

Preparing and Submitting a Proposal

Organizing Committee

Before you select a site or issue a Request for Proposal; talk to your colleagues and build your Organizing Committee. The first and foremost element of a winning proposal is the quality of the proposed Organizing Committee.

You, by choosing to start the proposal process, you have shown the initiative and leadership that would help you to be a good General Chair.

Larger meetings can be difficult to manage. For a conference you may benefit from the partnership with a second General Chair or General Co-Chairs.

General Chair's names are the first names on the promotional materials for the meeting. Therefore, General Chairs should be prominent enough to be interesting to researchers within the area of interest.

Technical Program

Choosing the right persons to be the Technical Program Chair can make or break a proposal. Choose someone you can work well with and who is willing and able to lead a large group of reviewers, handle political issues, and follow through on a large project.

The Technical Program Committee should represent the area of interest well and should be diverse with regard to nationality.

Site Selection

Please read the "Site Selection for Conferences and Workshops".

Choosing the Dates

Almost every meeting within the IEEE Signal Processing Society conference portfolio has a predictable time of year that it is held. Sticking to these predictable dates helps build a successful meeting series.

Meetings should not be held on major religious holidays or on government holidays at the location.

Meetings should not conflict with other meetings that focus on the same area of interest. It is best to leave a minimum of two weeks between similar meetings.

For assistance choosing dates visit the Conference Organizer Resources page of the IEEE Signal Processing Society website.

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Notice of Intent

Once you have decided to submit a proposal; send a notice of intent to propose to the decision-making body for the meeting. Include as much information as you have already in the notice, but most importantly include your name and contact information.

Getting Help

If you have been working with a Convention and Visitors Bureau (CVB) or a Professional Conference Organizer (PCO) to select the site of the meeting, then you should make use of their expertise to create the proposal.

The IEEE Signal Processing Society Conference Organizer Resources website has sample proposals you may wish to emulate.

Proposal Contents

Create a proposal that includes the following:

- Organizing Committee members
- First and Second Option Dates
- 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)

Submitting the Proposal

After receipt of the Notice of Intent, you will be contacted by the decision-making body or the IEEE Signal Processing Society staff with instructions for submitting the proposal.

Each decision-making body has a different process; however you should be prepared for the following possibilities:

- a face-to-face presentation before a group
- requests for information
- you may be asked to revise the proposal.