

IEEE Conference Application Checklist

Before starting your IEEE Conference Application, review the conference application checklist. Each step of the registration process is clearly identified by topic. By gathering the information before your start, you can fill out your application more quickly. If you don't have all the information at once, you can save your application and return later to complete it.

Step 1 – Submitter Information

- Submitter name, email and phone number

Step 2 – About the Event

- Conference name and acronym
- Event type, location
- Conference Web site URL and keywords
- Start and end dates
- Scope and fields of interest
- Estimated attendance
- Estimated number of exhibits

Step 3 – About the Location

- Venue Name and address
- Venue contact name, address and phone number

NOTE: At this point, you have the ability to save your IEEE Conference Application and return later to complete it.

Step 4 – Conference Sponsors

NOTE: Be sure to have contacted and reached agreement with conference sponsors, BEFORE they are identified as conference sponsors and the application is submitted to IEEE Conference Operations.

- Full Name of Sponsor(s) – both IEEE and non-IEEE
- Financial details, including financial share of each sponsor, estimated revenues and estimated expenses
- Non-IEEE signatory name and email address. (*The signatory is the person authorized to enter into legal agreements for the conference*)
- Role and responsibility of each sponsor(s), including who will own the conference name, conference committee responsibilities and sponsor involvement in the Technical Program
- Conference committee information, including who has authority to operate the conference, who is on the oversight committee, who appoints conference chairs, who approves budgets and who establishes registration fees

Step 5 – Technical Program

- Plans to produce conference publications, including ownership of copyright and whether conference proceedings will be submitted to IEEE Xplore
- Structure of technical program committee
- Information about reviewers, including whether there will be named or student reviewers
- Estimated number of submitted papers and targeted acceptance rate
- Information about the materials, type of review, criteria used and number of reviewers for each paper
- Description of direct and substantial involvement in the technical program, by each sponsor
- Call for Papers Web site URL
- Abstract submission date
- Notification of acceptance date
- Final paper submission date

Step 6 – Conference Contacts

- Name, email, phone number, fax number and address
NOTE: You must click the 'Add Address' button to enter additional required information for each conference contact.
- Contact role in conference
- List of committee members

Step 7 – Comments

- Comments
- Use this field to notify IEEE of other events associated with this conference or event. Provide the event name, acronym and record number, if known. Associated events share the same budget, sponsors and sponsorship relationship and occur within the same time period. You need to submit a separate conference application for each associated event. Each event is reviewed and must be approved by IEEE before it can be associated with a conference.