Website Hosting & Registration - What to Expect

All sole sponsored conferences, workshops, and technical meetings will be provided with a website domain, website hosting using WP Engine/WordPress, and a choice of templates and support options. Additionally, all conferences, workshops, and technical meetings solely sponsored by the IEEE Signal Processing Society shall use Cvent as the registration platform for conferences.

Each of these additions will streamline the process for Organizing Committees and allow for standardization across conferences and events.

What to expect:

- Website
  - Website access will be provided to OCs either on conference approval or approximately one and a half years before the event for ICASSP / ICIP or 10 months pre-event for TC Workshops.
  - Options for Web Services
    - OC can build/manage the website
    - OC may hire a service provider to do web services
    - OC may hire SPS recommended webmaster, please reach out to SPS for vendor estimated costs
  - For training on WordPress (website platform) please take advantage of WordPress' free courses linked, here.
- Cvent
  - It takes approximately one month for the site template to be built, and the budget and 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, and 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 and will handle all registration inquiries, badging, report requests, etc.
  - Service Provider Options
    - For 2024, 2025, 2026 conferences, SPS will pay the cost of the Cvent license and service fees of $3.30 per registrant. The cost of the administration by the service provider will be paid by the conference or workshop budget.
    - Conference Catalyst Option – 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, and proof of prior Cvent usage must be provided to SPS for review and consideration.

Please review the Conference Organizer Guidelines "Section 3.2 Website" and "Section 6.1 Conference Registration Information" for additional details. Your SPS Conference Team Staff Member is also a resource for any questions you may have (sp.conferences.info@ieee.org).