

2018 CASS Guidelines for Conference Organizers

- 1) The topics of the conference must comply with CASS area.
- 2) The date of the conference should not overlap with CASS's flagship conference (ISCAS) and other regional CASS conferences (ICECS, APCCAS, LASCAS).
- 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 Conference.
- 4) Conferences sponsored by CASS have to go through a periodic quality review process – typically every five editions.
- 5) Endorsement should be received from one or more Technical Committees whose activities are close to the conference topics.
- 6) The conference committees (steering, organizing and technical) must include TC members with special interest in the conference.
- 7) Conference organizers must inform, collaborate and involve at least one local Organizational Unit (Section, Chapter).
- 8) For international conferences, a **representative international committee** must be formed. The arrangement of the committee is the responsibility of the conference organizers.
- 9) 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.
- 10) 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).
- 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...
- 12) ISCAS and CASS Regional Flagship Conferences must have Bylaws approved by BoG.
- 13) If the papers are to be published in *IEEE Xplore*, Special Sessions and Poster Sessions papers must comply with the conference review process, whatever the approach is: review by the program committee or by reviewers appointed by track chairs. At least 3 reviews should be provided per submission.
- 14) 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**.
- 15) 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.
- 16) Regional flagship 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,
- 17) Conference organizers must:
 - a) Submit their sponsoring application at least one year before the conference starting date,

- b) Close the conference on time (within 6 months after the conference ends),
- c) Submit on time the papers in the correct format to *Xplore* (within 1 month after the conference ends),
- d) Send the final report to CASS VP Conference (within 6 months after the conference ends),
- e) If the conference is Financially Sponsored or Co-Sponsored, the surplus is shared as specified in the MoU.
- f) If the conference is Technically Sponsored or Co-Sponsored by CASS, an amount of \$1000 and \$15 per paper published in IEEE *Xplore* should be paid to IEEE. The submitted budget should explicitly show these expenses.

**IEEE Circuits and Systems Society
2018 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 Administrator (manager@ieee-cas.org) in a timely manner.

General Chair Signature & Date