

<b>International Conference Design Prospectus</b>
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**(Mode: sponsor/joint sponsor/technical co-sponsor/supporting role/backing role)**

(Please email this form to the appropriate decision-making organization.)

Note: Those in supporting roles, or backing roles, do not need to complete this form. Instead, a summary can be submitted.)

Date: \_\_\_\_\_

To: The Institute of Electronics, Information and Communication Engineers

IEICE president \_\_\_\_\_ or society president/group steering committee chairman \_\_\_\_\_

(The appropriate addressee title/name will depend on the decision-making organization: IEICE headquarters → IEICE president; society → society chairman; group → group steering committee chairman)

Abbreviated title of international conference:

Name of preparatory committee or coordinating organization committee:

Name of originator or chair of the above committee:

1. Title of international conference: (English) \_\_\_\_\_

(Japanese) \_\_\_\_\_

(English abbreviation) \_\_\_\_\_

2. Conference dates: from \_\_\_\_\_ until \_\_\_\_\_

Is the conference held regularly? ☐ Yes ☐ No If yes, date of last conference:

3. Conference venue: (Country or Region/City/Venue Name):

The executive organizing committee recognizing the importance of personal information, will observe applicable 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 due to be presented (approx.): \_\_\_\_\_

Number of participants expected (approx.): \_\_\_\_\_

(including approximately \_\_\_\_\_ Japanese and \_\_\_\_\_ foreign nationals)

5. Mode of participation: Tick the relevant mode below and enter details (Refer to the note in section 1.1 of the Manual on Operating Procedures for International Conferences.)

☐ Sole sponsor

(a) Names of relevant academic societies, etc., if any, and their modes of participation:

(b) Mode of participation to be shown in conference-related publications:

(c) Treatment of copyright: The IEICE holds copyright in accordance with its Provisions on Copyright. (After the conference has ended, the coordinating organization shall submit Deed of Copyright Assignment Forms to the IEICE Headquarters Office, which shall store the form in accordance with the Copyright Law of Japan.). Other organizations may be granted non-exclusive rights to use the content with or without payment of fees as a consideration.

(d) Will electronic content be provided for IEICE Proceeding Series? ☐ Yes ☐ No

(Open Access: ☐ Yes ☐ No).

☐ Joint sponsor

(a) Names of relevant academic societies, etc. and their modes of participation:

(b) Mode of participation to be shown in conference-related publications:

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

(d) Treatment of copyright:

- The holder of copyright shall be decided in advance through consultation with other relevant organizations. If it is to be decided that IEICE does not hold copyright, or secondary use by other organizations (IEEE Xplore, etc.) is to be permitted, it is necessary to consult with the IEICE Copyright Management Committee in advance. Other organizations may be granted non-exclusive rights to use the content with or without payment of fees as a consideration.
  - After the conference has ended, the coordinating organization shall submit Deed of Copyright Assignment Forms to the IEICE Headquarters Office, which shall retain the form in accordance with the Copyright Law of Japan.

(e) Will electronic content be provided for IEICE Proceeding Series? ☐ Yes ☐ No  
(Open Access: ☐ Yes ☐ No).

(f) Treatment of copyright:

- The holder of copyright shall be decided in advance through consultation with other relevant organizations. If it is to be decided that IEICE does not hold copyright, or secondary use by other organizations (IEEE Xplore, etc.) is to be permitted, it is necessary to consult with the IEICE Copyright Management Committee in advance. Other organizations may be granted non-exclusive rights to use the content with or without payment of fees as a consideration.
  - After the conference has ended, the coordinating organization shall submit Deed of Copyright Assignment Forms to the IEICE Headquarters Office, which shall retain the form in accordance with the Copyright Law of Japan.

(g) Will electronic content be provided for IEICE Proceeding Series? ☐ Yes ☐ No  
(Open Access: ☐ Yes ☐ No).

☐ Technical co-sponsor

(a) Names of sponsors:

(b) Mode of participation to be shown in conference-related publications:

(c) Names of other participating sponsors and organizations acting in supporting or backing roles:

(d) Will electronic content be provided for IEICE Proceeding Series? ☐ Yes ☐ No  
(Open Access: ☐ Yes ☐ No).

(If Yes, the agreement document between the sponsor and IEICE shall be attached separately.  
If No, please explain the reason.)

☐ Supporting role

Names of sponsors:

Mode of participation to be shown in conference-related publications:

Names of other participating sponsors and organizations acting in supporting or backing roles:

☐ Backing role

Names of sponsors:

Mode of participation to be shown in conference-related publications:

Names of other participating sponsors and organizations acting in supporting or backing roles:

6. Reasons for requiring participation as a sole sponsor or a joint sponsor (whose involvement is of primary or equal importance, etc.) (\*A):

7. Proposed structure of the preparatory committee (coordinating organization committee, etc.) and the administrative office, etc. (Names of committee members shall be attached separately):

8. Business plan/income and expenditure plan (A budget document shall be attached separately) (\*B, \*C):

9. Contact details (Address, affiliation, name, phone number, email address, the name of the coordinating organization committee, etc. shall be attached separately):

Note: Requirements (in the case of a sole or joint sponsor)

A. The coordinating organization shall plan, operate and administer the international conference concerned in accordance with section 1.1 in the Manual on Operational Procedures for International Conferences.

In the case where the international conference concerned is held successively, 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.

B. 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.

- C. After the international conference has ended, the coordinating organization shall, without delay, submit an implementation report (business statements and financial statements) to the decision-making organization (of the IEICE Headquarters or the relevant society/group). It shall also submit publications, a business report, a financial report and copies of the relevant bank statements. In addition, it shall submit Deed of Copyright Assignment Forms if the conference is promoted solely by the IEICE or if copyright is to be assigned to the IEICE in accordance with agreements between the joint sponsors.