

Conference Set-up and Preparations with a Joint IEEE CS, IFIP, and ACM Support

The following notes compile a practical approach to organize for the support and technical co-sponsorship of a conference from IFIP and IEEE Computer Society (CS), in addition to an in-cooperation by ACM. Note that those resources provided at certain URLs may change without notification and that some of these processes may be updated in due course, too. However, the general principle was valid in 2013.

1. IFIP Technical Co-sponsorship

To request for an IFIP technical support use and complete:

1. Contact a respective IFIP WG chair from TC 6, who may support your request technically, due to its close relation to the TC's/WG's area of work
2. Fill in the IFIP event request form at <http://www.ifip.org/events/>
3. Inform the current IFIP TC 6 chair and your selected WG chair on this filling in
4. IFIP will reply to your request within a few days, typically from IFIP_Event_Administration@ifip.org
5. In case of plans to keep copyrights with IFIP and publish the proceedings under IEEE Xplore: Use the IEEE Permission Statement received (see Section 4, bullet 1) and hand-it in to Eduard.Dundler@ifip.org and Brigitte.Brauneis@ifip.org
6. They will respond with the ISBN number to be used and will sign the IFIP Copyright – note that IFIP and IEEE have a joint copyright agreement on higher levels, which will apply
7. This IEEE form signed by IFIP will have to go back to the IEEE again (see Section 4, bullet 5) – a scanned copy is typically fine

2. IEEE Computer Society (CS) Technical Co-sponsorship

To request for an IEEE CS technical co-sponsorship use and complete:

1. TCS-request form to be completed
(Technical Co-Sponsorship Application-Form-2013.pdf)
2. Payment of fees to be completed
(CREDIT CARD FORM Tech-Co-Sponsor.doc)
3. Statement of benefits to be completed
(Statement of Benefits request - TCCC – empty.doc)

Those forms can be obtained from the current IEEE CS TCCC chair.

Process:

- a) Mail form 1 and 3 to TCCC chair for principle approval
- b) Prepare form 2 upon receiving a principle approval from TCCC chair
- c) Mail form 1 to tcsrequest@computer.org, CC to TCCC chair, and fax 2 to the number provided (or address Jeannie A. Smith at jasmith@computer.org)
- d) TCCC chair will update form 3 if necessary and hands-in 3 to the IEEE staff
- e) Expect reply from tcsrequest@computer.org about 8 weeks after c)&d)

Official information can be found at <http://www.computer.org/portal/web/conferences/organizer-tools> and <http://www.computer.org/portal/web/conferences/tcs-information>, however it has proven well if the process above has been followed. Furthermore, different Technical Committees (TCs) are listed under the URL <http://www.computer.org/portal/web/tandc/tclist>.

At the end of this process, about 8 weeks after steps 1. to 3. the IEEE will respond with a “MEMORANDUM OF UNDERSTANDING“, which will conclude the technical co-sponsorship process and will entitle you to use this statement as well as a certain type of IEEE and IEEE CS logo. Note that you are not allowed to call your conference “IEEE Conference ...“ in this technical co-sponsorship process.

3. ACM In-cooperation Application

General information for “in-cooperation“-information is available on the URL: <http://www.sigcomm.org/conference-planning/in-cooperation-conference-guidelines>

The final process of data input for the in-cooperation request needs to be filled in on-line only at http://cms.acm.org/incoop/cms_incoop.cfm.

Note that you do need to complete for this form the data for your CfP and some additional attachments, which have to be signed by you and some people in your environment:

1. Statement of Understanding for ACM In-cooperation Conferences, including two signatures: (a) conference organizer and (b) sponsoring organization representative
2. Hold Harmless Clause with a signature of the sponsoring organization’s representative
3. A letter from the sponsoring organization including a valid signature, stating that (a) the conferences takes place at ... and from ... to ..., (b) the sponsor takes 100% financial responsibility, (c) ACM SIGCOM holds no responsibility (financially or otherwise) for the conference, and (d) the impossibility of providing a Certificate of Insurance, since the sponsoring organization ensures all activities of such sized conference by itself (or such a certificate itself, in case the sponsoring organization does do it).

Note that you need to include all data asked for otherwise the ACM may not be able to work on your request. You will receive an e-mail with a subject line of “new In-Cooperation TMRF“, which acknowledges your submission and in turn, you need to allow two to four weeks to receive an official approval notification from the ACM.

After that an informal e-mail will follow with the approval, followed by the official ACM approval letter, containing logo usage instructions and reporting information. Note that you have to submit a short report to ACM 120 days after the conference at the latest, with those information specified in this approval letter.

4. IEEE Conference Application

To obtain the IEEE conference record number use and complete:

1. http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html
2. http://www.ieee.org/conferences_events/conferences/organizers/pubs/conference_publications.html

Interact with the respective personnel to determine in case of needs the final conference title, which may have to include collocated workshop titles, too.

1. The Conference form received (termed Permission Statement) includes the conference number and its formal title
2. Note that a main conference and its collocated workshops will typically be embedded into one set of proceedings, where you can negotiate to receive a title for Xplore as follows “xth Conference on Systems and <Abbreviation1>, <Abbreviation2>, and <Abbreviation3> Workshops“
3. Do not forget to decide if you will run electronic proceedings for IEEE Xplore only or any other additional form or distribution (CD, USB), since each of those media will receive a separate ISBN number
4. Use this Permission Statement to continue with IFIP above (see Section 1, bullet 6 and 7) and handle the IFIP/IEEE Copyright aspect (which remains in this case with IFIP)
5. Once signed by the IFIP (see Section 1, bullet 7), this Copyright form will be returned to IEEE at the confpubs@ieee.org e-mail address.
6. At the end of the process the Letter of Acquisition will be received,

5. IEEE Xplore Usage

IEEE PDFXpress, which will check all PDF files in their final and camera-ready form, is the prerequisite to include papers into IEEE Xplore. To register the conference and to receive such a checking account use and complete:

http://www.ieee.org/portal/cms_docs/pubs/confstandards/pdfexpress/pdf_eXpress_Site_Setup.jsp

At <http://www.ieee.org/portal/pages/pubs/confstandards/pdfs.html> you will find relevant quality metrics and standards to be met for compliant PDFs.

You will receive from ConfPubs@ieee.org (or the person you indicated as the contact point) an e-mail including a conference ID (such as “ABCD2013x“), which needs to be used by authors at the IEEE Xplore Web site to compliance check their camera-ready paper copies in PDF (or some other formats). At best collect the respective compliance statements (to be received from the authors of those papers) besides the camera-ready copy, to ensure later that IEEE Xplore cannot complain about a paper within a set of proceedings of not matching their requirements.

And the the IEEE PDF eXpress™ Login Page <http://www.pdf-express.org/> will provide the interface to authors to run those checks as outlined.

IEEE Manuscript Templates for Conference Proceedings:

http://www.ieee.org/conferences_events/conferences/publishing/templates.html