

## **IEEE Islamabad Section** **SOP for Organizing a Conference**

(Updated August 2023)

### **Requirements for proposal submission to IEEE Islamabad Section:**

- a) The theme of the conference should fall in IEEE area(s) of interest.
- b) The conference committee must define the scope of the conference. The scope may be an existing field of interest, a subset of that field, closely related fields of interest, or a new technology. The scope should fit within the overall IEEE scope, which includes:
  - i. Aerospace
  - ii. Bioengineering
  - iii. Communication, Networking & Broadcasting
  - iv. Components, Circuits, Devices & Systems
  - v. Computing & Processing (Hardware/Software)
  - vi. Engineered Materials, Dielectrics & Plasmas
  - vii. Engineering Profession
  - viii. Fields, Waves & Electromagnetics
  - ix. General Topics for Engineers (Math, Science & Engineering)
  - x. Geoscience
  - xi. Nuclear Engineering
  - xii. Photonics & Electro-Optics
  - xiii. Power, Energy, & Industry Applications
  - xiv. Robotics & Control Systems
  - xv. Signal Processing & Analysis
  - xvi. Transportation

While interdisciplinary and closely related topics may be a wonderful addition to a conference for publication in IEEE Xplore, the papers themselves should be in an IEEE field of interest. Challenges arise when non-IEEE fields of interest are included (potentially leading to rejection of the proceedings on IEEE Xplore)

Please note that the above list is taken from IEEE MCE Website. You are encouraged to check the website yourself in order to get up-to-date information. [Click Here to Visit IEEE MCE Website](#)

- c) The Ex Com shall nominate members in the Conference Organizing Committee who will ensure appropriate execution of MOU and assure the quality of review and selection process of submitted papers.
- d) The proposal shall be submitted to IEEE Islamabad ExCom six months prior to conference date.
- e) The organizers will allocate one track of the conference to one of the IEEE society chapters of Islamabad Section. The section will facilitate this process if necessary.
- f) The conference organizer shall provide the progress report for the conference activities status that will be presented by Chair Conference Activities.
- g) The conference organizer must maintain an active student branch comprising of 12 members and has reported 3 events on VTOOLS events in the last year.
- h) In case of a non-academic organizers, at least 10 employees must have IEEE professional membership along with technical society membership that is collaborating with them.

- i) There are no pending dues to the organizers towards any IEEE body.
- j) To mitigate or avoid the occurrence of plagiarism cases, the section should organize a POCO workshop annually or biannually. Attendance at this workshop should be mandatory for all conference organizers before they can proceed with organizing an event.
- k) During the review process, conference organizers must involve at least one ExCom member. Failure to comply with this requirement should be promptly reported to the ExCom.
- l) The name of the ExCom member involved should be communicated to the conference on the day of approval. It will be the organizers' responsibility to assign duties to the ExCom member.
- m) The ExCom member should oversee the conference and be engaged by the organizers as soon as the conference is announced. The concerned member must be provided full access to the reviews on TurnItIn well in advance of sending confirmations to the authors.
- n) Authors should be given sufficient time, at least one week, to submit their camera-ready papers.
- o) Each paper should undergo a minimum of two reviews to determine whether it should be accepted or rejected.
- p) Prompt action should be taken to reject papers that exhibit plagiarism or other issues. Papers should not be held for extended periods of time if plagiarism surpasses the accepted threshold.
- q) Sending an email to all authors about paper submission is mandatory indicating that all authors are aware about this paper submission and it is assumed that they have consent for this submission.

**Conference Website Guidelines:**

- a) The conference name should not contain "IEEE" in its title even after approval of the technical sponsorship MOU.
- b) The IEEE logo and IEEE Islamabad Section banner must be used only after the technical sponsorship MOU is approved. The logos should follow IEEE Brand guidelines.
- c) There must be a small section for conference-related grievances on the website.
  - i. The section must be updated before the call for papers is closed.
  - ii. All complaints received must be responded within 24 hours.
  - iii. The grievances section should have email address and contact number of the head of review committee and relevant members of the review team, email address of the relevant IEEE Excom members assigned to the conference and the email address of IEEE Islamabad Section secretary ([secretary@ieeeislamabad.org](mailto:secretary@ieeeislamabad.org)) in respective order.
- d) The website should not have any other kind of copyrights form other than IEEE copyright form. In case any other copyright form is required for whatever purpose, it must be discussed in IEEE Islamabad Section's Executive Committee Meeting.

**Technical Co-Sponsorship Fee**

TCF has two components, (a) charged by IEEE Islamabad section, (b) charged by IEEE MCE.

- a) Conferences will be charged by IEEE Islamabad Section for Technical Sponsorship Fee according to the following criteria.

Conference Budget	Technical Sponsorship Fee
20,000\$ and more	1500\$
10,000\$-20,000\$	1000\$
Less than 10,000\$	500\$

- b) IEEE MCE charges 1450\$ and 22\$ per paper additional to the TCS fee of IEEE Islamabad Section. This fee is to be paid to IEEE MCE at the time of the proceeding submission to IEEE Xplore.
- c) It is recommended that these charges must be kept in mind while presenting the budget of conference in front of ExCom.

**MoU Submission to IEEE:**

- a) The section TCS fee must be submitted before the submission of the conference application to IEEE.
- b) The conference application should be submitted well before the conference dates to IEEE at the following link <https://ieeemce.org/>

**Paper Review, Selection and Publication Process:**

- Paper selection must be based on the review of full papers rather than only the abstract.
- A double-blind review process is recommended to be followed for the submitted papers but not compulsory.
- Reviewer comments for accepted and rejected papers shall be communicated to the authors.
- Paper acceptance rate should be as per the prevailing IEEE norms for quality conferences (like less than 25%).
- Plagiarism check must be carried out for all accepted paper as per IEEE policy, before notification.
- Copyright form shall be arranged from prospective authors by conference secretariat. The conference should ensure that IEEE remains the sole owner of all the content.
- Conference Proceedings shall be prepared as per IEEE format and guidelines.

**Conference day guidelines:**

- The conference organizer shall arrange an IEEE membership development desk with the coordination of Chair Membership Development and SAC team.

**Post-conference guidelines:**

- Proceedings shall be forwarded to IEEE USA as per IEEE requirement.
- Paper decisions, Reviewer's comments and copyright form shall be maintained in the conference secretariat.
- A post conference report shall be prepared by the conference chair/secretary and submitted to the secretary of Islamabad Section. Template can be requested.
- A conference may request the Section to pay TCS fee to IEEE USA on behalf of the conference, the request will be approved by the ExCom before any such payment is made.

**Recommendations**

- Those conferences will be favored which are organized by a joint collaboration of public and private sector, and which have the involvement of a relevant local society chapter.
- The conferences with similar scope should not overlap.
- Paper acceptance/rejection status shall be communicated to the authors 45 days prior to the conference date for proper travel planning and grant arrangements.

- For conference finance, an account preferably with conference name, shall be maintained.
- Conference organizers are advised to maintain the archive of the conference on the conference website.
- Conference organizer are encouraged to invite all IEEE senior members of Islamabad Section to participate in the conference. Section secretary can be contacted to obtain the email addresses of the senior members.

**Important Links:**

- Learn about organizing conferences: <https://ieee-elearning.org/> (IEEE login may be required)
- Learn about planning and submit MOU: [www.ieeemce.org](http://www.ieeemce.org)
- Islamabad section link to access SOP and template: [www.ieeeislamabad.org/conferences](http://www.ieeeislamabad.org/conferences)
- IEEE Policies Manual regarding conferences: <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/corporate/ieee-policies.pdf>
  - Section 10.0 onwards