

IEEE Control Systems Society: Conference Technical Sponsorship/Proceedings Acquisition Form
(Additional pertinent information may be provided as attachments to the form)

This information will be reviewed by the CSS Executive Committee. For fully completed forms, a response with a decision may be expected within 3 weeks. The CSS reserves the right to request additional information.

General Information	
1. Conference Name	
2. Conference Dates	
3. Conference Location/Venue	
4. Conference Web Page	
Financial Information	
5. Financial Sponsor(s) ¹	
6. Registration Fees	
7. Expected Number of Registrants	
Conference Proceedings	
8. Will conference publish proceedings in either paper or electronic form?	Yes/No
9. Who holds copyright to Proceedings?	
10. Are you requesting that CSS acquire the Proceedings for Xplore?	Yes/No
11. Which software system will you use for handling manuscript collection/review/publication?	This question must be answered only if you are requesting the CSS to acquire the Proceedings.
12. IEEE requires that all manuscripts submitted must go through a check of "inappropriate re-use" of previously published works prior to being uploaded to IEEE Xplore ² . Does the software that your conference uses for managing submissions perform this check? If Yes, please specify the software (CrossCheck ³ /iThenticate compatible) that you will use.	Yes/No. This question must be answered only if you are requesting the CSS to acquire the Proceedings.
13. IEEE has pdf compliance requirements for IEEE Xplore publication ⁴ . Will your choice of software system or the publisher meet these requirements? Please include the name of the software you will be using.	Yes/No. This question must be answered only if you are requesting the CSS to acquire the Proceedings.

¹ List a non-profit organization that will financially sponsor your conference. It is assumed that the organization will assume the financial risk if you had no insurance and the conference ran at a financial loss. If there are multiple financial sponsors, please indicate the percentage of financial sponsorship of each sponsor.

² http://www.ieee.org/publications_standards/publications/rights/index.html

³ http://www.ieee.org/publications_standards/publications/rights/crosscheckmain.html

⁴ http://www.ieee.org/conferences_events/conferences/publishing/index.html

14. Conference History (list information about three previous meetings in this conference series)							
Year	General Chair	Location	Number of Accepted Papers	Attendance	IEEE Society Sponsor(s)	Proceedings on Xplore?	Did CSS acquire the Proceedings?
						Yes/No	Yes/No
						Yes/No	Yes/No
						Yes/No	Yes/No

15. Organizing Committee⁵			
Position	Surname, Given-name	CSS member?	CSS and Related conference activity (see template)
General Co-Chairs		Yes/No	
Program Co-Chairs		Yes/No	
Publication Chair			
Others			
Conference Representative		Yes/No	

	Surname, Given-name	Describe the role that the CSS Representative has in the conference organization or paper review process.
16. CSS Representative		

17. Select Members of Technical Program Committee with CSS Conference Activity Experience		
Surname, Given name(s)	CSS member?	Related CSS conference activity (see template)
	Yes/No	
	Yes/No	
	Yes/No	
	Yes/No	
	Yes/No	

How are the persons listed above involved in conference organization or the review process?

18. Review Process:
Please describe the steps in the paper review process, what is reviewed (e.g., full papers, abstracts), number of independent reviewers for each paper, expected acceptance rate. If available, please include this data for past three times this conference was held.

19. Conference Quality:

If the conference is requesting proceedings acquisition, then all papers must be written in English. Please describe how the conference will assure this and additional conference quality issues (see [document](#) for guidelines).

(Please sign in the appropriate box below).

The Organizing Committee requests Technical Co-Sponsorship by the IEEE-CSS. We are not interested in having the IEEE-CSS acquire the proceedings for the IEEE Xplore.

Signature of Conference Representative) (Date)

The Organizing Committee requests Technical Co-Sponsorship by the IEEE-CSS. We are also interested in having the IEEE-CSS acquire the proceedings for the IEEE Xplore. We understand and agree that the Proceedings of the conference will produced in compliance with IEEE Xplore's PDF requirements for immediate inclusion in the IEEE Electronic Library on IEEE Xplore. Any cost incurred in making non-compliant files Xplore compliant will be conference's responsibility.

(Signature of Conference Representative) (Date)

Required Attachments/Material

1. Conference Call for Papers
2. Biographical sketches for at least two members of the Organizing/Program Committee who are IEEE CSS members (one of them being the person proposed as CSS Representative). Clearly highlight their past experience with IEEE CSS conference organization. Also clearly describe their role in this conferences organization and or review process. ([See template here](#))
3. In case there were previous electronic conference proceedings, but they did not appear on IEEE Xplore, provide either a CD-rom or a web site where the proceedings can be accessed.