

Conference _____ (acronym) Sponsorship Request Form

(Sponsorship request, to be compiled by Chairs for any conference edition)



Compiler Name (Contact for the Conference) _____ Date: _____

This schedule must be compiled and sent by email to the IEEE Instrumentation and Measurement (IMS) Vice President for Conferences (see email address at <http://iee-ims.org/conferences/conferences-committee>) before submitting the Conference Application Form.

Note: the MoU will not be signed by the IMS Vice President for Conferences without his/her approval to this schedule. For more detail see Conference Management Guidelines.

Full name of the Conference	NAME of the Conference		
Place of the Conference	Hotel (Venue), City, Nation		(Region ___)
Dates of the Conference	First day (dd/mm/yy):	Last day (dd/mm/yy):	
First edition? (check and compile if appropriate) Yes <input type="checkbox"/> No <input type="checkbox"/>	Website of this/previous edition http:// _____ Previous edition: Number of papers _____ Number of attendees _____ Number of IEEE attendees _____ Number of IMS attendees _____		
Request Sponsorship	Technical <input type="checkbox"/>	Financial <input type="checkbox"/> IMS percentage _____%	
Complete list of Sponsors (check if appropriate)	Name _____	Technical <input type="checkbox"/>	Financial <input type="checkbox"/> percentage _____%
	Name _____	Technical <input type="checkbox"/>	Financial <input type="checkbox"/> percentage _____%
	Name _____	Technical <input type="checkbox"/>	Financial <input type="checkbox"/> percentage _____%
	Name _____	Technical <input type="checkbox"/>	Financial <input type="checkbox"/> percentage _____%
	Name _____	Technical <input type="checkbox"/>	Financial <input type="checkbox"/> percentage _____%
First IMS sponsorship? (check if appropriate and motivate the request of sponsorship) Yes <input type="checkbox"/> No <input type="checkbox"/>	Motivation (if Yes) _____ Planned acceptance rate _____% Use of students as reviewers Yes <input type="checkbox"/> No <input type="checkbox"/> Please, attach the technical program of the previous edition Yes <input type="checkbox"/> No <input type="checkbox"/>		
Expected number of submitted papers _____	Submission: Abstract <input type="checkbox"/> Full paper <input type="checkbox"/>	Special sessions	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Use of CrossRef Yes <input type="checkbox"/> No <input type="checkbox"/> If No, what would be used _____	Poster Session	Yes <input type="checkbox"/> No <input type="checkbox"/>
Submission to IEEEExplore Yes <input type="checkbox"/> No <input type="checkbox"/>	Policy for No-show papers _____	Work-in-progress	Yes <input type="checkbox"/> No <input type="checkbox"/>
	_____	Special Issue No <input type="checkbox"/> TIM <input type="checkbox"/> Other <input type="checkbox"/> (specify Other) _____	
Number of reviewers _____	Attached list of reviewers Yes <input type="checkbox"/> No <input type="checkbox"/>	Attached Call for Papers Yes <input type="checkbox"/> No <input type="checkbox"/>	
IEEE "rule" of 20% surplus planned? Yes <input type="checkbox"/> No <input type="checkbox"/>	Attached budget Yes <input type="checkbox"/> No <input type="checkbox"/>		
Planned registration fees (discounted fees shall be provided to IEEE IMS members)	Advanced _____ \$	Adv. IEEE member _____ \$	Adv. IEEE IMS member _____ \$
	Regular _____ \$	Reg. IEEE member _____ \$	Reg. IEEE IMS member _____ \$
	Student adv. _____ \$	IEEE Student adv _____ \$	IEEE IMS Student adv. _____ \$
	Student reg. _____ \$	IEEE Student reg _____ \$	IEEE IMS Student reg. _____ \$
IMS members contacted (IMS members shall be included in the Technical Committees)	Name _____	Email _____	
	Name _____	Email _____	
	Name _____	Email _____	
	Name _____	Email _____	
	Name _____	Email _____	
Financial information (financial sponsorship only)	Administrative responsibility (Names) _____	Number of attached files about Venue layout, room accommodation, .. _____	
Notes about the Conference (e.g. Exhibit, joint events, ...)	_____		
MoU special requirements	_____		
Other attached files	_____		