

International Conference on Acoustics, Speech and Signal Processing (ICASSP)

ICASSP is solely sponsored by the Signal Processing Society with the Technical Program supported by all of the Signal Processing Society Technical Committees:

- Audio and Electroacoustics
- Bio Imaging and Signal Processing
- Design and Implementation of Signal Processing Systems
- Image, Video, and Multidimensional Signal Processing
- Industry DSP Technology Standing Committee
- Information Forensics and Security
- Machine Learning for Signal Processing
- Multimedia Signal Processing
- Sensor Array and Multichannel
- Signal Processing Education
- Signal Processing for Communications and Networking
- Signal Processing Theory and Methods
- Speech and Language Processing

ICASSP takes place in the spring (March – May) each year and is typically 5 days of programs.

ICASSP hosts Signal Processing Society administrative meetings including Board of Governors (BoG), Executive Committee (ExCom), Publications Board, Conference Board, Panel of Editors, Technical Committee Steering Committees, etc.

ICASSP draws 1500 – 2500 delegates from all IEEE regions.

ICASSP Awards may include:

- Society Award
- IEEE Signal Processing Society Magazine Best Paper Award
- IEEE Signal Processing Society Magazine Best Column Award
- Technical Achievement Award
- Meritorious Service Award
- Signal Processing Society Education Award
- ICASSP Best Paper Awards
- IEEE Jack S. Kilby Signal Processing Medal
- IEEE Signal Processing Society Fellows

ICASSP Exhibits include:

- Publishers (Wiley-Blackwell, Springer, Elsevier, etc.)
- IEEE Membership
- Signal Processing Society (Membership, ICASSP next destination)

ICASSP Social Functions include:

- Welcome Reception
- Student Reception

Site Selection Process

The sites for ICASSP are ideally selected four to five years in advance. A Signal Processing member who is interested in hosting an ICASSP (bidder) must submit a proposal to the Conference Board six (6) months prior to the next Conference Board meeting at ICASSP. The proposals should be developed like a marketing campaign with images and inviting information about the destination. The proposal must include the following information:

- Summary
 - Why this city?
 - Airport information
 - Customs and Visa regulations
 - Hotel and convention center information (i.e. space diagrams, maps, etc.)
 - Tourist destinations (i.e. museums, natural wonders, etc.)
 - Average weather conditions for the time of year
- Organizing Committee Members
 - Name
 - Membership status and number
 - Biographical information
- Technical Program support from a number of SPS Technical Committees
- Proposed Dates
- Support that can be anticipated from the local government, universities and or corporations.

Submission of Proposal

The bidders must submit the proposal to the Conference Services Manager  three (3) months prior to the ICASSP being held five (5) years prior to the bidder's chosen year.

Proposal must be emailed to l.schwarzbeke@ieee.org. All proposals will be posted on the Signal Processing Society Conference Board web site. This is an internal web site.

Proposal Presentation

The complete Conference Board members review the proposal before the ensuing presentation at the next ICASSP.

At ICASSP the proposing group will present to the Conference Board the proposal and answer questions from the Board. The presentation is limited to 10 minutes and may include slides and printed materials. Following the presentation there is a Q&A period of 10 minutes.

After all presentations are completed the Conference Board will have a closed session to discuss the proposals. After discussion, the Board will vote on which proposal should move forward for further consideration.

Note: The Conference Board recommends that the proposing member consider two or more years to host the conference. Multiple year options give the Board more flexibility for decision-making.

For example: If you were interested in hosting ICASSP 2016, you would need to submit a complete proposal to the Conference Services Manager three (3) months prior to ICASSP 2011 in Prague, Czech Republic.

Site Process

The Conference Board will request the SPS staff 🖐️ to conduct a site visit of the proposed cities they wish to further consider. The bidder will be asked to coordinate with SPS Staff 🖐️ for a site visit. The site visit should take place between May and July of that year.

SPS Staff site visit should include hotels, convention center and local attractions. They are typically four full days of meetings, tours and travel. It is recommended that the local Convention and Tourism Bureau (CVB) and/or Destination Management Company (DMC) supply a guide to assist the team with the site visit. However, please note that the SPS Staff person is there to build a detailed report of the site and to get a sense of the area from the perspective of a conference attendee.

Proposal Approval

The SPS staff 🖐️ will report their observations to the Conference Board. The Conference Board will vote for a recommendation to send to the Board of Governors. The Board or Governors will consider the recommendation. The time between a site visit and a Board of Governors decision can be as long as one year.

Once your proposal is approved you will be contacted by the Conference Board Vice President and SPS Staff 🖐️ to welcome you. You will be asked to complete paperwork and prepare several documents as outlined in the remainder of this handbook.

However, please note that the SPS Staff person is there to build a detailed report of the site and to get a sense of the area from the perspective of a conference attendee. The Site Visit Report includes over 100 factors that range from meeting room conditions to local attractions. To see the 24-page template for a typical site visit report contact the Conference Services Manager 🖐️.

Decision-making Factors

The Conference Board considers several factors into the decision to approve or reject a proposal. These factors include:

- Budget
- Conference Location History
- Destination Appeal
- Organizing Committee
- Site Visit Report
- Technical Program merits

The Conference Board may withhold approval based upon any one of the above noted factors. It is recommended that a bidder openly consider recommendations from the Board such as Organization Committee composition or the year chosen to hold the conference.