

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 / Technical cosponsor / Acting in a supporting or backing role

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

The executive organizing committee recognizing the importance of personal information, will observe related laws and IEICE's regulations relating to the protection of personal information, and will endeavor to undertake its acquisition, usage, and management appropriately.

Yes / No

4. Scale of event: Number of papers presented (approx.): \_\_\_\_\_  
Participants expected (approx.): \_\_\_\_\_  
(Including \_\_\_\_\_ from overseas and \_\_\_\_\_ local)

5. Conference style: (Sole) Promoter / Joint Promoter / Technical cosponsor / 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), (f), (g) and (h). If IEICE-CS is a Technical cosponsor or Acting in a supporting, please fill out (d) and (e). )

(c) Share of liabilities (including financial liabilities):\*

(d) Publication copyrights are transferred to IEICE.

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 Yes, MOU agreement is needed. Other organizations may be granted non-exclusive rights to use the content with or without payment of fees as a consideration.)

If NO, can papers be published in IEICE-CS?

†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) Will electronic content be provided for IEICE Proceeding Series? Yes / No  
(If No, please explain the reason: \_\_\_\_\_ )  
If YES, please select the publishing style: Open / Closed.  
(Additional fees is required for the publication of as open access)  
If you aren't a sole promoter, the agreement document between the other promotot(s) and IEICE shall be required to use the electronic content.

(f) Final settlement year:\*

(g) 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)]

(h) Approval rule when applying for a grant:  
The executive organizing committee shall obtain the approval by the chair of International Affairs Committee of IEICE-CS, the president of IEICE-CS/IEICE, if it applies for a grant in the name of IEICE-CS or IEICE.

Yes / No

Person in charge of applying for a grant in the executive organizing committee  
(Contact person: \_\_\_\_\_, Authorizer: \_\_\_\_\_)

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 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
- 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 ‘\*\*’