**Conference Application Form to be submitted for applying only the Technical co-sponsorship of IEEE Bombay Section without publishing in IEEE Xplore**

**(The information below is to be submitted on the Official Letterhead of the applicant institute/organization and to be signed by Branch Counselor and the head of the institute/organization.** However, in the case of the applicant institute being a University, a Research Establishment or an Industry, the Head of the Department (or equivalent) is also authorized to sign the declaration.**)**

1. **Name of the Applicant Institute/Organization with full address, phone, fax and email:**
2. **Applying for**

**Name of Conference**

**Dates of Conference**

1. **Name of the Student Branch, Student Branch Code of the applicant institute and Year of getting approval from IEEE:**

|  |  |  |
| --- | --- | --- |
| **Year** | **IEEE Student Member Count** | **Number of activities reported via IEEE Vtools** |
| **Current Year (xxxx)** |  |  |
| **Current Year - 1 (xxxx)** |  |  |
| **Current Year - 2 (xxxx)** |  |  |

* **Note: Mention the year in xxxx**

1. **Contact details of Student Branch Counselor & IEEE Membership Number:**
2. **Contact details of the faculty who has attended POCO (Panel of Conference Organizers) workshop organized by IEEE Bombay Section, and date of attending:**

**\* Attach the POCO participation certificate with the application**

Is the Institute applying for **first time** for only Technical Co-Sponsorship?

**YES / NO** (Select one option and fill the appropriate section below)

**If YES**

**Y.1** Provide the list of faculty members, who are IEEE members, in the applicant institute at the time of application with IEEE Membership numbers:

**Minimum 3 members are required. More numbers will support your application better.**

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| **Sr. No.** | **Name of Faculty Member** | **IEEE Membership Number** |
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**If NO**

**N.1** Name, Dates and Summary (refer F.12 below) of the conference organized by the applicant institute which was technically co-sponsored by IEEE Bombay Section (Last 3 conferences):

**Name of Conference**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Conference**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Papers Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Papers Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Papers Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Submission of Proceedings to IEEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Publication on IEEE Xplore**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief Summary Report of the Conference**:

**\* Attach technical report of the previous conference with this application.**

**N.2** List of faculty members, who are IEEE members, in the applicant institute at the time of this application with IEEE Membership numbers:

**Minimum 3 + *N* members are required. More numbers will support your application better. Here, *N* = number of conferences which have been technically co-sponsored by IEEE Bombay Section since 2020**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Faculty Member** | **IEEE Membership Number** |
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1. **Common conditions to be satisfied for obtaining approval of Joint Lectures / Symposiums / Conferences with IEEE Bombay Section:**

F.1 Any technical lecture/symposium/conference proposed to be held jointly with IEEE Bombay Section must obtain approval from the Section. In case the venue is covered by the geographical area of any of its Sub-section, approval must be obtained from the concerned Sub-section before applying to the Section. Any Institution can apply for hosting the same.

F.2 The term "Institution" shall imply an individual College, an Affiliated Institute, an University, Research Establishment or Industry but not a group of Colleges or others.

F.3 All technical lectures/symposiums/conferences co-sponsored directly by the IEEE or by any of its Societies, being held within the geographical area of IEEE Bombay Section must also obtain approval from the Section. In case the venue is covered by the geographical area of any of its Sub-section, approval must be obtained from the concerned Sub-section before applying to the Section.

F.4 Society Chapters, associated with the IEEE Bombay Section may sponsor events/symposiums/conferences as per their individual policies, but it is recommended to intimate in writing to the IEEE Bombay Section and Sub-section (if venue is covered by the geographical area of the sub-section).

F.5 When the technical lecture/symposium/conference is approved, the name of IEEE Bombay Section and its logo, shall be mandatorily displayed at the similar size as that of the host institute on all publicity material including but not limited to hand-outs, posters, flexes and on the backdrop / dais of the event and on the event website. The rectangular logo of the IEEE involving the Franklin kite is a registered trade mark and cannot be used other than by a Geographic unit of the IEEE.

F.6 Applications for all event/symposium/conference must be received before the stipulated date as detailed:

***The Organizing Institute shall approach IEEE 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.***

F.7 IEEE Bombay Section reserves the right to deny approval due to any non-compliance with its policies, which may be modified from time to time, or as resolved by its EXECOM in the interest of the Section.

F.8 IEEE Bombay Section reserves the right to make exceptions and grant approval, even if few non-compliance with its policies exists, as would be resolved by its EXECOM, depending on the specific non-compliance, the merit of the case and on the interest of the Section, provided a written request to that effect is made by the hosting Institution.

F.9 In case of any non-compliance of the hosting institution observed after the grant of approval or co-sponsorship, where exception has not been granted by the IEEE Bombay Section, IEEE Bombay Section reserves the right to withdraw the approval or co-sponsorship and to further deny permission for the next event at the same institution.

F.10 For any technical lecture/symposium/conference proposed to be held jointly with IEEE Bombay Section, the hosting Institution is expected to preserve the reputation of IEEE. For conferences, the Institution is additionally required to ensure good quality of publication under IEEE so that it continues to be indexed by other like Thomson Reuters, etc., and avoid legal risks by making plagiarism checks using suitable similarity checking software.

F.11 Upon completion of the Conference/Symposium, a **report** (technical) signed by the Conference/Symposium Chair, must be submitted to IEEE Bombay Section within 60 days of the conference or by 31st December, whichever is earlier.

F.12 If the institute has obtained technical co-sponsorship from IEEE Bombay Section for a previous conference, then a **summary** presenting the technical details must be submitted at the time of the application of the same conference from the same institution.

F.13 IEEE Members including IEEE Student Members should be given minimum 20% discount in the registration fees in respective categories for the conference technically co-sponsored by IEEE Bombay Section.

F.14 For a particular institute, Technical Co-Sponsorship will be given only for one conference in one calendar year. In case of Technical Co-Sponsorship with paper uploading in IEEE Xplore, only One Conference in TWO years shall be sponsored by IEEE Bombay Section. In the latter case, if the institute requires sponsorship in the consecutive year, then following requirements are to be additionally satisfied:

**at least 1.5x membership count and 1.5x vtools reported events compared to the previous conference year.**

E.g., In 2022, if the membership count is 60 and the number of vtools reported events is 6, then in 2023, the membership count should be >= 90 and the number of vtools reported events should be >= 9.

F.15 IEEE Bombay Section might write to Technical Program Committee Members to get a concurrence to act as TPC Members understanding the responsibilities and their active participation.

F.16 In case of paper uploading on IEEE Xplore, the Applicant Institute must scrutinize the papers for plagiarism by reputed anti-plagiarism software.

F.17 During the conference dates, the institute will provide a table/stall/space for membership development; to be coordinated by the IEEE Student Branch Counselor of the institute in consultation with the MDC (Membership Development Committee) Chair of IEEE Bombay Section.

**(Declaration by the Applicant)**

I have carefully read the above clauses and conditions and we agree to abide by them. I also state that the information given by me in the above format is correct and I take the full responsibility of it.

Signature of the Applicant

Name & Designation of the Applicant

IEEE Membership Grade & Number of the applicant

Email and Phone number of the Applicant

Signature of the Branch Counselor

Name & Designation of the Counselor

IEEE Membership Grade & Number of the Counselor

Email and Phone number of the Counselor

**Seal and Signature of Head of the Institute**