

Conference Closing Form

Chairs must compile this form, print to PDF (page size A4), and send to the IEEE Instrumentation and Measurement Society (IMS) Vice President for Conferences, within 30 days of the end of the Conference.



* Some fields have tooltips

Compiler

Name: _____ Email: _____ Position: _____ Date: _____

Conference

Full name: _____ Acronym: _____
Venue (Hotel): _____ City: _____ Country: _____ Region: _____
First day: _____ Last day: _____ Edition: _____ IEEE Conference ID: _____ Participation format: _____
Website: _____ Best paper awards: _____ Best student paper awards: _____
Special sessions: _____ Keynotes: _____ Invited speeches: _____ Tutorials: _____ Attached technical program: _____

Organizers

General Chairs: _____ Emails: _____ Tech. Program Chairs: _____ Emails: _____ Board of directors: _____
Steering committee: _____
Advisory committee: _____
Attached full list of organizers: _____

Paper Submission & Review

Submissions reviewed: _____ Student papers: _____ Withdrawn papers: _____ Rejected papers: _____ Accepted papers: _____
No-show papers: _____ N° of reviewers: _____ Mean similarity score: _____ Accept. ratio: _____
Final manuscript reviewed: _____ Papers submitted to IEEE Xplore: _____ Date of submission: _____ Papers/reviewer: _____
Mean score of accepted papers (1.0 → poor ... 5.0 → exceptional): _____ Attached list of reviewers: _____ Reviews/paper: _____

Attendance

N° of attendees: _____ N° of IEEE attendees: _____ N° of IMS attendees: _____
N° of students: _____ N° of IEEE students: _____ N° of industry attendees: _____

Registration Demographics

Asia: _____ Australia and New Zealand: _____ Europe: _____ North America: _____ Middle and South Americas: _____

Registration Fees

(In USD)	Non-member	IEEE Member	IMS Member	Student	IEEE Student	IMS Student
Advanced						
Regular						

Other

Notes about the Conference :

Notes about diversity and inclusion:

Brief comment about improvement of the quality proceedings with respect previous edition:

Financial Information (financial sponsorship only)

Final income: _____ Final expenses: _____ Net: _____ Net/expenses: _____ Attached budget: _____
IMS share: _____ Admin. responsibility: _____ Specify any other files attached: _____

Note: The MoU of the Conference next edition will not be signed by the IMS Vice President for Conferences without his/her approval of this schedule. See the [Conference Management Guidelines](#) for more details.