

## IEEE ISCAS Bid Packet Requirements and Timeline

The venue for the future International Symposium for Circuits and Systems (ISCAS) four (4) years ahead is selected by the ISCAS Steering Committee, normally during their annual meeting on Sunday before ISCAS.

The Call for Proposals to host ISCAS is issued in early January, the Expression of Interest is due 4 weeks after the call is released, and the final bid packet is due 6 weeks after the notification of Expression of Interest acceptance. Deadlines will be explicitly stated in the Call for Proposals. Bids should be submitted to the CASS Office at [manager@ieee-cas.org](mailto:manager@ieee-cas.org), with copy to CASS VP-Conferences, Myung Hoon Sunwoo, [sunwoo@ajou.ac.kr](mailto:sunwoo@ajou.ac.kr).

For additional details on the organization of ISCAS and specific responsibilities in organizing an ISCAS, please see the ISCAS Organizing Guide.

### **ISCAS Call for Proposals Procedure**

Those interested in hosting a future ISCAS should prepare a bid package that covers the topics listed below. All bidders should comply with these requirements, but are free to provide additional features for an improved experience.

#### **Step One: Expressions of Interest**

The Vice President of Conferences will issue a Call for Proposals to host the ISCAS conference to be held in four years' time. Potential local hosts should submit proposals by email to the CASS Office with copy to the CASS VP-Conferences.

#### **The Expression of Interest is limited to 3 pages and should indicate:**

1. The General Chair name and Key Committee members with their resume and their current or past involvement in CASS leadership and CASS conferences
2. Proposed destination and venue
3. Estimated budget listing the main sources of expense and revenue, including a proposed registration fee schedule
4. A letter of commitment from the General Chair to present the proposal in person if the Expression of Interest is accepted

It is expected that ISCAS will be 100% financially and technically sponsored by CASS, and any deviation should be noted in the Expression of Interest.

#### **Step Two: Full Proposals**

The ISCAS Steering Committee will review the Expressions. Candidates will be notified around the end of February. Selected candidates will be invited to submit a full bid packet and present their bid in person at the ISCAS Steering Committee Meeting the day before the current ISCAS starts. Normally, 30 minutes are given for each bid to present and respond to questions from the ISCAS Steering Committee.

Proposers should work with the proposed venue and convention bureau to prepare a detailed bid. The ISCAS Steering Committee will review and analyze the submissions. During this time, further information may be requested to enable full comparative evaluation.

# ISCAS Final Bid Packet Information & Requirements

The final bid packet includes: a document describing the following requested information, a completed spreadsheet with requested supplemental data, and an estimated budget.

## 1. Leadership and Organizing Committee

- General Chair(s), Technical Program Chair(s) and Key Organizing Committee members along with brief resumes including their current or past involvement in CASS leadership and CASS conferences
- Local Arrangements Chair(s) to recruit volunteers to assist in registration, session A/V, venue guidance, etc.
- Proposers are encouraged to recruit an Organizing Committee that reflects the diversity of the worldwide CASS community (geographic regions, industrial and academic member, underrepresented groups).
- Resumes are limited to 2 pages each for General Chairs and Technical Program Chairs, max 1 page each for all other Organizing Committee Members

## 2. Technical Vision

- Provide details on the technical theme for the conference, and discuss how it aligns with CASS fields of interest.
- What innovation themes related to relevant industrial segments will be highlighted in the technical program?
- Discuss the anticipated impact of the meeting on the CAS community and on technical progress in the field of circuits and systems.

## 3. Proposed Conference Venue

- The venue should be able to accommodate:
  - Up to 1200 participants in plenary sessions
  - Up to 1000 for banquets
  - Approximately 10-14 parallel technical lecture sessions (each room seating 50 to 175 participants)
  - Exhibit space near the technical sessions to accommodate morning and afternoon breaks, 10 company booths, 60 poster presentations (double-sided display boards) and live demonstrations (typically 35-50 per year).
  - Speaker preparation room
  - Operations room
  - Side meetings for CASS Technical Committees and other groups that need to meet (7-10 rooms during all 4 days of ISCAS specifically available during all breaks and lunches)
- Please provide the following information:
  - Estimated costs for meeting and banquet space.
  - Estimated costs for W-Fi service and audio/visual equipment rental.
  - Applicable government permits/restrictions and taxes.
  - Proposed conference dates with tutorials on Sunday and the main conference sessions on Monday, Tuesday, and Wednesday. ISCAS should take place during the last part of May or first part of June.
  - Historical weather summary for the proposed conference dates.
  - Details for any security needs and arrangements. Note that the personal safety of participants is a consideration in venue selection.
  - A list of recent IEEE technical conferences at the venue, if any.

#### 4. Proposed Preliminary Budget

Please provide a preliminary budget for the proposal. Use the IEEE Budget Template here: [https://www.ieee.org/documents/financial\\_reporting\\_tool.xls](https://www.ieee.org/documents/financial_reporting_tool.xls). If you have any questions in preparing the budget, please direct them to the CASS Office at [manager@ieee-cas.org](mailto:manager@ieee-cas.org), with CC to CASS VP-Conferences, Myung Hoon Sunwoo, [sunwoo@ajou.ac.kr](mailto:sunwoo@ajou.ac.kr).

A few items to consider in preparing the budget:

- The budget should reflect a discount registration fee for CASS members and a further reduction in registration fee for students.
- Separate registration fees may be charged for tutorials, special events, and additional social events.
- The budget should show a surplus of 20 percent and comply with the general IEEE requirements.
- According to CASS policies, the ISCAS budget should include \$15K in student travel grants and \$1.5K for three Student Best Paper Awards of \$500 each.
- Is it not mandatory to offer lunches to the attendees, although it should be strongly considered and is recommended depending on the venue.
- Side meetings (including room rental and food and beverage) and the WiCAS/YP Reception (held on the first night of the conference) are funded by the CAS Society and do not need to be included in the ISCAS budget. Space for these events should be included in the venue contract.

#### 5. International Air Access & Local Transportation

Convenient access for international travelers is an important factor in site selection.

- Give examples of round-trip airfares from representative international destinations such as London, Frankfurt, New York, Chicago, Los Angeles, Tokyo, Sydney, and Beijing.
- Provide visa requirements.
- Summarize the availability and convenience of local public transportation.

#### 6. Professional Conference Organizer (PCO)

- ISCAS is a very large conference and requires much time and attention. It is required that proposers secure a PCO to assist with the organizing of the conference. Include the cost for the PCO in the budget.

#### 7. Accommodations for Professionals and Students

The PCO negotiates hotel contracts, including discounted rates for professional and student participants. Estimates of expected hotel expenses are needed early in the venue screening process.

- Provide a list of hotels, the number of rooms for each, and their distance and accessibility from the conference venue. Verify that the hotels can provide high speed Wi-Fi service in guest rooms.
- Provide reduced room rates for professionals and students.
- Provide details regarding transportation modes and schedules between the conference venue and recommended hotels.
- Summarize the availability of attractions such as restaurants and shopping

## 8. Organizations and Companies with Circuits and Systems Interests

- List local organizations such as IEEE Sections, CASS Chapters and universities with technical interests in the field of circuits and systems.
- List local companies that make and/or utilize circuits and systems products.
- List any other companies that have expressed support for this bid.
- Describe any expected support from government grants.
- Indicate which of these organizations and companies are potential sponsors and/or exhibitors at ISCAS.
- Indicate which of these organizations and companies may provide volunteer support.
- What is the local impact of this ISCAS location (i.e., on members in this country and region)?
- What is the impact of hosting ISCAS at this location on the global CAS community and members?

## 9. Social Program Possibilities and Nearby Tourist Attractions

Every ISCAS offers at least two social programs: a welcome reception and a conference gala dinner:

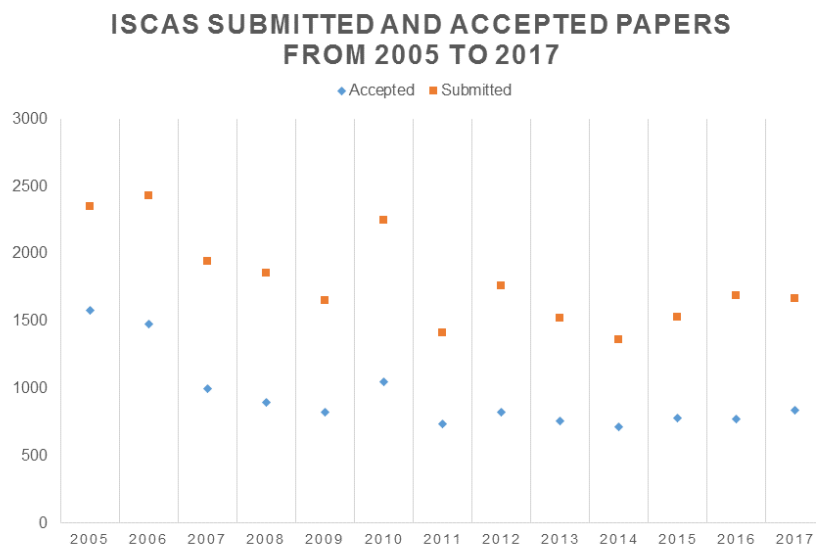
- Provide a list of potential venues/options for the welcome reception and the banquet
- Include a list of nearby tourist attractions.

## **ISCAS Rotation Cycle, Locations and Historical Data**

<b>Date</b>	<b>City</b>	<b>Country</b>	<b>Attendance</b>
28 - 31 May 2017	Baltimore, MD	U.S.A	1065
22 - 25 May 2016	Montreal	Canada	1061
24 – 27 May 2015	Lisbon	Portugal	
01 - 05 June 2014	Melbourne	Australia	1032
19 - 23 May 2013	Beijing	China-P.R.	900
20 - 23 May 2012	Seoul	S. Korea	1200
15 - 20 May 2011	Rio de Janiero	Brazil	900
30 - 02 June 2010	Paris	France	1400
24 - 27 May 2009	Taipei	Taiwan	
18 - 21 May 2008	Seattle, WA	U.S.A.	
27 - 30 May 2007	New Orleans, LA	U.S.A.	
21- 24 May 2006	Kos	Greece	1400
23 - 26 May 2005	Kobe	Japan	1200

23 - 26 May 2004	Vancouver, BC	Canada	1200
25 - 28 May 2003	Bangkok	Thailand	1200
25 - 29 May 2002	Scottsdale, AZ	U.S.A.	1200
06 - 09 May 2001	Sydney, NSW	Australia	1147
28 - 31 May 2000	Geneva	Switzerland	1200
30 - 02 June 1999	Orlando, FL	U.S.A.	1200
31 March 1998	Monterey, CA	U.S.A.	1200
09 - 13 June 1997	Hong Kong	China	1000
12 - 15 May 1996	Atlanta, GA	U.S.A.	1000
28 - 01 May 1995	Seattle, WA	U.S.A.	1000
30 - 02 June 1994	London	United Kingdom	700
03 - 06 May 1993	Chicago, IL	U.S.A.	1200
10 - 13 May 1992	San Diego, CA	U.S.A.	1200
04 - 07 Jun 1991		Singapore	1200
29 - 03 May 1990	New Orleans, LA	U.S.A.	
OS ~ 10 May 1989	Portland, OR	U.S.A.	
07 - 09 June 1988	Espoo	Finland	1181
04 - 07 May 1987	Philadelphia, PA	U.S.A.	700
05 - 07 May 1986	San Jose, CA	U.S.A.	500
05 - 07 June 1985	Kyoto	Japan	600
07 - 10 May 1984	Montreal, QC	Canada	
02 - 04 May 1983	Newport Beach, CA	U.S.A.	600
10 - 12 May 1982	Rome	Italy	700
27 - 29 Apr 1981	Chicago, IL	U.S.A.	
28 - 30 Apr 1980	Houston, TX	U.S.A.	400
17 - 19 July 1979	Tokyo	Japan	400
17 - 19 May 1978	New York City, NY	U.S.A.	400

## ISCAS submitted and accepted papers from 2005 to 2016



### Future ISCAS Locations

2018	Florence	Italy
2019	Sapporo	Japan
2020	Sevilla	Spain
2021	Daegu	Korea