ICASSP is the world’s largest and most comprehensive technical conference focused on 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, and over 120 lecture and poster sessions. ICASSP is a cooperative effort of the IEEE Signal Processing Society Technical Committees:

- Audio and Acoustic Signal Processing
- Bio Imaging and Signal Processing
- Design and Implementation of Signal Processing Systems
- Image, Video, and Multidimensional Signal Processing
- Industry DSP Technology Standing Committee
- Information Forensics and Security
- Machine Learning for Signal Processing
- Multimedia Signal Processing
- Sensor Array and Multichannel Systems
- Signal Processing Education
- Signal Processing for Communications and Networking
- Signal Processing Theory and Methods
- Speech and Language Processing

Procedure

1. Send notice of intent to bid to the Vice President – Conferences and the Manager, Conference Services. Include in the notice your contact information and the proposed dates and location.
2. The Signal Processing Society Conference Services staff will issue the proposal submission forms upon receipt of the letter of intent.
3. The forms must be completed and the proposal submitted to the Conference Services staff at least two months prior to the Conference Board meeting held at ICASSP. See below for more information on the Proposal Timeline.
4. The receipt of the proposal may prompt an invitation to present from the Vice President – Conferences to the Conference Board.
5. The Conference Board, if it so chooses, will endorse the proposal and forward it to the Board of Governors for final approval.
Proposal Guidelines

Proposal Contents

Create a proposal that includes the following:
- Organizing Committee members -- The first and foremost element of a winning proposal is the quality of the proposed Organizing Committee
- First and Second Option Dates (Dates shall not conflict with major religious or local government holidays.)
- Location City
- Venue Hotels and Convention Center Floor Plans and Capacity Charts
- Local Chapter Involvement
- Cultural Attractions and Tours
- Proposed Budget
- Travel Information (e.g. airports, weather conditions, visa requirements)

Considerations

- ICASSP does not return to a site before ten years has passed. See below for ICASSP Locations.
- ICASSP is held in the months of March or April.
- ICASSP is traditionally held Sunday through Friday starting with a day and a half of tutorials followed by four days of conference.
- ICASSP has a registration of approximately 2000 delegates.
- ICASSP hosts Society administrative meetings such as the Board of Governors, Publications Board, Conference board, Editorial Boards, and Technical Committee meetings. (See Administrative Meetings guideline for more information.)

Basic Meeting Space Needs

Break Outs ................. 8 to 10 rooms, 700 – 2000 ft² /65 – 185 m²
Exhibits ..................... 35000 ft² /3300 m²
Meetings ..................... 6 to 8 rooms, 700 – 2000 ft² /65 – 185 m²
Office ......................... 6000 ft² /560 m²
Plenary Session .......... 36000 ft² /3400 m²
Poster Sessions .......... 35000 ft² /3300 m²
Registration ............. 6000 ft² /560 m²

Basic Lodging Guest Room Block

<table>
<thead>
<tr>
<th>Room</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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<td>Total</td>
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<td>90</td>
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<td>420</td>
<td>670</td>
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<td>520</td>
<td>210</td>
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# Proposal Guidelines

## ICASSP Locations

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Year</th>
<th>Location</th>
<th>Year</th>
<th>Location</th>
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<td>2016</td>
<td>Brisbane, Australia</td>
<td>2003</td>
<td>Hong Kong (cxl'd)</td>
<td>1989</td>
<td>Glasgow, Scotland</td>
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<tr>
<td>2015</td>
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<td>2002</td>
<td>Orlando, FL</td>
<td>1988</td>
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<td>2014</td>
<td>Florence, Italy</td>
<td>2001</td>
<td>Salt Lake City, UT</td>
<td>1987</td>
<td>Dallas, TX</td>
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<tr>
<td>2013</td>
<td>Vancouver, BC Canada</td>
<td>2000</td>
<td>Istanbul, Turkey</td>
<td>1986</td>
<td>Tokyo, Japan</td>
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<tr>
<td>2012</td>
<td>Kyoto, Japan</td>
<td>1999</td>
<td>Phoenix, AZ</td>
<td>1985</td>
<td>Tampa, FL</td>
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<tr>
<td>2011</td>
<td>Prague, Czech Republic</td>
<td>1998</td>
<td>Seattle, WA</td>
<td>1984</td>
<td>San Diego, CA</td>
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<tr>
<td>2010</td>
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<td>1997</td>
<td>Munich, German</td>
<td>1983</td>
<td>Boston, MA</td>
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<tr>
<td>2009</td>
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<td>Atlanta, GA</td>
<td>1982</td>
<td>Paris, France</td>
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<tr>
<td>2008</td>
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<td>1995</td>
<td>Detroit, MI</td>
<td>1981</td>
<td>Atlanta, GA</td>
</tr>
<tr>
<td>2007</td>
<td>Honolulu, Hawaii</td>
<td>1994</td>
<td>Adelaide, Australia</td>
<td>1980</td>
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<td>2006</td>
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<td>Minneapolis, MN</td>
<td>1979</td>
<td>Washington, DC</td>
</tr>
<tr>
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<td>1991</td>
<td>Toronto, ON Canada</td>
<td>1977</td>
<td>Hartford, CT</td>
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<td></td>
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<td>1990</td>
<td>Albuquerque, NM</td>
<td>1976</td>
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</tbody>
</table>

## Proposal Timeline

1. **Call for Proposals**
   - Issued by Society immediately after each ICASSP.

2. **Proposals Due**
   - Two months prior to ICASSP five years prior to the year of interest. (e.g. ICASSP 2017 proposals are due one month prior to ICASSP 2012)

3. **The Conference Board Executive Subcommittee reviews the proposals.** Qualifying proposals are issued an invitation to present to the Conference Board.

4. **Presentation to Conference Board**
   - Presentation will take place at the ICASSP five years prior to the year of interest. (e.g. ICASSP 2017 proposal will be presented at ICASSP 2012)
   - The presentation is typically 10 minutes followed by 10 minutes of questions.

5. **Site Inspection**
   - A member of SPS Conference Services will travel to the proposed location within three months of ICASSP.
   - If a member of SPS Conference Services has been to the proposed location within the past five years, this step may be skipped.

6. **Board of Governors**
   - The Board of Governors will consider the proposal that has been endorsed by the Conference Board after the site inspection at the next meeting. Typically the Board meets at ICIP in the autumn.

7. **A notice is sent to the General Chairs of the proposing teams when the Board of Governors has made the final decision.** It may be as long as one year from the date the letter of intent is received until a final decision can be announced.

The Conference Board may deviate from this timeline when appropriate.

## Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>V. John Mathews</td>
<td>Vice President – Conferences</td>
<td><a href="mailto:Mathews@ece.utah.edu">Mathews@ece.utah.edu</a></td>
</tr>
<tr>
<td>Lisa D. Schwarzbek</td>
<td>Manager, Conference Services</td>
<td><a href="mailto:l.schwarzbek@ieee.org">l.schwarzbek@ieee.org</a></td>
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