

## Proposal Guidelines

### Overview

The IEEE International Symposium on Biomedical Imaging (ISBI) is a scientific conference dedicated to mathematical, algorithmic, and computational aspects of biological and biomedical imaging, across all scales of observation. The series is co-sponsored by the IEEE Engineering in Medicine and Biology Society (EMBS) and IEEE Signal Processing Society (SPS). Through the collaboration of the Biomedical Imaging and Image Processing (BIIP) and Biomedical Imaging in Signal Processing (BISP) technical committees, ISBI fosters cross-fertilization among different imaging communities and contributes to an integrative approach to biomedical imaging across all scales of observation. The conference features tutorials, challenges and a scientific program composed of plenary talks, workshops, as well as oral and poster presentations of peer-reviewed papers, and over 700 attendees.

### 1. Location & Date Range

ISBI should be held between April/May annually, and dates should not conflict with other SPS or EMBS conferences or events, or any major world holidays. Locations are selected to encourage geographic diversity.

IEEE is a scientific organization that must be welcoming to any attendee irrespective of gender and race. Therefore, part of the proposal will include a check for gender, race, and LGBTQ+ discrimination within the country. SPS and EMBS must take into account the safety of all attendees as much as possible.

The ISBI locations since 2002 are listed below:

		2021	<a href="#">Nice, France</a>	2013	San Francisco, CA, USA
		2020	<a href="#">Iowa City, IA, USA</a>	2012	Barcelona, Spain
2027	Open	2019	<a href="#">Venice, Italy</a>	2011	Chicago, IL, USA
2026	<a href="#">London, UK</a>	2018	<a href="#">Washington, D.C., USA</a>	2010	Rotterdam, The Netherlands
2025	<a href="#">Houston, TX, USA</a>	2017	Melbourne, Australia	2009	Boston, MA, USA
2024	<a href="#">Athens, Greece</a>	2016	Prague, Czech Republic	2008	Paris, France
2023	<a href="#">Cartagena, Colombia</a>	2015	Brooklyn, NY, USA	2002-2007	Washington, DC, USA
2022	<a href="#">Kolkata, India</a>	2014	Beijing, China		

### 2. Approval Procedure Overview

#### Part 1: Submit a Proposal

- Prepare a detailed proposal and budget using these guidelines.
- Complete the list of the proposed conference's organizing committee including name, email, and role. Please use the [Organizing Committee List template](#).
- The proposals will be reviewed by the ISBI Steering Committee to determine final teams to prepare a final proposal and an invitation to present their final presentation. Upon proposal receipt, the Steering Committee will provide a final review and any feedback.

#### Part 2: Final Teams – Full Proposal and Presentation

- Finalists will be asked to prepare a full final proposal, detailed budget, and presentation.
- At the next ISBI, each team will be asked to present their proposal to the Steering Committee.
- The ISBI Steering Committee will make their final recommendation and send to Society Leadership who will make final decision.

### 3. Baseline Program

- Day 1 (Monday) – AM and PM Tutorials and Challenges
- Day 2 (Tuesday) – AM and PM General, Poster, & Oral Sessions, Welcome Reception
- Day 3 (Wednesday) – AM and PM General, Poster, & Oral Sessions
- Day 4 (Thursday) – AM and PM General, Poster, & Oral Sessions, PM Tutorial and Short Courses
- Recommendation to add a “Clinical Day” program geared towards practicing clinicians
- Program innovations and new ideas are encouraged, but should be reviewed by the ISBI Steering Committee.
- ISBI hosts Society administrative meetings which may include the Technical Committee on Biomedical Imaging and Image Processing (BIIP), Biomedical Imaging in Signal Processing Technical Committee (BISP), and ISBI Steering Committee. 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](mailto:sps-conf-proposals@ieee.org).
- While this is the typical program, the Organizing Committees are very welcome to innovate in consultation with the ISBI Steering Committee.

### 4. 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 EMBS/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

### 5. Conferences to Avoid Overlap

This list includes conferences which dates may be decided prior to ISBI for the same year and thus should be avoided.

- ICASSP – Typically April or May
- ICC - Typically May or June
- CAI – Typically May or June
- CVPR – Typically June
- EMBC – Typically July

- MICCAI – Typically September or October
- ICIP – Typically September or October
- ICCV - Typically October
- Globecom - Typically November
- NeurIPS -Typically early December

## 6. Full Proposal Outline

Final teams will be asked to create a full proposal with the following outline:

### 1. Location and venue

- IEEE 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 details on how the location will ensure good participation, involvement by the local research community, and interest from regional industry players.
- Include an overview of local universities and local industry within the proposed location.
- 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:

<input type="checkbox"/> Renewable energy sources	<input type="checkbox"/> Energy reduction programs	<input type="checkbox"/> Recycling / upcycling programs	<input type="checkbox"/> Food waste reduction programs
<input type="checkbox"/> Biodegradable tableware such as cutlery, plates, and napkins	<input type="checkbox"/> Plant-based menus	<input type="checkbox"/> Water stations	<input type="checkbox"/> Refillable water bottles
<input type="checkbox"/> Refillable bath amenities such as shampoo and soap dispensers	<input type="checkbox"/> Group transportation methods such as airport shuttles	<input type="checkbox"/> Accessible to public transportation	<input type="checkbox"/> Centrally located for walking/bikin
<input type="checkbox"/> Other, please list		<input type="checkbox"/> None of the above	

- Has the venue signed the net Zero Carbon Pledge for the events industry?  
(<https://www.netzerocarbonevents.org/the-pledge/>)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know	<input type="checkbox"/> Not yet, but plan to
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- Include information on hybrid event infrastructure, internet capabilities, examples of other hybrid events at this venue of a similar scale.

### 2. Conference dates

- Include primary and secondary date options
- Ensure they do not conflict with the list of major holidays here or other EMBS and SPS conferences and

workshops

### 3. Organizing Committee Members

- Build the committee considering the following representation:
  - Active EMBS and SPS members
  - Diversity including geographical, industry and academia, age with strong recommendation to include grad and post-grad students, and gender.
  - IEEE EMBS and SPS conference and/or workshop experience
  - Balance between scientists with expertise in medical and biological imaging
  - Management experience, notably past ISBI experience

### 4. Anticipated Support Services & Vendors

- Include brief summary about Professional Conference Organizer (PCO) and services they will provide, including if they have past IEEE experience.
- Include information about the management of paper submission and the review tool, publication production, and other support or services that will be contracted.
- Website Hosting & Management
  - The conference team will be provided with a website domain, website hosting using WP Engine/WordPress, & a choice of templates & support options. Website access will be provided to OCs either on conference approval or approximately 12 months pre-event. OC can build & self-manage the website or opt to hire a service provider to serve as webmaster.
    - Indicate if a volunteer be maintaining the website and if “no”, please explain your plan for professional support & the services they will provide, including if they have past IEEE experience.
- Registration tool & support provider:
  - It takes approximately one month for the site template to be built, & the budget & registration fees need to be approved by EMBS & 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, & 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 & will handle all registration inquiries, badging, report requests, etc. Note these costs must be accounted for in your preliminary budget.
    - Cvent License & Fees -
      - \$3.30 per registrant in their budget plus the services costs as indicated below have been built into the budget template.
    - Registration Services (Registrar) to support Cvent tool - \$13 per registrant has been built into the budget template.
      - Within your proposal indicate which registrar you will contract:
        - Conference Catalysts - Waived Setup Fee & \$13 per registrant which includes all communications, support, follow ups
        - CMS - 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 EMBS & SPS evaluation. Quote, contract, & proof of prior Cvent usage must be provided to EMBS & SPS for review & consideration.
  - Banking

- ISBI shall open an IEEE Concentration / NextGen Banking account as the primary conference bank account for deposit & disbursement of all funds related to the conference, & it will be held in the USA & funds can be maintained in either US or Canadian dollars.
- If you would like to request to use a different bank account for your event, or a secondary local account please explain why within your proposal (note any deviations must be approved by the EMBS & SPS VP Conferences)

#### 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
- Industry-related initiatives

#### 6. Side Events for Networking and Special Interest Groups

#### 7. Social Program

- Welcome Reception
- Other social events

#### 8. Local Involvement

- Include any participation or plans for engaging with local universities and students, as well as local industry and clinicians.

#### 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.
- IEEE and ISBI requires a 20% surplus.
- [ISBI Registration History](#)

#### 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