

# **2026 CASS Guidelines for Conference Organizers**

## **Flagship Conferences**

1. The topics of the conference must comply with the CASS technical area.
2. The conference dates must not overlap with, and must be scheduled at least one (1) week apart from, the other CASS flagship and premier conferences (ISCAS, LASCAS, NEWCAS, MWSCAS, AICAS, BioCAS, APCCAS, ICECS, and ISICAS). Please reference the future conferences dates here: <https://ieee-cas.org/conference-events>
3. A Conference Steering Committee must be set up, to ensure the continuity of the conference, call for bids and bids review. The list of SC members should be sent to the CASS VP Conferences and the [Conference Portfolio Manager](#) at the beginning of each year. At least one BoG Conference Division Member will be assigned to each Steering Committee.
4. The conference committees (steering, organizing and technical) must include TC members with special interest in the conference.
5. Conference organizers must inform, collaborate with, and actively involve at least one local Organizational Unit (Section or Chapter).
6. For international conferences, a representative international committee must be formed. The composition of the committee is the responsibility of the conference organizers.
7. The CASS BoG will review the list of members of the organizing committee and, possibly, appoint some key committee members if it feels CASS is not appropriately represented.
8. Conferences sponsored by CASS must go through a periodic quality review process – typically every five editions.
9. The required acceptance ratio (ratio regular accepted papers to submitted regular papers) 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).
10. ISCAS and CASS Regional Flagship and Premier Conferences must have Bylaws approved by the Conference Division of the BoG.
11. If papers are to be published in IEEE Xplore, all Special Session and Poster Session papers must follow the standard conference review process—whether conducted by the program committee or by reviewers appointed by track chairs. For flagship and premier conferences, at least five reviews must be obtained for each submitted paper.
12. In addition to IEEE Finance Services, CASS VP Conferences and CAS VP Financial Activities must approve the budget for all financially sponsored/co-sponsored conferences.
13. IEEE requests a budget surplus of at least 20% of the total expenses for financially sponsored conferences.
14. 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. A full author registration fee must be associated with each paper presented, regardless of whether the author is a student, Life Member, or other special member category. At the discretion of the

organizing committee, one full registration may cover up to two papers if the registrant is listed as an author on all.

16. Regional flagship and premier conferences are 100% financially sponsored by CASS, however a sponsoring share of 70% for CASS and 30% for local CASS Chapter can be accepted if the surplus is invested in the chapter activities. For those premier conferences where CASS is not a 100% financial sponsor, 30% of the CASS sponsorship share may be attributed to the local CASS chapter. These sponsorship allocations must be included in the conference application.

If an educational institution or university is involved in organizing and hosting the event, the 30% may be allocated to that institution instead of the local CASS chapter.

17. All keynote talks at CASS flagship events must be recorded. This is mandated by the CAS Society Board of Governors and the funding can be covered by the society upon request (cost must be approved). Payments can be made to the conference after the conference with an invoice detailing the recording charges (or in advance via a loan if the conference does not have sufficient funds). A general cost guideline is under \$500 USD per keynote speaker.

The Recordings should have good audio and video quality as they will be uploaded to the CASS Resource Center and CASS IEEE Learning Network (ILN) in an effort to broaden the CASS education efforts and promote conference participation and society membership. Keynote speakers are required to submit an IEEE copyright and consent form. If the speakers do not consent, we will not collect their video recording. The conference organizers must request this from all speakers.

18. All CASS Flagship Conferences should offer complimentary registration to the CASS President, President-Elect, Past President, and VP - Conferences (excluding the Gala Dinner if that is not included in a full registration).
19. DEICAS, WiCAS, YPCAS: Please contact the DEI Chairs to propose a conference event. The preferred method for funding for events held at CASS Conferences is via reimbursement to the conference. In this case, the conference would cover the fees upfront for the event and CASS will reimburse the conference up to the amount granted by CASS (if approved).

20. Conference organizers must:

- a) Submit their sponsoring application at least one year before the conference starting date,
- b) Submit contracts larger than \$25,000 USD at least 9 months in advance to the [IEEE Contracts Department](#) for approval. If certain contract items are not approved by IEEE Legal, organizers and/or PCO, if any, is responsible to engage in negotiations with both contractor and IEEE Legal to reach an agreement. If no agreement can be reached at least 3 months before the conference, organizers need to propose alternative contracts that are approvable by IEEE Legal. CASS VP Conferences and VP Finances approve the conference budget and eventual loans both before and after all contracts have been signed.

Note: Contracts over \$5,000 USD should also be submitted to IEEE Contracts to remain compliant.

- 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 Conferences and the [CASS Conference Portfolio Manager](#) (within 6 months after the conference ends);
- g) The surplus is shared as specified in the conference application and MoU.

21. Flagship conferences are permitted to send a comprehensive series of emails and social media posts (within reason) 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.

22. Conference organizers should publish the conference program on the website before the early registration deadline.
23. CASS provides funding for student travel grants at flagship conferences, with a pre-allocated amount designated for each event. Grant opportunities and applications will be posted on the CASS website and may also be advertised on the conference website. Multiple rounds of applications are offered throughout the year; however, each conference will be included in only one round. The Conference Portfolio Manager will contact the General Chairs with specific details.
24. All tutorial programs at CASS flagship events fit within the CAS Society Continuing Education (CASS-CE) Program. The CASS-CE Program enables conference attendees (i.e., students and professionals) to earn Continuing Education Units (CEUs) or Professional Development Hours (PDHs) by attending approved tutorials. These certifications strengthen participants' professional credentials and reinforce CASS's commitment to high-quality education. To ensure smooth implementation, please ensure the following steps are completed:
  - Website Update: Add information on the CASS-CE Program under the Tutorials section. Suggested content is available [\[here\]](#).
  - Before the Event: Provide for each tutorial the title, abstract, agenda, and instructor biography for certification approval to the CASS Manager.
  - During the Event: Collect attendees' names and email addresses. Tutorial Chairs should ensure accurate participant tracking.
  - After the Event: Attendees will receive a participation confirmation form (to be completed within one week), which will be submitted to IEEE for official CEU/PDH certification.
25. Flagship conferences are expected to be conducted fully in person. However, the decision to permit a virtual presentation due to circumstances beyond an author's control (e.g., visa denial) is at the discretion of the conference organizers. In such cases, with approval from the Conference Chair, the paper may remain eligible for publication in IEEE Xplore, provided all other publication requirements are satisfied.
26. 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

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

**IEEE Circuits and Systems Society  
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Acknowledgement**

I, \_\_\_\_\_ (full name), General Chair of

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(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.

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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](mailto: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>.