

IEEE Conference on Artificial Intelligence (CAI) Organizing Committee Proposal Guidelines

Overview

The IEEE Conference on AI Steering Committee is seeking proposals from teams interested in organizing the IEEE International Conference on Artificial Intelligence (CAI) for its upcoming iterations in Singapore (2028) and Silicon Valley, CA, USA (2029). Serving as a leading global forum and exhibition, CAI bridges academic breakthroughs with industrial practicality, highlighting actionable AI applications and encouraging adoption across sectors while maintaining rigorous technical standards.

Since its inception in 2023, IEEE CAI has grown into a central gathering point for AI pioneers and disruptors spanning academia, startups, government, and industry. The conference regularly draws over 500 participants who interact directly with domain experts, researchers, and tech providers to share critical concepts, explore novel solutions, and gain strategic insights.

This annual event represents a joint initiative sponsored by IEEE alongside four of its Societies:

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

Event Logistics

To simplify the planning process, host location proposals are not included in this submission. The dates, venues, and regional logistics for IEEE CAI 2028 and 2029 are already coordinated, as the events will take place concurrently with the IEEE Signal Processing Summit (SP Summit).

- 2028 Venue: Singapore
- 2029 Venue: Silicon Valley, CA, USA
- Proposed Schedule: November - December 2028 / 2029 (*specific dates to be confirmed later this year*)

Previous CAI locations:

- IEEE CAI 2027: Singapore (November 30 - December 2, 2027, cai.ieee.org/2027)
- IEEE CAI 2026: Granada, Spain (May 8-10, 2026, ieeesmc.org/cai-2026)
- IEEE CAI 2025: Santa Clara, CA, USA (May 5-7, 2025, cai.ieee.org/2025)
- IEEE CAI 2024: Marina Bay Sands, Singapore (June 25-27, 2024, ieeeca.org)
- IEEE CAI 2023: Santa Clara, CA, USA (June 5-6, 2023, cai.ieee.org/2023)

Interested Organizers should review & become familiar with [SPS Conference Organizer Guidelines](#).

Scope of the Proposal

With venue logistics and financial management handled in partnership with the IEEE SP Summit, proposals should primarily focus on the technical vision and organizational plan for IEEE CAI.

The organizing team is expected to develop a vibrant, forward-looking conference program. Proposals are encouraged to describe:

- A comprehensive theme and core vision for IEEE CAI with topics that represent the areas of interest of all four sponsoring societies.
- The proposed organizing committee, including General Chairs, Technical Program Chairs, and other key leadership roles.
- A strategy for building a high-quality and community-growing technical program and initiatives.
- Plans for keynote speakers, panels, tutorials, workshops, challenges, demonstrations, industry engagement, and other special activities.
- Approaches for fostering participation from academia, industry, startups, government laboratories, and potential or confirmed sponsors or exhibitors.
- Plans to promote inclusion and participation from early-career researchers and students.
- Ideas for interactions and synergies with other activities taking place during the IEEE Signal Processing Summit.

Financial and Local Arrangements

Financial planning, registration, venue operations, and local logistics will be coordinated jointly with the IEEE Signal Processing Summit Organizing Committee under a unified conference budget. Consequently, a detailed financial proposal is not required as part of this call. The selected CAI organizing team agrees to collaborate closely with the SP Summit organizers to ensure successful coordination of all conference activities.

Timeline

- **Proposals due: 30 September 2026**
- Presentation to IEEE Conference on AI Steering Committee: 26 October 2026 - 6 November 2026
- Final selection and IEEE Conference Application submission: 9 December 2026

Proposal Evaluation Criteria

The evaluation of proposals will consider a range of criteria, including:

- The originality and strength of the core technical vision.
- The caliber of the proposed technical, social, industrial, and educational programs.
- Novelty in technical activities and community engagement.
- Capacity to deliver a high-quality international conference program.
- The experience and diversity of the members on the proposed Organizing Committee.
- Backing from both academic and industrial sectors for the event.
- Capabilities to expand the visibility and overall impact of IEEE CAI.

Please note that submission of a proposal confirms that the organizing teams have reviewed and agreed to the SPS Conference Organizer Guidelines and all terms and conditions.

Full Proposal Template

To provide all necessary details for the proposal, prospective Organizing Committees are required to follow the outline provided below. Finalized submissions should be uploaded through the linked Smartsheet Intake Form available [here](#).

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Section 1: Introduction

1.1 Interested Organizers should review & become familiar with [SPS Conference Organizer Guidelines](#).

- a. All General Chairs of SPS Conferences, Workshops, or Symposium ("Event(s)"), are required to read, understand, & commit to the following statement.
 - i. *"As General Chair for an IEEE Signal Processing Society Conference, Workshop, or Symposium ("Event"), I agree to comply with all terms and conditions set forth by IEEE and SPS. This includes adherence to the [IEEE Code of Conduct](#), [IEEE Policies](#), [SPS Policies](#), procedures, guidelines, and standard practices.*
Specifically, I commit to:
 1. *Following the [SPS Conference Organizer Guidelines](#).*
 2. *Meeting IEEE requirements, including achieving a 20% surplus.*
 3. *Recording all educational content from the Event for the SPS Resource Center.*
 4. *Utilizing the Patron and Exhibitor Prospectus as set by the Conferences Board.*
 5. *Fostering positive working relationships with SPS-appointed vendors and staff, including the designated exclusive customer relationship management, sales, and fulfillment provider.**Furthermore, I will ensure that all members of the Organizing Committee and vendors are fully aware of and comply with these policies and guidelines, including legal, financial, and ethical standards, throughout the planning and execution of the Event. Any concerns or violations will be reported immediately to the IEEE CAI Steering Committee and VP-Conferences."*

1.2 Organizing Committee:

- a. Main Proposing Team Organizer (Name, Email, Affiliation), Proposed Role in the Organization of this event ([template](#)).
 - i. The organizing and technical committees must include representatives from all Sponsors, and at least one Technical Program Chair must be from industry.
 - ii. 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.
- b. Have you or any core member of the proposing team personally chaired or organized an IEEE society-sponsored international conference in the USA or Singapore within the last five (5) years?
 - i. Yes ☐
 - ii. No ☐
- c. Please describe the specific challenges or obstacles faced during those events.
- d. If you do not possess direct personal experience, please consult with someone on your proposed committee who does and convey their experience.
- e. Provide a comprehensive outline of the team's historical track record in organizing conferences and workshops.

- f. Kindly attach the CV files for the General Chair(s), Lead Technical Program Chair, Industry Program & Exhibition Chair, Operations Chair, and Finance Chair(s) along with your final proposal submission.

Section 2. Anticipated Support Services & Vendors

Please indicate all anticipated support services & vendors to the best of your ability as requested below.

2.1 Paper submission & review tool

- a. Will the Organizers be handling paper submission & review tool management?
 - i. Yes ☐
 - ii. No ☐, If “No”, please explain your plan for professional support & the services they will provide:
 - 1. Tool name:
 - 2. Tool website:
 - 3. Why was this tool selected, & do they have IEEE experience?
 - iii. Unsure ☐
- a. Will you contract support staff for this service, or will the volunteer organizers handle this task?
 - i. Yes ☐
 - ii. No ☐, If “No”, please explain your plan for professional support & the services they will provide:
 - 4. Support staff company name:
 - 5. Support staff company website:
 - 6. Why was this support staff selected, & do they have IEEE experience?
 - iii. Unsure ☐

2.2 Publication Production

- b. Will the Organizers be handling publication production?
 - iv. Yes ☐
 - v. No ☐, If “No”, please explain your plan for publication production support & the services they will provide:
 - 7. Company name:
 - 8. Company website:
 - 9. Why was this company selected, & do they have IEEE experience?

- a. Unsure ☐

2.3 Website Hosting & Management

- a. A website domain, website hosting using WP Engine/WordPress, & a choice of templates & support options will be provided to OCs either on conference approval or approximately 10 months pre-event. 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.

- b I confirm I reviewed SPS expectations, understand, & agree to follow the process approved by the SPS Conferences Board. ☐
- c Will a volunteer be maintaining the website?
- vi. Yes ☐
- vii. No ☐ If "No", please explain your plan for professional support & the services they will provide:

1. Company name:
2. Company website:
3. Why was this company selected, & do they have IEEE experience?

viii. Unsure ☐

2.4 Registration tool & support provider:

- a Cvent is the required registration tool for CAI. SPS has contracted discounted rates with three service providers of Cvent registration services. Please review "[Section 6.1 Conference Registration Information](#)" for additional details.

2.1 Cvent License & Fees

- 2.i You will be expected to include the cost of the Cvent license & service fees of \$3.30 per registrant in your budget plus the services costs as indicated below.
- 2.ii I confirm Cvent will be used as the registration tool. ☐

2.2 Registration Services (Registrar) to support Cvent tool

- 2.i Please indicate which registrar you will contract, below:

2.1 Conference Catalyst ☐

2.2 CMS ☐

2.3 IEEE CEE Option ☐

2.4 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. ☐

- a) Please explain:

- b I confirm I reviewed SPS expectations, understand, & agree to follow the process approved by the SPS Conferences Board. ☐

2.5 Other Vendor(s): Please note 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.

- a. If any other support or services will be contracted or any other payments are anticipated, please list them below:

Section 3. Program

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.

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.

3.1 Overall Structure

- a. Provide a detailed overview of the program components, framework, and any novel initiatives being introduced.
- b. Educational Activities: Detail opportunities for in-depth learning such as tutorials and/or short courses covering key topics in the field.
- c. Industry Professional Offerings: Detail the specific technical program tracks and initiatives tailored for industry attendees.
- d. Student & Early-Career Engagement: Outline activities within the technical program designed for students and young professionals.
- e. Inclusivity & Community Outreach: Detail programming, events, and discount structures focused on local communities and underrepresented global members.
- f. How will the technical program design specifically facilitate collaboration with external IEEE AI entities (such as the IEEE AI Coalition or Transactions on AI), and what concrete mechanisms will you implement to ensure these synergies are sustainable and value-additive for the conference attendees?

3.2 Exhibition & Industry Engagement

- a. Outline the strategic vision for the industry segment and the methodologies to ensure it provides meaningful value to corporate participants.
- b. Specify the session types intended for the industry track (such as interactive workshops, demonstrations, or panels).

- c. Indicate whether these formats will be consolidated into standalone tracks or integrated broadly into the main schedule.
- d. Identify the specific sectors and enterprises targeted for participation, alongside the marketing strategies to secure their attendance.
- e. Entrepreneurial Activities: Detail sessions and networking events specifically tailored for entrepreneurs or startups.
- f. Describe the operational plan for the exhibition floor and the tactics to attract and engage corporate patrons.

3.3 Special Interest Groups & Networking Events

- a. Elaborate on supplemental concepts or schedules designed to involve diverse attendee groups, including dedicated tracks or social events for minoritized demographics, early-career researchers, and students.

3.4 Digital Archiving & Content Curation

- a. Provide details on how you plan to manage curated conference materials (video or alternative media) for subsequent distribution and long-term usage.

Section 4. Additional Information

- 4.1 Provide details regarding your motivation to host this event, along with the novel concepts and innovations you plan to introduce.

- 4.2 Present any supplementary details that could assist the IEEE CAI Steering Committee in evaluating and deciding on your proposal.

- 4.3 List any inquiries you wish to address to the IEEE CAI Steering Committee concerning your proposal or your interest in volunteering to organize the event.