

IEEE Signal Processing Society

Conference Organizer Guidelines

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IEEE Signal Processing Society has created this set of guidelines and support is available to all SPS conference organizers in their efforts. By accepting your role as part of the SPS Conference Organizing Team, you agree to adhere to these principles and guidelines.

Please be sure to review all guidelines prior to accepting your role, and contact the IEEE SPS conference team at sp.conferences.info@ieee.org with any questions or requests.

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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](#).

IEEE Signal Processing Society

Conference Organizer Guidelines

Resources Available to Conference Organizers

IEEE SPS Conference Guidelines

- ▶ Available on the SPS website. When you accept your role as an SP conference organizer, you are also agreeing to follow all guidelines.
<https://signalprocessingsociety.org/events/conference-resources>

IEEE SPS Conference Timeline

- ▶ Currently a high level timeline on the Conference Resources page. SPS Staff can work with you on a web based project plan timeline to assign tasks and meeting deadlines.

SPS Conference Liaison

- ▶ Extension of the SPS Conference Leadership Team and the Conference Organizing Committee to assist in your planning.

IEEE SPS Conference Support Team

- ▶ Monthly organizing committee calls. Contact SPS Staff to get started.

Conference History

- ▶ Contact SPS Staff for historical information on meeting room sizes and assignments, past budgets or financials, or sleeping room blocks from prior years to help in your planning,

IEEE Meetings, Conferences & Events (MCE) Conference Mentor

- ▶ Help with IEEE requirements for completing a conference application, preparing and submitting the conference publication to Xplore, or other best practices across IEEE, you can contact MCE for assistance at ieee-mce@ieee.org to receive a mentor.

IEEE Conference Organizer Education

- ▶ Offered by MCE and Technical Activities, there are recorded and live education modules for all organizer roles to help you understand expectations, best practices and guidelines with each position on the organizing committee. More information can be found here: <https://iee-elearning.org/CLE/course/index.php?categoryid=23>
- ▶ You can also sign up for the Conference Organizer Newsletter for regular updates: https://visitor.r20.constantcontact.com/manage/optin?v=001Zmm4MYR8IIRRo3iXkAea11-x9AtUGdK_2p-H58HRTUBV0kLFJThxsep94ztvXNe5mLhWDZzToY9yq-Jtt3I5OJiF6SFUAammN7rPdXXr9x8%3D

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](https://www.ieee.org).

Guiding Principles for Conference Organizers

All conference organizing committee members should review and adhere to the following guiding principles, along with all IEEE Policies. Every committee member is responsible for preventing and report improper choices in the process of planning an IEEE event. By accepting your role as a member of the Conference Organizing team, you agree to adhere to the IEEE and SPS policies and guidelines governing conferences. If it is deemed necessary to change a member of the approved Organizing Committee due to exceptional circumstances, the VP-Conferences and the Conference Board should be notified.

All organizers have a support team consisting of the VP-Conferences, and Conference staff for IEEE Signal Processing. If you have any questions along the way, contact sp.conferences.info@ieee.org

HOLISTIC PLANNING

Consider all key objectives of the conference and the sponsors, including:

- SP Society objectives, including membership retention and growth
- Opportunities for authors to announce, discuss, and publish research results
- Encouragement to attend again in coming years
- Community building ensure meaning and enjoyment for all attendees
- Contingency planning for any possible scenarios regarding paper acceptance rate, registration and patronage, and financial impact among these factors.

Define these items and be prepared with workable, holistic plans to avoid piece-meal actions.

TECHNICAL COMMITTEE INVOLVEMENT

In support of the SPS Conference Board, relevant Technical Committee(s) for each conference shall be directly involved in the review and vetting of proposals. A liaison from the most relevant TC/SIG for the conference shall be part of the Technical Program Committee and be responsible for monitoring the technical program. Upon request, the SPS liaison should be provided any relevant information regarding the conference to be shared with the SPS Conference Board. To see which TCs are involved, visit the [Technical Committee Involvement Table](#).

MANAGING FINANCES

Every member on the conference organizing committee shares responsibility for the financial performance of an event. The General Chair has the ultimate authority and responsibility over the budget and the funds, and grant authority to the Finance Chair or Treasurer. Both committee members should be completely familiar with IEEE and Society policy regarding

budgets and financial procedures, and are responsible for on time and accurate closing of the conference books.

CONFERENCE CONTRACTS

IEEE has negotiated standard agreements and contract templates with several major hotel chains. The templates were negotiated to standardize specific legal clauses and expedite the contract review process. In addition, IEEE has a standard hotel contract and meeting management (PCO) template. [View all available contract templates on IEEE.org.](#)

All contracts, regardless of the dollar value, must be sent to the SPS Office. Contracts with a value of USD\$5K and greater are also reviewed by IEEE Legal Counsel, so please allow additional time.

TECHNICAL PROGRAM INTEGRITY

The Technical Program is the most important part to a Signal Processing Society conference and the integrity of the technical program must be handled with the highest level of deference and principle.

The Conference and all members of the organizing committee are required to abide by:

1. The IEEE PSPB and TAB guidelines and IEEE Signal Processing Society Policy & Procedures. Specific attention should be given to the integrity of the review process as documented in the SPS Policy & Procedures Document.
2. A review committee shall be diverse in nationality, gender, and affiliations.
3. Members of the technical program and organizing committee can submit papers; however, their papers must be handled with great care to avoid any risk of conflict of interest. Papers submitted by committee members must be handled by other committee members, and the names and other identifying information may be omitted if possible.
4. Members of the organizing committee cannot be selected to present a keynote or plenary address.
5. Maintain and follow the established practice, including acceptance rates, scope, and paper review procedures, for the conference that shall carry over to each occurrence with little change. Changes to an acceptance rate greater than +/- 3% from the average shall be reported to the VP-Conferences long before the final notices are sent to authors.

If you are unsure about any of these current practices or procedures, contact sp.conferences.info@ieee.org for clarification and assistance.

CONFERENCE PAPER AWARDS

All awards shall be judged with impartiality and organizers shall avoid any conflict of interest. Therefore, the following rules apply:

1. Papers by key conference organizers, such as Conference Chairs and TPC Chairs, are not eligible for awards.
2. The paper award selection should follow the precedent as the policy for Signal Processing Society Awards (2.19) specifically that self-nominations are not accepted or considered and judging shall be on the basis of exceptional merit and quality.
3. Prizes shall be equally divided among all authors and each shall receive a certificate.

SOCIETY BRAND USAGE

IEEE and Signal Processing Society logos are a requirement for all event collateral. These marks allow for brand recognition and represent quality. Recoloring of the logo or other modifications of the logo is not generally permitted. The ICASSP® and ICIP® logo are trademarks registered with the US Patent and Trademark office. Therefore, the letters, I-C-A-S-S-P and I-C-I-P cannot be obscured and replaced by images or artwork.

GIFTS

Per IEEE Policy 9.8.E, employees and volunteers of IEEE are not permitted to receive gifts, favors, services, payments, privileges or special treatment of any kind or nature whatsoever from any individual enterprise or organization that conducts or seeks to conduct business with the IEEE unless:

- They are consistent with good business practices; and
- They are of a nature that could not be construed as a business inducement; and
- They are considered to be of nominal value in the context presented; and
- Public disclosure of the transaction would not embarrass IEEE.

IEEE SPS POLICIES TO KNOW AND FOLLOW

Every conference organizing committee member should read and adhere to all IEEE Policies, including IEEE Signal Processing Policies. Many of the items pertaining to organizing events is included for reference below, but are abridged for simplification purposes. To read the full policy please visit: <http://www.signalprocessingsociety.org/about-sps/governance/policy-procedure/part-2/>

7.6. E-mail and Other Mailing Lists.

All e-mail and postal mailing lists generated by technical meetings sponsored solely by the IEEE Signal Processing Society are solely owned by the Society and may be used only in conjunction with normal

IEEE Signal Processing Society sponsored activities.

7.9. Author Registration.

Every regular paper accepted by a technical meeting sponsored by the IEEE Signal Processing Society must have attached to it at least one registration at the full member/non-member rate.

Thus, for a manuscript for which all authors are students, one student author will be required to register at the full registration rate.

For manuscripts where at least one author is already registered at the full rate, this fulfills the obligation for up to four papers.

7.13. Technical Meeting No-Shows.

No-show papers are defined as papers submitted by authors who subsequently did not either themselves or via proxy present the paper at the technical meeting. No -show papers that were not withdrawn and were published in the Proceedings must be identified as "No-Show" in the files submitted to IEEE for further publication (IEEE Xplore). No-shows will not be available on IEEE Xplore or other public access IEEE forums. IEEE will maintain an archive of no-shows.

Exceptions to this policy will be made by the Technical Program Chair of the conference only if there is evidence that the no-show occurred because of unanticipated events beyond the control of the authors, and every option available to the authors to present the paper was exhausted. The no -show authors may appeal the decision of the Technical Program Chair to the Vice President-Conferences.

7.14. Handling of Manuscripts Authored by Technical Meeting Volunteers.

All IEEE Signal Processing Society technical meetings have established procedures to ensure that no one can acquire unauthorized access to privileged information. The procedures ensure that the identities of reviewers for papers authored by editors or other technical meeting volunteers are not divulged to the authors and cannot be accessed by them. In particular, manuscripts submitted by editors and other technical meeting volunteers are handled by another member of the technical meeting; reports and recommendations for volunteer-authored papers, when submitted to the author, omit the names and other identifying information for reviewers; and access restrictions to ensure reviewer privacy from authors are also enforced in the electronic publication management systems used for IEEE Signal Processing Society technical meetings.

7.16. Logos on Technical Meetings Websites.

No logos of institutions of technical meeting volunteers may appear on any Society solely -owned technical meeting material, including websites. The main web page for technical meetings may not have any logos other than that of the approved sponsoring entities for the technical meeting. This would mean IEEE and IEEE Signal Processing Society logos only would appear for technical meetings solely owned by the Society.

WHAT TO DO IF YOU WITNESS MISCONDUCT OR DEFIANCE OF POLICY OR GUIDELINES

If you discover a colleague who is not following the guiding principles or has gone against policy, please ensure they are aware of these items and their importance. If the incorrect behavior continues, contact the VP-Conferences or the President of the Society. The matter will be handled discreetly and confidentially. If it is deemed necessary that the matter requires further resolution, the SPS Conflict Resolution Process will be instituted. See [IEEE Bylaw 206](#).

Guiding Principles for Conference Finance Chairs

The Finance Chair or Treasurer is the comptroller for the conference, which includes financial administration and financial decisions under the guidance of the General Chair(s). The Finance Chair is responsible for providing timely and accurate budget reports, and for obtaining SPS approval at each budget review point.

The following principles are provided as a guideline based on past learnings and aim to assist conference organizers to achieve a financially successful conference.

HOLISTIC PLANNING

It is recommended that the Finance Chair, with oversight by the General Chair, prepare a conservative financial plan with alternatives for higher-than-expected attendance and for lower-than-expected attendance. The budget should be administered so as to prepare for these different scenarios.

A contingency plan for low attendance or patronage should include what expenses can be cut or reduced. Timing for making these decisions needs to be guided by the venue contract as well as the paper review and acceptance deadlines. Expenses that can be cut without impacting the technical quality of the conference should be cut first.

Similarly, if attendance is higher than expected and budget surplus becomes greater than 25%, there should be a plan to provide additional services or experiences to enhance the conference. It may become possible to subsidize more student attendees, provide more speaker awards, record additional sessions for wider availability, or provide additional opportunities for networking and community building through add-on events.

CONFERENCE SURPLUS/DEFICIT

All IEEE financially sponsored conferences must plan to generate a minimum surplus of 20% of the total pre-loan expense. This must be reflected in all budgets prior to approval. This surplus funds other society tools and services for members and customers. Budget Approval for a projected surplus under 20% is rare and must be granted by the Conference Board.

If there is concern during the conference planning phase that the conference may not meet the 20% surplus requirement, the Conference Finance Chair must notify SPS Staff and VP- Conferences and SPS President-Elect immediately.

At the conclusion of a conference, if actual surplus is less than 10% of total expense (pre-loan), the conference will be subject to further review by the SP Conference Board.

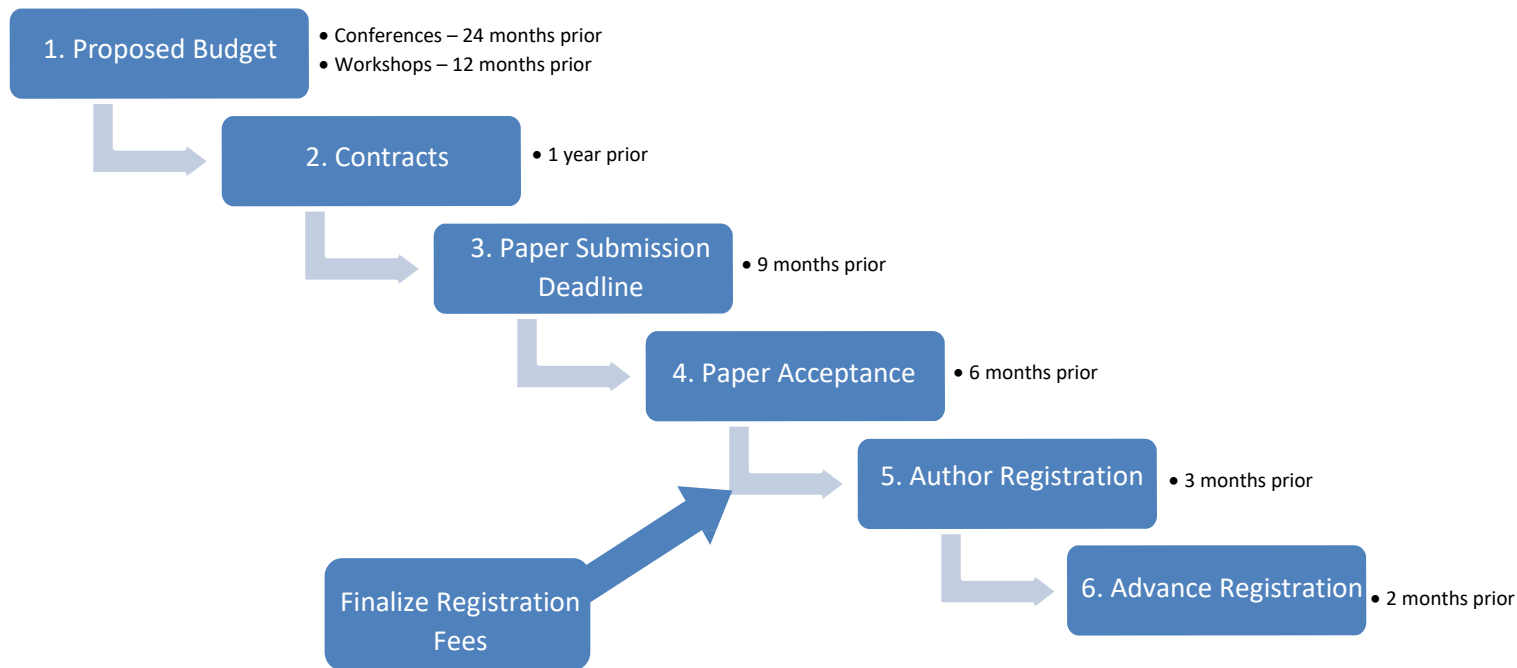
Conferences may not transfer surplus from year to year [IEEE Policy 10.1.9], but there is opportunity to donate funds to the IEEE Foundation's SPS Student Young Professional (SYP) Fund.

SUPPORT FOR FINANCE CHAIRS

Finance Chairs can receive support (from the society assigned Business Analyst). The (Business Analyst) is an IEEE employee skilled in conference finance available to provide advice and logistical support. The Business Analyst can advise and guide IEEE & SPS requirements, manage the conference bank account(s), create and maintain thorough and accurate financial records, submit required documents to IEEE, and fulfill closing requirements. The Business Analyst is accountable to the Finance Chair throughout the conference planning process.

BUDGET TIMELINE & MILESTONES

The Budget Timeline is driven by the conference deadlines such as paper submission, author notification and advance registration. At each of the six milestones below, the Finance Chair shall submit a revised budget report to the SPS Conference Team and VP-Conferences. At each budget submission, a review will be completed by society staff and leadership.



SPS reserves the right to modify the budget, and in extraordinary cases may cancel approval of the conference if the budget becomes unacceptable or if budgets are not provided in a timely manner.

CREATING AND UPDATING THE BUDGET

Guidelines and best practices for creating a conference budget, as well as the budget template, and information on how to update and submit revised budgets can be found in the Conference Budget Guidelines.

CONFERENCE BANK ACCOUNTS

Conferences shall request an IEEE Concentration Bank account for deposit and disbursement of all funds related to the conference. Upon setup, SP shall be advised of the account signatories, which shall include one General Chair, one Finance Chair, one staff member designated by IEEE as required by IEEE policy. Contractors cannot be a signatory on conference accounts.

CONFERENCE LOANS & ADVANCES

General Chairs or Finance Chairs may request a conference loan or advance from SPS at any time during the planning cycle. Conference loans must be repaid in full within one month of the conference.

The total loan value per conference should not exceed 25% of the conference's total budgeted expense. Requests for loans or advances that exceed this amount require explicit approval from SPS.

TRANSPARENCY

Conferences must be prepared to provide a complete disclosure of all financial transactions giving a clear, concise, and complete view of a conference's financial situation within four business days of request. Accounting transparency is critical for both IEEE requirements as well as government regulations. Lack of such transparency may result in replacement of the Finance Chair or cancellation of the conference.

ON-SITE CASH MANAGEMENT

The custodian of any cash on-site should receive approval to do so in writing in advance. Approval should be granted from a superior within the conference organizing committee. For example, the Finance Chair should receive written approval from the General Chair. If the General Chair is to be the custodian, then approval should be received by the SPS VP Conferences or Executive Director.

Request for approval should contain:

- Amount of cash requested – should be a nominal amount and only when other payment methods are impractical or impossible.

Guiding Principles for Conference Finance Chairs

- Protocol for handling, securing and dispersing of cash.
- Documentation in the form of approved vouchers, list of payees, etc.

On-site, there should be a daily reconciliation of funds withdrawn to funds dispersed. Any discrepancies should be escalated for investigation and resolution immediately.

REVIEWING AND PAYING INVOICES

Conference organizers should request and ensure all invoices for vendors, including Professional Conference Organizers (PCOs) are received as detailed and enumerated prior to payment and submission. For significant invoices, such as final venue payment, IEEE recommends submitting payment upon receipt of the invoice, but withholding payment of any disputed items/amounts. Any remaining payment due can be submitted after final invoice reconciliation.

CLOSING THE CONFERENCE

Financial books must be closed within 6 months from the last day of the conference. If this deadline is not met, the conference is marked as non-compliant and is reported to the Society President and VP-Conferences quarterly. Future conferences are subject to further review by the Conference Board.

IEEE AND SPS POLICY FOR CONFERENCE FINANCES

SPS Policies that every conference finance chair should know are:

- 7.2 Finances
 - 7.2.1 Merchant Services
- 7.3 Budgets
 - 7.3.6 Administration Services Fee
- 7.7.2 Payments to Professional Conference Organizers
- 7.12 Monetary Gifts to Local Signal Processing Society Chapters

[Please read the most current IEEE SPS Policies.](#)

IEEE Policies that every conference finance chair should know are:

- 10.1.4 General Approvals, Endorsements, & Notifications
- 10.1.6 Conference Budgets
- 10.1.7 Conference Advances
- 10.1.9 Distribution of Surplus and Deficits
- 10.1.10 Auditing of Conference Finances
- 10.1.11 Conference Closings
- 10.1.15 Registration Fee Requirements
- 11.6 Business Expense Reporting

[Please read the most current IEEE Policies.](#)

Guiding Principles for Conference Finance Chairs

A conference organizing committee member cannot change or amend policy and regulations. To request discussion or exception to policy, contact the SPS VP Conferences.

If you discover a colleague who is not following the guiding principles or is working against policy, ensure they are aware of these items and their importance. If the incorrect behavior continues, contact the VP-Conferences or the President of the Society. The matter will be handled discreetly and confidentially. If it is deemed necessary that the matter requires further resolution, the SPS Conflict Resolution Process will be instituted (Bylaw 206 <http://signalprocessingsociety.org/volunteers/signal-processing-society-bylaws>)

Conference Budget Guidelines

Described below are basic concepts for creating and maintaining a conference budget. Budgets must be approved by SPS before the conference is officially approved by IEEE. Therefore, it is important to create a proposed budget that meets the below criteria as early in the planning process as is possible.

THE BUDGET SETS THE TONE

The budget acts as a guide for the organizing committee to identify what is important. For example, a large food and beverage spend says that the social functions are priority. A large publicity spend says that we want this conference to grow. Ensure that the conference goals are reflected financially in the budget.

TIPS FOR BUILDING CONFERENCE BUDGETS

#1 – Use the SPS Template – SPS has a preferred budget template, which contains extra features to help determine registration rates based on expenses, summary charts breaking down the income and expense categories, and comparison of fixed to variable costs. These extra features help build an accurate budget.

#2 – Actual Quoted Expenses - Use as much actual quoted expense information as possible to set accurate estimates. Proposals from venues which include rental rates, audio visual and food and beverage menu prices can be used as a guide for setting a budget.

#3 – Conference History - It is recommended to use post-conference financial information instead of initial budgets from previous years, and replace information with quoted or known expenses for your conference. Please contact the staff to obtain the conference series profile which contains registration fee history, normal budget parameters and other useful information to help in building your budget.

#4 - Registration Fees – SPS VP-Conferences and President-elect must approve registration fees before they are announced. All conference series' registration fees should not vary more than +/- 5% (excluding taxes) from prior years without approval of the VP-Conferences and President-Elect. All conferences and workshops must offer a discounted registration fee for IEEE members, SPS Members, Students and IEEE Life Members. It is IEEE policy that the rates be calculated using the percentages below.

Grade	Differential Range
Non-Member	Base Registration Fee
IEEE Member	20 – 25% less than Non-Member
SPS Member	15 – 20% less than IEEE Member
Non-Member Student	70 - 75% less than Non-Member
IEEE Student Member	20 – 25% less than Non-Member Student
SPS Student Member	15 – 20% less than IEEE Student Member
IEEE Life Member	Same as or 10% less than IEEE Student Member

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'Advance' registration fees should be 25% less than 'Regular' or 'At-Conference' registration fees.

Each conference or workshop will determine the registration fees based upon the budget and the breakdown of attendee types. Some events attract different ratios attendee types. It is important to know the conference's history before setting the fees.

Conferences held in many countries may be subject to Value-Added Tax (V.A.T.) or Goods and Services Tax (G.S.T). VAT or GST should be added to the above calculation of registration fees. The tax must be collected from each registrant no matter their country of origin or residence. Everywhere the registration fees are publicized, the tax rate must be clearly stated and each registrant must be provided instructions to reclaim the taxes paid, if applicable.

#5 – Honoraria - Payments to tutorial presenters and special guest speakers are called honoraria. Typical honoraria should cover the cost of their travel (coach airfare), accommodation (standard room), and/or preparation time. It is also important to base honoraria on precedent. Please check with previous conference organizers or SP staff for advice. All honoraria must be reported in the conference's 1099/1042 reports.

#6 - Grants and Gifts - Do not include estimates for potential grants or corporate gifts in the proposed budget unless you have written proof that the grant or gift is confirmed. Once a grant or gift is confirmed, you should revise the budget to reflect the additional income and adjust other items accordingly.

#7 - Administrative Meetings - Check with SP Staff to see if your event will have any Signal Processing Society administrative meetings co-located. If so, this cost must be included in the conference budget.

#8 Administrative Fee - All conference and workshop budgets shall include as an expense item an administration fee which will be equal to 2% of the total (pre-loan) expense budget.

BUDGET PARAMETERS

Each conference series that has been held three or more times has set parameters for expense, revenue, surplus, and registration fees. Budgets for future conferences should not deviate year-to-year from the average "actual" or "final" budget by more than +/- 5% unless there is sufficient reason to do so. The reasons for going outside of the parameters should be included when the budget is submitted for review. The General Chair or Finance Chair may request the budget parameters from SPS staff.

Conference budgets received within six months of the conference may not be approved.

BUDGET APPROVAL PROCESS

Upon receipt, a member of the SPS Staff will preview the budget on behalf of Conference Board. The review typically takes up to five business days. If the budget is within the parameters set for the conference series the budget will be sent to the VP-Conferences and President-Elect for review and approval. If the budget is greater than +/- 5% of the parameters, the budget will be returned to the submitter for revision and/or explanations.

Once the VP-Conferences and President-Elect has approved the budget, it will be forwarded to IEEE Meetings, Conferences & Events (MCE) to share with any other IEEE sponsors for review and obtain final approval.

The contacts named on the budget will be notified when the budget is approved.

ONGOING BUDGET MANAGEMENT

Regular reports shall be submitted to SPS as the budget is updated with actual information. Each budget report should demonstrate the changes that have occurred since the previous report.

Interim budgets reports are expected to be provided to SPS at the following milestones:

- 1. Venue, Professional Conference Organizer, or other major contracts are signed** - Adjust budget to include expenses defined in the contract(s).
- 2. Paper Submission Deadline** – Adjust budget based on actual number of papers submitted:
 - a. If less than 80% of expected papers submitted, then reduce the expected registrations by the percent difference.
 - b. If more than expected papers submitted, then increase the expected registration by percent difference.
- 3. Paper Acceptance Deadline** - Adjust budget based on actual number of papers accepted:
 - a. If less than 80% of expected papers accepted, then reduce expected registrations by the percent difference and adjust meeting space on hold, and take allowable reductions in room block and Food & Beverage (F&B) guarantees.
 - b. If more papers are accepted than expected, increase the expected registration numbers and adjust the meeting space on hold if needed.
- 4. Prior to Opening Registration** – Determine if any registration rates need to be adjusted based on the budget, and if so, submit to SPS for review and approval. Registration rates cannot be posted or updated until SPS leadership has approved any changes to the rates from the pre-approved budget. Final registration rates must be submitted to the VP-Conference and

Conference Budget Guidelines

President-Elect at least one month prior to the planned date for opening registration.

5. Author Registration Deadline - 80% of registrations are typically confirmed by the author registration deadline. Using this formula, project the final number of registrants based on already having 80% of the conference's total registrants:

- a. If conference has less than 80% of budgeted registrations confirmed, adjust registration numbers, reduce meeting space on hold, and take allowable reductions in room block and F&B guarantees.
- b. If more than 90% of budgeted registrations, increase expected registration, and adjust or increase the meeting space on hold.

6. Advance Registration Deadline 90% of registrations are typically confirmed by the author registration deadline. Using this formula, project the final number of registrants based on already having 90% of the conference's total registrants:

- c. If conference has less than 90% of budgeted registrations confirmed, adjust registration numbers, reduce meeting space on hold, and take allowable reductions in room block and F&B guarantees.
- d. If more than 100% of budgeted registrations, increase expected registration, and adjust or increase the meeting space on hold.

7. One week before and until the conference ends - If there is any indication that the budget will not generate the originally planned surplus, notify the VP-Conferences immediately.

8. One month after the conference is over – SPS may request an updated budget forecast which should note any variations that occurred during the conference not previously reported. In addition to the updated financials, the following must be underway:

- a. All loans and advances must be paid back to the Society.
- b. Steps should be taken towards closing the conference. Closing requirements can be found on the IEEE website (http://www.ieee.org/conferences_events/conferences/organizers/organizers_resources.html)
- c. At this time following is also due:
 - i. Submission of the proceedings to IEEE for publication.
 - ii. Registration count by Grade and by Advance vs. At-Conference report to the Society Conference Services Staff
 - iii. Attendee survey results report to the SPS Staff

9. Three and Six months after the conference

- a. Several closing requirements for the conference should be completed or at the very least near completion within three months of the conference. These include:
 - i. Post-Conference Forecast – a summary of Revenue & Expenses. This information can be submitted through the IEEE on-line form or emailed to Conference Finance with your conference name and record number listed in the subject line.
 - ii. Remittance of surplus
 - iii. Registration/Tax Documents

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- iv. Surplus Distribution
- v. 1099 and/or 1042 Schedules
- b. Within six months of the conference the Final report including all of the above as well as the surplus, Proof of Bank Account Closure, Certificate of Accuracy, Audit, and the CB Check Destroy Form needs to be sent to Conference Finance.

**Budgets and post-conference materials are reviewed by the VP-Conferences and President-Elect at each interval described above. Derivations in expenses, revenue, or surplus are subject to further review.*

Best Practices for handling banking for an IEEE conference depend on the location of the conference and the currency local payments will be made in. Some recommendations based on country or area can be found below:

Conferences in the United States

Use an IEEE Concentration Banking (CB) account and collect registration in US Dollars - this is the ideal solution and it offers the most fiscal control.

Conferences in Canada

Use an IEEE Concentration Banking (CB) account and collect registration in Canadian Dollars - this is the ideal solution and it offers the most fiscal control.

Conferences in IEEE Regions 8-10

There are many different options for banking, and the best choice for each conference may be different. Below are the options, and things to consider with each option:

- I. IEEE Concentration Banking (CB) account
 - Use this account and collect registration in US Dollars. Conferences may also want to keep second bank account local to pay bills in local currency, and transfer funds periodically from the IEEE CB account.
- II. Use a Third-Party Vendor
 - The recommendation is that the vendor has been evaluated. Conferences may want to look for an International company that is incorporated, look at their total assets, number of offices around the world, and number of employees.
- III. Partner with a University or Local Institution
 - The recommendation is that the vendor has been evaluated. Conferences may want to look for long standing relationships, if a member of the Conference Organizing Committee is part of this university or institution, does the university or institution have a financial stake in conference, and/or an internal Professional Conference Organizer (PCO).
- IV. Open a bank account with an IEEE Section or Chapter
 - With this option, the Section/Chapter volunteer would need to accept responsibility for all transactions/record keeping through MGA's process. It is best to have an existing relationship with Section/Chapter. This is a good option because the bank account is in the name of IEEE.
- V. Conference opens an account at a local financial institution in the conference's name
 - This way, the Organizing Committee member can have access. The second signatory should be the IEEE Sr. Director Financial Services.

Conference Closing Requirements

After the conference, the Finance Chair should work with IEEE Meetings, Conferences & Events (MCE) and IEEE Signal Processing Staff to close the financials within six months after the conference occurs.

Within 30 Days of the Conference

- Submit final conference reports to Nicole Allen, IEEE SPS, at n.allen@ieee.org
 - o Complete list of conference attendees with contact information
 - o List of rauthors who did not present paper Show Report)
 - o Final Actual Hotel Room Block (Pickup Report)
 - o F&B and A/V invoices related to administrative meetings
- Repay any IEEE advance loans, if applicable
 - o Funds can be sent via check* or wire transfer**
 - o Include the conference year and acronym on all correspondence

Within Six Months of the Conference

- Submit the final financial report to each conference sponsor, as applicable
 - o Once received, IEEE will send an invoice verifying the final amount of the surplus to transfer.
- Submit a 1099 and/or 1042 schedule/form to kartik.patel@ieee.org, IEEE MCE
 - o 1099 and 1042 forms are required if payments were made to a U.S. independent contractor and/or individual who received payment for services rendered in the calendar year.
 - o 1042 form is required if payments were made to a non-U.S. independent contractor and/or individual who received payment for services rendered in the calendar year.
 - o Receipt of payment to any individual should include the recipient's name, address, and for U.S. individuals their Social Security Number.
 - o Services rendered include any parts and materials, awards, honorarium or prizes.
 - o Reimbursements to committee members for out-of-pocket expenses do not require a 1099/1042.
- Submit the Certificate of Accuracy (COA) to kartik.patel@ieee.org, IEEE MCE
 - o The General Chair and Finance Chair (Treasurer) must sign the COA.
- Remit the surplus (to all sponsoring entities)
 - o You must include the conference acronym and year on all correspondence.
 - o If used an IEEE Concentration Banking account, send a request to Kartik.Patel@ieee.org to request the funds to be transferred along with the completed CB Destroy Check Form.
 - o To submit by check, include the conference acronym and year on the memo line of the check. Submit to: IEEE, Attn: Kartik Patel, 445 Hoes Lane, Piscataway, NJ 08854, USA

Conference Closing Requirements

- To submit by wire transfer, account information can be found below. Include the conference acronym and year on the Reference line.

Account name: IEEE

Bank name: Wells Fargo Bank

Address: 123 South Broad Street
Philadelphia, PA 19109

Routing No.: 121000248

Account No.: 2011306738416

SWIFT code: WFBIUS6S

Reference: Include the conference acronym and year

- Close bank account and submit proof of the bank account closure to Kartik.Patel@ieee.org, IEEE MCE

- If private bank account, provide a bank statement indicating a zero balance.
- If university account, provide official (letterhead) document from the university stating that the funds are zeroed out and no further transactions remain.
- If IEEE Concentration Account, provide a Destroy Check Letter.

- Audit of Financial Records (if applicable)

- Maintain registration records, receipts, bank statements, and any financial reports for at least three (3) years.
- A financial audit is required if the conference receipts or expenses equal or exceed US\$250,000 and IEEE's sponsorship of the conference is greater than 50%. The IEEE Operations Audit Department or an independent outside accounting firm may complete the 'agreed upon procedures' audit of the conference's financial statements.
- If the conference uses IEEE auditors, please submit all receipts/invoices to Kartik.Patel@ieee.org. If sending copies via postal mail, please mail all copies of all receipts/invoices to IEEE, Attn: Kartik Patel, 445 Hoes Lane, Piscataway, NJ 08854, USA
- If an outside auditor is used, please submit the final audit report to Kartik.Patel@ieee.org.

TECHNICAL PROGRAM INTEGRITY

The Technical Program is the most important part to a Signal Processing Society conference and the integrity of the technical program must be handled with the highest level of deference and principle.

The following rules apply to the governance of the organizing committee and the technical program committee:

1. A review committee shall be diverse in nationality, gender, and affiliations.
2. Members of the technical program and organizing committee can submit papers; however, their papers must be handled with great care to avoid any risk of conflict of interest. Papers submitted by committee members must be handled by other committee members, and the names and other identifying information may be omitted if possible.
3. Members of the organizing committee cannot be selected to present a keynote or plenary address.
4. The integrity of the review process depends upon the proper adherence to the IEEE PSPB and TAB guidelines and IEEE Signal Processing Society policy.
5. The policy for handling author misconduct such as plagiarism must be followed without exception.
6. Maintain and follow the established practice, including acceptance rates, scope, and paper review procedures, for the conference that shall carry over to each occurrence with little change. Changes to an acceptance rate greater than +/- 3% from the average shall be reported to the VP-Conferences long before the final notices are sent to authors.

If you are unsure about any of these current practices or procedures, contact sp.conferences.info@ieee.org for clarification and assistance.

HANDLING OF MANUSCRIPTS AUTHORED BY TECHNICAL MEETING VOLUNTEERS

All IEEE Signal Processing Society technical meetings have established procedures to ensure that no one can acquire unauthorized access to privileged information. The procedures ensure that the identities of reviewers for papers authored by editors or other technical meeting volunteers are not divulged to the authors and cannot be accessed by them. In particular, manuscripts submitted by editors and other technical meeting volunteers are handled by another member of the technical meeting; reports and recommendations for volunteer-authored papers, when submitted to the author, omit the names and other identifying information for reviewers; and access restrictions to ensure reviewer privacy from authors are also enforced in the electronic publication management systems used for IEEE Signal Processing Society technical meetings.

Paper policies should be clearly indicated on the conference website.

NON-PRESENTED PAPERS (NO SHOWS)

Any accepted paper included in the final program is expected to have at least one author or qualified proxy attend and present the paper at the conference. If a paper is not presented at the conference, the paper will not be published by IEEE on IEEE Xplore® or other public access forums, but these papers will be distributed to conference attendees as conference proceedings and the copyright of these papers will belong to IEEE. For poster sessions, if the speaker is not present in front of the poster for most of the time during the poster session, this also implies the paper was not presented. Conference organizers are required to collect attendance records and a list of any non-presented papers and submit to IEEE SPS staff.

Exceptions to this policy will be made by the Technical Program Chair of the conference only if there is evidence that the no-show occurred because of unanticipated events beyond the control of the authors, and every option available to the authors to present the paper was exhausted. The no-show authors may appeal the decision of the Technical Program Chair to the Vice President-Conferences.

The Signal Processing Society values diversity. Authors who anticipate inability to travel to a conference because of a government-imposed travel restriction are still encouraged to submit papers. Such papers will be reviewed and accepted on their own merit for publication without any knowledge of the author's travel restriction. Within one week of paper acceptance notification, travel-restricted authors must notify the Technical Program Chair of the conference with proof of their restriction. Substitute presenters may be possible or, depending on conference resources, other accommodations may be available, such as a remote presentation or pre-recorded video.

PLAGIARISM

Authors are required to submit material that is original and that has not been published, or submitted for consideration, elsewhere. Author misconduct, including fabrication of results and plagiarism of the work of others, shall be subject to sanctions by IEEE under the rules of Member Conduct. Complete Policies can be found in the [SPS Policies & Procedures Manual 6.1.2.](#)

5th PAGE FOR CONFERENCE PAPERS

All solely owned IEEE SPS events should allow authors to include a 5th page for references. This applies to all conference and workshops that use the 4-page submission rule.

STATEMENT ON PROCEEDINGS

All solely owned IEEE SPS events should include a statement on each page of the conference proceedings listed below:

“This full text paper was peer reviewed at the direction of IEEE Signal Processing Society subject matter experts for publication in the IEEE ABCD 20XX proceedings.”

CHANGING CONFERENCE PUBLICATION INFORMATION IN IEEE XPLORE®

Once a Conference Publication is submitted to IEEE for publication in IEEE Xplore, changes to that publication become very difficult to make. Because content is indexed when it appears in IEEE Xplore, it is important that the publication is correct and final prior to submission to IEEE. All requests which are approved or denied are done so in accordance with IEEE Publication Services & Products Board policy and are not at the discretion of MCE, the conference sponsors or the IEEE Publications team.

Conferences allow for opportunities to present and discuss research and results in a variety of ways. IEEE Signal Processing Society encourages conference organizers to try new things to attract and engage different audiences at conferences and events.

Below are a few options:

PRESENTATIONS FROM SIGNAL PROCESSING LETTERS

Sole SPS-sponsored conferences can offer opportunities for accepted authors of IEEE Signal Processing Letters (SP-L) to present their results to conference attendees.

Information on the submission of SP-L papers should be included on the conference website. Since the paper has been accepted and published in SPL, no further review of the paper is required. However, it is at discretion of the conference organizers on whether to accept the paper for presentation at the conference.

Eligibility

- Eligible papers have been published in SP-L prior to the conference paper submission deadline, and are valid for the next appropriate eligible conference/workshop for a year from initial publication date.
- Topic should be aligned with the conference's technical program. Author(s) must request to present at the most imminent edition of the appropriate eligible conference/workshop after publication.
- Papers can only be submitted to one eligible conference and not to multiple events.
- Copyright to the original paper has already been transferred to IEEE during SP-L process.
- Authors are aware of our interest in reusing their material.
- SP-L paper presentations must be limited to 5% of total accepted papers (for ICASSP & ICIP).
- Conference Technical Program Chair determines which papers will be presented.
- Conference organizers decide if the paper will be presented in a special session for SP-L or included with the other conference/workshop sessions.
- Accepted SP-L authors must meet the same registration requirements as all authors.

Paper Handling

Conference organizers should provide an invitation/acceptance letter. Author(s) may use this letter to apply for internal funding and/or Travel Visa to attend and present paper.

SP-L Papers are handled in the same manner as other accepted papers, except that submission through the paper management system may differ slightly from other paper submissions to properly identify and differentiate SP-L Papers.

Proceedings

SP-L papers chosen for presentation will be included in the conference proceedings, by downloading the original SP-L paper from IEEE Xplore® to include on conference proceedings for attendees. The below disclaimer must be included on the paper in order to avoid duplication of publication:

"Original Paper published in Signal Processing Letters. Reprint permitted by IEEE SP Society, for inclusion in the Proceedings and presentation at XXXX conference."

The SP-L papers will not be included in the conference proceedings for inclusion to IEEE Xplore®.

POSTER PAPERS

No differentiation is made between the paper quality of poster and oral sessions. Papers are assigned primarily to ensure consistency among the sessions, at the discretion of the conference organizers. Some organizers elect to use poster sessions to provide the opportunity for attendees to meet authors personally and to discuss their papers in depth. The poster session papers must be vetted together with the oral session papers, to ensure the same standard of quality.

SHOW & TELL SESSIONS

Papers

Papers accepted in the Show & Tell Sessions should have the same quality and vetting process as the oral and poster sessions, and will be submitted to IEEE Xplore® with the same conditions. Papers in Show & Tell Sessions should have novelty coming from practical realization techniques, interesting/new applications and advanced system structures, especially suitable for industrial applications.

Show & Tell papers, poster papers and oral papers are all considered equal for review, selection, and posting in IEEE Xplore®.

Demonstrations without a regular paper

There may be cases where Show & Tell Demonstrations are made without an accompanying paper, or with a paper that has not undergone the same review process as the above papers. Such papers or other documentation of the demonstration will not be included in IEEE Xplore®. It is the discretion of the conference organizer to determine whether these materials are to be included as supplements of the proceedings. All papers included in the conference proceedings and/or IEEE Xplore® must submit a copyright form.

Demonstration Participants

No additional fee will be charged for participants in Show & Tell Sessions. Organizers must specify on the website what support and/or items (i.e. booth, table, lighting, etc.) will be included at no charge. If enhanced technological or logistical support is required for the demonstration, a nominal fee may be assessed, as determined by the Conference Organizers. This fee must be posted once registration is opened.

OPEN PREVIEW OR EARLY ACCESS CONFERENCE PAPERS

Open Preview: Conference proceedings are made available as open access in IEEE Xplore one month prior to the conference until the conference occurs and is promoted for use by conference attendees to read papers prior to attending the conference. After the conference, non-presented papers (no-shows) are removed and conference papers go behind the IEEE Xplore paywall for subscribers.

ICIP 2016 trialed the first time an IEEE conference was live in Xplore prior to the conference.

Early Access: HTML and PDF of all conference papers are made available in conference mobile app to all attendees using passcode. This option will typically require development from mobile app provider.

All of these conditions/criteria should be disclosed to authors during the submission stage.

Resource Center Event Content Capture Guidelines

The IEEE SPS Resource Center is IEEE Signal Processing Society's online library for video content and host venue for recordings of plenaries, keynotes, and tutorials from solely owned SPS conferences. Conference organizers are responsible for collecting material for integration into the Resource Center using the following guidelines.

For Conference & Workshop Organizers:

Below are the types of material suitable for the Resource Center, particularly for large conferences:

1. It is required that the **plenary sessions** be recorded.
2. It is highly recommended that **tutorials** and any **tutorial-style** sessions be recorded.
3. It is not recommended that **regular lecture** sessions be recorded.

For Seasonal School Organizers: It is required that **all sessions** be recorded.

Please note that the videos **should not** be posted to the conference website or be available via any other avenue. The videos will be posted exclusively on the Resource Center.

Recording Questions: Please contact Jani Boutellier (jani.boutellier@tut.fi).

Materials Required

The following **are required** for the Resource Center to host content:

1. A signed [IEEE Copyright and Consent Form](#) for **each** recording, complete before the event is recorded and submit with the recorded video. If there is **no IEEE published paper** involved, just complete the red highlighted fields on the form.
2. A recording of the event in MP4 format.

What to Record

- Preferred Option - A video recording of presented technical materials (usually slides and/or associated video and audio) and a very clear recording of the speaker's voice. The video can be recorded from the projection of the materials on a screen, or using screen-grab recording software.
- Secondary Option - A video recording of the speaker, where the speaker's voice is clear.
- It is recommended that audio be recorded via lapel microphone.

Video/Audio Formats

The following technical specifications should be used to ensure high quality playback from the Resource Center. For questions on the technical specifications, contact SPS Web Administrator, Rupal Bhatt (r.bhatt@ieee.org)

- MP4 format
- Codec: H.264
- Resolution: 1280x720 (minimum)
- Compression: VBR
- Video Bitrate: 1.2 Mbps - 1.5Mbps
- Audio: AAC 192Kbps or MP3 192Kbps (minimum)

How to Submit Recorded Content

The recorded content and the [IEEE Copyright and Consent Forms](#) should be sent to the SPS Web Administrator, Rupal Bhatt (r.bhatt@ieee.org) within two months of the conclusion of the event, along with a summary document of all the content sent. She will work directly with the Resource Center Chief Editor regarding reviewing for quality and posting, as well as forwarding the copyright forms to the Intellectual Property Rights Office.

OVERVIEW

This section is to assist you in some basic requirements when setting up the conference website, registration site, and in sending out any communications or marketing efforts for your conference.

CONFERENCE REGISTRATION

Author Registration

Every regular paper accepted by a technical meeting sponsored by the IEEE Signal Processing Society must have attached to it at least one registration at the full member/non-member rate. When all authors are students, one student author will be required to register at the full registration rate. If at least one author is already registered at the full rate, this fulfills the obligation for up to four papers. For full details please reference Policy 7.9

Registration rates should remain competitive and should not vary +/- 5% from the norm without Society approval

- Each full registration can cover up to 4 papers. Any requests to adjust this number to under 4 papers must be approved by the VP-Conferences.
- To ensure quality presentations, speakers are advised to present no more than two papers.
- Members of the OC who do not need to cover an accepted paper(s) may receive a free registration, but members of the OC who need to cover an accepted paper must pay the full registration fee.

There are guidelines for setting registration fees for IEEE members, SPS members and students within the Conference Finance section of the guidelines.

Conference Registration Refund Policy

All registration fees covering a paper are non-refundable. For registration fees not covering a paper:

- 1) A full refund, after a US \$50 (equivalent) processing fee, will be given, provided the request is applied for prior to the last day of the Advance Registration deadline.
- 2) Refunds will not be issued after the advance registration deadline, unless in extreme cases (i.e. medical or family emergencies, visa issues). In such cases, the organizers must be alerted prior to the conference start date. To obtain a refund, an email must be submitted containing proof of the extenuating circumstance, up to one week after the conference end date. Any

Conference Marketing, Website, Registration and Communications

visa related issues must provide proof that the application was submitted at least 30 days prior to the conference start date.

Note: Final decision on refund will be at the discretion of the conference organizers.

COLLECTING CONTACT INFORMATION AND EMAIL AND MAILING LISTS

All e-mail and postal mailing lists generated by technical meetings sponsored solely by the IEEE Signal Processing Society are solely owned by the Society and may be used only in conjunction with normal IEEE Signal Processing Society sponsored activities. For mailing lists to be used, the following must be in place at the start of the conference:

Opt-In Policy

When contact information is being collected that can be used later for email marketing or awareness of related information by IEEE SPS, the following question will be required on all contact information forms. Without this question, and a contact Opting In to receive future communications, lists cannot be used to contact individuals about future conferences or services.

[Yes or No - required] May IEEE use the information you provided to contact you from time to time concerning similar IEEE conferences, technical products, and services, or to ask your opinions?

Contacting Opted-in Contacts

Any emails sent out using approved contacts need to include the ability to opt-out of future communications, usually a link within the footer of the email. This can just go to a reply-to email or can be auto-removed if an email marketing tool is used.

Reporting

Any reports distributed containing attendees or authors when contact information is included need to include this "Okay to contact?" field with a required yes or no response. This will include any post-conference reports shared with SP Staff.

CREATING THE CONFERENCE WEBSITE & LOGO USAGE

Conference Domains

Domain names for conference websites have or can be purchased by IEEE SPS staff team for your conference, to ensure continuity in naming conventions. Please contact Caroline Johnson at c.j.johnson@ieee.org to secure your conference domain.

Required clauses for conference websites for all IEEE conferences

Please copy and paste all three paragraphs below onto the conference website so that attendees are aware and can read and access this information.

Privacy of Information Policy: Information provided by the registrant will only be used by IEEE and its organizational units to serve the registrant for this and potentially other related IEEE products and services, and updating IEEE member records. In no way will any individual information be given through, for example sale, exchange, or loan, to a third party for any reasons except as required by the prevailing law.

Non-Discrimination: IEEE is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by IEEE policy and/or applicable laws. For more information on the IEEE policy visit <http://www.ieee.org/nondiscrimination>

Attendance at, or participation in, this conference constitutes consent to the use and distribution by IEEE of the attendee's image or voice for informational, publicity, promotional and/or reporting purposes in print or electronic communications media. No flash photography will be used. Video recording by participants and other attendees during any portion of the conference is not allowed without special prior written permission of IEEE. Photographs of copyrighted PowerPoint or other slides are for personal use only and are not to be reproduced or distributed. Do not photograph any such images that are labeled as confidential and/or proprietary.

Logo Usage

No logos of institutions of technical meeting volunteers may appear on any Society solely - owned technical meeting material, including websites. The main web page for technical meetings may not have any logos other than that of the approved sponsoring entities for the technical meeting. This would mean IEEE and IEEE Signal Processing Society logos only would appear for technical meetings solely owned by the Society.

For information on proper usage and placement of the IEEE Masterbrand and IEEE Signal Processing Society subbrand, visit the IEEE Brand Guidelines page, or contact SPS Staff for assistance or review.

Society Brand Recognition

The IEEE and Signal Processing Society logos achieve "brand recognition" and represent quality. Misuse of either logo is a violation of policy. The logos must appear on all print and web materials in the original approved form. Recoloring of the logo or other modifications of the logo is not generally permitted.

ICASSP® and the ICIP logo ® are trademarks registered with the US Patent and Trademark office. Therefore the letters, I-C-A-S-S-P and I-C-I-P within the cube, cannot be obscured and replaced by images or artwork.

PROMOTING YOUR CONFERENCE

Conference Marketing, Website, Registration and Communications

IEEE Meetings, Conferences & Events and Signal Processing Society can help you in solutions fitted to your conference and your goals. To get started, [IEEE has prepared a suite of tools and guides to help in developing your conference audience and attracting attendees to your event. Download it here.](#) If you have any questions, or would like to discuss opportunities, contact the SPS Staff team.

Create a Conference Community through Engagement

When building your conference program and events, consider the experience you want to offer your attendees, the feeling you want to bring to them upon arrival that carries them through the conference, and balancing consistency of the program year over year with new ways to excite and engage attendees.

Future Conference Trends:

Think about new ways to try out global trends at your conference:

- Create personalized experiences for attendees through interactive sessions, or using customized badges or session recommendations based on their interests.
- Augment live in-person conference attendance through virtual events, augmented reality or other opportunities. Engagement through live polling in sessions and real-time session feedback through mobile app or social media account. Engage attendees virtually as well as in person even leading up to and immediately following the event.
- Create opportunities for sporadic discussions and opportunities for strangers to meet and network with peers and leaders in their field and 'human' experiences outside of technical content.

* Consider ways to seek specialized corporate donations on these types of items, such as virtual or augmented reality sponsor during the plenary sessions, etc.

Continuity of successful events:

- Show & Tells or Demonstrations
 - Consider charging exhibit fees at cost plus benefit, if possible.
- Luncheons
 - Women in Signal Processing
 - Student Career Lunch
 - Author Education or Ethics for Authors Session
- Young Professionals (YP) Meet Up Event
- Contests
- Industry Sessions

Create a Conference Community through Engagement

- Awards and Recognition
 - Check with SPS Staff to see what awards will be announced at your conference and agree on a time to deliver them.
 - Consider and recommend the [Conference Best Paper Award for Industry](#).

Consider Local Engagement Opportunities:

Involve Local Members or the Local SPS Chapter

- Consider a poster session for local members sponsored or conducted by or with support from the local chapter
- There may be other ways to involve the local chapter as well – meet and greet activity, technical tours, etc.

Give back to the local community

- Find an opportunity for networking and team building based on giving back to the local community. Usually the conference venue or Convention and Visitors or Tourism Bureau of each city can recommend some events or charities to support as an add-on activity.

SPS Students & Young Professionals Fund through the IEEE Foundation

This SYP fund allows SPS premier events to save and obtain financial support for more student and young professional activities. Some options include student travel grants to conferences or organized activities for students or young professionals at conferences.

Conferences all create budgets including 20% surplus, but at times increased revenue from registration and corporate sponsorships are realized too late to create additional opportunities for student and young professional activities at the conference. Using the SYP Fund, those extra funds, with some stipulations, can be used to fund future years' student and young professional activities at a more predictable and sustainable level.

There are two major stipulations:

- 1) Since the SYP Fund is managed by the IEEE Foundation, the Fund must be partially supported (50%) by outside donations, e.g., from corporate sponsors.

To obtain donations from corporate or other sponsors or patrons, organizers may ask these organizations to consider submitting payment directly to the SYP or IEEE Foundation Fund instead of paying to the conference directly. Conference organizers can still give the same conference sponsorship recognition, or different recognition for Fund contributions, to those corporate donors. Conference Organizers should also monitor that they will still meet budget targets of 20% surplus, as these SYP Fund donations will not be reflected in the conference budget.

- 2) A 100% fully-sponsored SPS conference (also workshop) can also donate an amount matching these outside donations for that conference's future use, only if such donation does not reduce that conference's surplus below 20%. A matching donation by the conference is not required.

How Conferences Benefit:

Subsequent year(s) conference(s) can then withdraw funds for SPS Student and Young Professionals activities to the level that they were donated by the conference and their corporate sponsors. Some options include:

- Travel grants for Students and Young Professional to attend a Signal Processing conference or other educational experience;
- Special events to promote Signal Processing to Students and Young Professionals;
- Scholarships and Fellowships for students pursuing a career in Signal Processing;
- Production of educational media in multiple formats, aimed to educate and promote Signal Processing to students and young professionals.

Signal Processing Society Student and Young Professionals Funding:

- 1) Funded by corporate donations
 - a. External corporate donations must be made directly to the SYP Fund, not to the conference.
 - b. Corporate donors can choose to be recognized as donors to the SYP Fund, or as corporate sponsors of the conference depending on their preference.
- 2) The SP Society will match corporate donations that are unmatched by the conference, but matching Society funds are not automatically available to the conference.
- 3) Society staff will act as the interface to the IEEE Foundation to track conference-specific donations and withdrawals.
- 4) The SYP Fund has been established as a "Spend-to-deplete" Fund, meaning it is not an endowment. The SYP Fund cannot be built to a large amount with the intent of only withdrawing interest earned. It is intended to help buffer spending on student and young professional activities from year-to-year despite annual fluctuations in conference revenues.
- 5) If you would like to find out if there is fund money available for use by your conference, please contact SPS Staff. Upon use, a brief report of how those funds were used and successes will be required by SPS and the IEEE Foundation.

If you think your conference would be interested in taking advantage of the fund for future student and young professional activities please contact IEEE SPS Conference Staff at (sp.conferences.info@ieee.org).