

Manual on Operating Procedures for International Conferences

IEICE International Affairs Committee

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This manual defines the requisite operating procedures for handling the operational tasks set forth in “Procedures for Organization of International Conferences.”

If the society/group concerned has not created its own relevant manual, this manual shall apply.

[Common items]

1. Modes of participation in international conferences

1.1 Definition of international conference

An international conference is deemed to be a conference in which the delegates represent at least two different countries/regions and whose organizing committee, executive committee, etc. include committee members from other countries/regions.

1.2 Modes of participation and liabilities

The internal body responsible for promoting the international conference concerned is referred to as the "sponsoring parent body." In the case where the IEICE promotes or jointly promotes the international conference, the sponsoring parent body is the IEICE headquarters, society/group/technical committee, international section, etc. An IEICE internal body that plans, operates and administers the international conference is referred to as the “coordinating organization.”

(a) Sponsor (“sponsored by”, etc.): This applies to the case where the IEICE assumes full responsibility for holding the conference, and is the sole sponsoring parent body.

(b) Joint sponsor (“co-sponsored by” etc.): This applies to the case where a number of academic societies jointly promote the international conference, and the IEICE assumes a level of responsibility proportional to the extent of its joint support for the conference. The IEICE's involvement may be classified as of primary or equal importance, etc. depending on the extent of the IEICE's financial burden, or it may be classified on the basis of the share of responsibility.

(c) Technical co-sponsor (“technically co-sponsored by”, etc.): This applies to the case where the IEICE assumes no responsibility for any practical aspects of the event but assumes part of the burden of work relating to manuscripts submitted to the conference, etc.

(d) Supporting or backing role (“in cooperation with” etc.): This applies to the case where the IEICE assumes no responsibility for any practical aspects of the event, but cooperates on matters such as informing its members of the proposed event. The IEICE's role is described as either “support” or “backing.”

For international conferences of which the IEICE is the sponsor or joint sponsor, the coordinating organization will plan, operate and administer the international conference taking into consideration the following items:

- (1) When the IEICE promotes or jointly promotes the international conference, the name of the IEICE shall be used in order to indicate explicitly that the IEICE assumes responsibility for holding the conference.
- (2) The coordinating organization shall plan, operate and administer the conference independently on a financially self-supporting basis (*).
- (3) The coordinating organization shall submit its business plans and budget when applying to use the IEICE name.
- (4) The coordinating organization shall plan and operate the conference in a manner such that no debts are likely to be incurred.

[Note] All international conference activity revenues and international conference activity expenditures, in the case of mode of participation (a), or such revenues and expenditures in proportion to the IEICE's share of financial liabilities, in the case of mode of participation (b), shall be entered in the IEICE's financial accounts for the fiscal

year in which the conference ended. If this is not possible, the mode of participation shall be either (c) or (d), in which case the IEICE shall assume no responsibility for the conference. Therefore, in the case of (c) or (d), no expenditures can be made.

(*) The principle of financial self-support applies for a full year under the following conditions:

“Administration of financial self-support”

In the case where the international conference is held regularly, the coordinating organization may retain 70% of any surplus determined following the completion of each conference (in the case where the IEICE is a joint sponsor, the amount of surplus entered in the IEICE’s financial accounts in proportion to the IEICE’s share of financial liabilities) for use in financing subsequent conferences.

This does not apply to the case where a further conference is not planned.

1.3 Use of the IEICE name by the sponsoring parent body

[Note: The parentheses and the words within them in the following items may be omitted.]

- (1) In the case where the sponsoring parent body is the IEICE, “(General Incorporated Association) The Institute of Electronics, Information and Communication Engineers” shall be used.
- (2) In the case where the sponsoring parent body is a society/group, “xxx Society/Group, (General Incorporated Association) The Institute of Electronics, Information and Communication Engineers” shall be used.
- (3) In the case where the sponsoring parent body is a technical committee or the domestic committee of an international conference, “xxx Technical Committee/Domestic Committee of the International Conference, xxx Society/Group, (General Incorporated Association) The Institute of Electronics, Information and Communication Engineers” shall be used.
- (4) In the case where the sponsoring parent body is a society/group, a technical committee or the domestic committee of an international conference, and it wishes to use or add “(General Incorporated Association) The Institute of Electronics, Information and Communication Engineers” for external publicity, it shall obtain approval from the IEICE International Affairs Committee via the relevant society/group.

1.4 English names

For English names of various organizations and functions, refer to the List of

English Names Related to the IEICE, which can be found at http://www.ieice.org/jpn/about/eng_jap.html

1.5 Use of IEICE logo

In the case where the sponsoring parent body is the IEICE or a society/group, and it has approved the holding of the conference, the IEICE logo may be used in association with the conference. (In the case where the sponsoring parent body is a society/group, the logo of the society/group concerned may be displayed next to the IEICE logo.)

[For use by the IEICE International Affairs Committee or the international affairs committee of a society/group]

2. Decision-making organization, international conferences subject to deliberation, and deliberation items

2.1 Decision-making organization

The organization that is authorized to deliberate on plans for holding international conferences and decide whether the international conference concerned can be held (hereinafter referred to as “decision-making organization”) is either the IEICE International Affairs Committee or the international affairs committee (including an organization performing corresponding functions) (Note: This modification to “international affairs committee” always applies hereinafter) of a society/group.

If the coordinating organization involves multiple societies/groups, or if the sponsoring parent body is a technical committee or the domestic committee of an international conference, the decision-making organization shall be, in principle, the international affairs committee of the society/group that is most closely involved in the international conference concerned.

2.2 International conferences subject to deliberation

The respective decision-making organization shall deliberate on holding any international conference that comes under any of the following categories:

2.2.1 IEICE International Affairs Committee

- (a) The IEICE is the sole sponsor, or other principal sponsors are academic societies; hence it is deemed fit that the IEICE should participate as a sponsor.
- (b) Fundraising activities are carried out in the name of the IEICE president. (This includes the case where a society/group has been authorized to use the IEICE name, and carries out fundraising activities in the name of the IEICE president.)

- (c) It has been deemed inapplicable for a society/group to participate individually in an event.
- (d) International conference planned by an international section
- (e) Other cases as authorized by the international affairs committee of the society/group concerned.

2.2.2 The international affairs committee of a society/group

- (a) Other principal sponsors are equivalent to societies/groups.
- (b) The event is planned by the society/group concerned.
- (c) The event is planned by a technical committee under the society/group concerned.
- (d) Other cases as authorized by the international affairs committee of the society/group concerned.

2.3 Deliberation items

The decision-making organization shall ascertain that the international conference subject to deliberation comes under any of the above categories, and shall decide whether to approve the holding of the conference, taking into consideration the academic soundness of the plan for holding the conference, if it overlaps with other similar international conferences, financial viability, treatment of conference contents, etc.

The decision-making organization shall determine the sponsoring parent body that will assume responsibility for any debt (which, in practice, is relevant only when a debt is actually incurred) if it decides to approve the holding of the international conference.

If the holding of the international conference is approved, the IEICE International Affairs Committee shall report on such conference proposal to the IEICE Board of Directors, or the international affairs committee of the society/group concerned shall report on such conference proposal to the decision-making organization of the society/group.

A response as to whether the holding of the conference has been approved is sent to the coordinating organization concerned by the IEICE International Affairs Committee in the name of its chair, or by the international affairs committee of the society/group concerned in the name of its chair.

In the case where the IEICE participates in a supporting or backing role, the procedure for the relevant report shall follow the procedure for handling requests from other academic societies that promote the holding of domestic conferences, workshops, etc.

2.4 Report after the end of the international conference

After the end of the international conference, the decision-making organization shall check the budget and closing of the accounts in the implementation report on the international conference submitted by the coordinating organization. The result of this check shall be reported either by the IEICE International Affairs Committee to the IEICE Board of Directors, or by the international affairs committee of the society/group to the decision-making body of the society/group.

[For use by the coordinating organization that holds the international conference]

3. Detailed procedure for holding an international conference

3.1 Creation of organizational plan, application and reporting

(1) The coordinating organization that plans to hold an international conference shall complete Form 1 (International Conference Design Prospectus) taking into consideration the nature of, and mode of participation in, the international conference, and shall submit same to the decision-making organization.

If it is planned to seek grant funding or donations for the planned international conference, the above process shall be taken as soon as possible (the rule of thumb being two years before the planned conference dates).

(2) If the decision-making organization approves the holding of the international conference, the coordinating organization concerned shall create executive committees (which are responsible for planning, operating and administering the conference), etc. It may create a preparatory committee in advance, as necessary.

(3) Each time any basic matters of the organizational plan are changed in the course of preparation for the international conference, the coordinating organization shall report on such changes to the relevant decision-making organization.

(4) In the case where the IEICE is a joint sponsor, the coordinating organization shall consult with other joint sponsors and exchange a memorandum that clearly defines each party's proportion of all liabilities associated with the holding of the conference.

(5) After the international conference has ended, the coordinating organization shall, without delay, submit an implementation report (business statements and financial statements) to the relevant decision-making organization. It shall also submit publications, a business report, a financial report and copies of the relevant bankbooks. In addition, Deed of Copyright Assignment Forms shall be submitted if the IEICE is the sole sponsor. If the IEICE is a joint sponsor, treatment of copyright shall be in accordance with agreements between the joint sponsors.

3.2 International conference promoted solely or jointly

3.2.1 Treatment of copyright, etc.

- (a) In the case of a sole sponsor: Treatment of copyright, reproduction, translation, etc. shall follow the Provisions of Copyright of the IEICE.

The copyright of the submitted manuscripts belongs to the IEICE and the contents of the conference are archived to the IEICE Archive System for International Conferences (hereinafter referred to as Archive System). If the contents are not to be archived, in principle, the sponsorship shall not be approved.

- (a-1) If the conference is sponsored by the IEICE and is technically co-sponsored by the other academic societies, the copyright of the submitted manuscripts belongs to the IEICE and the manuscripts of the conference are archived to the IEICE Proceedings Series. The other societies may have non-exclusive rights to use the contents with or without fees as consideration.

In the case of a joint sponsor: The coordinating organization shall consult with other sponsors and come to an agreement on the treatment of copyright in advance. The copyright of the submitted manuscripts, in principle, jointly belongs to the IEICE and the other academic societies (in some cases, one of them may have the copyright and others may have the non-exclusive right to use the contents) and the manuscripts of the conference are archived to the IEICE Proceedings Series. If the contents are not to be archived, in principle, the co-sponsorship shall not be approved. If it is to be agreed not to assign copyright to the IEICE in accordance with the Provisions on Copyright of the IEICE, the coordinating organization shall consult with the IEICE Copyright Management Committee.

- (b) How copyright is treated shall be announced in advance in the call for papers, etc. Assignment of copyright to the IEICE shall be made by way of authors submitting Deed of Copyright Assignment Forms in accordance with Article 4 of the Provisions of Copyright of the IEICE.
- (c) Notation of copyright: The following words shall be included in the proceedings of any international conferences (including the proceedings in electronic media, etc.) for which the IEICE holds the copyright for the proceedings.

Copyright xxxx (←year) IEICE

Request for permission to reproduce: Service Department,

IEICE Headquarters Office E-mail: permission@ieice.org

IEICE Provisions on Copyright <http://www.ieice.org/eng/copyright/files/copyright.pdf>

3.2.2 Retention of relevant documents

After the international conference has ended, publications, documents, etc. related to the international conference shall be passed on to the coordinating organization or the IEICE Headquarters Office and retained for 10 years. Deed of Assignment Forms shall be passed on to the IEICE Headquarters Office and retained in accordance with the Copyright Law of Japan.

3.2.3 Publication of implementation report in the column on international conferences in the Journal of the IEICE

After the end of the international conference, the implementation report shall be published in the column on international conferences in the Journal of the IEICE, in accordance with the rules of the Editorial Committee that apply to the Journal of the IEICE.

3.2.4 Accounting

(1) Handling of accounting

The coordinating organization shall report its international conference activity revenues and international conference activity expenditures following completion of the international conference. Except for the case where the coordinating organization is disbanded following completion of the international conference, the coordinating organization may retain 70% of any surplus determined following completion of the conference (in the case of a joint sponsor, the amount of surplus entered in the IEICE's financial accounts in proportion to the IEICE's share of financial liabilities) for use in financing subsequent conferences.

(2) Management of operating funds

- (i) The coordinating organization shall establish an international conference administrative office, which shall carry out accounting, such as budget control and closing of accounts. Based on the report of the 8th board of directors in 2013 issued by the Financial Task Force, the coordinating organization must additionally declare the amount equivalent to 10% of the assumed total expenditure as a direct cost in items of expenditure as

conference management expenditure. (Reference: “Account Processing of Technical Committee, International Conference, etc.” Meeting documents)

- (ii) The coordinating organization shall assume administrative responsibility for budget control and closing of accounts. It is desirable that the accounts are audited by a certified public accountant, etc., as necessary.

In cases where subsidies, grants or donations are received from public offices, industrial organizations, etc. and these organizations request reports on the use of such funds, the coordinating organization shall ascertain if auditing by a certified public accountant is required.

- (iii) The coordinating organization can have its settlement of taxes for the conference incorporated into the IEICE’s overall settlement of taxes by entering all of its international conference activity revenues and international conference activity expenditures (in the case of a joint sponsor, in proportion to the IEICE’s share of financial liabilities) in the IEICE’s financial accounts. However, any tax amounts withheld from honorariums or transportation expenses shall be declared separately.

- (iv) The coordinating organization shall put in order, and retain, evidence, such as bankbooks in corporate names (e.g., xxx committee, xxx international conference, IEICE; representative: xxx), invoices and receipts, so that such evidence can be referred to in examining financial statements. (The IEICE Headquarters Office shall retain records of participants, receipts, bankbooks, and other financial documents for 10 years.)

- (v) The coordinating organization shall retain relevant documents, such as minutes of committee meetings and requests for approval, and shall submit the business plan, business report, financial report, and copies of the relevant bankbooks to the decision-making organization and the IEICE Headquarters Office at the end of the current fiscal year.

- (vi) Although any surplus amount from the international conference shall be entered in the IEICE’s financial accounts, due consideration shall be given to its possible utilization as operating funds for any subsequent international conference. In entering the surplus in the IEICE’s financial accounts, the coordinating organization shall submit the business report, financial report, and copies of the relevant bankbooks to the decision-making organization and the IEICE Headquarters Office by April 5 of the year concerned.

3.3 International conference technically co-sponsored by IEICE

In the case where the international conference is sponsored by other academic societies and the IEICE participates as a technical co-sponsor, the IEICE has the non-exclusive rights to use the submitted manuscripts. The submitted manuscripts are, in principle, archived to the IEICE Proceedings Series with or without fees as consideration.

(Establishment of a domestic committee for an international conference that is held regularly)

A domestic committee that takes over the business of the coordinating organization for an international conference that has ended and that carries out activities on a continuous basis to prepare for subsequent conferences of the same nature is referred to as a “domestic committee for an international conference.”

In the case where a domestic committee involves multiple organizations, possibly including overseas entities, a memorandum addressing the operation of the committee shall be exchanged between the organizations concerned. The following procedure for a domestic committee shall be carried out based on the memorandum, if any.

[For use by the IEICE International Affairs Committee or the international affairs committee of a society/group]

1. Decision-making organization, domestic committees subject to deliberation, and deliberation items

1.1 Decision-making organization

The organization that is authorized to decide whether the domestic committee can be established (hereinafter referred to as “decision-making organization”) is either the IEICE International Affairs Committee or the international affairs committee (including an organization performing corresponding functions) (Note: This modification to “international affairs committee” always applies hereinafter) of a society/group.

If the domestic committee involves multiple societies/groups, the decision-making organization shall be, in principle, the international affairs committee of the society/group that is most closely involved in the domestic committee concerned.

1.2 Domestic committee subject to deliberation

The decision-making organization shall deliberate on establishment of the domestic

committee for an international conference that comes under any of the following categories:

(a) International conference for which the IEICE is the sole sponsor or a joint sponsor

(b) International conference that has an operational body having international standing of which the IEICE is a member

(c) International conference that is held in turn in different countries, and which is expected to be held in Japan in some years (including those that are held in Japan periodically).

1.3 Deliberation items

The decision-making organization shall ascertain that establishment of the domestic committee subject to deliberation comes under any of the above categories, and shall decide whether to approve establishment of the domestic committee, taking into consideration the soundness of the plan for establishing the committee, any overlapping with other similar international conferences, financial viability, etc.

If the establishment of the domestic committee is approved, the IEICE International Affairs Committee shall report on such establishment proposal to the IEICE Board of Directors, or the international affairs committee of the society/group concerned shall report on such establishment proposal to the decision-making organization of the society/group.

A response as to whether the establishment of the domestic committee has been approved is sent to the domestic committee concerned by the IEICE International Affairs Committee in the name of its chair, or by the international affairs committee of the society/group concerned in the name of its chair.

[For use by a domestic committee]

2. Establishment, operation and responsibilities of a domestic committee

2.1 Establishment

In establishing a domestic committee, a Form of the Domestic Committee Design Prospectus (for [name of an international conference]) shall be created with reference to the Form for International Conference Design Prospectus, and submitted to the relevant decision-making organization.

2.2 Operation and responsibilities

(1) Upon approval by the decision-making organization, the domestic committee shall

establish a domestic committee administrative office.

- (2) The domestic committee shall plan and operate the conference and administer accounting, including budget setting and closing of accounts.
- (3) The domestic committee whose establishment has been approved by the IEICE or a society/group can have its settlement of taxes after closing of its accounts incorporated into the IEICE's overall settlement of taxes by entering all of its activity revenues and activity expenditures in the IEICE's financial accounts. However, any tax amounts withheld from honorariums or transportation expenses shall be declared separately.
- (4) The domestic committee shall put in order, and retain, evidence, such as bankbooks in corporate names (e.g., xxx committee, xxx international conference, IEICE; representative: xxx), invoices and receipts, so that such evidence can be referred to in examining financial statements. (The IEICE Headquarters Office shall retain records of participants, receipts, bankbooks, and other financial documents for 10 years.)
- (5) The domestic committee shall retain relevant documents, such as minutes of committee meetings and requests for approval, and shall submit the business plan, business report, financial report, and copies of the relevant bankbooks to the decision-making organization and the IEICE Headquarters Office at the end of the current fiscal year.
- (6) Although any surplus amount of the domestic committee shall be entered in the IEICE's financial accounts, due consideration shall be given to its possible utilization as operating funding for the domestic committee. In entering the surplus in the IEICE's financial accounts, the domestic committee shall submit the business report, financial report, and copies of the relevant bankbooks to the decision-making organization and the IEICE Headquarters Office by April 5 of the year concerned.

2.3 Name and logo of a domestic committee

[Note: (General Incorporated Association) may be omitted in the following.]

The name of the domestic committee can be the domestic committee for ([name of the international conference]), xxx society, (General Incorporated Association) The Institute of Electronics, Information and Communication Engineers. The logo of the society/group concerned may be displayed next to the IEICE logo.

2.4 Disbanding of domestic committee

When the role of the domestic committee has been completed, this fact shall be reported to the decision-making organization that approved its establishment, and the

domestic committee shall be disbanded without delay. If there are any surplus funds, they shall be incorporated into the accounts of the IEICE or the society/group concerned.

Supplementary provisions

Any revision to this Manual requires approval by the IEICE International Affairs Committee.