

# Conference Sponsorship Request Form

Compile this form, print to PDF (page size A4), and send it to the IEEE Instrumentation and Measurement Society (IMS) Vice President for Conferences, for any conference edition, before submitting the IEEE Conference Application Form:

- At least 12 months in advance of the event for Financial Co-sponsorship, and
- No later than 9 months in advance of the event for Technical Co-Sponsorship.



\* Some fields have tooltips

## Compiler

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

## Conference

Full name: \_\_\_\_\_ Acronym: \_\_\_\_\_  
 Venue (Hotel): \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_ Region: \_\_\_\_\_  
 First day: \_\_\_\_\_ Last day: \_\_\_\_\_ Edition: \_\_\_\_\_ Website: \_\_\_\_\_  
 Participation Format: \_\_\_\_\_ Notes about the Conference: \_\_\_\_\_ MoU special requirements: \_\_\_\_\_

First IMS sponsorship? Motivation:	(complete below if Yes)	Previous edition (if applicable) 1 <sup>st</sup> day: N° of papers: _____ N° of attendees: _____ Attached Technical Program: _____ Attached List of reviewers: _____
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## Sponsors (list all sponsors)

Sponsor name	Type	%	Sponsor name	Type	%

## Paper Submission & Review

Expected n° of submissions: \_\_\_\_\_ Submission type: \_\_\_\_\_ Planned acceptance rate: \_\_\_\_\_ Students as reviewers: \_\_\_\_\_  
 Planned n° of reviewers/paper: \_\_\_\_\_ Plagiarism check tool: \_\_\_\_\_ (IMS strongly encourages the use of CrossCheck, available for free by IEEE)  
 No-show papers policy: \_\_\_\_\_  
 IEEE Xplore submission: \_\_\_\_\_ Attached Call for Papers: \_\_\_\_\_ Special sessions: \_\_\_\_\_ Poster sessions: \_\_\_\_\_ Special issue: \_\_\_\_\_

## Planned Registration Fees (discounted fees shall be provided to IEEE IMS members)

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

## IMS Members (IMS members must be included in the Technical Committees)

Name	Email	Position	Name	Email	Position

## Financial Information (only if IMS financial sponsorship)

IEEE "rule" of 20% surplus planned: \_\_\_\_\_ Admin. responsibility (Name, Email): \_\_\_\_\_  
 Attached budget: \_\_\_\_\_ Attached info about Venue layout, room accommodation: \_\_\_\_\_ Specify any other attached files: \_\_\_\_\_

**Notes** (See the [Conference Management Guidelines](#) for more details):

- The technical sponsorship will be declined if this form is not submitted correctly and timely.
- The MoU will not be signed without approval of this request.
- The [Conference Closing Form](#) must be compiled and sent to the IEEE IMS VP Conferences within 30 days of the end of the Conference. See required information before holding the Conference