

## Procedures for Organization of International Conferences

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These procedures define matters relating to the organization of international conferences for which the IEICE is the sole sponsor or a joint sponsor, etc.

For the purposes of these procedures, 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.

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, or the IEICE 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."

The modes of IEICE participation in international conferences can be classified into four categories.

(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 joint 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.

(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 to the relevant sponsoring parent body 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] In the modes of participation (a) and (b), all international conference activity revenues and international conference activity expenditures shall be entered in the IEICE's financial accounts. If this is not possible, the mode of participation shall be either (c) or (d), whereby the IEICE assumes no responsibility for holding the conference.

(\*) 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 on a regular basis, the coordinating organization may retain 70% of any surplus determined following completion of each conference for use in financing subsequent conferences (in the case where the IEICE is a joint sponsor, the amount of surplus entered in the IEICE's financial accounts shall be in proportion to the IEICE's share of financial liabilities).

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

(Supplementary provision) The revisions to this procedure shall come into effect on the day of registration of incorporation of the IEICE. However, prior to that date, this revision to the procedure shall apply, except that the title "General Incorporated Association" is not attached to the IEICE.

#### Applications and Assessment

The coordinating organization responsible for planning an international conference that will be promoted or jointly promoted by the IEICE shall make an application to the sponsoring parent body according to the procedure described below.

1. The coordinating organization shall create an international conference design prospectus and a business plan demonstrating that it can assume responsibility for holding the conference, and shall submit these to the relevant sponsoring parent body (IEICE Headquarters, society/group, etc.).

In the case where the IEICE is a joint sponsor of the event, the coordinating organization shall first enter into discussions with the other promoting bodies and conclude an agreement that clearly indicates the extent of liabilities to be borne by each body.

2. Upon receipt of an application, the sponsoring parent body shall examine the aim, the financial viability, etc., of the proposed conference and consider whether the application should be accepted.

3. The name of the IEICE and its logo shall be used as follows:

3-1 The name of the IEICE is "(General Incorporated Association) The Institute of Electronics, Information and Communication Engineers." The name of a society/group is "xxx Society or xxx Group, (General Incorporated

Association) The Institute of Electronics, Information and Communication Engineers.” [Note: The parentheses and the words within them may be omitted.]

3-2 In the case where the sponsoring parent body is the IEICE, or an IEICE 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.)

#### 4. Accounting and financial self-support

The coordinating organization shall report its international conference activity revenues and international conference activity expenditures to the sponsoring parent body 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 the conference for use in financing subsequent conferences (in the case of joint sponsor, the amount of surplus entered in the IEICE's financial accounts shall be in proportion to the IEICE's share of financial liabilities).

5. The decision-making organization within the sponsoring parent body shall be either the IEICE International Committee or the international committee of a society/group (including an organization performing corresponding functions). The decision-making organization shall be selected based on the conditions described below. While emphasis placed on the independence of activities of societies/groups, the guiding rule is that the decision-making organization should be the international committee of the society/group that is most closely involved in the international conference in question.

##### 5.1 IEICE International Committee

The decision-making organization shall be the IEICE International Committee in the following cases:

- (a) 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 inappropriate for a society/group to participate individually in an event.

(d) An international conference is planned by an international section

(e) Other cases as authorized by the international committee.

5.2 The international committee of a society/group (including an organization performing corresponding functions)

The decision-making organization shall be the international committee (or an organization performing corresponding functions) of a society/group in the following cases:

(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 committee (including an organization performing corresponding functions) of the society/group concerned.

6. After the international conference has ended, the coordinating organization shall, without delay, submit an implementation report to the decision-making organization (the IEICE or the society/group).

7. The IEICE International Committee is preparing a separate Manual on Operating Procedures for International Conferences.