

## **IEEE South Africa Rubric for Conference Financial/Technical Co-Sponsorship Application**

Although IEEE-sponsored conferences may vary greatly in size, themes, et al, some basic aspects should be common to all.

1. Budget
  - a. A budget should be provided that clearly shows expenditures and revenues. There should be at least at 20% profit margin between the revenues and expenditures. In the case of IEEE financial sponsorship, more requirements may apply
  - b. The revenues should include a breakdown, not just a gross
    - i. Total number of expected presenting authors (non-IEEE) with registration fee
    - ii. Total number of expected presenting authors (IEEE) with registration fee
    - iii. Total number of expected non-presenting delegates (non-IEEE) with registration fee
    - iv. Total number of expected non-presenting delegates (IEEE) with registration fee
    - v. Each sponsor with their sponsorship (in the case of many minor sponsors, they may be aggregated)
    - vi. Any other revenue source
  - c. Similarly, the expenditures should include a breakdown, not just a gross
    - i. Venue Hire (if hybrid or in-person)
    - ii. Technical Costs (if virtual)
    - iii. Cost of publishing by IEEE
    - iv. Cost of paper management system (required by IEEE)
    - v. As conference varies, so will their expenditures, which should be listed. Minor expenses may be aggregated
2. Website
  - a. Should not show IEEE or SA IEEE logo until the conference has been approved
  - b. Should show the name of the conference with conference dates
  - c. Should show the themes of the conference
  - d. As required by IEEE, you must have a conference chair (at least expert aligned to conference themes), technical chair, treasurer, and publicity chair (executive committee). These should be displayed and a person should not take more than one role.
  - e. A list of at least 8-10 competent reviewers should be listed for the technical programme committee (this is an initial number to show commitment, expertise and diversity of potential reviewers; total reviewers could vary according to size of conference). Members of the executive committee may serve on the technical programme committee, as reviewing time period is usually short, but they should not be counted among the 8-10 reviewers. These reviewers should NOT be all from the same institution
  - f. Should display venue (if in-person or hybrid) or indicate virtual
  - g. Should indicate a paper management system, such as Easychair, that will be used
  - h. Should have contact information, such as email, for interested people
3. Others
  - a. Technically co-sponsored (TCS) and of course financially co-sponsored (FCS) conferences involving IEEE South Africa must include organisers providing opportunity for the Section to give a brief talk (at least 10 to 15 minutes) on IEEE membership, activities and benefits
  - b. All conferences are advised to apply at least 1 year in advance for IEEE sponsorship

- c. Conference organizers must send a formal proposal to the Conference coordinator and cc: Section Chair to initiate the process of obtaining TCS (or for FCS, also copy Section Treasurer) from IEEE South Africa.
- d. To officially register your conference or event with IEEE, complete the registration form here: <https://www.ieee.org/conferences/organizers/conf-app.html>
- e. Viz-a-viz, same procedures to be followed for any Section Chapters/Joint Chapters

4. Steps

FCS	TCS
Step 1. Application Submission to IEEE South Africa (see above)	Step 1. Application Submission to IEEE South Africa (see above)
Step 2. MoU Approval through IEEE Conference Application Form Website	Step 2. Approval by IEEE South Africa ExCom
Step 3. Open Bank Account for Conference	Step 3. MoU Approval through IEEE Conference Application Form Website
Step 4. Statement of Work with Services Company	Step 4. Approval by IEEE and IEEE South Africa
Step 5. Final Budget Estimate	Step 5. Signing of MOU with IEEE
Step 6. IEEE Approval of Statement of Work	Step 6. Use of IEEE South Africa Logo on Conference website
Step 7. Activate IEEE Conference Insurance	Step 7. Submission of Conference Publication form to IEEE MCE and then Receive Letter of Acquisition from IEEE
Step 8. IEEE Letter of Acquisition, Conference Publication Form, and IEEE e-Copyright Site	Step 8. Arrange IEEE Copyright forms to be signed by authors
Step 9. Contract with Venue	Step 9. Paper Submissions
Step 10. Conference Website	Step 10. Paper Review Process
Step 11. Paper Submissions	Step 11. Notifications & Special Initiatives
Step 12. Paper Review Process	Step 12. E-Copyright Transfer Report and Packing List for IEEE Xplore Submission
Step 13. Notifications & Special Initiatives	Step 13. A possibility that the Conference is selected for review by IEEE Conference Quality Committee. Three possible outcomes:
Step 14. E-Copyright Transfer Report and Packing List for IEEE Xplore Submission	a. Rejection,
Step 15. Reporting to IEEE South Africa	b. Removal of papers and resubmission, or
	c. Approval (can cause considerable delay in posting on Xplore)
	Step 14. Final approval by IEEE for posting

Approved at ExCom Meeting - IEEE South Africa Section (May 23, 2024).

Signed: Prof Richard Millham, Conference Coordinator, IEEE South Africa Section

*On behalf of IEEE South Africa ExCom*

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Vice Chairs: Komla Folly & Richard Millham

Secretary: Joyce Mwangama

Treasurer: Jacques van Wyk

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