

## IEEE Bombay Section Conference Approval Norms

### Conditions to be satisfied for getting technical co-sponsorship of IEEE Bombay Section and Subsection(s).

All the conditions in this document are applicable for events which require technical co-sponsorship by both Bombay Section and Sub-section(s).

- i) All the communication with related to conference technical sponsorship approval shall be routed through [conference@ieeebombay.org](mailto:conference@ieeebombay.org)
- ii) The organizing institute shall approach Bombay Section at least 24 months before the conference date if it is an international conference and 18 months before the conference date if it is a National/Regional conference.
- iii) If the conference organizing committee would like to take subsection approval for technical sponsorship then they have to keep IEEE Bombay Section in the loop for all the communication. As the final approval for conference application comes to Bombay Section.
- iv) The conference organizing institute shall fill up the conference application in IEEE website form **ONLY AFTER** getting in-principle approval from Bombay Section.
- v) IEEE Bombay section would guide the organizing institute in filling up the form and support in subsequent approvals (from IEEE Conference Team) once the request is approved by Bombay Section. Bombay Section shall appoint at representative(s) from the section to ensure closer control and adherence to conference norms. Members appointed by Bombay Section will be on the conference organizing committee and the technical program committee.
- vi) The applicant institute should have an active IEEE student branch at the time of application. Active student branches would have reporting for at least the previous 3 years
- vii) The applicant institute needs to submit a declaration on the official stationery of the applicant institute in the prescribed format to IEEE Bombay Section.
- viii) IEEE members including IEEE student members should be given 20% discount (atleast) in registration fees in the conferences technically co-sponsored by IEEE Bombay Section.
- ix) There are two categories of conferences IEEE Bombay section would approve for technical co-sponsorship  
Category 1: Conference with only technical co-sponsorship  
Category 2: Conference with technical co-sponsorship and paper uploading in IEEE Xplore. The following conditions apply in addition to the others stated before.

- x) **Category 1: For only Technical Co-sponsorship:**
- a. ***For First Time Applicants:***  
There should be at least 3 faculty members, who are IEEE members, in the applicant institute at the time of application.
  - b. ***For Applicants who have received technical co-sponsorship earlier:***  
There should be at least (3+No of years from the last technical co-sponsorship) faculty members, who are IEEE members, in the applicant institute at the time of application.
  - c. For a particular institute, technical co-sponsorship will be given to only one conference in one calendar year in category 1. This is subject to the condition that this institute has successfully organized the conference in the past. The organizing institute shall submit complete report (both technical and financial) of the previous conference to Bombay section while submitting the new conference request.
- xi) **Category 2: For Technical Co-sponsorship and paper uploading in IEEE Xplore: The applicant institute must declare in writing that they will scrutinize the papers for plagiarism by reputed anti-plagiarism software. If their request is approved, IEEE Bombay Section will help the organizing committee in this process before sending the papers for review.**
- a. ***For First Time Applicants:***
    - i. International Conference: There should be at least five faculty members, in the applicant institute who are IEEE members at the time of application.  
National Conference: There should be at least three faculty members in the applicant institute, who are IEEE members at the time of application.
    - ii. The technical program committee should have three members who will look after the technical activities of the conference. One of them would serve as technical program chair for the conference. These members (three) should have published at least 6 papers in IEEE journals or SCI indexed journals in the three years immediately preceding the year of application. These three members need not be from the organizing institute, though desirable. Bombay section would write to these three members to get a concurrence with regard to the application. In case of International conference, one of these three members shall be from outside India.

***b. For Applicants who have received technical co-sponsorship earlier:***

- i. International Conference: There should be at least (5 + No of years from the last technical co-sponsorship) faculty members in the applicant institute, who are IEEE members at the time of application.
  - ii. National Conference: There should be at least (3 + No of years from the last technical co-sponsorship), faculty members in the applicant institute, who are IEEE members at the time of application.
  - iii. The technical program committee should have four people who will look after the technical activities of the conference. One of them would serve as technical program chair for the conference. These four members should have published at least 6 papers in IEEE journals or SCI indexed journals in the three years immediately preceding the year of application. These four members need not be from the organizing institute, though desirable. Bombay section would write to these four members to get a concurrence with regard to the application. In case of International conference, two these four members shall be from outside India.
- i. For a particular institute technical co-sponsorship with IEEE Xplore uploading will be given to only one conference in two years. This is subject to the condition that this institute has successfully organized the conference in the past. The organizing institute shall submit complete report of the previous conference (both technical and financial) to Bombay section while submitting the conference request.