MISCELLANEOUS TOPICS IN IES CONFERENCES

- Organizers must be ready to send suitable letters to <u>registered</u> people requiring a visa to attend the conference. When closing the submission system, it is strongly recommended to contact the consulates of countries whose citizens require a visa and from where papers have been received. This may help processing of visa applications to be accelerated.

- At the request of IES VP for Membership Activities, organizers must provide a list of non-member volunteers who have significantly contributed to the conference, for IES to offer then 1-year complimentary membership.

- IES proactively looks for agreements with other organizations (both inside and outside IEEE; for instance, SICE or IEEE Geo Units) for them to provide technical co-sponsorship to selected IES conferences, in such a way that conference news and announcements can be sent to their members. Conference organizers should not request technical co-sponsorship from other organizations without previous consent from the IES VP for Conference Activities.

- Multi-year Memoranda of Understanding (MoUs) are in place for several IES Non-majority Sponsored (NS) conferences, significantly reducing the management workload. These are originated by sponsoring parties achieving a high level of cooperation and trust based on the continuous success of the particular conference series. Volunteers serving as IES liaisons for IES NS conferences not yet covered by this kind of MoUs should work towards getting to that level if the cooperation proves successful.

- It has to be ensured that overlapping of initial paper submission periods for IES conferences with related contents are kept to a minimum. In particular, initial paper submission periods for IES major conferences (IECON, ISIE, and ICIT) should not overlap. Initial paper submission deadlines and their extensions must be carefully checked in this regard. Complementarily, at any time of the year one of the three major conferences should be accepting initial submissions. These issues may imply slight variations in these conferences with regard to submissions periods in the standard timeline for IES Majority Sponsored conferences (see Document #7).

- As technology evolves, the need or the opportunity for new conferences may arise. In order for a proposal for a new IES conference to be considered, it must demonstrate its viability and interest, and be presented at least 2 years ahead.

- All issues regarding conferences not covered by IES policies and guidelines will be addressed first by IES Conferences Committee and then, if required, by IES AdCom.