



# IEEE International Conference on Acoustics, Speech and Signal Processing (ICASSP)

## Proposal Guidelines

### Overview

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ICASSP is the world's largest and most comprehensive technical conference focused on data science, signal processing and its applications. The series is sponsored by the IEEE Signal Processing Society and has been held annually since 1976. The conference features world-class speakers, tutorials, exhibits, lecture and poster sessions, and over 3,500 attendees. ICASSP is a cooperative effort of all the IEEE Signal Processing Society Technical Committees and Special Interest Groups.

### 1. Location

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

The ICASSP locations since 1976 are listed below:

2030	OPEN	2011	Prague, Czech Republic	1992	San Francisco, CA, USA
2029	Copenhagen, Denmark	2010	Dallas, TX, USA	1991	Toronto, ON, Canada
2028	Tokyo, Japan	2009	Taipei, Taiwan	1990	Albuquerque, NM, USA
2027	Toronto, ON, Canada	2008	Las Vegas, NV, USA	1989	Glasgow, Scotland
2026	Barcelona, Spain	2007	Honolulu, HI, USA	1988	New York, NY, USA
2025	Hyderabad, India	2006	Toulouse, France	1987	Dallas, TX, USA
2024	Seoul, Korea	2005	Philadelphia, PA, USA	1986	Tokyo, Japan
2023	Kos Island, Greece	2004	Montreal, QC, Canada	1985	Tampa, FL, USA
2022	Singapore, Singapore	2003	Hong Kong (cancelled)	1984	San Diego, CA, USA
2021	Virtual, Formerly Toronto, ON, Canada	2002	Orlando, FL, USA	1983	Boston, MA, USA
2020	Virtual, Formerly, Barcelona, Spain	2001	Salt Lake City, UT, USA	1982	Paris, France
2019	Brighton, UK	2000	Istanbul, Turkey	1981	Atlanta, GA, USA
2018	Calgary, AB, Canada	1999	Phoenix, AZ, USA	1980	Denver, CO, USA
2017	New Orleans, LA, USA	1998	Seattle, WA, USA	1979	Washington, DC, USA
2016	Shanghai, China	1997	Munich, Germany	1978	Tulsa, OK, USA
2015	Brisbane, Australia	1996	Atlanta, GA, USA	1977	Hartford, CT, USA
2014	Florence, Italy	1995	Detroit, MI, USA	1976	Philadelphia, PA, USA
2013	Vancouver, BC, Canada	1994	Adelaide, Australia		
2012	Kyoto, Japan	1993	Minneapolis, MN, USA		

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## 2. Date Range

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ICASSP should be held between 1 March and 31 May annually. Please ensure proposed dates do not overlap with Major World Holidays or other Conferences or Workshops as listed in the [SPS Conference Organizer Guidelines](#).

The list is not intended 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.

## 3. Approval Procedure Overview

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### Part 1: Call for Proposals – Pre-Screening Form

- a. Interested Organizers should review and become familiar with [SPS Conference Organizer Guidelines](#).
- b. Prepare a simplified budget using the SPS Conference Proposal Pre-Screening [Budget Summary template](#). Please note all budgets must include VAT/GST in estimates. More information on developing budgets for SPS Conferences can be found within the [Conference Organizer Guidelines \(Section 2. Finances\)](#).
- c. Complete the list of the proposed conference's organizing committee including name, email, and role. Please use the [Organizing Committee List template](#).
- d. 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.
- e. The Proposal Pre-Screening Form will be reviewed by CBES to determine the final teams to prepare full proposals.

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

- a. Finalists will be asked to prepare a full proposal and detailed budget, using the SPS budget template provided.
- b. Intended General Chairs must review and complete IEEE SPS General Chair Acknowledgement.
- c. Upon proposal receipt, a site visit will be scheduled and conducted by SPS.
- d. At the next ICASSP, each team will be asked to present their proposal to the Conferences Board.
- e. The Conferences Board will make their final recommendation and send to Board of Governors who will make final decision.

## 4. Baseline Program

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Please reference the ICASSP Basic Meeting Information folder, shared with you by SPS staff, which outlines the ICASSP program as well as Society administrative meetings and Society events typically held during ICASSP. *Note: These are new resources, and feedback is welcome to help improve.*

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. Full Proposal Outline

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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.

Is catering (food & beverage) provided directly by the venue, & if not, please explain within your proposal.

Is Audio Visual equipment & support provided directly by the venue, & if not, please explain within your proposal.

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, etc. LEED® Green Building Certification and/or IACC Green Star Certification is a plus. Include the following in the proposal:

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

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. 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

- o Beginning in 2025, all sole sponsored conferences, workshops, & technical meetings 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 10 months pre-event for TC Workshops. OC can build & self-manage the website or opt to hire a service provider to serve as webmaster. Please review the Conference Organizer Guidelines "[Section 3.2 Website](#)" for more information.

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:

- o It takes approximately one month for the site template to be built, & the budget & registration fees need to be approved by 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. Please review "[Section 6.1 Conference Registration Information](#)" for additional details. Note these costs must be accounted for in your preliminary budget.

Cvent License & Fees -

- o \$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.

- o 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 SPS evaluation.

Quote, contract, & proof of prior Cvent usage must be provided to SPS for review & consideration.

Banking

- o IEEE Signal Processing Society Policy (7.4.1) states that: All SPS financially sponsored conferences & workshops 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.
- o 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 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

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

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

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, VAT or GST applicable tax rate for proposed location and information on the OC's plan for VAT/GST management.

11. Travel and transportation

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?

Please include information on the average temperature & weather during timeframe proposed.

Travel restrictions and visa requirements, including information about countries that require a visa, cost and processing time, plan for participants facing unexpected visa denials.

12. Any other relevant information

Include any other information that would be helpful for SPS to make a decision regarding your proposal.

Are there any questions you have about your proposal or volunteering to organize this event for SPS?

***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.***