



IES TECHNICALLY CO-SPONSORED CONFERENCES

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1. Introduction

In Technically Co-sponsored (TCS) conferences, IES will have direct and substantial involvement in the organization of the technical program but no financial involvement. IES will not get any share of the surplus and it is not expected to contribute to any share of the losses (if any). IES will participate in the creation of the program of the conference, including the review process..

Although IES will not be involved in the conference finances, some information about them is also necessary in order to know the functioning of the conference.

TCS conferences must fall within the field of interest of IES and they should, to the extent possible, not conflict with other IES conferences.

Approval of TCS conferences is done by the Conferences Committee and the Vice President of Workshop Activities must report at every AdCom meeting of the conferences approved since the last meeting.

2. Requirements

In order to apply for TCS, the applicants need to show a team with proven capacity and experience in organizing conferences, and usually previous editions of the same conference must have been successfully held in the past. However, TCS can be granted to new conferences if enough warranties of a quality program are shown.

When applying for TCS, the organizers commit to:

- Guarantee at least 5% discount in the registration fees for IES members independently of any other IEEE membership discount.
- Organize a conference of international character, with keynote speakers and participants from at least three different countries.
- Include IES volunteers, Technical Committees in particular, in the Technical Program Committee and provide access to the submitted papers and reviews.
- Promote IES membership before and during the conference. Contact IEEE Services and IES VP for Membership Activities (vp-membership@ieee-ies.org) well before the event for the setup of a membership desk during the event. Prepare a final report after the event, regarding the membership desk results to be sent to IES VP for Membership Activities.
- Prepare a final technical report after the event, to be sent to IES VP for Workshop Activities (vp-workshops@ieee-ies.org) including an electronic copy of the proceedings.

3. IES Participation

TCS conferences can use IES-Submit and IES-PCT, subject to availability of WIC volunteers to support them.

The IES VP for Workshop Activities is in charge of supervising all matters related to IES involvement in the conference and, in particular, the proceedings submitted to IEEE Xplore® (unless the conference is financially sponsored by other IEEE OUs), both in quality and timeliness.

The conference must define an IES liaison, who should be a trusted IES volunteer. This person will act as the link between IES and the conference organizers for technical and scientific matters, and should have access to the complete submission and review process. After the event takes place, the liaison must submit a report about the review process and the conference itself.

TCS conferences must report to IES VPs for Membership Activities and Workshop Activities on the results of the membership desk, providing a list with the names of the new members recruited. IES liaisons must ensure that the membership desk is actually present in the conference and that organizers submit the report.

4. Procedure for application and TCS approval

The steps to be followed by the conference organizer when applying for IES TCS are:

- Step 1. Determine if the conference falls within the fields of interest of IES. If the conference has adequate topics, there should be one or more IES Technical Committees that cover them.
- Step 2. Identify an IES liaison, who will be an IES volunteer channeling the communication between the conference and IES. This person will overview the conference technical program (including the review process) and will have access to papers and reviews.
- Step 3. Collect information about the conference and the previous editions. Required data: dates and location of next and previous editions; number of submitted and accepted papers; preliminary budget or estimated registration fees; preliminary call for papers; other data that may support the application.
- Step 4. Fill the TCS Application Form available on the web site and submit it. If there are questions about the content, IES VP for Workshop Activities should be contacted.
- Step 5. The IES VP for Workshop Activities will review the application and might ask for further information. After all the information is collected, the application will be forwarded to the IES Conferences Committee for further discussion and voting. The Conferences Committee can ask for new information from the organizers.
- Step 6. Once the conference is approved, the applicant will receive notification with instructions.
- Step 7. The conference organizer must fill the IEEE Conference application form to register the conference with IEEE. When filling it, IEEE Industrial Electronics Society must appear as "Sponsor (0%)"
- Step 8. Include IEEE and IES logos in all conference materials. The organizer should consider placing an ad in the IEEE Industrial Electronics Magazine to publicize the conference, and to use IES social media to disseminate information about it.
- Step 9. If desired, apply for Submit, the IES web-based submission and review system.
- Step 10. After conference is over, send the required reports to the relevant IES officers. If the conference is submitting papers for publication in IEEE Xplore®, send a copy to the IES VP for Workshop Activities and submit the papers to IEEE Xplore® as soon as possible after the end of the conference.

5. Criteria for evaluating TCS requests

When evaluating requests for TCS of conferences, the Vice President for Workshop Activities and the Conferences Committee will check that requirements listed in Section 2 are met, and in addition will consider:

- Whether the conference timeline lends itself to the creation of a quality conference program.
- Whether there is a strong local/technical community within that field of interest, or the conference aims to support an emerging or mature community.
- Previous years' performance, including peer review and paper quality.
- Conference publication download/usage when available.
- Long-term partnership beyond any specific conference.

- Potential to convert from technically co-sponsored conference to a financially co-sponsored conference.
- Whether the conference competes with an existing IEEE conference from a technical and geographical perspective?
- Whether the conference addresses an unserved need.
- Whether the event benefits and supports the IEEE and its mission and membership.