

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

Proposal Guidelines

ICASSP is the world's largest and most comprehensive technical conference focused on signal processing and its applications. The series is sponsored by the IEEE Signal Processing Society and has been held annually since 1976. The conference features world-class speakers, tutorials, exhibits, and over 120 lecture and poster sessions. ICASSP is a cooperative effort of the IEEE Signal Processing Society Technical Committees:

- Audio and Acoustic Signal Processing
- 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 Systems
- Signal Processing Education
- Signal Processing for Communications and Networking
- Signal Processing Theory and Methods
- Speech and Language Processing

Procedure

1. Send notice of intent to bid to the Vice President – Conferences and the Manager, Conference Services. Include in the notice your contact information and the proposed dates and location.
2. The Signal Processing Society Conference Services staff will issue the proposal submission forms upon receipt of the letter of intent.
3. The forms must be completed and the proposal submitted to the Conference Services staff at least two months prior to the Conference Board meeting held at ICASSP. See below for more information on the Proposal Timeline.
4. The receipt of the proposal may prompt an invitation to present from the Vice President – Conferences to the Conference Board.
5. The Conference Board, if it so chooses, will endorse the proposal and forward it to the Board of Governors for final approval.

Proposal Guidelines

Proposal Contents

Create a proposal that includes the following:

- Organizing Committee members -- The first and foremost element of a winning proposal is the quality of the proposed Organizing Committee
- First and Second Option Dates (Dates shall not conflict with major religious or local government holidays.)
- Location City
- Venue Hotels and Convention Center Floor Plans and Capacity Charts
- Local Chapter Involvement
- Cultural Attractions and Tours
- Proposed Budget
- Travel Information (e.g. airports, weather conditions, visa requirements)

Considerations

- ICASSP does not return to a site before ten years has passed. See below for ICASSP Locations.
- ICASSP is held in the months of March or April.
- ICASSP is traditionally held Sunday through Friday starting with a day and a half of tutorials followed by four days of conference.
- ICASSP has a registration of approximately 2000 delegates.
- ICASSP hosts Society administrative meetings such as the Board of Governors, Publications Board, Conference board, Editorial Boards, and Technical Committee meetings. (See Administrative Meetings guideline for more information.)

Basic Meeting Space Needs

Break Outs	8 to 10 rooms, 700 – 2000 ft ² /65 – 185 m ²
Exhibits	35000 ft ² /3300 m ²
Meetings	6 to 8 rooms, 700 – 2000 ft ² /65 – 185 m ²
Office	6000 ft ² /560 m ²
Plenary Session	36000 ft ² /3400 m ²
Poster Sessions	35000 ft ² /3300 m ²
Registration	6000 ft ² /560 m ²

Basic Lodging Guest Room Block

Room	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Run of House	0	80	200	400	650	650	500	200	50	2730
Suites	0	0	10	10	10	10	10	0	0	50
Staff	10	10	10	10	10	10	10	10	10	90
Total	10	90	220	420	670	670	520	210	60	2870

Proposal Guidelines

ICASSP Locations

2016		2003	Hong Kong (cxl'd)	1989	Glasgow, Scotland
2015	Brisbane, Australia	2002	Orlando, FL	1988	New York, NY
2014	Florence, Italy	2001	Salt Lake City, UT	1987	Dallas, TX
2013	Vancouver, BC Canada	2000	Istanbul, Turkey	1986	Tokyo, Japan
2012	Kyoto, Japan	1999	Phoenix, AZ	1985	Tampa, FL
2011	Prague, Czech Republic	1998	Seattle, WA	1984	San Diego, CA
2010	Dallas, TX	1997	Munich, German	1983	Boston, MA
2009	Taipei, Taiwan	1996	Atlanta, GA	1982	Paris, France
2008	Las Vegas, NV	1995	Detroit, MI	1981	Atlanta, GA
2007	Honolulu, Hawaii	1994	Adelaide, Australia	1980	Denver, CO
2006	Toulouse, France	1993	Minneapolis, MN	1979	Washington, DC
2005	Philadelphia, PA	1992	San Francisco, CA	1978	Tulsa, OK
2004	Montreal, QB Canada	1991	Toronto, ON Canada	1977	Hartford, CT
		1990	Albuquerque, NM	1976	Philadelphia, PA

Proposal Timeline

1. Call for Proposals
 - a. Issued by Society immediately after each ICASSP.
2. Proposals Due
 - a. Two months prior to ICASSP five years prior to the year of interest. (e.g. ICASSP 2017 proposals are due one month prior to ICASSP 2012)
3. The Conference Board Executive Subcommittee reviews the proposals. Qualifying proposals are issued an invitation to present to the Conference Board
4. Presentation to Conference Board
 - a. Presentation will take place at the ICASSP five years prior to the year of interest. (e.g. ICASSP 2017 proposal will be presented at ICASSP 2012)
 - b. The presentation is typically 10 minutes followed by 10 minutes of questions.
5. Site Inspection
 - a. A member of SPS Conference Services will travel to the proposed location within three months of ICASSP.
 - b. If a member of SPS Conference Services has been to the proposed location within the past five years, this step may be skipped.
6. Board of Governors
 - a. The Board of Governors will consider the proposal that has been endorsed by the Conference Board after the site inspection at the next meeting. Typically the Board meets at ICIP in the autumn.
7. A notice is sent to the General Chairs of the proposing teams when the Board of Governors has made the final decision. It may be as long as one year from the date the letter of intent is received until a final decision can be announced.

The Conference Board may deviate from this timeline when appropriate.

Contact Information

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