

2021 CASS Guidelines for Conference Organizers

- 1) The topics of the conference must comply with CASS area.
- 2) The date of the conference should not overlap with CASS's flagship conference (ISCAS) and other regional CASS conferences (MWSCAS, ICECS, APCCAS, LASCAS, NEWCAS).
- 3) A Conference Steering Committee must be set up, to ensure the continuity of the conference, call for bids and bids review. The list of SC members should be sent to the CASS VP Conference.
- 4) Conferences sponsored by CASS must go through a periodic quality review process – typically every five editions.
- 5) Endorsement should be received from one or more Technical Committees whose activities are close to the conference topics.
- 6) The conference committees (steering, organizing and technical) must include TC members with special interest in the conference.
- 7) Conference organizers must inform, collaborate and involve at least one local Organizational Unit (Section, Chapter).
- 8) For international conferences, a **representative international committee** must be formed. The arrangement of the committee is the responsibility of the conference organizers.
- 9) CASS BoG will review the list of members of the organizing committee and, possibly, appoint some key committee members in case of **financially sponsored** conferences if it feels CASS is not appropriately represented.
- 10) The required acceptance ratio (ratio regular accepted papers to submitted regular papers) must be close to 45%, excluding keynotes and Special Sessions papers, for the flagship conference (ISCAS) and less than 50% for regional flagship conferences. An acceptance ratio of no more than 55% could be accepted for other conferences at an early stage (less than 4 editions).
- 11) CASS can sponsor specific thematic workshops without fulfilling the required acceptance ratio (as specified in rule 10 above) only if accepted papers are not published in *IEEE Xplore*. Examples include workshops on emerging technologies, professional workshops, invited papers-based workshops...
- 12) ISCAS and CASS Regional Flagship Conferences must have Bylaws approved by BoG.
- 13) If the papers are to be published in *IEEE Xplore*, Special Sessions and Poster Sessions papers must comply with the conference review process, whatever the approach is: review by the program committee or by reviewers appointed by track chairs. At least 3 reviews should be provided per submission.
- 14) In addition to IEEE Finance Services, CASS VP Conferences and CAS VP Financial Activities must approve the budget for all **financially sponsored/co-sponsored conferences**.
- 15) IEEE requests a budget surplus of at least 20% of the total expenses for **financially sponsored conferences**. A smaller surplus can be acceptable at an early stage of the conference (less than 4 editions) but needs to be negotiated in advance with CASS VP Conferences and CASS VP Financial Activities.
- 16) Organizers of **financially sponsored conferences** must offer a registration discount to CASS members of at least \$22 USD, to be offered as a separate registration type from IEEE Members.
- 17) Regional flagship conferences are 100% financially sponsored by CASS, however a sponsoring share of 70% for CASS and 30% for local CASS Chapter can be accepted if the surplus is invested in the chapter activities,
- 18) Conference organizers must:
 - a) Submit their sponsoring application at least one year before the conference starting date,
 - b) Close the conference on time (within 6 months after the conference ends),
 - c) Submit on time the papers in the correct format to *Xplore* (within 1 month after the conference ends),

- d) Send the final report to CASS VP Conference (within 6 months after the conference ends),
- e) If the conference is Financially Sponsored or Co-Sponsored, the surplus is shared as specified in the MoU.
- f) If the conference is Technically Sponsored or Co-Sponsored by CASS, an amount of \$1000 and \$15 per paper published in IEEE *Xplore* should be paid to IEEE. The submitted budget should explicitly show these expenses.

19) Conference websites must clearly include the following IEEE Policies (full text included as Appendix A to this document)

- a) IEEE Code of Ethics
- b) IEEE Code of Conduct
- c) Event Conduct and Safety Statement
- d) IEEE Non-discrimination Policy
- e) IEEE Privacy Policy

**IEEE Circuits and Systems Society
2021 Guidelines for Conference Organizers Acknowledgement**

I, _____(full name), General Chair of

_____ (full conference name & acronym), hereby verify that I have read the IEEE CASS Conference Sponsorship Guidelines and will comply with the Guidelines. I acknowledge that these Guidelines are required by CASS when CASS is a financial or technical (co)sponsor of the conference. Also, I acknowledge that any required documentation or information requested in the Guidelines will be sent to the CASS Administrator (manager@ieee-cas.org) in a timely manner.

General Chair Signature & Date

APPENDIX A: IEEE Policies

IEEE Code of Ethics

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members, and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

1. to hold paramount the safety, health, and welfare of the public, to strive to comply with ethical design and sustainable development practices, and to disclose promptly factors that might endanger the public or the environment;
2. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
3. to be honest and realistic in stating claims or estimates based on available data;
4. to reject bribery in all its forms;
5. to improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent systems;
6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
7. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;
8. to treat fairly all persons and to not engage in acts of discrimination based on race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
9. to avoid injuring others, their property, reputation, or employment by false or malicious action;
10. to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

Changes to the IEEE Code of Ethics will be made only after the following conditions are met:

- Proposed changes shall have been published in THE INSTITUTE at least three (3) months in advance of final consideration by the Board of Directors, with a request for comment, and
- All IEEE Major Boards shall have the opportunity to discuss proposed changes prior to final action by the Board of Directors, and
- An affirmative vote of two-thirds of the votes of the members of the Board of Directors present at the time of the vote, provided a quorum is present, shall be required for changes to be made.

IEEE Code of Conduct

IEEE **CONFERENCE NAME & YEAR** is committed to providing an inclusive and harassment-free environment in all interactions regardless of gender, sexual orientation, disability, physical appearance, race, or religion. This commitment extends to all IEEE **CONFERENCE NAME & YEAR** sponsored events and services (webinars, committee meetings, networking functions, online forums, chat rooms, and social media) and any interaction regardless of affiliation or position. As a community that aims to share ideas and freedom of thought and expression, it is essential that the interaction between attendees take place in an environment that recognizes the inherent worth of every person by being respectful of all. IEEE **CONFERENCE NAME & YEAR** does not tolerate harassment in any form. Harassment is any form of behavior intended to exclude, intimidate, or cause discomfort. Harassment includes, but is not limited to, the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, and unwelcome sexual attention.

Anyone who experiences, observes, or has knowledge of threatening behavior is encouraged to immediately report the incident to the Conference Manager. All information shared will be kept confidential. In cases where a public response is deemed necessary, the identities of victims and reporters will remain confidential unless those individuals consent otherwise.

IEEE **CONFERENCE NAME & YEAR** reserves the right to take appropriate action to foster an inclusive and respectful environment. Attendees violating these rules may be asked to leave the conference without a refund, at the sole discretion of the conference organizers. In addition, attendees are subject to the [IEEE Code of Ethics](#).

Please contact the Conference Manager if you experience, observe, or have knowledge of behavior in violation of the Code of Conduct.

Please contact the Conference Manager with any questions about the Code of Conduct and Inclusivity & Diversity at IEEE **CONFERENCE NAME & YEAR**.

Event Conduct and Safety Statement

IEEE believes that science, technology, and engineering are fundamental human activities, for which openness, international collaboration, and the free flow of talent and ideas are essential. Its meetings, conferences, and other events seek to enable engaging, thought provoking conversations that support IEEE's core mission of advancing technology for humanity. Accordingly, IEEE is committed to providing a safe, productive, and welcoming environment to all participants, including staff and vendors, at IEEE-related events.

IEEE has no tolerance for discrimination, harassment, or bullying in any form at IEEE-related events. All participants have the right to pursue shared interests without harassment or discrimination in an environment that supports diversity and inclusion.

Participants are expected to adhere to these principles and respect the rights of others. IEEE seeks to provide a secure environment at its events. Participants should report any behavior inconsistent with the principles outlined here, to on site staff, security or venue personnel, or to eventconduct@ieee.org.

IEEE Non-discrimination Policy

IEEE prohibits Discrimination, Harassment and Bullying against any person for any reason, for example, because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. IEEE employees, volunteers, members, and other constituents of the IEEE, when and wherever those individuals are conducting IEEE business or participating in IEEE events or activities, shall maintain an environment free of Discrimination, including Harassment, Bullying, and Retaliation. Discrimination or harassment of **CONFERENCE NAME & YEAR** participants will not be condoned or tolerated in any form. Conference participants violating this rule may be sanctioned or expelled from the conference without a refund at the discretion of the conference committee.

See [IEEE Policies, Section 9.26 - IEEE Policy Against Discrimination and Harassment \(PDF, 45 KB\)](#) for the complete Policy.

IEEE Privacy Policy

At IEEE, we respect your privacy. We want to ensure that you get the information, content, and experiences that matter most to you. IEEE is committed to protecting the privacy of its members, customers, volunteers, and other contacts. This privacy policy applies to all personal data processed by full-time and part-time employees, volunteers when acting on behalf of IEEE, contractors and partners doing business on behalf of IEEE, as well as all legal entities, all operating locations in all countries, and all business processes conducted by IEEE. For more information, please visit <https://www.ieee.org/security-privacy.html>