International Conference on Image Processing (ICIP)

ICIP is solely sponsored by the Signal Processing Society with the Technical Program primarily supported by the Image, Video, and Multidimensional Signal Processing Technical Committee.

ICIP takes place in the fall (September – October) each year and is typically 4 days of programs.

ICIP hosts Signal Processing Society administrative meetings including Board of Governors (BoG), Executive Committee (ExCom), Long Range Planning, Publications Board, Conference Board, and the IVMSP Technical Committee Steering Committee, etc.

ICIP draws 1000 – 2000 delegates from all IEEE regions.

ICIP Exhibits include:
- Publishers (Wiley-Blackwell, Springer, Elsevier, etc.)
- IEEE Membership
- Signal Processing Society (Membership, ICIP next destination)

ICIP Social Functions include:
- Welcome Reception
- Student Reception

Site Selection Process

The sites for ICIP are ideally selected four to five years in advance. ICIP is overseen by the Image, Video and Multidimensional Signal Processing (IVMSP) Technical Committee. The IVMSP vets the ICIP proposals and provides the technical oversight of the ICIP. Please see the "Submission of Proposal" section below for additional details about the IVMSP TC's involvement and oversight for ICIP.

Proposal Document

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 the Image, Video and Multidimensional Signal Processing Technical Committee
- Proposed Dates
- Support that can be anticipated from the local government, universities and or corporations.

The proposal process: Proposals for ICIP are accepted five (5) years prior to the bidding year. For example if you wish to bid on the 2014 ICIP, you would submit your proposal in 2009. The proposal must be sent to IVMSP. IVMSP will vet the proposal and forward their recommendation onto the Conference Board.

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.

Submission of Proposal

The proposal process: Proposals for ICIP are accepted five (5) years prior to the bidding year. For example if you wish to bid on the 2014 ICIP, you would submit your proposal in 2009. Specifically, the bidders must submit the proposal to the IVMSP TC one (1) month before the ICASSP being held five (5) years prior to the bidder's chosen year. For example, if the proposer would like to make a bid for ICIP 2014, they would submit their proposal to the IVMSP TC one month before ICASSP 2009. Proposals must be emailed to the Conference Services Manager at l.schwarzbek@ieee.org, and she will send the proposal to the Chair of IVMSP and track its progress on your behalf.

The proposer(s) must present their proposal to IVMSP technical committee. The proposer is strongly encouraged to personally present their proposal to the IVMSP TC during the TC meeting at ICASSP, before the ICIP when they would nominally present to the Conference Board. This gives the presenter and the TC the opportunity to discuss in person potential improvements to the proposal. Note that the IVMSP TC will primarily focus on the technical program aspects of the proposal, and therefore the presentation should emphasize these aspects.

The IVMSP TC is responsible for approving the Technical Program Chair or Co-chairs, and either the Chair or one of the Co-chairs must be a current or former member of the TC. The IVMSP TC is responsible for approving the technical topics to be included in the Call for Papers. The TC is responsible for approving the review process for papers submitted to ICIP. Details about the IVMSP TC's assistance and oversight for ICIP are described in the IVMSP TC's Bylaws (http://www.signalprocessingsociety.org/technical-committees/list/ivmsp-tc/ivmsp-tc-bylaws/). Please contact the TC chair, identified on the IVMSP TC website (http://www.signalprocessingsociety.org/technical-committees/list/ivmsp-tc/), if you have any questions.

The IVMSP TC will discuss the technical merits of the proposal and determine if it meets with the committee's standards. Once the IVMSP TC has endorsed a proposal they will submit the proposal to the Conference Board three (3) months prior to the next Conference Board meeting at ICIP. SPS staff will invite the IVMSP TC recommended bidders to present their proposal at the Conference Board meeting at ICIP. Note that a Signal Processing member who is interested in hosting an ICIP must obtain the IVMSP TC endorsement before the SPS Conference Board will accept the proposal. IVMSP TC approved 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 ICIP. At ICIP 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.

Site Visit

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 January and April 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. 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 ✋.

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.

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.