereby establishing the following registration categories for budgeting purposes:

- Sponsoring Society Member Advance
- IEEE Member Advance
- Non-Member Advance
- IEEE Life Member Advance
- Sponsoring Society Student Member Advance
- IEEE Student Member Advance
- Student Non-Member Advance
  
- Sponsoring Society Member
- IEEE Member
- Non-Member
- IEEE Life Member
- Sponsoring Society Student Member
- IEEE Student Member
- Student Non-Member

### **8.11 Synergies with Other IEEE Activities**

Efforts shall be made to build synergies through shared management or through appointed liaisons with other IEEE AI efforts, for example, the IEEE AI Coalition (AIC) and Transactions on AI (TAI). For instance, AIC could organize joint panel sessions or workshops with other IEEE AI conferences, while TAI could invite authors of best conference papers to expand their work for journal publication. Other synergistic activities could include shared calls for papers, cross-promotion of events, and collaborative development of educational resources.

### **8.12 Conference Activities**

The conference is expected to feature a diverse range of activities designed to engage and benefit all attendees. These activities will include, but are not limited to:

- Educational Activities: Opportunities for in-depth learning such as tutorials and/or short courses covering key topics in the field.
- Entrepreneurial Activities: Sessions and networking events specifically tailored for entrepreneurs, fostering innovation and business development.
- Young Professionals (YP) Activities: Programs and events designed to support the growth and networking of young professionals in the industry.
- Student Activities: Dedicated initiatives for students, which may include mentorship opportunities, career development workshops, and information on potential job opportunities.

## **9. 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 IEEE CAI dates do not conflict with other flagship events of the Sponsors, including seven days before and after the main conference dates to account for travel and any administrative meetings. The final approval of the aforementioned shall be that of the Society.

The members of the Organizing Committee shall be appointed by the conference General Chair(s) with the advice and consent of the Sponsors.

Changes to the deadlines advertised in the published Call for Papers and conference web site should be handled only as exceptions since these changes create a large number of complaints. If the paper submission deadline has been advertised as 'rigid' in the conference web page or Call for Papers, then no changes (notably extensions) will be allowed. Otherwise, changes (especially extensions) to the paper submission deadline, must get approval from the Steering Committee at least five days before the initial submission deadline and be announced in the conference web site and with an email to the Sponsors' members, at least three days before the initial submission deadline.

## **10. 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.

## **11. CONFLICT RESOLUTION**

Conflicts arising between the signatories shall be resolved administratively among the Society staff representatives. Societies without dedicated staff may use a Technical Activities staff member as their representative. Absent agreement, dispute resolution shall be in accordance with procedures resolving disputes between organizational units within the IEEE.

## **12. TERMINATION**

If a financially sponsoring Society wishes to terminate its involvement in this Operating Agreement before its expiration date, one year notice must be given. At that time, the remaining sponsors may choose to reallocate shares and responsibilities among themselves if they unanimously approve, or to solicit a replacement sponsor. This Operating Agreement will terminate on 31 December 2030.

### **13. GENERAL TERMS AND CONDITIONS**

Non-Binding Effect. In accordance with IEEE Bylaws Section 1107.2, the Sponsoring Parties are integral parts of the IEEE and not separate organizations. Accordingly, the Sponsoring Parties are subject to the internal governance structures of the IEEE and, ultimately, the IEEE Board of Directors. As a result, this Operating Agreement shall not be contractually binding but shall reflect the internal understandings of the Sponsoring Parties as to the Committee. Notices: Any notice given under this Operating Agreement to any of the Sponsoring Parties may be affected by: (i) email or (ii) facsimile, receipt of which is confirmed by facsimile confirmation.

**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.

**IEEE Computational Intelligence Society**

DocuSigned by:

*Luis Magdalena*

457ABEC92CB5471...

Signature

Luis Magdalena

Full Name

2026 President

Title

2/24/2026

Date Signed

**IEEE Computer Society**

Signed by:

*Grace A. Lewis*

F731960EAAA6428...

Signature

Grace A. Lewis

Full Name

2026 President

Title

2/23/2026

Date Signed

**IEEE Systems, Man, and Cybernetics Society**

Signed by:

*Saeid Nahavandi*

D08490CF256441B...

Signature

Saeid Nahavandi

Full Name

Saeid Nahavandi

Title

2/27/2026

Date Signed

**IEEE Signal Processing Society**

Signed by:

*Kostas Plataniotis*

C9926644596942B...

Signature

Kostas Plataniotis

Full Name

President

Title

2/28/2026

Date Signed