

## **Information**

The NSW Section will accept requests for financial and technical co-sponsorship via the form on the preceding page.

Requests are to be submitted to the NSW Section Secretary and copied to the NSW Section Chair. Requests will be reviewed at the Section meetings that occur on the first Monday of each month between February and November. Requests should be submitted at least one week before the scheduled meeting date. It is expected that a representative will attend the section meeting to discuss the proposal.

The NSW Section aims to sponsor conferences with a proven history of delivering high quality experiences and technical papers (if applicable). In principle the NSW Section will only sponsor conferences within the state of NSW. Conferences outside NSW can be sponsored if approval is provided by the local section. The support from the relevant NSW Technical Chapter or Affinity Group Chair must be obtained.

The term "IEEE" in the names of conferences applies where IEEE is at least a 50% financial sponsor (in total for all IEEE co-sponsors). The use of the term "IEEE" in the names of co-sponsored conferences in which IEEE is less than a 50% but at least a 25% financial sponsor (in total for all IEEE co-sponsors) is recommended but not required. The term "IEEE" shall not be used in the names of co-sponsored conferences in which IEEE is less than a 25% financial sponsor (in total for all IEEE co-sponsors). This includes conferences in which IEEE is only a technical co-sponsor or is not a sponsor in any form.

IEEE Conference policy is available here in section 10.1: <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/ieee-policies.pdf>

## **Option 1: Financial Sponsorship:**

Terms to be negotiated with the NSW Section Conference Coordination Chair and Section Chair

## **Option 2: Technical Sponsorship:**

### **Option 2a: A conference sponsored by an IEEE Society**

A financial donation with an amount to be negotiated is requested to support the funding of local events and opportunities.

### **Option 2b: A conference that IS NOT sponsored by an IEEE Society**

For conferences with average attendance up to 250 delegates – a sponsorship fee of AU\$1100 (paid upfront).

For conferences with average attendance of more than 251 delegates – a sponsorship fee of AU\$2500 (paid upfront).

For conferences submission of papers to IEEE Xplore, separate fees are payable to the IEEE. Please visit <https://www.ieee.org/conferences/index.html> for more information.

## NSW Section Contribution

- advertise the conference on the section website and bi-monthly member e-notices
- advertise a callout for reviewers (if required)

## Conference Requirements

- NSW Section be advertised as a sponsor on the conference website
- The NSW Chair or representative has an opportunity to provide a 5min talk to promote the IEEE at the conference opening or at the conference dinner
- At least one free registration that the section can award to an IEEE member, used to promote the conference. This will be an open call for NSW members interested in attending the conference but not presenting a paper.
- The NSW Conference Coordination Chair is provided with a position on the committee.



# IEEE NSW SECTION Conference Sponsorship

## **CONFERENCE SPONSORSHIP REQUEST**

**Conference Name:**

**Conference Date:**

**Conference Location:**

**Conference Chair Name and Contact Details:**

**Conference Treasurer Name and Contact Details:**

**Primary Sponsor:**

**If the conference is not located in NSW is there approval from the local section? If so, name and contact details of the local section chair:**

### **Sponsorship Type:**

- Financial Co-Sponsorship
- Technical Co-Sponsorship – an IEEE Society Sponsored Conference
- Technical Co-Sponsorship – no support from an IEEE Society

### **Conference History**

**Years Conference in Operation:**

**Previous Location:**

**Previous Conference Website:**

**Average Number of Delegates Last 3 Years:**

**Average Paper Acceptance Rate Last 3 Years (if applicable):**

### **Purpose**

**Name of the relevant NSW Technical Chapter/Affinity Group Chair the conference has been endorsed by (*endorsement is compulsory*):**

**Relevance of Conference to the IEEE NSW Section (*why should the section provide support?*):**

**Additional Supporting Information:**

**Submitted By:**

**Signature:**

**Date:**

**Submitter Contact Details:**