

International Conference Design Prospectus



Date: _____

To IEICE Communications Society
President _____

Name of the conference (Abbreviation):
Originator:
Chairman of preparatory committee or executive organizing committee:

1. Name of the conference: (Full name) _____
(Abbreviation) _____

2. Conference dates: From _____ To _____
Conference type: _____ Non-regular (only once) / Regular conference
<If the conference type is 'regular', please fill out the followings.>
- Date of the last conference (first day) : _____
- Previously supported by IEICE-CS?: Yes / No
- If yes, please fill out the date and the sponsorship style of the latest conference.
Date: _____ /
Sponsorship style: (Sole) Promoter / Joint Promoter / Participating Promoter / Acting in a supporting or backing role

3. Conference venue: (Country / city / venue name):

4. Scale of event: Number of papers presented (approx.): _____
Participants expected (approx.): _____
(Including ___ locals and ___ from overseas)

5. Conference style: (Sole) Promoter / Joint Promoter / Participating Promoter / Acting in a supporting or backing role

- (a) Sponsors and related societies/associations (if IEICE-CS is NOT a sole sponsor).
- (b) Expression of IEICE-CS's sponsorship on the Web site, publications, and so on. (e.g. technically cosponsored by, in cooperation with etc.)

(If IEICE-CS is a (Sole) Promoter or Joint Promoter, please fill out (c), (d) (e) and (f). If IEICE-CS is Participating Promoter or Acting in a supporting, please fill out (d).)

- (c) Share of liabilities (including financial liabilities):*
- (d) Publication copyrights are transferred to IEICE (and published in I-Scover).
Yes / No (copyright is owned by : _____)
If YES, does the committee request IEICE-CS to permit publications by other societies?
†Yes (permitted user: _____) / No
If NO, can papers be published in I-Scover?
†Yes / No

(†If Yes, MOU agreement is needed.)

(When copyright is transferred to the IEICE, copyright transfer forms should be passed on to the IEICE offices for permanent storage after the conference has finished.)

- (e) Final settlement year:*
- (f) Delegation of authority: *
When the committee will request to transfer the responsibilities of finance and contract with regard to the conference from IEICE-CS, the committee shall assign the responsibilities to a person as follows.
(Full name)

(Title of the committee)

[Regarding this assignment, please check the guideline of the responsibility transfer about budget implementation and conclusion of a contract (in Japanese)]

6. Reason for requiring a sole promoter or a joint promoter whose involvement is of primary or of equal importance or the like*.

7. Proposed structure of preparatory committee, executive organization committee and administrative office, etc.: (Names of committee members to be attached separately)**

8. Business plan/financing plan and expenditure plan: (Written estimates to be attached separately)**

9. The executive organization is responsible for all practicalities relating to this international conference, and the conference should be financially independent.

Also, the surplus should be remitted to IEICE-CE according to the IEICE-CS's share of the financial responsibility, and up to 70% of such remittance can be reserved as funds for the future conference.*

10. When the IEICE-CS is the sole or joint promoter, the tax process after the settlement will be included in a total tax process of IEICE by counting its income and expense as the accounts of IEICE-CS. However, withholding tax of reward, transportation expenses, and paper award etc. will be dealt with by the executive committee of the conference.*

11. An implementation reports including convention report and statement are to be submitted to the IEICE-CS executive committee after the conference.**

When the IEICE-CS is the sole or joint promoter, documents related to budget and statements are submitted separately to IEICE-CS by yearly basis. Also, publications and copyright transfer form are to be submitted to the IEICE executive offices.

12. Others

- Are there paper awards with prize in the conference? Yes / No
 - If yes, is there a regulation for that ? Yes / No
 - The reason if there is no regulation []
 - Support from international activities fund of IEICE-CS (If received).
 - The amount of subsidy (including under application) : _____JPY
 - Announcement in GLOBAL NEWS LETTER of IEICE-CS (Recommended).
 - Advanced notification / CFP Yes / No
 - Conference report Yes / No
 - Are IEICE-CS members or liaisons included in the executive committee of a the conference ?
Yes / No
- [If yes, information about committee and/or liaison are to be included in item 13.]

13. Contact details: (Address, affiliation, name, phone number, email address, etc. to be attached separately)

- In case of participating promoter, acting in a supporting or backing role cases, items marked with '*' are no need to be entered. (Please indicate as 'Not the case' in item 6, 9, and 10).
- In case of participating promoter, acting in a supporting or backing role cases, overview is acceptable in items marked with '**'