

International Conference Design Prospectus (Mode: promoter / joint promoter / participating promoter)

/supporting role / backing role

Date: _____

To The Institute of Electronics, Information and
Communication Engineers

IEICE president _____ or society chairman / group steering committee chairman _____

(The addressee depends on the decision-making organization: IEICE headquarters → IEICE president; society → society chairman; group → group steering committee chairman)

Title of international conference (abbreviated):

Originator:

Chairman of preparatory committee (executive organizing committee):

1. Name of international conference: (English) _____

 (Japanese) _____
 (English abbreviation) _____

2. Conference dates: from _____ until _____

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

4. Scale of event: Number of papers due to be presented (approx.): _____
 Number of participants expected (approx.): _____
 (including approximately _____ Japanese and _____ foreign nationals)

5. Mode: When the IEICE is the sole promoter, a joint promoter together with other related academic societies or the like, a participating promoter, or acting in a supporting or backing role, its share of the obligations (including financial obligations) and the treatment of copyright to papers should be filled in below.

Sole/joint promoter name / participating promoter /supporting role / backing role (breakdown of related academic societies or the like):

Name of IEICE organization to be used in this mode:

Share (breakdown) of liabilities (including financial liabilities):

Treatment of copyright (breakdown):

(The transfer of copyright forms used when copyright is transferred to the IEICE are passed on to the IEICE offices for permanent storage, so they are submitted after the conference has finished.)

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 (coordinating organization committee, etc.) 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 coordinating organization is responsible for all practicalities relating to this international conference.

Also, as a fee for using the IEICE's name as a promoter/joint promoter or the like, the coordinating organization shall remit 30% of the

amount corresponding to the IEICE's share of the earnings to the IEICE headquarters or the society/group concerned.

10. The settlement of taxes when the IEICE is the sole promoter will be dealt with by (the IEICE / the coordinating organization as an informal organization).

11. An implementation report is to be submitted after the end of the international conference. Also, publications are to be submitted to the IEICE executive offices.

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