Application for MTT-S Conference Sponsorship

Please provide the following information for a conference, symposium, or workshop (“conference”) petitioning for MTT-S Financial and/or Technical (Co)-Sponsorship. Note that IEEE rules require this information and that IEEE will not approve of MTT-S sponsorship of the event if the information is not provided. Thus, answering as many of the questions as possible will expedite the processing of the Application.

For more information, questions, or to submit your completed form(s) please email us at: m\_s@mtt.org

If this Application is approved, a Conference Application must be completed on the IEEE Website via the ICX Exchange. This application will generate your Conference Information Schedule (CIS) and a Memorandum of Understanding (MoU) to be reviewed by all parties involved in sponsoring your conference. The MTT Meetings and Symposia Administrator will work with you on this application process and provide all necessary web links in your sponsorship approval letter from MTT-S.

PLEASE NOTE: It is most time effective to request/gain approval from all potential sponsoring parties prior to completing you Conference Application form on the IEEE website. Please do not complete the forms on the IEEE web site until you have obtained sponsorship approval from the IEEE MTT-S.

Additional information on organizing a conference, including the timeline and detailed information on planning an IEEE conference can be found at:

<http://www.ieee.org/conferences_events/conferences/organizers/index.htm>

For more information on MTT conferences and sponsorships visit:

<http://www.mtt.org/conferences.html>

# General Conference Data

Full Name of Conference:

Acronym (if any):

Call for Papers submission due date:

First Day of Conference: Last Day of Conference:

Location:

Website:

Expected Attendance:

Expected number of paper submissions:

# Name and Address of Conference General Chair

Name:

Affiliation:

Phone:

Email:

IEEE member: [ ]  Yes [ ]  No

MTT-S member: [ ]  Yes [ ]  No

# Name and Address of Conference Technical Program Chair(s)

**Chair:**

Name:

Affiliation:

Phone:

Email:

IEEE member: [ ]  Yes [ ]  No

MTT-S member: [ ]  Yes [ ]  No

**Co-Chair (if any):**

Name:

Affiliation:

Phone:

Email:

IEEE member: [ ]  Yes [ ]  No

MTT-S member: [ ]  Yes [ ]  No

# Sponsorship

## Type of Sponsorship Requested

More Information on the different types of sponsorship is available at:

 <http://www.ieee.org/conferences_events/conferences/organizers/setup_approval.html#sect4>

* Financial Sponsorship: % Financial Sponsorship
* Technical Sponsorship: Sole Technical Sponsorship (100%) or Technical Co-Sponsor?

Notes:

* If MTT-S is a Financial Co-Sponsor, it is automatically a Technical Co-Sponsor
* Technical (Co-)sponsorship provides no financial assistance of any kind.

## Financially responsible organization(s) (if not MTT-S)

List all financially responsible organizations and their respective contact persons (add additional blocks if necessary) (**Note: total sponsorship must equal 100%**).

### IEEE Society or Organization 1 ( % Financial Responsibility)

Name of Organization:

Name of Contact Person:

Position:

Phone:

Email:

### IEEE Society or Organization 2 ( % Financial Responsibility)

Name of Organization:

Name of Contact Person:

Position:

Phone:

Email:

## If Financial (Co-)Sponsorship is requested:

### Name and Contact Information of Conference Finance Chair:

Name:

Affiliation:

Phone:

Email:

IEEE member: [ ]  Yes [ ]  No

MTT-S member: [ ]  Yes [ ]  No

### Projected Budget *(only required if MTT-S is financial (co-)sponsor)*:

Income: (US $) Expenses: (US $)

Prior Year Data:

Last Year: Income: (US $) Expenses: (US $)

Two years ago: Income: (US $) Expenses: (US $)

Three years ago: Income: (US $) Expenses: (US $)

Loan Request: [ ]  Yes [ ]  No

If Yes, Loan Amount: (US $) Expected Availability Date:

### Expected Registration Fees (US$):

(note that IEEE member rate needs to be at least 20% below non-member rate)

**Full Registrations:**

*Advance*: Member: IEEE: Non Member:

*At Conference*: Member: IEEE: Non Member:

**Reduced Registrations (specify categories):**

*Advance*: Member: IEEE: Non Member:

*At Conference*: Member: IEEE: Non Member: ***Other Technical Conference Sponsors:***

List all other organizations and their respective contact persons sponsoring the conference (add additional blocks if necessary).

### Organization 1

Name of Organization:

Name of Contact Person:

Position:

Phone:

Email:

### Organization 2

Name of Organization:

Name of Contact Person:

Position:

Phone:

Email:

### Organization 3

Name of Organization:

Name of Contact Person:

Position:

Phone:

Email: **Conference Publication**

Type of Conference Proceedings Publication:

[ ]  Print [ ]  USB [ ]  Online [ ]  Other:

Do you intend to upload the publication to IEEE Xplore? [ ]  Yes [ ]  No

Please Note: Every MTT Sponsored Conference is strongly encouraged to upload their papers to IEEE Xplore. MTT has to pay a penalty fee for conferences with technical sponsorship which are not publishing in Xplore. Furthermore, in the past authors were upset with conferences having IEEE or MTT sponsorship without uploading the proceedings to Xplore. Publication in IEEE Xplore is considered a value added benefit to authors and will only help increase your paper quality and submissions. However, IEEE reserves the right to deny publishing on Xplore any conference paper.

Publication in IEEE Xplore requires submission of a Publication Form, available at: [http://www.ieee.org/conferences\_events/conferences/organizers/pubs/conference\_publications](http://www.ieee.org/conferences_events/conferences/organizers/pubs/conference_publications.html)

This form should not be completed until your Conference Application and MoU have been fully executed.

Do you intend to give the copyright for the publication to IEEE?

[ ]  Yes [ ]  Non-Exclusive [ ]  Exclusive

[ ]  No, please give name and contact information of copyright owner

Name of Organization:

Name of Contact Person:

Position:

Phone:

Email:

Describe the **review process** for submitted papers, including the minimum number of reviewers per paper, the average number of reviewers per paper, and a description on how decisions are made and by whom:

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| --- |
|  |

What is the expected paper acceptance rate? %

What are the criteria for paper acceptance?

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| --- |
|  |

**Conference History**

Is this conference sponsored by MTT-S for the first time?

[ ]  Yes [ ]  No

If applicable, please give information on the past three conferences:

Name of Conference:

Past Conference Date:

Location:

Website:

If sponsored by MTT-S, give type and % of sponsorship:

Attendance: Paper Acceptance Rate: %

Name of Conference:

Past Conference Date:

Location:

Website:

If sponsored by MTT-S, give type and % of sponsorship:

Attendance: Paper Acceptance Rate: %

Name of Conference:

Past Conference Date:

Location:

Website:

If sponsored by MTT-S, give type and % of sponsorship:

Attendance: Paper Acceptance Rate: %

Technical Scope of Conference

Topic Areas to be included (list no more than six key conference topics):

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| --- |
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What is the program format (e.g., Oral/ Poster Presentations, Workshop (interactive) Sessions)?

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| --- |
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Submit a copy of the **Call for Papers** to m\_s@mtt.org.

MTT-S (Co-)sponsorship requires a “shared and significant involvement” of MTT-S members on the Conference Organizing Committee and Conference Technical Program Committee. (Note that inclusion of MTT-S AdCom members or members of MTT-S Technical Committees is preferred.)

List all MTT-S member positions on the **Organizing Committee**;provide names.

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|  |

List MTT-S member positions on the **Technical Program Committee**; provide names.

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If MTT-S (co-)sponsors a conference, it is anticipated that MTT-S members are encouraged to attend. Most conferences offer discounted registration fee for the IEEE members. Apart from the discounted registration fee, what other actions the conference has considered for the MTT-S members? These actions could be, e.g., Young Professionals (YP) session, free lunch for student members, merchandise, student travel grant, and further discounted registration fee for MTT-S members from developing countries. Please list and describe the actions the conference has in mind to attract MTT-S members to attend the conference.

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Is an exhibition in parallel to the conference planned?

[ ]  No [ ]  Yes, Number of expected exhibitors: Name and contact information of submitter

Name:

Affiliation:

Phone:

Email:

Submission Date: