

2026 CASS Guidelines for Conference Organizers Financially or Technically Co-Sponsored Conferences

1. The topics of the conference must comply with the CASS technical area.
2. The dates of the conference should not overlap with the CASS global flagship conference (ISCAS) and other regional CASS flagship conferences (MWSCAS, ICECS, APCCAS, LASCAS, NEWCAS) and premier conferences (ISICAS, BioCAS, AICAS).

Please reference the future conferences dates here: <https://ieee-cas.org/conference-events>

3. For new conference sponsorship requests seeking CASS Technical Co-Sponsorship (TCS) or Financial Co-Sponsorship, a 3-year history must be submitted detailing the following information:
 - accepted/submitted papers,
 - number of reviews/paper;
 - total number of participants and number of authors as a percentage of participants;
 - financial results (revenue, expense, surplus).

Request for TCS/FCS must be submitted one year prior to the conference date.

For repeat sponsorships, only the prior year's data will be requested, as this information is collected annually.

4. For new Technical Co-Sponsorship or Financial Co-Sponsorship requests, endorsement should be received from one or more Technical Committees or Special Interest Groups whose activities are close to the conference topics.
5. The conference committees (steering, organizing and technical) must include TC members with special interest in the conference.
6. Conference organizers must inform, collaborate and involve at least one local Organizational Unit (Section, Chapter).
7. For international conferences, a representative international committee must be formed. The composition of the committee is the responsibility of the conference organizers.
8. The CASS BoG will review the list of members of the organizing committee and, possibly, appoint some key committee members in case of financially sponsored conferences if it feels CASS is not appropriately represented.
9. Conferences sponsored by CASS must go through a periodic quality review process – typically every five editions.
10. The required acceptance ratio must be close to 45%, excluding keynotes and Special Sessions papers, for the flagship conference (ISCAS) and less than 50% for regional flagship conferences. An acceptance ratio of no more than 55% could be accepted for other conferences at an early stage (less than 4 editions).
11. CASS can sponsor specific thematic workshops without fulfilling the required acceptance ratio (as specified in rule 10 above) only if accepted papers are not published in IEEE Xplore. Examples include workshops on emerging technologies, professional workshops, invited papers-based workshops...

After the third edition as a co-sponsored workshop the status will be reviewed for elevation to a technically co-sponsored conference and at the same time, inclusion into IEEE Xplore.

12. If papers are to be published in IEEE Xplore, all Special Session and Poster Session papers must follow the conference review process—whether conducted by the program committee or by reviewers appointed by track chairs. For financially and technically sponsored conferences, at least three reviews must be obtained for each submitted paper.
13. In addition to IEEE Finance Services, the CASS VP Conferences must approve the budget for all financially sponsored/co-sponsored conferences.
14. IEEE requests a budget surplus of at least 20% of the total expenses for financially sponsored conferences. A smaller surplus can be acceptable at an early stage of the conference (less than 4 editions) but needs to be negotiated in advance with CASS VP Conferences and CASS VP Financial Activities.

Organizers of financially sponsored conferences must offer a registration discount to CASS members of at least \$22 USD, to be offered as a separate registration type from IEEE Members.

15. Financially co-sponsored conferences are allocated 4 emails and 4 social media posts, and technically co-sponsored conferences are allocated 2 emails and 2 social media posts to be sent from the CASS media platforms to all CASS members.

To request a social media post or email, you will need to visit [this link](#) and fill out a media request form.

16. Conference organizers must:
 - a) Submit their sponsoring application at least one year before the conference starting date,
 - b) Submit venue/service provider contracts to IEEE Legal one year in advance or as early as possible,
 - c) Close the conference on time (within 6 months after the conference ends),
 - d) Submit the papers in the correct format to Xplore in a timely manner (within 1 month after the conference ends),
 - e) Submit selected papers to IEEE CAS Journals if the conference benefits from special editions (within 1 month after the conference ends),
 - f) Send the final report to CASS VP Conference and the [CASS Conference Portfolio Manager](#) (within 6 months after the conference ends);
 - g) If the conference is Financially Sponsored or Co-Sponsored, the surplus is shared as specified in the MoU.
 - h) If the conference is Technically Sponsored or Co-Sponsored by CASS, an amount of \$1450 and \$22 per paper published in IEEE Xplore should be paid to IEEE. The submitted budget should explicitly show these expenses.

Conferences failing satisfying these requirements may not have future sponsorship/co-sponsorship renewed.

Conference websites must clearly include the following IEEE Policies (full text included as Appendix A to this document)

- a) IEEE Code of Ethics
- b) IEEE Code of Conduct
- c) Event Conduct and Safety Statement
- d) IEEE Non-discrimination Policy
- e) IEEE Privacy Policy

IEEE Circuits and Systems Society
2026 Guidelines for Conference Organizers Acknowledgement

I, _____ (full name), General Chair of

(full conference name & acronym), hereby verify that I have read the IEEE CASS Conference Sponsorship Guidelines and will comply with the Guidelines. I acknowledge that these Guidelines are required by CASS when CASS is a financial or technical (co)sponsor of the conference. Also, I acknowledge that any required documentation or information requested in the Guidelines will be sent to the CASS Conference Portfolio Manager (conferences@ieee-cas.org) in a timely manner.

General Chair Signature & Date

APPENDIX A: IEEE Policies

IEEE Code of Ethics

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

- I. To uphold the highest standards of integrity, responsible behavior, and ethical conduct in professional activities.
 1. to hold paramount the safety, health, and welfare of the public, to strive to comply with ethical design and sustainable development practices, to protect the privacy of others, and to disclose promptly factors that might endanger the public or the environment;
 2. to improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent systems;
 3. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
 4. to avoid unlawful conduct in professional activities, and to reject bribery in all its forms;
 5. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, to be honest and realistic in stating claims or estimates based on available data, and to credit properly the contributions of others;
 6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
- II. To treat all persons fairly and with respect, to not engage in harassment or discrimination, and to avoid injuring others.
 7. to treat all persons fairly and with respect, and to not engage in discrimination based on characteristics such as race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
 8. to not engage in harassment of any kind, including sexual harassment or bullying behavior;
 9. to avoid injuring others, their property, reputation, or employment by false or malicious actions, rumors or any other verbal or physical abuses;
- III. To strive to ensure this code is upheld by colleagues and co-workers.
 10. to support colleagues and co-workers in following this code of ethics, to strive to ensure the code is upheld, and to not retaliate against individuals reporting a violation.

Adopted by the IEEE Board of Directors and incorporating revisions through June 2020.

Changes to the IEEE Code of Ethics will be made only after the following conditions are met:

- Proposed changes shall have been published in THE INSTITUTE at least three (3) months in advance of final consideration by the Board of Directors, with a request for comment, and
- All IEEE Major Boards shall have the opportunity to discuss proposed changes prior to final action by the Board of Directors, and
- An affirmative vote of two-thirds of the votes of the members of the Board of Directors present at the time of the vote, provided a quorum is present, shall be required for changes to be made.

IEEE Code of Conduct

IEEE [Conference Name & Year] is committed to providing an inclusive and harassment-free environment in all interactions regardless of gender, sexual orientation, disability, physical appearance, race, or religion. This commitment extends to all IEEE [Conference Name & Year] sponsored events and services (webinars, committee meetings, networking functions, online forums, chat rooms, and social media) and any interaction regardless of affiliation or position. As a community that aims to share ideas and freedom of thought and expression, it is essential that the interaction between attendees take place in an environment that recognizes the inherent worth of every person by being respectful of all. IEEE [Conference Name & Year] does not tolerate harassment in any form. Harassment is any form of behavior intended to exclude, intimidate, or cause discomfort. Harassment includes, but is not limited to, the use of

abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, and unwelcome sexual attention.

Anyone who experiences, observes, or has knowledge of threatening behavior is encouraged to immediately report the incident to the Conference Manager. All information shared will be kept confidential. In cases where a public response is deemed necessary, the identities of victims and reporters will remain confidential unless those individuals consent otherwise.

IEEE [Conference Name & Year] reserves the right to take appropriate action to foster an inclusive and respectful environment. Attendees violating these rules may be asked to leave the conference without a refund, at the sole discretion of the conference organizers. In addition, attendees are subject to the [IEEE Code of Ethics](#).

Contact

Please contact the **Conference Manager** if you experience, observe, or have knowledge of behavior in violation of the Code of Conduct or have any questions about the Code of Conduct and Inclusivity & Diversity at IEEE [Conference Name & Year].

Event Conduct and Safety Statement

IEEE believes that science, technology, and engineering are fundamental human activities, for which openness, international collaboration, and the free flow of talent and ideas are essential. Its meetings, conferences, and other events seek to enable engaging, thought-provoking conversations that support IEEE's core mission of advancing technology for humanity. Accordingly, IEEE is committed to providing a safe, productive, and welcoming environment to all participants, including staff and vendors, at IEEE-related events.

IEEE has no tolerance for discrimination, harassment, or bullying in any form at IEEE-related events. All participants have the right to pursue shared interests without harassment or discrimination in an environment that supports diversity and inclusion.

Participants are expected to adhere to these principles and respect the rights of others. IEEE seeks to provide a secure environment at its events. Participants should report any behavior inconsistent with the principles outlined here, to onsite staff, security or venue personnel, or to eventconduct@ieee.org.

IEEE Non-discrimination Policy

IEEE prohibits discrimination, harassment, and bullying against any person for any reason—for example, because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status, or any other characteristic protected by law.

See [IEEE Policies, Section 9.27 - IEEE Policy Against Discrimination and Harassment \(PDF, 45 KB\)](#) for the complete Policy.

IEEE Privacy Policy

At IEEE, we respect your privacy. We want to ensure that you get the information, content, and experiences that matter most to you. IEEE is committed to protecting the privacy of its members, customers, volunteers, and other contacts. For more information, please visit <https://privacy.ieee.org/policies>.