**IEEE – Jordan Section**

**A Request for Conference Technical Co-Sponsorship**

**Introduction:**

There is an increasing number of organizations that approach IEEE – Jordan Section to have the section as a technical co-sponsor of their conferences. The main benefits such organizations get when the section becomes a co-sponsor are higher visibility, better participation, and access to the prestigious IEEEXplore publication. In order to maintain a high quality level for all IEEE conferences, the following criteria should be achieved to be eligible for applying for technical co-sponsorship by the section.

Please provide answers/comments for the below points that are related to your conference

**Part 1 Conference general information**

|  |  |
| --- | --- |
| **The name of the contact person/applicant:** |  |
| **The email address contact person/applicant:** |  |
| **The mobile number of contact person/applicant:** |  |
| **The conference name:** |  |
| **The conference expected date:** |  |
| **The conference location:** |  |
| **The conference main topics:** |  |
| **The conference chair** |  |

**Part 2 General questions and notes**

1. The conference must be held in Jordan.

**Your answer/comments:**

1. The conference topics must be related to the general interests of the IEEE members in Jordan.

**Your answer/comments:**

1. The conference must be an international conference visiting Jordan or a national conference. In case the conference is a national conference, and if it occurs for the first time or if it has no published previous proceeding, it must be organized by at least **two different local universities, research or technical organizations**. These organizations should have formal signed agreements that specify responsibilities and roles of the organizing parties.

**Your answer/comments:**

1. The minimum time duration between the conference-sponsoring request and the conference date should be at least seven months.

**Your answer/comments:**

1. At the time of submitting the sponsorship request, the initial draft of the conference website should be available to the committee, which should have all the needed information about the conference.

**Your answer/comments:**

1. Once the request is approved, the conference promotional website, promotional letters sent to universities and other entities, brochures, and other materials should prominently display the logo of the IEEE Jordan Section and clearly state that the conference is technically sponsored by the IEEE Jordan Section.

**Your answer/comments:**

1. The conference must have international steering, technical committees, and a national organizing committee.

**Your answer/comments:**

1. The conference must have at least one active IEEE – Jordan Section member, selected by the IEEE – Jordan Section Executive committee, in the organization and technical committees.

**Your answer/comments:**

1. The conference must have clear paper reviewing process that is consistent with IEEE guidelines and must use IEEE paper preparation guidelines.

**Your answer/comments:**

1. The conference must include rich program that, for example, includes two or more keynote speakers.

**Your answer/comments:**

1. An MOU must be developed and signed between the organizing entity and the section and this MOU should clearly specify the sponsoring terms, including whether IEEEXplore publication services will be used.

**Your answer/comments:**

1. If the organizing entity fails to adhere to the sponsoring terms, the section may advise not to publish the conference proceedings in the IEEEXplore.

**Your answer/comments:**

1. In case IEEEXplore publishing is used, the organizing entity shall pay to the IEEE Publishing Services any fees required by IEEE and IEEE Jordan section.

* According to the last updates from IEEE, the US$1,450 per event and US$22 per paper
* The IEEE Jordan Section administrative fee is $700 per conference, payable upon receiving approval from the Jordan Section and before signing the MOU.

**Your answer/comments:**

1. In case having several conference technical sponsorship requests, the section will give priority for the bi-annual conferences.

**Your answer/comments:**

1. During the papers’ review process, the reviewers should be expert and mostly International PhD holders.

**Your answer/comments:**

1. The reviews of the papers should be made accessible to the IEEE technical and organizing committee member appointed to the conference. Additionally, full access to the conference paper system must be granted to the IEEE Jordan Section.

**Your answer/comments:**

1. All the papers should be written in English language

**Your answer/comments:**

1. A speech must be allocated to the IEEE Jordan Section and acknowledgment given among the sponsors during the opening ceremony.

**Your answer/comments:**

**Signature of Conference Chair and stamp**

**Conference technical sponsorship procedure**

The organizing committee(s) of the conference should follow the following steps to get the conference technical sponsorship :

* **First:** The conference organizing committee should carefully read the above instruction and prepare a response letter that clarifies how the committee will meet the above instructions.
* **Second:** the IEEE Executive committee will discuss the request and give an initial decision for the sponsorship request.
* **Third:** In case the IEEE Executive committee approved the sponsorship request, the conference organizing committee is asked to send an official letter from the Head of the organization/entity that is organizing the conference to IEEE Chair asking officially for the technical sponsorship.
* **Fourth:** the IEEE Chair will send an official approval letter for the Head of the Head of the organization/entity that is organizing the conference.
* **Fifth**: The conference organizing committee should submit an IEEE Conference Application (<https://www.ieee.org/conferences/organizers/conf-app.html>), and should indicate IEEE Jordan section as the technical sponsor for the conference.
* **Sixth**: An email will be sent by IEEE to Jordan section executive committee asking to approve the conference sponsorship, once approved by IEEE Jordan section chair, the conference will have a record number in IEEE conference lists.