IES Conference Organizers Education Day
“TCS Conferences”
2:30 - 3:00pm

Kiyoshi Ohishi, 2019-2020 Vice President Workshop Activities
Technically Co-sponsored Conferences

What is a TCS conference?

▸ 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 contributed to any share of the losses (if any).
IES policy

At IES, we only grant TCS to conferences with a high technical quality, and we expect all conferences to adhere to the highest technical and professional standards.

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.
Website for TCS conferences

http://www.ieee-ies.org/conferences/tcs-conferences

- Advantages of having IES as TCS
- Requirements and procedures, step by step
- Links to application form and to other relevant material
Technically Co-sponsored conferences

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).

Advantages

Having your conference technically co-sponsored by IES means:

- The conference will be associated with IEEE and IES, and the prospective participants will know in advance of the technical quality implied by this.
- There is possibility of submitting the published proceedings to the IEEE Xplore digital library, where they will be available for download. Many people choose conferences to attend only if they are included in IEEE Xplore.
- You will have access to Submit, the IES paper submission and review system, thoroughly tested for more than 10 years and that has served more than 100 conferences. It is a complete tool, maintained by IES volunteers, which handles all the steps of the submission and review process.

At IES, we only grant TCS to conferences with a high technical quality, and we expect all conferences to adhere to the highest technical and professional standards. 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.

Requirements

In order to apply to TCS, you will have 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.

When a conference is TCS by IES, the organizers comply to:

IEEE websites place cookies on your device to give you the best user experience. By using our websites, you agree to the placement of these cookies. To learn more, read our Privacy Policy.
Website for TCS conferences

Technically Co-sponsored conferences

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Advantages

Having your conference technically co-sponsored by IES means:

- The conference will be associated with IEEE and IES, and the prospective participants will know in advance of the technical quality implied by this.
- There is possibility of submitting the published proceedings to the IEEEXplore digital library, where they will be available for download. Many people choose conferences to attend only if they are included in IEEEXplore.
- You will have access to Submit, the IES paper submission and review system, thoroughly tested for more than 15 years and that has served more than 100 conferences. It is a complete tool, maintained by IES volunteers, which handles all the steps of the submission and review process.
- At IES, we only grant TCS to conferences with a high technical quality, and we expect all conferences to adhere to the highest technical and professional standards. 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.
Advantages

Having your conference technically co-sponsored by IES means:

▸ The conference will be associated with IEEE and IES, and the prospective participants will know in advance of the technical quality implied by this.

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Advantages

- You will have access to **Submit, the IES paper submission and review system**, thoroughly tested for more than 16 years and that has served more than 100 conferences.

- It is a complete tool, maintained by IES volunteers, which handles all the steps of the submission and review process.
Website for TCS conferences

Requirements

In order to apply to TCS, you will have 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.

When a conference is TCS by IES, the organizers comply 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.
- 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 (vp-membership@ieee-ies.org).
- Prepare a final technical report after the event, to be sent to IES VP for Workshops (vp-workshops@ieee-ies.org) including an electronic copy of the proceedings.
Requirements

In order to apply to TCS, you will have 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.
Requirements

When a conference is TCS by IES, the organizers comply 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.
Requirements

▸ 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. Promote IEEE and IES membership.

▸ 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 Workshops (vp-workshops@ieee-ies.org) including an electronic copy of the proceedings.
Website for TCS conferences

Procedure

If you want to apply for TCS, please follow the steps below:

1. Determine whether the conference falls within the fields of interest of IES. You can red the FOI here. If the conference has similar topics, there should be one or more IES Technical Committees that cover them.
2. Identify an IES liaison who will be an IES volunteer who will channel 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.
3. Collect information about the conference and the previous editions. You will need data such as: dates and location of next and previous editions; number of submitted and accepted papers; preliminary budget or estimated registration fees; preliminary call for papers.
4. Fill the TCS Application Form and submit it. If you have questions about the content, contact Vice President for Workshop Activities (VPWA).
5. The VPWA 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.
6. Once the conference is approved, you will receive notification with instructions.
7. Fill the IEEE Conference application form to register your conference with IEEE. When filling it, include Industrial Electronics Society as "Sponsor (0%)"
8. Include IEEE and IES logo on all conference materials. Consider placing an ad in the Industrial Electronics Magazine to publicize the conference, and to use IES social media to disseminate information about it. If you wish to do so, please contact the co-chairs of the IES Students and Young Professionals Committee Marek Jasinski (mja at isep.pw.edu.pl) and Hani Vahedi (hvhedi at ieee.org). See more Tools and resources for conference organizers.
9. If you wish so, apply for Submit, the IES web-based submission and review system.
10. After conference is over, send the required reports including Number of papers submitted/accepted/presented; Results of membership desk in terms of new members recruited; Number of papers sent to Xplore and date you sent the package; Any other information you consider relevant.
11. If you are sending papers for publication in IEEEXplore, prepare the packing list as soon as possible and submit electronically.
Procedure

▸ Determine whether the conference falls within the fields of interest of IES (found at IES website). If the conference has similar topics, there should be one or more IES Technical Committees that cover them.

▸ Identify an IES liaison who will be an IES volunteer who will channel 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.
Procedure

- Collect information about the **current conference and the previous editions**.

You will need data such as:
1) dates and location of next and previous editions
2) number of submitted and accepted papers
3) preliminary budget or estimated registration fees
4) preliminary call for papers.
Procedure

Fill the **TCS Application Form** and submit it.
If you have questions about the content, contact Vice President for Workshop Activities (VPWA)

**TCS Application Form**
http://dumbo.us.es/jw/web/userview/tcs/submitter/_/86EFC73855C34255961CBF754CE3EAD3?
Introduction

Please fill the following fields with the information of the conference. Try to provide as much information as possible, as that will help the IES Conferences Committee to decide, but if something is not yet known, leave it blank.

If you have questions about the form or the process, please contact the Vice President for Workshop Activities.

General Info

Conference name

Dates

Location (city, country)

Website
TCS Application Form

Has this conference been conducted before?

- Yes
- No

If yes, include for each of the three last editions: year, date and location, co-sponsoring units (IEEE or other), ratio papers accepted/submitted, number of papers presented. Attach documents (CFPs, reports, ...)

Attach supporting documents (zip file)

Drop files here or click to upload.
TCS Application Form

Please include the following documents for the next edition if you have them:

<table>
<thead>
<tr>
<th>Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Papers (PDF)</td>
<td>Drop files here or click to upload.</td>
</tr>
<tr>
<td>Presentation of the event</td>
<td>Drop files here or click to upload.</td>
</tr>
<tr>
<td>Preliminary budget or estimation of fees</td>
<td>Drop files here or click to upload.</td>
</tr>
<tr>
<td>Committees</td>
<td>Drop files here or click to upload.</td>
</tr>
<tr>
<td>Other relevant documents</td>
<td>Drop files here or click to upload.</td>
</tr>
</tbody>
</table>

List all the financial sponsors of this event and their sponsorship percentage, including any IEEE Operating Units (Societies, Councils, Chapters, Sections):
List the closest IES Technical Committees to the topics of the event. See the full list at http://www.ieee-ies.org/members/technical-committees.

List members of these TCs that will be involved in the event technical program.

Nominate the "IES Liaison/IES Representative" on this event's committee. Make sure this person is informed of the role and agrees.
TCS Application Form

Technical Program

The paper review process is based on full paper submission (not summary or extended abstract)?

- [ ] Yes
- [ ] No

Notification of acceptance/rejection to authors will be based on how many reviews?


Will the Conference/Workshop apply to IEEE Conference Publication Program (IEEE Xplore) and commit to be financially responsible for non-compliant PDF papers?

- [ ] Yes
- [ ] No
## TCS Application Form

### Checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>IES technically-sponsored conference organizers should guarantee at least 5% discount in the registration fees for IES members independently of any other IEEE membership discount. Would the conference organizer agree to this condition?</td>
<td>○ Yes</td>
<td>○ No</td>
</tr>
<tr>
<td>Does the organizing committee agree that the conference/workshop will be of an International Character with keynote speakers and participants from at least three different countries?</td>
<td>○ Yes</td>
<td>○ No</td>
</tr>
<tr>
<td>Does event organizer commit to contact IEEE Services and IES VP for Membership Activities (<a href="mailto:vp-membership@ieee-ies.org">vp-membership@ieee-ies.org</a>) well before the event for the setup of a membership desk during the event?</td>
<td>○ Yes</td>
<td>○ No</td>
</tr>
<tr>
<td>After the event: Do the event organizers commit themselves to prepare a final report after the event, regarding the membership desk results to be sent to IES VP for Membership Activities (<a href="mailto:vp-membership@ieee-ies.org">vp-membership@ieee-ies.org</a>)?</td>
<td>○ Yes</td>
<td>○ No</td>
</tr>
<tr>
<td>Do the event organizers commit themselves to prepare a final technical report after the event, to be sent to IES VP for Workshops (<a href="mailto:vp-workshops@ieee-ies.org">vp-workshops@ieee-ies.org</a>) including an electronic copy of the proceedings?</td>
<td>○ Yes</td>
<td>○ No</td>
</tr>
</tbody>
</table>
TCS Application Form

Contact details

Your name

Your email address

Submit
TCS applications

Web-based workflow

1. Start
2. Conference application
   - Changes needed
3. Initial review
4. Review and questions
5. Voting
   - Approved?
     - Yes
     - Notify
     - End
   - No
     - Notify
     - End

Already implemented
Procedure

▸ The VPWA 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.

▸ Once the conference is approved, you will receive notification with instructions.

▸ Fill the IEEE Conference application form to register your conference with IEEE. When filling it, include Industrial Electronics Society as "Sponsor (0%)"
IEEE Conference application form

https://www.ieee.org/conferences/index.html
Thank you for visiting the IEEE Conference and Event Registration page. This application allows you to officially register your conference or event with IEEE. By completing the registration form you are taking significant steps toward planning a successful conference/event. Registration for your conference/event will take approximately 20-30 minutes to complete and you will need specific information.

Now is the time to gather some of the critical information that is required for the application such as: conference title, dates, location, website URL, IEEE/Non-IEEE sponsorship, technical program plans, vendor information and contacts.

If you are still in the planning process or would like assistance with submitting your form, please contact the Customer Relationship Management team at ieee-crm@ieee.org and we will be delighted to help you with any of your conference or event needs. The CRM team can assign a mentor to your program to help you.

In order for your conference application to be approved, you will need approval of one or more IEEE Sponsors. Please visit the IEEE Societies and Communities home page:: [https://www.ieee.org/communities/index.html](https://www.ieee.org/communities/index.html) for more information on possible sponsors. If you need help, please contact us at ieee-crm@ieee.org.

The IEEE Meetings, Conferences & Events team is committed to working with you to plan a successful conference or event. Here's wishing you the best of luck in your planning!

-IEEE Meetings, Conference and Events Team. Why Conferences Matter - Find Your Community.

I want to

Start a new application: [Start]

Complete an application I started: [Continue]

Find the status of a submitted application: [Status]
Procedure

Include IEEE and IES logo on all conference materials.

Consider placing an “ad in the Industrial Electronics Magazine” to publicize the conference, and to use IES social media to disseminate information about it.

If you wish to do so, please contact the co-chairs of the IES Students and Young Professionals Committee.

If you wish so, apply for Submit, the IES web-based submission and review system.
Procedure

▸ After conference is over, send the **required reports to VPWA**:  
  1) including Number of papers submitted/accepted/presented  
  2) Results of membership desk in terms of new members recruited  
  3) Number of papers sent to Xplore and date you sent the package  
  4) Any other information you consider relevant.

▸ If you are sending **papers for publication** in IEEE Xplore, prepare the packing list as soon as possible and submit electronically
http://www.ieee-ies.org/conferences/policies-guidelines
IES Conferences Policies and Guidelines

The current version of the IES Conference Policies and Guidelines was approved at the IES AdCom meeting in June 2017. Here you may find all related documents.

Main documents:

1. Introduction
2. Bidding to organize an IES Conference / Operating Agreement with and reports from IES Conference Organizers
3. Structure, Composition, and Appointment of Committees in IES Conferences
4. Budgeting and Finances in IES Conferences
5. IES Conference Management and Awareness
6. Technical and Complementary Contents and Materials in IES Conferences
7. Timeline of IES Majority Sponsored Conferences
8. IES Technically Co-Sponsored Conferences
9. Miscellaneous Topics in IES Conferences
IES CONFERENCE POLICIES AND GUIDELINES

IES AdCom Meeting
Cairns, Australia, 06/16/2018

IES TECHNICALLY CO-SPONSORED CONFERENCES

Index:
1. Introduction
2. Requirements
3. IES participation
4. Procedure for application and TCS approval
Thank you!
IES CONFERENCES POLICIES AND GUIDELINES

IES AdCom Meeting
Cairns, Australia, 06/16/2018

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.