

Proposal Guidelines

Overview

ICIP is the premier international forum for the presentation of technological advances and research results in the fields of theoretical, experimental, and applied image and video processing and computer vision. The series is sponsored by the IEEE Signal Processing Society and has been held annually since 1994. Research frontiers in fields ranging from traditional image processing applications to evolving multimedia and video technologies are regularly advanced by results first reported at ICIP. ICIP serves as a meeting place to publish initial research that is often further developed into highly ranked Signal Processing Journal publications.

1. Location

ICIP 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 ICIP locations since 1994 are listed below:

2026	Tampere, Finland	2015	Quebec City, QC, Canada	2004	Singapore
2025	Anchorage, AK, USA	2014	Paris, France	2003	Barcelona, Spain
2024	Abu Dhabi, UAE	2013	Melbourne, Australia	2002	Rochester, NY, USA
2023	Kuala Lumpur, Malaysia	2012	Orlando, FL, USA	2001	Thessaloniki, Greece
2022	Bordeaux, France	2011	Brussels, Belgium	2000	Vancouver, BC, Canada
2021	Virtual, Formerly Anchorage, AK, USA	2010	Hong Kong	1999	Kobe, Japan
2020	Virtual, Formerly Abu Dhabi, UAE	2009	Cairo, Egypt	1998	Chicago, IL, USA
2019	Taipei, Taiwan	2008	San Diego, CA, USA	1997	Santa Barbara, CA, USA
2018	Athens, Greece	2007	San Antonio, TX, USA	1996	Lausanne, Switzerland
2017	Beijing, China	2006	Atlanta, GA, USA	1995	Crystal City, VA, USA
2016	Phoenix, AZ, USA	2005	Genoa, Italy	1994	Austin, TX, USA

2. Date Range

ICIP should be held between 1 September and 31 October annually.

3. Approval Procedure Overview

Part 1: Call for Proposals - Pre-Screening Form

- 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 IVMSP Technical Committee and CBES to determine the final teams to prepare full proposals.

Part 2: Final Teams – Full Proposal, Site Visit, and Presentation

- a. Finalists will be asked to prepare a full proposal and detailed budget
- b. Upon proposal receipt, a site visit will be scheduled and conducted by SPS
- c. At the next ICIP, each team will be asked to present their proposal to the Conferences Board, as well as the IVMSP Technical Committee.
- d. The IVMSP Technical Committee and Conferences Board will make their final recommendation and send to Board of Governors who will make final decision.

4. Baseline Program

- Sunday – AM and PM tutorials, welcome reception
- Monday to Wednesday – Plenary, oral and poster sessions, panels and exhibits
- Tuesday – Typically a 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.
- ICIP hosts Society administrative meetings which may include the Board of Governors, Publications Board, Conferences Board, Membership Board, Technical Directions Board, Education Board, Editorial Boards, Technical Committee meetings, and Membership Board events. A full preliminary schedule can be provided to the proposing teams upon request by contacting sps-conf-proposals@ieee.org.
- 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
- 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.
 - What sustainability and/or carbon reduction initiatives are in place for the venue?
 - Please select all sustainable practices in place, or services available for your venue:
 - Renewable energy sources
 - Energy reduction programs
 - Recycling/upcycling programs
 - Food waste reduction programs

- Biodegradable tableware such as cutlery, plates, and napkins
- Plant-based menus
- Water stations
- Refillable water bottles
- Refillable bath amenities such as shampoo and soap dispensers
- Group transportation methods such as airport shuttles
- Accessible to public transportation
- Centrally located for walking/biking
- Other
- None of the above
- Has the venue signed the net Zero Carbon Pledge for the events industry?
(<https://www.netzerocarbonevents.org/the-pledge/>)
 - Yes
 - No
 - I don't know
 - Not yet, but plan to
- 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 with strong recommendation to include grad and post-grad students, 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, virtual

conference platform or streaming service, and registration and fee collection

5. Technical program

- Overall structure
- Consider and propose options towards lowering the acceptance rate while maintaining typical ICIP attendance numbers, providing more visibility to top authors, alternative options for publication such as journal paper submissions or open access, etc. Final decisions and guidelines will come from SPS Conferences Board, but ideas will be considered and discussed
- Virtual component including identification of which sessions could be livestreamed to a virtual audience
- 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
- SPS Sessions – Typically include Educational Sessions, Skills Training, Entrepreneurial Events, etc. Please refer to the current SPS Conference Organizer Guidelines for more information on specific activities
- Proposal should directly speak to plans for outreach in terms of growing ICIP, new audiences and how the committee plans to attract them
 - Examples include different kinds of conference paper submissions, partnerships, impact in comparison to other similar conferences.

6. Industry Program and Exhibition

- Overall structure
- Plan for the industry program, including Keynotes, Panels, Industry Workshops and Demo Sessions. Industry program should consist of at least one track for 80% of the full conference schedule.
- Innovative initiatives – find ways through programming and patronage to attract new audiences.
- 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 – review SPS Conference Organizer Guidelines, since an inclusive banquet that is either free or very inexpensive for students, is recommended.
- Other social events

9. Hotels

- Include hotel guest room block sizes and pricing, and how the management of the hotel rooms will be handled.

10. Budget, sponsors/patronage and registration fees

- Provide budget using detailed SPS Budget Template provided to final teams.

11. Travel and transportation

- Explain opportunities for environmental and sustainability offerings, carbon offsets, etc.
- Indicate number of direct flights per day to the city from major airports.
- Describe the city's public transportation offerings and accessibility.
- Are there walkable entertainment and food options within the conference area?

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

13. Any other relevant information

SPS flagship conferences are continuously in the process of improvements and the Organizing Committee's flexibility is needed to incorporate additional innovative suggestions that may come from SPS Conferences Board.