Instructions:

This PowerPoint template is provided as a guide to volunteers who wish to submit a proposal to organize a conference on behalf of the IEEE TEMS. Please follow the order and make sure to include information for each section as a minimum.

Section 1: Describe the WHY this location, theme and the unique selling points (USPs) and Size (papers, poster sessions, workshops, key notes, attendees of academic and industry side) would be a good selection for this conference. What is the attraction to this city? What scientific communities are in the area that would support and benefit the conference? What is the recent location history for this conference?

Section 2: Note the specific dates the conference could be held in this location keeping in mind the guidelines provided by the Society (i.e. avoid major holidays, conflicts with other conferences, etc.) Describe the venue including its location within the city, floor plan, and most importantly the space that is being held for the conference. Highlight the unique aspects of the meeting space such as a permanent theater or recent renovations.

Section 3: The Organizing Committee is one if not the most important part of a proposal. Pay careful attention to this section and be sure to include pertinent information. And make it diverse.

Section 4: Provide the average temperature for the location as well as the nearby transportation and accommodation options for attendees coming to the conference.

Section 5: Describe the options for the social functions such as the welcome reception, banquet, and student luncheon, workshops, other ideas and options.

Section 6: What are the highlights of this location for visitors? You may want to include a list of museums, theaters, and natural wonders.

Delete this instruction page when your done. Instructions continued on next page.
Instructions Part 2:

Section 7: List the organizations that the conference may be able to secure support such as local volunteers, grants, and/or gifts.

Section 8: Determine a preliminary budget that demonstrates the projected expenses and income the conference may incur, as well as projected surplus. The spreadsheet template is available from IEEE.

Items that you do not need to but may include in a proposal:
- Letters from the governor, mayor, or official agent welcoming the conference to the location.
- List of other conferences that have been held in this location/venue.

An advice from past successful bidding teams:
- Do not submit an incomplete proposal
- Do not forget the logos of all of the sponsoring societies and supporting organizations
- Do make sure that everyone you put on the organizing committee list has agreed to participate
- Know the history of this conference, where has it been, how is it traditionally run, what has the schedule been in the recent past, etc.

- Visit https://www.ieee.org/conferences_events/conferences/organizers/index.html to find many more hints, tools, information on organizing IEEE conferences.
  - Complete the IEEE Conference eXchange request with the necessary details on https://www.ieee.org/conferences/organizers/icx.html

Delete this instruction page when you are done.
Proposal for IEEE “CONF-NAME” 20XX “Your Theme Slogan”

Location, Country
Venue
DD – DD Month, YYYY
Outline of Your Proposal

1. Why <location, theme, usp>
2. Conference date & venue
3. Organizing Committee
4. Weather, transportation & accommodation
5. Reception & Gala Dinner
6. Local attractions
7. Supporting Organizations
8. Budget
Why <location, theme, usp, size>

Description of appeal in 100 words or fewer including expected number of contributions (papers, workshops, poster sessions, key notes) – continue on next slide
Why <location, theme, usp, size>

Description of appeal in 100 words or fewer including expected number of contributions (papers, workshops, poster sessions, key notes) – continue on next slide
Why <location, theme, usp>

Description of appeal in 100 words or fewer including expected number of contributions (papers, workshops, poster sessions, key notes) – continue on next slide
Why <location, theme, usp> 

Description of appeal in 100 words or fewer. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed mauris purus, aliquam vel feugiat consequat. Duis et enim nec.
Strategic Geographic Location

- Past X years of this conference have been held
- 2018 City
- 2017 City
- 2016 City
- 2015 City
- ........
Conference Dates

- Deadline for submissions
- Notification of acceptance/rejection
- Submission of final paper
- Deadline for author registration
- Conference dates
Alternate Conference Dates

- Deadline for submissions
- Notification of acceptance/rejection
- Submission of final paper
- Deadline for author registration
- Conference dates
Meeting Venue
ABC Convention Centre
Meeting Venue
ABC Convention Centre

Over #,000,000 sq. ft. of meeting space.
State of the art meeting technology.
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed mauris purus, aliquam vel feugiat consequat. Duis et enim nec.
Meeting Venue
ABC Convention Centre

Centre is hold the following space:

Exhibits
### sq. ft.

Workshops (8 rooms)
### sq. ft.

Plenary Sessions
### sq. ft.

Poster Sessions
### sq. ft.

Society Meetings
### sq. ft.
Meeting Venue
ABC Theatre

Seats over 2,000 ideal for plenary sessions
lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed
mauris purus, aliquam vel feugiat consequat.
Duis et enim nec.
Organizing Committee

- **General Chairs**
  - John Doe
    - University of XYZ
  - Mary Smith
    - University of XYZ
Organizing Committee

- Technical Program Chairs

  - John Doe
    - University of XYZ

  - Mary Smith
    - University of XYZ
We do expect your Organizing Committee to reflect diversity
Organizing Committee

**Plenary Session Chairs**
- John Doe
  - University of XYZ
- Mary Smith
  - University of XYZ

**Special Session Chairs**
- John Doe
  - University of XYZ
- Mary Smith
  - University of XYZ

**Publication and Publicity Chairs**
- John Doe
  - University of XYZ
- Mary Smith
  - University of XYZ

**Industry Relations and Forum Session Chairs**
- John Doe
  - University of XYZ
- Mary Smith
  - University of XYZ
Organizing Committee

Industrial Liaison
- John Doe
  - University of XYZ

Asia Liaison
- Mary Smith
  - University of XYZ

Europe Liaison
- Mary Smith
  - University of XYZ

North America Liaison
- John Doe
  - University of XYZ

We do expect your Organizing Committee to reflect diversity
Weather conditions . . .

The weather in Location is *lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed mauris purus, aliquam vel feugiat consequat. Duis et enim nec.*
Transportation

- # Airports within # km/#miles
- Train
- The convention centre is less than # km from the main airport and # km from the main downtown area.
Accommodation . . .

- Headquarter Hotel
  - Location Inn
  - Rate offered $xxx/night
  - Connected to convention centre
  - 5 restaurants
Accommodation...

- Secondary Hotel
  - Location Hotel
  - Rate offered $xx/night
  - Across the street from convention centre
  - 2 restaurants
Accommodation...

- Other options
  - Location Motel
  - Student Housing
  - 5 hotels within 1 mile
Accommodations...

A – Location Inn
B – Location Hotel
C – Location Motel
D – Student Hostel
Welcome Reception
Grand Ballroom

The Grand Ballroom is known for its elegant décor and five star menus. The main hall can accommodate 2,000 guests with a stage for entertainment. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed mauris purus, aliquam vel feugiat consequat. Duis et enim nec.
The NY Banquet Hall is known for its elegant décor and five star menus. The main hall can seat 2,000 guests with a stage for entertainment. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed mauris purus, aliquam vel feugiat consequat. Duis et enim nec.
Local Attractions

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed mauris purus, aliquam vel feugiat consequat. Duis et enim nec.
Supporting Organizations

- University of ABC
- ABC Technologies
- Acme Labs
- IEEE TEMS Chapter X
- IEEE Section Y
- Location Convention and Visitor’s Bureau
Budget

- Use the IEEE Conference Budget Worksheet and make it an attachment to your email submission
- Provide a summary of your budget in the presentation
## Budget – Registration Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Adv (in Local Currency)</th>
<th>Adv (in US $, as of [date])</th>
<th>Onsite (in Local Currency)</th>
<th>Onsite (in US $, as of [date])</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEEE Society Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEEE Member (other)</td>
<td></td>
<td></td>
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<tr>
<td>Co-Sponsoring Entity</td>
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<tr>
<td>Non-member</td>
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<tr>
<td>IEEE Student Member</td>
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<tr>
<td>Student Non-Member</td>
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<tr>
<td>IEEE Life Member</td>
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</tr>
</tbody>
</table>
# Budget - Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Local Currency</th>
<th>US Dollars (as of [date])</th>
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</thead>
<tbody>
<tr>
<td>Registration Fees (1,000 registrations)</td>
<td></td>
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<tr>
<td>Publications</td>
<td></td>
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<tr>
<td>Exhibits</td>
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</tr>
<tr>
<td>Social Functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Budget - Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Local Currency</th>
<th>US Dollars (as of [date])</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expense</td>
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</tr>
<tr>
<td>Surplus</td>
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</tbody>
</table>

**TARGET MINIMUM**: 20% surplus generated
# Budget - Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Local Currency</th>
<th>US Dollars (as of [date])</th>
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</thead>
<tbody>
<tr>
<td>Promotion</td>
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<tr>
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<td>Administrative Meetings</td>
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<tr>
<td>Social Functions</td>
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<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>
Main Contact Information

- Name
- E-mail Address
- Telephone including country code
- Website