

IEEE Signal Processing Society has created this set of guidelines and support is available. By submitting a conference proposal, you agree to adhere to all SPS policy, principles and guidelines. Please be sure to review all conference information prior to accepting your role, and contact the IEEE SPS conference team at sp.conferences.info@ieee.org with any questions or requests.

Step 1: Assemble an Organizing Committee

The first and foremost element of a winning proposal is the quality of the proposed Organizing Committee. Talk to your colleagues and build a Conference Organizing Committee. General Chair's names are the first names on the promotional materials. Therefore, General Chairs should be prominent enough to be interesting to researchers within the area of interest. They should also be great at managing and motivating a team. Other prominent roles include the Treasurer/Finance Chair, Technical Program Chairs, Industry Chairs, Publicity Chairs, and Publication Chair. Choosing the right Technical Program Chair can make or break a proposal. Choose someone you can work well with and who is willing and able to lead a large group of reviewers, handle political issues, and follow through on a large project. The Technical Program Committee should represent the area of interest well and should be diverse with regard to nationality.

Step 2: Site Selection

To determine the best location for the conference, contact the IEEE Signal Processing Society staff and the past organizing committee members to discuss previous locations and sites that have worked. Look for locations that offer funding and grants provided by the city or country. Include information on local industry or university support, and support and involvement of the local IEEE Signal Processing Society Chapter.

Ideally, the location should be easily accessible internationally. Consider the appeal of local attractions/climate including the season of the event, as well as concurrent events which may impact the conference.

Once you have a location in mind, it is recommended to work with a Convention and Visitors Bureau (CVB) on the proposal. The advantages to working with the CVB include:

- Knowledge of all events in their city and can guide you to available dates and properties
- Knowledge of best properties for meeting space and hotel rooms to accommodate the program
- May issue a Request for Proposal (RFP) on your behalf saving you time and trouble
- Help with a site inspection
- These services are free

Step 3: Choosing the Dates

Almost every event within the conference portfolio has a predictable time of year that it is held. If you are unsure of the event history, the IEEE SPS conference team at sp.conferences.info@ieee.org.

Meetings should not be held on any global religious or government holidays or local holidays within the city. Meetings should not conflict with other meetings that focus on the same area of interest. In your proposal, include at least two date options.

Step 4: Request for Proposal

Once you have the history, select the city, and have a sense of which properties you would like to use for your meeting, you are ready to issue a Request for Proposal (RFP). IEEE Signal Processing Conference Support can provide you with the history of the meeting and guest room space needs for the conference and help provide the RFP information. If the CVB is issuing the RFP, they will likely already have a form to complete and will distribute the RFP based upon your preferences. If the CVB does not issue RFPs you will need to do this on your own. Once you issue the RFP you can expect to receive responses within one to two weeks. The initial response will be a “contact” call from the sales manager at the property. Be prepared to set up a conference call with each property to discuss your RFP.

Step 5: Notice of Intent

Once you have decided to submit a proposal; send a notice of intent to propose to the decision-making body for the meeting. Include as much information as you have already in the notice, but most importantly include your name and contact information.

Step 6: Proposal Pre-Screening Form

Once your notice of intent has been received, a proposal Pre-Screening Form will be requested. The form can be found on the SPS Conference Resources Webpage, and should be submitted as soon as possible.

Step 7: Proposal Presentation Preparation

After receipt of the Notice of Intent and Proposal Pre-Screening Form, you will be contacted by the decision-making body or the IEEE Signal Processing Society staff. Proposal Finalists will be asked to submit and deliver a proposal presentation. Each decision-making body has a different process; however you should be prepared for a face-to-face presentation before a group or requests for information. You may be asked to revise or expand upon the proposal.

If you have been working with a Convention and Visitors Bureau (CVB) or a Professional Conference Organizer (PCO) to select the site of the meeting, then you should make use of their expertise to create the proposal.

Visit the SPS Conference Resources Webpage for the Conference Proposal Template. Create a proposal that includes the following:

- Organizing Committee members
- First and Second Option Dates
- Location City
- Venue Hotels and Convention Center Floor Plans and Capacity Charts
- Local Chapter Involvement
- Cultural Attractions and Tours
- Proposed Budget, highlighting the registration fees
- Travel Information (e.g. airports, weather conditions, visa requirements)

IEEE SPS Staff is here to support you along the way.

Please contact Signal Processing Staff at: sp.conferences.info@ieee.org

Learn more on the [IEEE Signal Processing Society website](http://www.ieee.org).