

Conference Sponsorship Request Form

Compile this form, print to PDF, 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 st 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