

## NORMS FOR TECHNICAL SPONSORSHIP BY IEEE MADRAS SECTION

### 1. Student Branch:

#### ➤ Active student Branch is essential

- a. A minimum 12 (6 in case of SB society chapter) active student members on the date of submission of the application
- b. A minimum 12 (6 in case of SB society chapter) activities in the proceeding 1 year
- c. A photo of the stage showing IEEE logo displayed prominently on the top right hand corner of the stage and a report should be submitted to IEEE MAS LINK
- d. EXCOM members / Society or Affinity group Office Bearers / Senior Members of IEEE to be one of the guests (travel to be paid as per IEEE MAS norms)
- e. The details (Names, location, mail id & mobile number) of EXCOM members / Society or Affinity group Office Bearers / Senior Members of IEEE will be made available on the IEEE Madras section website

#### ➤ Professional Membership

- a. The proposer should be a member of IEEE & Society if applicable at least for 2 years
- b. At the time of submission of application, there should be a minimum of 6 professional members and 2 society members, if applicable in the host Institution.

- With the experience obtained in organizing these events the SB is encouraged to bid for Section / India council / Region 10 / IEEE International events rather than local one of its kind international conferences. Be assured of Madras Section support.

### 2. Proposal

- The applications for technical sponsorship should be routed through Society (if sponsorship is sought) and then Section and if not, it may be liable to be rejected at a later stage for not fulfilling the norms
- If the application is co-sponsored, Society Chair should also ensure that the prescribed norms for the SB Society chapters in terms of membership and activities are fulfilled

3. The application for the technical sponsorship should be made at least 12 months in advance of the conference.
4. Ø If the application is not routed through Society / Section, it may be liable for rejection at later stage for not meeting the preliminary requirements.

### 5. Conference

- Society Chair, if Society is a co-sponsor is to be included in the Technical committee
- The Chairman of IEEE Madras Section and a few EXECOM members are to be included in any one of the committees – Advisory / Technical depending on their interest
- Any one of the Office Bearers of Madras Section is to be Invited to Conference (meeting the travel and hospitality) either for Inauguration or Valediction
- **Publication / Proceedings**
- Plagiarism

The Conference Chair / Organizing Secretary along with a responsible official of the Institute should give an undertaking that

1. They will take an undertaking from the authors that the work submitted is original and is not / will not be published elsewhere
2. The papers which are selected for publication should be checked for plagiarism through legal software.
3. The organizers will solely be responsible for any plagiarism and dealing with cases related to plagiarism
4. IEEE and IEEE Madras are indemnified in this exercise
5. Please note that If any published work is identified as plagiarized the SB & Organizers are liable to be blacklisted for a minimum period of 5 years

➤ Reviewers

1. The number of reviewers should be proportional to the number of papers proposed to be published
2. Name, Designation, Establishment, Highest degree and years of service after highest degree should be given.
3. One fourth of reviewers must be resident abroad
4. Another one fourth must be IEEE members with a minimum of 3 years membership
5. The rest of the reviewers may be from the host institution or from reputed institutions / organizations, qualified in the areas of interest to the conf.
6. Acceptance letters/email from the reviewers is a must.
7. Every paper must be reviewed at least by two reviewers and at least one of them must be from the panel listed in item 3 and 4.

- The organizers are encouraged to get at least 10% of the publications from authors resident abroad

## 5. Involvement of IEEE

Conference Chair / Organizing Secretary should give

- A brief presentation to be made to IEEE Madras either in person / by sending a PPT, if required
- Monthly status updates have to be sent to IEEE Madras OBs
- A detailed report along with few photos to be submitted to IEEE MAS LINK; depending on the importance of and response for the conference, the report may be forwarded to IEEE India Council newsletter by the Section
- Also the closing requirement like Technical Program Questionnaire to be completed as required by the IEEE HQ.
- If these formalities are not completed, the sponsorship could be withdrawn and the next application by the people concerned may not be considered

The technical sponsorship approval of the IEEE Madras Section has no financial liability in any form.

What about guidelines relating to conf. website – as nothing is stated about IEEE Madras Section. The logo of IEEE is only used & not the Section logo.