

Conference Sponsorship by IEEE Italy Section or IEEE Italy OU

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According to the IEEE Policies document (<https://www.ieee.org/about/corporate/governance>) the Section and Chapters are IEEE organizational units. There are three types of conference sponsorship available to IEEE organizational units:

- 1) **Sole sponsorship** – this indicates sole organizational unit involvement in a conference. If an organizational unit agrees to sponsor a conference, it accepts complete responsibility for the technical, financial, publicity and administrative aspects of the conference. The organizational unit must approve the conference budget prior to its submission to IEEE Conference Service for approval.) (IEEE Policies, Section 10.1.4).
- 2) **Financial Co-sponsorship** – this indicates a shared involvement among several organizations, one of which is an IEEE organizational unit. Other co-sponsoring organizations could be IEEE organizational units or other "Not-for-Profit" non-IEEE organizations. The relationship between sponsoring organizations should be explicitly defined in terms of Memorandum of Understanding (MoU) (IEEE Policies, Section 10.1.5).
- 3) **Technical Co-Sponsorship/Technical Cooperation** – this indicates direct and substantial involvement by the IEEE organizational unit solely in the organization of the technical program. The IEEE organizational unit has no financial involvement in the conference. The relationship between sponsoring organizations shall be explicitly defined in terms of a Memorandum of Understanding (MoU) (IEEE Policies, Section 10.1.5).
- 4) **Cooperative Sponsorship** - An organizational unit may cooperate in a conference. This type of involvement is very limited. The IEEE organizational unit has no financial involvement, no substantive technical involvement, and no administrative involvement in the conference. The organizational unit can assist in publicity for the conference by providing the appropriate IEEE organizational unit mailing lists and possible advertisement in publications. The IEEE name and logo cannot be used in any form.

Prior to granting financial co-sponsorship or technical co-sponsorship/technical cooperation to conferences involving non-IEEE entities, Subsections, Chapters, Geographic Councils, Affinity Groups, and Student Organizations shall obtain approval by the Region or Section to which that organizational unit belongs.

The term "IEEE" shall be used in the names of sole-sponsored and co-sponsored conferences where IEEE is at least a 50% financial sponsor (in total for all IEEE co-sponsors).

For Financial Co-Sponsorship from the IEEE Italy Section and/or its Chapters, the organizers are required to comply with the following requirements:

- 1) The request has to be done to the Italy Section conference committee and the Section chair before the submission of the application form.
- 2) The conference must be held in Italy, and shall have: sound financial planning, benefit to the membership, absence of conflict with other conferences (different dates and topics), assurance of technical content quality, and protection of the IEEE brand. The Financial co-sponsorship for events organized out of Italy is not allowed. In this case only the technical co-sponsorship can be given. Are exceptions the IEEE Regional Flagship or Portfolio Conference and the conference organized by other Sections.
- 3) Financial Co-sponsored conferences shall provide their conference budget to the

IEEE Italy Section and/or its Chapters for review and approval before submitting the application form. The surplus has to be at least the 20%.

- 4) A reduced fee has to be foreseen for the IEEE members.
- 5) The conference program shall include at least one event organized in coordination with the IEEE Italy Section and persons nominated by the Section (or its chapters) have to be involved in key roles in the program. These events and roles have to be defined before the application form submission.
- 6) Financial co-sponsored conferences shall display the IEEE Italy Section logo (and its chapters logos when involved) on all materials distributed within or associated with the conference (program, roll up, flyer, website, etc.). All those material needs a pre-approval from the Italy section conference committee.
- 7) The conference organizers shall provide an exhibit booth or exhibit table or other means of promoting IEEE membership and activities of IEEE and Italy section during the conference.

Before to get Technical Co-Sponsorship/Technical Cooperation by the IEEE Italy Section and/or Chapters, the following points must be checked by the organizers:

- 1) The request has to be done to the Italy Section conference committee and the Section Chair before the submission of the application form.
- 2) The conference must be held in Italy, and shall have: sound financial planning, benefit to the membership, absence of conflict with other conferences (different dates and topics), assurance of technical content quality, and protection of the IEEE brand.
- 3) The conference must be multidisciplinary, at least two Chapters/AGs of the IEEE Italy Section must be involved in the conference organization to obtain the IEEE Italy Section Logo, otherwise only the logo of the IEEE Italy Chapter can be used.
- 4) A discussion on the technical conference program and the various technical aspects shall be defined during the initial phases of preparation of the conference and defined through a MoU. The Chapter/Section Officers should also be: General Chair/Co-Chair, or Technical Program Chair/Co-Chair, or Steering Committee Chair/Co-Chair, or at least one Section/Chapter representative Officer shall be member of the Technical Committee; in such last case, the 25-50% of the Technical Committee members shall be IEEE members and proposed from the chapter involved. This list has to be communicated to the Italy section conference committee.
- 5) A reduced fee has to be foreseen for the IEEE members.
- 6) All technical co-sponsored conferences have to put in the budget a 1450 USD outcome per event, plus 22 USD outcome for each paper published in IEEE Xplore; This budget is not covered by the Italy Section or the Italy Section chapters.
- 8) The conference shall display the IEEE Italy Section logo and the logos of the sponsoring Chapters/AGs on all materials distributed within or associated with the conference (program, roll up, flyer, website, etc.). All those material needs a pre-approval from the Italy Section conference committees.

Chapters/AGs that plan to technically sponsor a conference outside of their established geographic territory, as well as any conference sponsored by a Council or a Council subunit, must obtain the cross endorsement of the Section ExCom from the geographic territory in which the event is planned, or from the Region ExCom when a conference is to be conducted in a territory that is outside of a currently formed Section.

For flagship conferences of the IEEE Italy Section or R8 Flagship and Portfolio conference sponsored by the section, at least one member of the Section officers shall hold a role in the conference. Such roles may include, but are not limited to, Technical Co-Chair, member of the Steering Committee, or member of the Organizing Committee.

For conferences co-sponsored by IEEE R8 or other Sections of R8, the IEEE Italy Section will evaluate case by case the possibility of granting Financial or Technical Co-Sponsorship.

References

[1] IEEE Policies – <https://www.ieee.org/about/corporate/governance>

[2] IEEE MGA Operations Manual –
https://mga.ieee.org/images/files/board-committees/Ops%20Manual/Current%20MGA%20Operations%20Manual%202025_%20Nov.pdf

Short note for the Chapter Chairs organizing Conferences with registration fee Guides for the Chapter Chairs are available at

http://www.ieee.org/conferences_events/conferences/organizers/index.html

The Chapter Chair/s organizing sole or co-sponsored conferences (financial and technical involvement) prepare a budget plan with a percentage surplus $[(\text{total receipt} - \text{total outlays}) / \text{total outlays} \times 100]$ greater than or equal to 20 %, and shall inform the Section about their purpose to organize a conference;

The Section will judge the capability to provide financial and management support to the Chapter/s in the conference organization and shall give its approval. For conferences of interest of two or more Chapters, the Section will judge its direct participation as co-sponsoring organizational unit, sharing a 25 % minimum of the surplus;

After the approval by the Section, the Chapter Chair/s together with the co-organizers shall elect the General Chair/CoChairs. The General Chair or at least one of the General Co-Chairs shall be an IEEE member.

The General Chair together with the co-organizers shall prepare the program draft of the conference, shall contact all the involved co-sponsors and is responsible for registering the event on the IEEE website.

Financial management (wire transfer in and out) is possible by the bank account of the Section. To this purpose, the organizers shall inform the Section Treasurer and an administrative cost shall be negotiated with the section and accounted in the budget. This cost is independent by the financial sponsorship. I.