



# Membership related event Guideline

Last updated on 2 March 2023

# Overview

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

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

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

# SPS Membership Related Event Guideline Agreement

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

The event organizer must send a scanned version of the SPS Membership Related Event Guideline Agreement to the IEEE SPS Membership staff at [sps-mdi@listserv.ieee.org](mailto:sps-mdi@listserv.ieee.org) no later than one month after receipt of the approval information that the SPS event was approved by IEEE Membership Board via the Membership Driven Initiatives Application.

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Full Name of Membership Related Event

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Membership Related Event Location

Membership Related Event Date(s)

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Name of Organizer

Signature

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Date Signed

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# 1 Getting Started

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

## 1.1 SPS Membership Related Event Guideline Agreement

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

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

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

### Value Proposition

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

#### *Attendees*

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

## Models Definition

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

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

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

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

## 1.2 About Misconduct or Defiance of Policy or Guidelines

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

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

## 1.3 IEEE Event Conduct and Safety and SPS Diversity Statement

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

### IEEE Event Conduct and Safety Statement

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

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

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

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

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

#### **IEEE Signal Processing Society Diversity Statement**

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

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

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

Safety or conduct concerns can be reported to [eventconduct@ieee.org](mailto:eventconduct@ieee.org).



## 1.4 Communication with SPS

All Event Organizers have a SPS support team consisting of the VP-Membership and SPS Membership staff who will help the Event Organizing Committee through the sponsorship funding process. For any questions along the way, contact [sps-mdi@listserv.ieee.org](mailto:sps-mdi@listserv.ieee.org).

For all other membership related events, organizers are asked to prepare and submit a *Final <Name of Membership related event> Report* at the conclusion of the membership related events, for review by the SPS Membership Board. Additional details can be found in section **2.11 Event Closing**.

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## 2 Finances

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

### 2.1 Guiding Principles for Finance Chairs and/or Event Organizer

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

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

#### Transparency

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

#### Gifts

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

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

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

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

## 2.2 Event Budget Guidelines

This section includes basic concepts and advices for creating and maintaining an event budget. Budgets must be approved by SPS during the proposal process before the event is officially approved by IEEE SPS. Therefore, it is important to create a proposed budget that meets the below guidelines and submit it with your proposal.

### The Budget Sets the Tone

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

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

| Grade               | Differential Range                           |
|---------------------|--|
| <b>Non-Member</b>   | <b>Base Registration Fee</b>                 |
| IEEE Member         | 20 – 25% less than Non-Member                |
| SPS Member          | 15 – 20% less than IEEE Member               |
| Non-Member Student  | 70 - 75% less than Non-Member                |
| IEEE Student Member | 20 – 25% less than Non-Member Student        |
| SPS Student Member  | 15 – 20% less than IEEE Student Member       |
| IEEE Life Member    | Same as or 10% less than IEEE Student Member |

‘Advance’ registration fees should be 25% less than ‘Regular’ or ‘At-Event’ fees.

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

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

virtual events, honoraria may be no more than US\$150 per individual. Please check with previous event organizers or SPS Events staff for advice. If a gift is offered to the keynote speakers, it is recommended that it should not have cost to the event more than about US\$50 per person.

## Budget Approval Process

Upon closing of the proposal submission period, the SPS Membership staff will send the proposal and budget to the Seasonal Schools Subcommittee or Regional-Directors-at-Large for review and feedback. If additional information is needed for the budget or proposal, it will be returns to the Event Organizer for updates.

Once the Seasonal Schools Subcommittee or RDALs have reviewed and accepted the budget and proposal, it will be forwarded to the SPS Membership Board for review and final approval.

The Event Organizer will be notified when the proposal and budget is approved by the Membership Board.

## Co-Sponsorship Opportunities for Europe and Asia Seasonal Schools

*This opportunity is limited to the **Seasonal School** initiative only.* If your school is in **Asia** or **Europe**, you have the opportunity for APSIPA or EURASIP, respectively, to financially co-sponsor your school with SPS. If APSIPA or EURASIP decides to be a financial co-sponsor, APSIPA OR EURASIP will split the allotted \$5,000 sponsor fee with SPS, equally. This amounts to \$2,500 from each co-sponsor. If this opportunity applies to you and you are interested in the opportunity, please reach out to the appropriate President ([APSIPA](#) or [EURASIP](#)). This sponsorship **MUST** be disclosed to the SPS Membership Program and Events Administrator, [Jaqueline Rash](#), prior to receiving the SPS sponsorship funds.

## 2.11 Event Closing

A final report must be submitted within **one-month** from the last day of the event. As soon as the event ends, the Finance Chair(s) and/or Event Organizer should work with the SPS Membership staff to complete the below steps to close the event. The approved funding will be disbursed once the following steps are completed. **All final reports must be submitted via the following form:**

**<https://app.smartsheet.com/b/form/3b128fc46ad74196b5c058cfce154846>**

- ☐ Final report – Following the event within 30 days, provide to SPS a final report. Please refer to section 5.1 for the survey that should be provided to each student to fill out. The final report will include the following information below:
  - Number of attendees by category
  - Summary of comments and ratings by students on the participant feedback questionnaire (located in section 5.1)
  - Event group picture (saved as a jif, tif, or jpeg)
  - Final budget
- ☐ (*Forums, Regional Meetings, and Chapter Initiatives only*) Invoice must be accompanied by detailed

receipts. Following the event, please submit your invoice with receipts to initiate the payment process.

- ☐ Add event to the IEEE Supplier system - before a payment can be made, the entity receiving the approved Society funding (Chapter, Section, University, or other third party entity receiving the funds) must be added into the IEEE Supplier system. Please note that for Seasonal Schools, this process is handled prior to the Seasonal School and for all other MDI's, the process is handled upon completion of the event.
  - Please provide the name of the IEEE SPS Chapter/Section or entity receiving the event funding and verify the physical address. For non-IEEE entities, please also include the name and email address of the person with signing authority on behalf of the entity. This person will receive an email to add the entity to our Supplier system and complete tax information. The email link is only live for 3 days for security purposes. The staff is unable to complete this step or move forward in the process without this step being completed.
- ☐ Banking information Form – Provides necessary banking details to complete payment.
  - See additional documents in section 6.1. Form includes the following information: Account Number or IBAN #, Name on Account, Bank Name, Bank Address, Bank City, Country, and SWIFT Code. For India transfers only, IFSC Code and MIRC Code are required. For US transfers only, ABA Routing Number for ACH transfers is required.
- ☐ Sponsorship Agreement (For Seasonal Schools with funding not going to IEEE bank account)
  - If funding is going to an IEEE Bank Account (Section or Chapter), no Sponsorship Agreement is required.
  - If funding is going to a non-IEEE Bank Account, Sponsorship is required. First the entity will need to be added to the Supplier system. This requires the name and email address of the individual with signing authority on behalf of the entity receiving the funds.
  - The individual with signing authority will receive an email message from the system requesting that he/she logs in and updates the entity's tax information. Please note the link provided in the email will only be live for 3 days, for security purposes. The email's subject link should be: IEEE - Oracle Fusion Applications-Welcome E-Mail. The entity's name being added to the Supplier system must match the bank account. Once Supplier is created in system, the individual with signing authority will receive the sponsorship agreement via DocuSign for signature.

## 3 Branding, Website and Communications

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

### 3.1 Branding and Logos

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

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

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

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

### 3.2 Website

#### General Data Protection Regulation (GDPR) for Event Websites

IEEE has created instructions to ensure organizers comply with GDPR regarding cookie collection on websites. An informational banner must be applied to all membership related events websites. Instructions on applying the banner can be found at <https://bit.ly/2NOaNeo>.

#### IEEE Privacy Policy on Website Footer

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

## IEEE Policy Links to add to all IEEE Event Websites

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

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

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

## Clauses for all SPS Event Websites

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

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

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

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

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

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

## Legal Considerations for Web and Promotional Content

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

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

## **Contacting Attendees**

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

## **Promoting Your Event**

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

## **Social Media**

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



## 4 Technical Program & Beyond

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

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

### 4.1 Plagiarism

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

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

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

### Creating Additional Event Publication for Challenge Papers

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

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

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

## 4.2 Plenary/Keynote Speakers

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

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

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

## 4.3 Recording Event Content

### IEEE SPS Resource Center Content Capture Guidelines

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

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

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

### Materials Required

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

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

## What to Record

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

## Video/Audio Formats

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

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

## How to Submit Recorded Content

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

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

- **Plenary Recording Files:** "Plenary\_EventAcronym\_speaker or title.mp4"
- **Tutorial Recording Files:** "Tutorial\_EventAcronym\_speaker or title.mp4"
- **Other Recording Files:** "EventType\_EventAcronym\_speaker or title.mp4"
- **Chapter Initiative Files:** "Chapter Initiative\_ YYYY Cycle [1 or 2]\_speaker or title.mp4"
- **Forum Files:** "YYYY IEEE SPS Forum on [title].mp4"
- **Regional Meeting Files:** "YYYY IEEE SPS Meeting on [title].mp4"
- **Seasonal School Files:** "YYYY IEEE SPS Cycle [1 or 2] School on [title].mp4"

## 4.4 Video Recording for Virtual and Dual Events

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

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

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

Video recording for virtual and dual events, approved in May 2020, should be implemented by events and workshops as soon as possible, but implementation of these improvements will be required for flagship events starting in 2023.

# 5 Registration and Attendees

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This section addresses issues related to registration and attendees.

## 5.1 Demographics Questions on Registration Sites and Surveys

It is valuable to collect some information on who event attendees are for benchmarking and reporting. Registration sites should include the following information, which should be included in attendee lists sent to SPS at the conclusion of each event.

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

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

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

Do you identify as:

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

4. **Salutation information:**

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

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

## 5. Participant Feedback Questionnaire

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

## 5.2 Promoting SPS Member Discounts

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

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

## 5.3 Conflict Resolution

Event organizers should be mindful of quickly resolving any complaints or conflicts as quickly as possible. If a complaint is received, organizers should always reply to the sender to try and resolve any conflict. When replying, organizers should be mindful that they are speaking on behalf of IEEE and SPS. If an organizer is unsure of how to respond, they should contact SPS Events staff or the VP-Events for assistance.

## 6 Additional Forms

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### 6.1 Banking Information Form

#### Banking Information for Wire Transfer

| <u>Bank Information (REQUIRED) *</u>                |    |
|---|----|
| Account Number or IBAN #:                           | *  |
| Name on Account:                                    | *  |
| Bank Name:  | *  |
| Bank Address:                                       | *  |
| Bank City:  | *  |
| Country:  | *  |
| SWIFT Code:   | ** |
| <i>Intermediary Bank Information (IF AVAILABLE)</i> |    |
| Account Number or IBAN #:                           |    |
| Name on Account:                                    |    |
| Bank Name:  |    |
| Bank Address:                                       |    |
| Bank City:  |    |
| Country:  |    |
| SWIFT Code:   |    |

#### FOR INDIA WIRE TRANSFERS ONLY:

IFSC Code:

MIRC Code:

#### FOR USA TRANSFERS ONLY:

ABA Routing Number for ACH transfers:

#### **Currency:**

*(Please note if your currency is not listed, the transfer will default to USD)*

|                              |                              |                              |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> AED | <input type="checkbox"/> AUD | <input type="checkbox"/> CAD | <input type="checkbox"/> CHF | <input type="checkbox"/> CZK | <input type="checkbox"/> DKK |
| <input type="checkbox"/> EUR | <input type="checkbox"/> FJD | <input type="checkbox"/> GBP | <input type="checkbox"/> HKD | <input type="checkbox"/> HUF | <input type="checkbox"/> INR |
| <input type="checkbox"/> ILS | <input type="checkbox"/> JPY | <input type="checkbox"/> KRW | <input type="checkbox"/> KWD | <input type="checkbox"/> MXN | <input type="checkbox"/> NZD |
| <input type="checkbox"/> NOK | <input type="checkbox"/> PGK | <input type="checkbox"/> PHP | <input type="checkbox"/> PLN | <input type="checkbox"/> QAR | <input type="checkbox"/> SAR |
| <input type="checkbox"/> SEK | <input type="checkbox"/> SGD | <input type="checkbox"/> THB | <input type="checkbox"/> TRY | <input type="checkbox"/> TWD | <input type="checkbox"/> USD |
| <input type="checkbox"/> ZAR |                              |                              |                              |                              |                              |