

Conference _____ (acronym) Closing Form



Compiler Name _____ Date: **dd/mm/yy**

This schedule must be compiled by Chairs and sent by email to the IEEE Instrumentation and Measurement (IMS) Vice President for Conferences (see email address at <http://ieee-ims.org/conferences/conferences-committee>) **no later than 30 days after the Conference**. For more detail see Conference Management Guidelines.

Note: **the MoU of the next edition will not be signed by IMS Vice President for Conferences without his/her approval to this schedule. The financial information in bold are due only if IMS is a financial co-sponsor.**

Full name of the Conference	NAME of the Conference		
Place of the Conference	Hotel (Venue), City, Nation		(Region_)
Website of the Conference	http://		
Dates of the Conference	First day: dd/mm/yy	Last day: dd/mm/yy	
IEEE Conference ID _____	General Chairs (Names)	Technical Chairs (Names)	
% IMS financial (0---100) _____	_____	_____	
Contact for IMS (Name)	_____	_____	
Other Committees Note: TPC is Technical Program Committee	Board of Directors Yes <input type="checkbox"/> No <input type="checkbox"/> Steering Committee Yes <input type="checkbox"/> No <input type="checkbox"/> Advisory Committee Yes <input type="checkbox"/> No <input type="checkbox"/> Honorary Chairs Yes <input type="checkbox"/> No <input type="checkbox"/> TPC Yes <input type="checkbox"/> No <input type="checkbox"/> Associate TPC Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of submitted papers	Number of rejected papers _____ Number of accepted papers _____	Number of withdrawn papers _____ Number of no---show papers _____	
No of student papers _____	Number of student paper Awards _____	Number of Travel Awards _____	
Number of papers submitted to IEEE Xplore _____	Number of papers accepted to IEEE Xplore _____	Special Issue in Journals Yes <input type="checkbox"/> No <input type="checkbox"/> Journal: _____	
Revision allowed? No <input type="checkbox"/> minor <input type="checkbox"/> major <input type="checkbox"/>	Number of reviewers per paper _____ Number of papers per reviewer _____	Final manuscript reviewed? Yes <input type="checkbox"/> No <input type="checkbox"/> Mean similarity score (final mean.) _____	
Number of attendees _____	Number of IEEE attendees _____	Number of IEEE IMS attendees _____	
Number of students _____	Number of IEEE students _____	Number attendees from industry _____	
Registration fees	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. _____ \$	SIEEE Student reg _____ \$	IEEE IMS Student reg. _____ \$
Registration demographic data (numbers)	North America _____ Middle and South America _____ Europe _____ Asia _____ Australia and New Zealand _____ Notes: _____		
Number of Special Sessions	Keynote (name)	Invited Speech (names)	
Main topics (Names of most relevant sessions for IMS) _____			
Please attach the final technical program Yes <input type="checkbox"/> No <input type="checkbox"/>			
Notes about the Conference (e.g. Exhibit, joint events,...) _____			
a brief comment about the improvement of quality of proceedings with respect to the previous editions (if applicable) _____			
Score assigned by Technical Program Chairs to quality of papers in the proceedings (1.poor...5.exceptional) _____			
IEEE rule of 20% surplus respected? (Must for Financial Co-sponsor) Yes <input type="checkbox"/> No <input type="checkbox"/> Surplus _____ \$		Attached final budget(Must for Financial Co-sponsor) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Eventual other attached files (e.g. Final Call for paper) _____			