



IEEE Signal Processing Summit (SP Summit)

Proposal Guidelines

Overview

The IEEE Signal Processing Society (SPS) is requesting proposals to host the IEEE Signal Processing Summit. This premier event represents our unified flagship model, strategically created to enhance the IEEE International Conference on Image Processing (ICIP) by adding additional technical areas to establish a 'Second Flagship' counterpart to ICASSP.

1. Location History

The Following two years in Singapore, the 2029 summit is designated for Silicon Valley, California, USA.

Evaluation Criteria: Proposals are evaluated based on the Organizing Committee's (OC) qualifications, the quality of programs, industrial and academic support, affordability for students, and ease of international access

2. Date Range

The conference should be held between 1 September and 30 November.

Please ensure proposed dates do not overlap with Major World Holidays or other Conferences or Workshops as listed in the [SPS Conference Organizer Guidelines](#).

The list is not intended to include all holidays in all religions but rather major religious events which overlapping with a major SPS conference may create significant personal or familiar discomfort.

3. Approval Procedure Overview

Part 1: Call for Proposals – Pre-Screening Form

- a. Interested Organizers should review and become familiar with [SPS Conference Organizer Guidelines](#).
- b. Complete the list of the proposed conference's organizing committee including name, email, and role. Please use the [Organizing Committee List template](#).
- c. Submit the online SPS Conference Proposal Pre-Screening Form and complete organizing committee list before the deadline listed in the Call for Proposals.
- d. The Proposal Pre-Screening Form will be reviewed by CBES to determine the final teams to prepare full proposals.

Part 2: Final Teams – Full Proposal, Site Visit, and Presentation

- a. Finalists will be asked to prepare a full proposal and detailed budget, using the SPS budget template provided. Site Visit: SPS will conduct an on-site visit to the Silicon Valley venue.
- b. Intended General Chairs must review and complete IEEE SPS General Chair Acknowledgement.
- c. Upon proposal receipt, a site visit will be scheduled and conducted by SPS.
- d. At the next ICIP, each team will be asked to present their proposal to the Conferences Board.
- a. The ICIP Steering Committee and Conferences Board will make their final recommendation and send to Board of Governors who will make final decision.

4. Baseline Program

The 2029 event targets an **expected attendance of up to 2,500**.

Day	Event / Pillar	Key Activities
Sun	Pre-Conference	Tutorials, Workshops, VIP Cup, Welcome Reception
Mon	ICIP & SPS Conferences/Workshops	Main Programs, Plenary Sessions, Parallel Tracks
Tue	ICIP & SPS Conferences/Workshops	Main Programs, Industry Expert Sessions, Banquet
Wed	ICIP & SPS Conferences/Workshops	Main Programs, Parallel Tracks, Satellite Workshops
Thu	ICIP & SPS Conferences/Workshops	Main Programs, Parallel Tracks, Farewell Event
Fri	SPS Conferences/Workshops	Satellite Workshops, Tutorials, Thematic Schools

5. Full Proposal Outline

Final teams will be asked to create a full proposal with the following outline:

1. Location and venue

- SPS values diversity and inclusion and special attention should be considered in the location being proposed to ensure that it is inclusive and welcoming to all members of the scientific community.
- Include venue floor plans and capacity charts for meeting space.
- Is catering (food & beverage) provided directly by the venue, & if not, please explain within your proposal.
- Is Audio Visual equipment & support provided directly by the venue, & if not, please explain within your proposal.
- Include information on the venue and city's environmental and sustainability goals and certifications, what offerings are available, how is the venue energy-efficient, what certifications does the venue or the city have, etc. LEED® Green Building Certification and/or IACC Green Star Certification is a plus. Include the following in the proposal:
 - What sustainability and/or carbon reduction initiatives are in place for the venue?
 - Please select all sustainable practices in place, or services available for your venue:
 - Renewable energy sources
 - Energy reduction programs
 - Recycling/upcycling programs
 - Food waste reduction programs
 - Biodegradable tableware such as cutlery, plates, and napkins

- Plant-based menus
 - Water stations
 - Refillable water bottles
 - Refillable bath amenities such as shampoo and soap dispensers
 - Group transportation methods such as airport shuttles
 - Accessible to public transportation
 - Centrally located for walking/biking
 - Has the venue signed the net Zero Carbon Pledge for the events industry?
(<https://www.netzerocarbonevents.org/the-pledge/>)
 - Yes
 - No
 - I don't know
 - Not yet, but plan to
 - Include information on hybrid event infrastructure, internet capabilities, examples of other hybrid events at this venue of a similar scale.
 - Include information on SPS Chapters within the country and their recent achievements, as well as number of IEEE SPS members in this country or location classified by gender, if known. Include any plans for growing membership, engaging the local community and plans for creating lasting impact of holding the conference in this location.
2. Conference dates
- Include primary and secondary date options
 - Ensure they do not conflict with the list of major holidays here or other SPS conferences and workshops
3. Organizing Committee Members
- Build the committee considering the following representation:
 - Active SPS members
 - Diversity including geographical, industry and academia, age with strong recommendation to include grad and post-grad students, and gender.
 - IEEE SPS conference and/or workshop experience
 - Management experience, notably past ICIP/ICASSP experience
4. Anticipated Support Services & Vendors
- Include brief summary about Professional Conference Organizer (PCO) and services they will provide for all co-located events, including if they have past IEEE experience. Note use of a single PCO is mandatory.
 - Include information about the management of paper submission and the review tool, publication production, and other support or services that will be contracted for all co-located events. Note use of a single paper management system is mandatory.
 - Website Hosting & Management
 - Beginning in 2025, all sole sponsored conferences, workshops, & technical meetings will be provided with a website domain, website hosting using WP Engine/WordPress, & a choice of templates & support options. Website access will be provided to OCs either on conference approval or approximately 10 months pre-event for TC Workshops. OC can build & self-manage the website or opt to hire a service provider to serve as webmaster. Please review the Conference Organizer Guidelines "[Section 3.2 Website](#)" for more information.
 - Indicate if a volunteer be maintaining the website and if "no", please explain your plan for professional support & the services they will provide, including if they have past IEEE experience.
 - Registration tool & support provider:
 - It takes approximately one month for the site template to be built, & the budget & registration fees need to be approved by SPS before this can begin. Please plan for this in the timeline. It is recommended that registration be live a minimum of three (3) months pre-event, & ideally at least one week before the author

acceptance notification is set out. SPS has contracted discounted rates with two service providers of Cvent registration services. These providers will build the form based on your requirements & will handle all registration inquiries, badging, report requests, etc. Please review "[Section 6.1 Conference Registration Information](#)" for additional details. Note these costs must be accounted for in your preliminary budget.

- Cvent License & Fees -
 - \$3.30 per registrant in their budget plus the services costs as indicated below have been built into the budget template.
- Registration Services (Registrar) to support Cvent tool - \$13 per registrant has been built into the budget template.
 - Within your proposal indicate which registrar you will contract to manage for all co-located events:
 - Conference Catalysts - Waived Setup Fee & \$13 per registrant which includes all communications, support, follow ups
 - CMS - Waived Setup Fee & \$13 per registrant which includes all communications, support, follow ups
 - IEEE MCE Option - \$950 site setup + \$14 per registrant which includes all communications, support, follow ups
 - Option to request a different provider with past Cvent experience for SPS evaluation. Quote, contract, & proof of prior Cvent usage must be provided to SPS for review & consideration.

- Banking

- IEEE Signal Processing Society Policy (7.4.1) states that: All SPS financially sponsored conferences & workshops shall open an IEEE Concentration / NextGen Banking account as the primary conference bank account for deposit & disbursement of all funds related to the conference, & it will be held in the USA & funds can be maintained in either US or Canadian dollars.
- If you would like to request to use a different bank account for your event, or a secondary local account please explain why within your proposal (note any deviations must be approved by the SPS VP Conferences).

5. Technical program

- Overall structure
- Technical program, including the ICIP selective track (30% acceptance rate)
- Innovative initiatives
- Student and young professional initiatives
- Events and discounts targeting local community, underserved members of the global community and diversity, equity and inclusion programming
- Technical Program logistics
- SPS Sessions – Typically include Educational Sessions, Skills Training, Entrepreneurial Events, etc. Please refer to the current SPS Conference Organizer Guidelines for more information on specific activities

6. Industry Program and Exhibition

- Overall structure
- Plan for the industry program, including Keynotes, Panels, Industry Workshops and Demo Sessions. Industry program should consist of at least one track for 80% of the full conference schedule
- Innovative initiatives
- Plan for growing patrons and sponsorships
- Entrepreneurship activities
- Local community events

7. Side Events for Networking and Special Interest Groups

8. Social Program

- Welcome Reception

- Banquet, including any plans for inclusivity and number of attendees expected – review SPS Conference Organizer Guidelines, since an inclusive banquet that is either free or very inexpensive for students, is recommended.
- Farewell Event
- Other social events

9. Hotels

- Include hotel guest room block sizes and pricing, and how the management of the hotel rooms will be handled.

10. Travel and transportation

- Indicate number of direct flights per day to the city from major airports.
- Describe the city's public transportation offerings and accessibility.
- Are there walkable entertainment and food options within the conference area?
- Please include information on the average temperature & weather during timeframe proposed.
- Travel restrictions and visa requirements, including information about countries that require a visa, cost and processing time, plan for participants facing unexpected visa denials.

11. Any other relevant information

- Include any other information that would be helpful for SPS to make a decision regarding your proposal.
- Are there any questions you have about your proposal or volunteering to organize this event for SPS?

SPS flagship conferences are continuously in the process of improvements and the Organizing Committee's flexibility is needed to incorporate additional innovative suggestions that may come from SPS Conferences Board.