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**(Co-)Sponsorship of Non-Conference Related Events**

**by Technical Committees and Related Technical Entities**

**Approval Form**

Requests for technical event approval must be submitted **at least six weeks** in advance of the event.

Step 1: Review and formal approval by the technical entity.

Step 2: Review and approval by a subcommittee consisting of five technically relevant **Technical Committees, Prospective Technical Committees,** Technical Working Groups, and Megatrends chairs, which are identified by the proposer.

Step3: Review and formal approval by the Vice President-Technical Directions.

REVIEW PROCESS:

Review and formal approval by the technical entity.

The technical entity will be responsible for completing and submitting the **Technical Committees and Related Technical Entities (Co-)Sponsorship of Non-Conference Related Events Approval Form** to the [Senior Manager, Operations](mailto:t.argiropoulos@ieee.org) at least six weeks in advance of the event.

The Senior Manager, Operations will inform the Vice President-Technical Directions that a proposal has been submitted and will send the approval form to the selected five technically relevant TCs/PTCs/TWGs/Megatrends for their two-week review period.

At the end of the two weeks, the subcommittee will mark their decision on the approval form, date it, and insert any comments and return the approval form to the Senior Manager, Operations.

The Senior Manager, Operations will forward the updated form to the Vice President-Technical Directions for review and final decision/approval.

Within one week, the Vice President-Technical Directions will inform the technical entity of the decision with cc to the Senior Manager, Operations.

Vice President-Technical Directions will inform the Executive Committee of all approvals as an information item on the agenda.

If approved, the event may use the SPS logos on the event’s website and any other promotional materials related to the event, as defined in the [IEEE and SPS policies](https://signalprocessingsociety.org/volunteers/policy-and-procedures-manual). Upon request, the Society will assist with the event’s publicity through an article in the newsletter, an email burst to the Society’s membership, and social media. At least one week’s notice is required.

Please complete the below questions and submit the form to the SPS [Senior Manager, Operations](mailto:t.argiropoulos@ieee.org) at least six weeks in advance of the event.

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| **Name and email of submitter:** |  |
| **Name of technical entity involved:** |  |
| **Identify at least five from the following group: Education Board, technically most relevant TCs, PTCs, TWGs, or Megatrends. They will form the review subcommittee.** | 1. Choose an item.  2. Choose an item.  3. Choose an item.  4. Choose an item.  5. Choose an item. |
| **Event name:** |  |
| **Summary of event:** |  |
| **Event dates:** |  |
| **Web address of event:** |  |
| **Co-sponsoring organization(s):** |  |
| **Detail involvement in the event’s technical program:** |  |
| **Benefit(s) of the event to the technical community:** |  |
| **Detail outreach to community outside IEEE/SPS:** |  |
| **Is event registration free:** | Yes  No  If no, explain why: |
| **Request for funding (up to $500):** | Yes  No  If yes, explain what funding would be used for: |
| **Date of technical entity approval and voting detail:** | Approval Date: Click or tap to enter a date.  Voting Detail:  For: \_\_\_\_\_\_\_\_\_ Against: \_\_\_\_\_\_\_\_\_ |
| **Date form was received by Senior Manager, Operations and date sent to subcommittee:** | Date received: Click or tap to enter a date.    Date sent to subcommittee for review: Click or tap to enter a date. |
| **Date and final vote of subcommittee:** | Approved Proposal:  Yes  No  Date: Click or tap to enter a date.  Comments: |
| **Date and final vote of Vice President-Technical Directions:** | Date sent to VP-TD for review: Click or tap to enter a date.  Approved Proposal:  Yes  No  Approved Funding:  Yes  No  Date: Click or tap to enter a date. |