ICASSP Proposal Guidelines

Overview
ICASSP is the world’s largest and most comprehensive technical conference focused on data science, signal processing and its applications. The series is sponsored by the IEEE Signal Processing Society and has been held annually since 1976. The conference features world-class speakers, tutorials, exhibits, lecture and poster sessions, and over 3,000 attendees. ICASSP is a cooperative effort of all of the IEEE Signal Processing Society Technical Committees and Special Interest Groups.

1. Location
ICASSP is typically not held in the same country within a ten-year period. IEEE Signal Processing Society is a scientific organization that must be welcoming to any attendee irrespective of gender and race. Therefore, effective June 2023, for ICIP 2026 and later, part of the proposal review will include a check for gender, race, and LGBTQ+ discrimination within the country. SPS must take into account the safety of all attendees as much as possible.

The ICASSP locations since 1976 are listed below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Year</th>
<th>Location</th>
<th>Year</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2027</td>
<td>Toronto, ON, Canada</td>
<td>2009</td>
<td>Taipei, Taiwan</td>
<td>1991</td>
<td>Toronto, ON, Canada</td>
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<tr>
<td>2026</td>
<td>Barcelona, Spain</td>
<td>2008</td>
<td>Las Vegas, NV, USA</td>
<td>1990</td>
<td>Albuquerque, NM, USA</td>
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<tr>
<td>2025</td>
<td>Hyderabad, India</td>
<td>2007</td>
<td>Honolulu, HI, USA</td>
<td>1989</td>
<td>Glasgow, Scotland</td>
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<td>2024</td>
<td>Seoul, Korea</td>
<td>2006</td>
<td>Toulouse, France</td>
<td>1988</td>
<td>New York, NY, USA</td>
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<td>2023</td>
<td>Kos Island, Greece</td>
<td>2005</td>
<td>Philadelphia, PA, USA</td>
<td>1987</td>
<td>Dallas, TX, USA</td>
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<td>2022</td>
<td>Singapore, Singapore</td>
<td>2004</td>
<td>Montreal, QC, Canada</td>
<td>1986</td>
<td>Tokyo, Japan</td>
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<td>2021</td>
<td>Virtual, Formerly Toronto, ON, Barcelona, Spain</td>
<td>2003</td>
<td>Hong Kong (cancelled)</td>
<td>1985</td>
<td>Tampa, FL, USA</td>
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<tr>
<td>2020</td>
<td>Virtual, Formerly Barcelona, Spain</td>
<td>2002</td>
<td>Orlando, FL, USA</td>
<td>1984</td>
<td>San Diego, CA, USA</td>
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<td>2019</td>
<td>Brighton, UK</td>
<td>2001</td>
<td>Salt Lake City, UT, USA</td>
<td>1983</td>
<td>Boston, MA, USA</td>
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<td>2018</td>
<td>Calgary, AB, Canada</td>
<td>2000</td>
<td>Istanbul, Turkey</td>
<td>1982</td>
<td>Paris, France</td>
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<td>2017</td>
<td>New Orleans, LA, USA</td>
<td>1999</td>
<td>Phoenix, AZ, USA</td>
<td>1981</td>
<td>Atlanta, GA, USA</td>
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<td>2016</td>
<td>Shanghai, China</td>
<td>1998</td>
<td>Seattle, WA, USA</td>
<td>1980</td>
<td>Denver, CO, USA</td>
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<td>2015</td>
<td>Brisbane, Australia</td>
<td>1997</td>
<td>Munich, Germany</td>
<td>1979</td>
<td>Washington, DC, USA</td>
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<td>2014</td>
<td>Florence, Italy</td>
<td>1996</td>
<td>Atlanta, GA, USA</td>
<td>1978</td>
<td>Tulsa, OK, USA</td>
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<tr>
<td>2013</td>
<td>Vancouver, BC, Canada</td>
<td>1995</td>
<td>Detroit, MI, USA</td>
<td>1977</td>
<td>Hartford, CT, USA</td>
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<td>2012</td>
<td>Kyoto, Japan</td>
<td>1994</td>
<td>Adelaide, Australia</td>
<td>1976</td>
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<td>2011</td>
<td>Prague, Czech Republic</td>
<td>1993</td>
<td>Minneapolis, MN, USA</td>
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<tr>
<td>2010</td>
<td>Dallas, TX, USA</td>
<td>1992</td>
<td>San Francisco, CA, USA</td>
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2. Date Range
ICASSP should be held between 1 March and 31 May annually.

3. Approval Procedure Overview
Part 1: Call for Proposals - Pre-Screening Form

  a. Prepare a simplified budget using the [SPS Conference Proposal Pre-Screening Budget Summary template](#).
b. Complete the list of the proposed conference’s organizing committee including name, email, and role. Please use the Organizing Committee List template. (see Section 1.6 of the SPS Conference Guidelines: https://signalprocessingsociety.org/sites/default/files/uploads/conferences_events/docs/SPS_Conference_Organizer_Guidelines.pdf)

c. Submit the online SPS Conference Proposal Pre-Screening Form, attaching the simplified budget 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

e. Finalists will be asked to prepare a full proposal and detailed budget

f. Upon proposal receipt, a site visit will be scheduled and conducted by SPS

g. At the next ICASSP, each team will be asked to present their proposal to the Conferences Board.

h. The Conferences Board will make their final recommendation and send to Board of Governors who will make final decision.

4. Baseline Program

- Sunday – PM Tutorials
- Monday – AM and PM Tutorials, Welcome Reception
- Tuesday to Friday – Plenary and Oral and Poster Sessions
- Wednesday or Thursday – Banquet Event
- Satellite Workshops – to be held during, before and/or after the main conference.
- Industry program – to consist of 80% of the time of the main conference. Should be considered as a complete track during the main conference.

- ICASSP hosts Society administrative meetings which may include the Board of Governors, Publications Board, Conferences Board, Membership Board, Technical Directions Board, Editorial Boards, Technical Committee meetings, and Membership Board events. A full preliminary schedule can be provided to proposing teams upon request.
- Basic Meeting Space Requirements and Lodging Room Block History can be provided upon request by contacting sps-conf-proposals@ieee.org.
- While this is the typical program, the Organizing Committees are very welcome to innovate in consultation with the SPS Conferences Boards and VP-Conferences.

5. Major World Holidays to Avoid

This list does not intend 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.

- Orthodox Christmas - 7 January each year
- Chinese New Year - Typically between late January to mid-February for one day
- Ramadan (30 days) – Occurs about 10 to 12 days earlier each year. In 2017, Ramadan began on May 27.
• Good Friday and Easter Sunday - Typically late March or April
• Pentecost (Whit Sunday) - Typically late May or early June
• Passover - Typically late March or April
• Orthodox Good Friday and Easter - Typically late March or April
• Rosh Hashanah - Typically early or mid-September
• Yom Kippur - Typically mid-September
• Dasara (Vijaya Dashami) - Typically in September or October each year.
• Muharram/Al-Hijra - Begins 10 to 12 days earlier each year. Held on 22 September in 2017.
• Diwali (Deepawali or Deewali) - Typically in October or November each year.
• Hanukkah - 8 days in mid-December
• Christmas - 25 December each year

6. Conferences to Avoid Overlap
This list includes conferences which dates may be decided prior to ICIP for the same year and thus should be avoided.

• ISBI - Typically early April
• ICC - Typically May or June
• CAI – Typically May or June
• CVPR – Typically June
• ICCV - Typically October
• Globecom - Typically November
• NeurIPS -Typically early December

7. 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.
   • 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? LEED® Green Building Certification and/or IACC Green Star Certification is a plus.
   • 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, and gender
  • IEEE SPS conference and/or workshop experience
  • Management experience, notably past ICIP/ICASSP experience

4. Professional Conference Organizer (PCO) or other conference vendors

• Include brief summary about PCO and services they will provide
• Include information about the management of paper submission and review, publication production, and registration and fee collection

5. Technical program

• Overall structure
• 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

6. Industry Program and Exhibition

• Overall structure
• Plan for the industry program, including Keynotes, Panels, Industry Workshops and Demo Sessions
• 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
• Other social events

9. Hotels

• Include hotel guest room block sizes and pricing

10. Budget, sponsors/patronage and registration fees
9. Provide budget using detailed SPS Budget Template provided to final teams.

11. Travel and transportation

12. Travel restrictions and visa requirements, including information about countries that require a visa, cost and processing time

13. Any other relevant information