

IEEE Global Conference on Signal and Information Processing (GlobalSIP)

Proposal Guidelines

GlobalSIP is a recently launched flagship conference of the IEEE Signal Processing Society (SPS). It is made up of a series of symposia and workshops. The conference focuses broadly on signal and information processing with an emphasis on up-and-coming signal processing themes. The conference features world-class speakers, tutorials, exhibits, and technical sessions consisting of poster and oral presentations.

Procedure

1. Send notice of intent to bid to the Vice President – Conferences and SPS Conference Services staff at sps-conf-proposals@ieee.org. Include in the notice your contact information and the proposed dates and location.
2. Conference Services staff will issue the proposal prescreening forms upon receipt of the letter of intent.
3. The form must be completed and submitted to the Conference Services staff at least six months prior to the Conference Board Meeting held at one of the flagship conferences (ICASSP, ICIP or GlobalSIP), as specified in the call for proposal. See below for information on the Proposal Timeline.
4. The proposal prescreening form will be reviewed by the Conference Board Executive Subcommittee (CBES). The CBES will determine the teams to present 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. Note final approval of the proposal may be contingent upon site inspection.

Proposal Contents

Create a proposal that includes the following:

- Organizing Committee members - the team should meet the following criteria:
 - Active SPS members
 - Diverse (geographically, industry members, junior members, etc)
 - Experience organizing IEEE SPS conferences and/or workshops
 - Management experience of the core team
- Technical Program - invite symposia proposals, plan for working with SPS

Proposal Guidelines

- Technical Committees (including Standing Committee on Industry DSP Technology) to select symposiums and plan co-locating SPS workshops
 - Recommended track for general symposiums on emerging technologies for IVMS and Speech and Signal Processing
- Proposed Budget (components of budget must be reasonable, as well as, achievable)
- First and Second Option Dates (Dates shall not conflict with major holidays or local government holidays or other SPS conferences and workshops)
- Location City
- Venue Hotels and Convention Center Floor Plans and Capacity Charts
- Local Chapter Involvement
- Continuity of community building events
 - Student/Employee Luncheon
 - Young Professionals Networking Event
 - Industry Sessions
 - Social Media accounts (Facebook, Twitter, etc.)
- Cultural Attractions and Tours
- Travel Information (e.g. airports, weather conditions, visa requirements)

Considerations

- GlobalSIP is typically held in the month of December.
- GlobalSIP is traditionally a three day conference.
- GlobalSIP has a registration of approximately 500 delegates, with the expectation to reach 900 in the future
- GlobalSIP hosts Society administrative meetings which may include the Board of Governors, Publications Board, Conference Board, Editorial Boards, Technical Committee meetings and Membership Board events.

Basic Meeting Space Needs

Break Out	3 to 6 rooms, 100-300 pax theater
Exhibits & Posters	8000 ft ² /745 m ²
SPS Administrative Meetings	3 to 6 rooms (see sample schedule *)
Office	2000 ft ² /185 m ²
Plenary Session/ Large Breakout	500 pax theater with stage
Registration	3000 ft ² /280 m ²

*Number of meetings subject to change. Sample schedule provides a guideline **only** for basic space requirements. NOTE: EXPENSES ASSOCIATED WITH ADMINISTRATIVE MEETINGS ARE TO BE ABSORBED INTO THE CONFERENCE BUDGET. SEE [SPS POLICY 7.3](#) FOR DETAILS.

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Basic Lodging Guest Room Block

Contact SPS Conference Services Staff for room block history.

GlobalSIP Locations

2018	Anaheim, CA USA
2017	OPEN
2016	Washington, DC, USA
2015	Orlando, FL USA
2014	Atlanta, GA USA
2013	Austin, TX USA

Proposal Timeline

1. Call for Proposals
 - a. Issued by Society immediately after each GlobalSIP.
2. Proposal Prescreening Form Due
 - a. Approximately six months prior to one of the flagship conferences (ICASSP, ICIP or GlobalSIP) and at least one year prior to the year of interest.
3. The Conference Board Executive Subcommittee reviews the prescreening forms and selects the qualifying bids.
4. Selected teams will be issued an invitation to present to the Conference Board and must submit a full proposal a month before the Conference Board Meeting.
5. Presentation to Conference Board
 - a. Presentations will take place at one of the flagship conferences (ICASSP, ICIP or GlobalSIP), typically at ICIP or GlobalSIP, and at least one year prior to the year of interest.
 - b. The presentation is typically 10 minutes followed by 5 -10 minutes of questions.
6. Site Inspection
 - a. The Conference Board will provide their proposal recommendation to the Board of Governors. The Board of Governors may approve the proposal with the contingency a site inspection is completed within 1 year of the date of the approval.
7. A notice is sent to the General Chairs of the proposing teams when the Board of Governors has made the final decision and any contingencies that may be associated with the approval. A final decision may not be announced up to one year from the date of the letter of intent is received.
8. The selected team should be prepared to attend the Conference Board Meeting at one of the flagship conferences two years prior to the event and provide a status update on the conference planning.

The Conference Board may deviate from this timeline when appropriate.

Contact Information:

SPS Conference Services Staff

sps-conf-proposals@ieee.org