PART V – TECHNICAL MEETINGS

ARTICLE I – CIS SUPPORT

Approved July 10, 2021

Section 1. *Categories of CIS Support* – CIS grants the following categories of support to peer-reviewed technical meetings:

(a) Sole sponsorship indicates full and sole CIS involvement in the conference. CIS accepts complete responsibility for the technical, financial, publicity, and administrative aspects of the conference.
(b) Co-sponsorship indicates a shared involvement between the CIS and other entities (other IEEE Organizational Units and/or other not-for-profit organizations). Co-sponsorship indicates a shared and significant involvement in the technical, financial, publicity, and administrative aspects of the conference.
(c) Technical co-sponsorship indicates direct and substantial involvement by CIS solely in the organization of the technical program of the conferences. The CIS has no financial involvement in the conference.

Section 2. *Financial Sponsors* – Financial sponsors are entities which do not have any involvement other than providing financial support.

ARTICLE II – SPONSORSHIP OR CO-SPONSORSHIP

Section 1. *CIS Organization Involvement* –General (co)chairs and program (co)chairs are required to be current CIS members. It is expected that the General Chairs work with the relevant technical committee(s) to ensure a strong presence of CIS members in the Program Committee.

Section 2. *Application* – The General Chair must submit an application packet to the CIS Vice President for Conferences. The IEEE CIS website (https://cis.ieee.org/conferences) maintains an updated list of the requirements for the application package and the submission process.

The application packet should be emailed as an attachment to the CIS Vice President for Conferences. Call for Proposals are announced on the IEEE CIS Newsletter and the IEEE CIS website, with the respective submission deadline. Such deadlines will be approximately 36 months before major events and 24 months before smaller events.

Section 3. *General Chair* – An individual may not serve more than two consecutive times as general chair of the same CIS sponsored or co-sponsored peer-reviewed technical meeting.

Section 4. *Budget* – The General Chair is responsible for the preparation and submission of the budget and any subsequent revisions to the Vice President for Conferences for approval. The General Chair shall not transmit the original budget or any revisions to that budget directly to the IEEE without prior approval by the Vice President for Conferences.

Section 5. *Registration Fees* – Registration fees for non IEEE Member categories should be at least 20% higher than those of the corresponding IEEE Member categories. Registration fees for on-site registration categories should be at least 20% higher than those of the corresponding in-advance registration categories. Registration fees for students and IEEE Life Members should be equivalent and at least 30% less than the corresponding non-student categories. Any registration different than these categories or at different pricing than is recommended must be included as an additional line item in the budget, and will be subject to approval, like all other registration rates, before being implemented.

Section 6. *Mandatory Registrations for Paper Publication* – An accepted paper will be published in the proceedings only if the final version is accompanied by the registration and payment information for at least one of the authors in order to partially cover the costs in which the technical meeting incurs for the paper.
For this purpose only the following registration fees are allowed:
(a) full registration fees (i.e., IEEE Member or non-IEEE Member fees) to cover the publication of up to two papers accepted in the technical meeting;

(b) IEEE Life Member fee if all the other authors of the paper are students or life members, to cover the publication of up to one paper accepted in the technical meeting per life member. Student registration fees are not allowed for this purpose. Each additionally accepted paper associated with the same registration is subject to a mandatory publication fee of at least US$50.

Section 7. *Expected Surplus* – The proposed budget must show an expected surplus not less than 20% of total expenses.

Section 8. *Advertisement* – All financially CIS (co)-sponsored conferences should advertise in the IEEE CI Magazine. The appropriate fee shall be included in the conference budget.

Section 9. *Loans* – The general chair should include any monetary loans in the budget, which will then be approved by ConfCom and AdCom.

Section 10. *IEEE Xplore Compliance* – Papers to be published in the proceedings shall be compliant with IEEE Xplore formatting rules and checked for plagiarism. To ensure this, PDF eXpress and Crosscheck shall be used for all CIS sponsored or co-sponsored peer-reviewed technical meetings. IEEE CIS will make available conference paper templates for organizers to use with their conference. All accepted papers must still be IEEE Xplore compliant as verified with PDF eXpress even when using these templates.

Section 11. *Approval Responsibility* – For each sponsored or co-sponsored peer-reviewed technical meeting, ADCOM shall approve: sponsorship or co-sponsorship, dates, location, general chairs, submission deadlines and budget. The Vice President for Conferences approves the memorandum of understanding with co-sponsors.

Section 12. *Approval Process* – The CIS Vice President for Conferences shall verify the completeness of the application packet for any sponsored or co-sponsored peer-reviewed technical meeting and, if needed, shall contact the General Chair for having it completed. When complete, the CIS Vice President for Conferences shall present it to the CIS Subcommittee on Conference Finances and to the CIS Subcommittee on Conference Bids to make recommendations for enhancing the proposal. The CIS Vice President for Conferences shall finally present the application packet to the CIS Conferences Committee (CONFCOM) for review and evaluation. The CIS Conferences Committee votes for or against approval. The CIS Vice President for Conferences will then forward the application packet approved by the CIS Conferences Committee to ADCOM for final approval. ADCOM reviews and evaluates all application packets approved by the CIS Conferences Committee and votes for or against approval of sponsorship or co-sponsorship, dates, submission date, location, general chairs, and budget. ADCOM must approve the conference budget before the release of any funds. The CIS Vice President for Conferences will inform the General Chair of the ADCOM vote outcome.

Section 13. *Revision process* – ADCOM will review and approve any budget revisions having variations larger than 5% in any line. Variations up to 5% of any line in an ADCOM-approved budget can be approved by the CIS Vice President for Conferences. CONFCOM will review and approve any changes of submission dates associated with the conference greater than 2 weeks.

Section 14. *Closeout* – All documents needed to the closeout of a sponsored or co-sponsored peer-reviewed technical meeting are defined by the IEEE and shall be submitted by the General Chair directly to the IEEE Conference Services. The CIS does not require copies of these documents. Closeout must be done promptly to prevent penalties. The CIS expects all required closeout documents be submitted to IEEE Conference Services not later than 90 days after the conference. The General Chair shall provide the CIS Vice President for Conferences with the number of attendees, the number of submissions and the acceptance rate of papers.

Section 15. *Acknowledgement to CIS* – Sponsored and co-sponsored and technical co-sponsored peer-reviewed technical meetings shall acknowledge the CIS support and use the CIS name and logo in all publicity material and publications.

Section 16. *IEEE and CIS Names and Logos* – Peer-reviewed technical meetings which obtained the CIS sponsorship or co-sponsorship shall use IEEE and CIS names and logos in all publicity material and publications. Such use is predicated on prior approval of CIS sponsorship and co-sponsorship and conference organizers cannot advertise the CIS name or logo without expressed permission that comes as a result of approval.

Section 17. *CIS Assistance* –The conferences section of the CIS website provides updated information on many aspects of conference application and organization. The CIS Vice President for Conferences should be contacted directly for further help or support.

Section 18. *IEEE Event Photography Statement* – All sponsored or co-sponsored technical meetings shall include the IEEE Event Photography Statement (available at http://www.ieee.org/about/corporate/governance/p9-26.html) at the registration desk or in the web site.

Section 19. *IEEE Non-Discrimination Policy* – All sponsored or co-sponsored technical meetings shall include the IEEE Non-Discrimination Policy (available at http://www.ieee.org/about/corporate/governance/p9-26.html) at the registration desk or in the web site.

Section 20. *No-show policy* The IEEE Computational Intelligence Society enforces a "No-Show" policy for all financially sponsored or co-sponsored conferences. Any accepted paper included in the final program is expected to have at least one author or qualified proxy attend and present the paper at the conference. Authors of the accepted papers, included in the final program, who do not attend and present at the conference will be added to a "No-Show List", compiled by the Society. The "No-Show" papers will not be published by IEEE on IEEE Xplore® or other public access forums, but these papers will be distributed as part of the on-site electronic proceedings and the copyright of these papers will belong to the IEEE.

Specifically, if a paper is included in the proceedings distributed on site and is later identified as a non-presented paper, it will still be included in the proceedings delivered to IEEE. When generating the packing list, the paper will be flagged so that it will be archived but it will not be indexed or appear in IEEE Xplore. Copyright of non-presented papers is still retained by IEEE.
To this end, each CIS financially sponsored or co-sponsored conference call for papers and website for submission and registration will contain the statement: "IEEE reserves the right to exclude a paper from distribution after the conference, including IEEE Xplore® Digital Library, if the paper is not presented by the author at the conference."

Additional details can be found at: https://www.ieee.org/conferences_events/conferences/organizers/handling_nonpresented_papers.html

Note: For poster sessions, if the speaker is not present in front of the poster during the poster session, this implies "No-Show".

Exceptions to this policy could be made by the Technical Program Chair or by the General Chair of the conference only if there is evidence that the No-Show occurred because of unanticipated events beyond the control of the authors, and every option available to the authors to present the paper was exhausted. The General Chair(s) will contact No-Show authors, giving the authors 24-48 hours to reply. The No-Show authors may appeal the decision of the Technical Program Chair or General Chair to the Vice President Conferences.

The Computational Intelligence Society values diversity. Authors who anticipate inability to travel to a conference because of a government-imposed travel restriction are still encouraged to submit papers. Such papers will be reviewed and accepted on their own merit for publication in Conference Proceedings, without any knowledge of the author's travel restriction. Within one week of paper acceptance notification, travel-restricted authors must notify the Technical Program Chair of the conference with proof of their restriction. Substitute presenters may be possible or, depending on conference resources, other accommodations may be available, such as a remote presentation or pre-recorded video.

Section 21. *IEEE-INNS International Joint Conference on Neural Networks (IJCNN)* – A Memorandum of Understanding exists between IEEE CIS and the International Neural Network Society (INNS) to jointly plan, promote and conduct the IEEE-INNS International Joint Conference on Neural Networks.

Section 22. *IEEE International Conference on Computational Intelligence and Virtual Environments for Measurement Systems and Applications (CIVEMSA)* – A Memorandum of Understanding exists between IEEE CIS and IEEE IMS to jointly plan, promote and conduct the IEEE International Conference on Computational Intelligence and Virtual Environments for Measurement Systems and Applications.

Section 23. *Conference Paper Awards*.
(a) Description of Current Conference Paper Awards. IEEE CIS establishes the following four paper awards for all financially sponsored or co-sponsored conferences: Best paper award; Best student paper award; Best poster paper award; Best competition paper award. Each award shall consist of a certificate for each awardee and an optional prize (either in cash or a present whose value does not exceed the prize limit.) GCs may choose the prize value between $0 and the IEEE limit of $2000. The chosen value must ensure that the budgeted surplus of 20% is guaranteed.

Definitions: A "paper" is an article submitted and accepted for publication, which is to be presented orally. A "student paper" is a paper where the lead author is a student, enrolled at an educational institution at the time of paper submission. A student paper must be presented by one of the student (co-) authors. A "poster paper" is an article submitted and accepted for publication, which is to be presented in poster format. There are no distinctions between regular and student papers when presented in poster format. A "Competition paper" is a paper that reports on the scientific approach and results relating to a submission that was made to a competition at the conference.

Conference General Chairs (GC's)/Technical Chairs (TC's) may choose to bestow none, some, or all of these types of awards. More than one award of the same type can be bestowed for ex-equo cases.

Conferences, meetings, and events having, at the time of implementation of this operational rule, a different paper award structure recognized in the CIS Conferences Operations Manual and governed by a pre-existing MOU between CIS and other organization(s), are exempted from this rule. Re-negotiation of such MOUs requires maintenance of the existing paper award structure or compliance with this operational rule. For example:

IEEE Congress on Evolutionary Computation (CEC) – The Evolutionary Programming Society (EPS) had been responsible for best paper awards as part of a MoU with IEEE CIS ever since the time the EP conference series merged with the IEEE Neural Networks Council and IEE to form the Congress on Evolutionary Computation in 1999.

In 2009, the Evolutionary Programming Society was dissolved and transferred remaining funds to IEEE CIS for perpetual awards at CEC with the approval of IEEE CIS ADCOM. This agreement required that both EPS and IET (IEE became IET over time) will be mentioned as founders of the IEEE Congress on Evolutionary Computation and that IEEE CIS will continue awarding best papers at CEC on behalf of EPS and IET, with current and/or previous CEC chairs charged with the responsibility of judging merit. For IEEE CEC the committee will choose best papers from an "overall" and "student" category from a list of 5-10 top papers on weighted average reviewer scores. The conference generally awards: Best Overall Paper ($250 prize and a certificate), Runner up Paper #1 (certificate only), Runner up Paper #2 (certificate only), Best Student Paper #1 ($100 prize and a certificate), Best Student Paper #2 ($100 prize and a certificate), and Runner up Paper (certificate only).

Awards for Sponsored Conferences Other than IEEE CEC. During the review process, reviewers could flag selected papers as potential candidates for a conference paper award. This selection will reflect the reviewers' assessment of the paper's quality based on the reviewing criteria set forth by GCs and TC's. Alternatively, the GC/TC could rank the accepted papers by their weighted ratings and flag the top 1%-5%, depending on the number of submitted papers. Reviewers or GC/TC could also flag student papers from this pool, based on the lead author's affiliation. Usually, student papers are self-identified at submission by the authors. The set of flagged papers will form the initial pool of candidates for potential best paper and best student paper awards. After deciding on each paper presentation format, the pool of candidates will be subdivided into oral or poster presentation. Usually, competition papers are self-identified at submission by the authors. This will create four

pools of candidates for:

Best paper award (orally presented),
Best student paper award (orally presented), and
Best poster paper award (no distinction between regular and student papers)
Best competition paper award (no distinction between regular and student papers)

The GC/TC shall create an ad-hoc committee to select the winner(s) for each award type from the three pools. Beside the technical merits evaluated by the reviewers, the ad-hoc committee selecting the best poster paper award(s) should also consider presentation merits, such as poster layout, clarity, legibility, etc. When selecting the best competition paper award(s) the ad-hoc committee should ensure that the technical merits evaluated by the reviewer(s) are considered in addition to the results obtained by the author(s) in the associated competition.

Eligibility and Conflicts of Interest. The management of these awards shall be subject to IEEE Policies. Specifically, from IEEE Policies 2018, Section IV (Award Activities), Chapter 4.3 (Authority for Awards):

H. Eligibility and Process Limitations. Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award. This conflict of interest limitation shall apply to all awards given by the IEEE or any of its organizational units."

(b) Proposals for Introducing New Conference Paper Awards or Modifying Existing ones. Any member of CIS ConfCom or AdCom could submit a proposal for introducing a new conference paper award or for modifying an existing one. Such proposals should be submitted to ConfCom for approval. The proposals shall contain:
 - A rationale for the need to introduce a new conference paper award or modify an existing one;
 - A succinct cost/benefit analysis for this action, including expected positive outcomes, impact assessment of other possible consequences, etc.;
 - A description of the new conference paper award, including relevant definitions, the number of awards to be bestowed and the award selection process, describing evaluations performed before and during the conference;
 - A description of the process to manage the new or modified conference paper award.
 Proposal Approval Process. After CIS ConfCom's approval, the proposal will be submitted to CIS AdCom for approval and inclusion in CIS Conference Operations Manual.

(c) Proposals for Terminating Existing Conference Paper Awards.
 Any member of CIS ConfCom or AdCom could submit a proposal for terminating existing conference paper awards. Such proposals should be submitted to ConfCom for approval. The proposals shall contain:
 - A rationale for the need to terminate an existing award;
 - A succinct cost/benefit analysis for this action, including expected positive outcomes, impact assessment of other possible consequences, etc.;
 Proposal Approval Process. After CIS ConfCom's approval, the proposal will be submitted to CIS AdCom for approval and inclusion in CIS Conference Operations Manual.

Section 24. *Journal Paper Presentations at Conferences*. We encourage authors of papers accepted in IEEE CIS-sponsored journals to present their work at related IEEE CIS 100% financially sponsored conferences. IEEE CIS journals focused on methods are most appropriate for IEEE CIS conferences focused on those same methods. The following table, while not prescriptive or comprehensive, illustrates possible associations between IEEE CIS journals and related IEEE CIS conferences.

Other IEEE CIS conferences focused on applications, such as the IEEE Symposium Series on Computational Intelligence (IEEE SSCI) and the IEEE International Conference on Computational Intelligence in Bioinformatics and Computational Biology (CIBCB) may wish to identify specific journal articles from a range of IEEE CIS journals.

IEEE Transactions (Focused on methods)	IEEE CIS Conferences (Focused on methods)
IEEE Transactions on Neural Networks and Learning Systems (TNNLS)	- International Joint Conference on Neural Networks (IJCNN), on even years when it is sponsored by IEEE CIS as part of the IEEE World Congress on Computational Intelligence (IEEE WCCI); - IEEE International Conference on Data Science and Advanced Analytics (IEEE DSAA);
IEEE Transactions on Evolutionary Computation (TEVC)	- IEEE Congress on Evolutionary Computation (IEEE CEC);
IEEE Transactions on Fuzzy Systems (TFS)	- IEEE International Conference on Fuzzy Systems (FUZZ-IEEE);
IEEE Transactions on Emerging Topics in Computational Intelligence (TETCI)	- IEEE World Congress on Computational Intelligence (IEEE WCCI); - IEEE International Conference on Data Science and Advanced Analytics (IEEE DSAA);
IEEE Transactions on Cognitive and Deleopmental Systems (TCDS)	- IEEE International Conference on Development and Learning (IEEE ICDL); - International Joint Conference on Neural Networks (IJCNN), on even years when it is sponsored by IEEE CIS as part of the IEEE World Congress on Computational Intelligence (IEEE WCCI);
IEEE Transactions on Games (ToG)	- IEEE Conference on Games (IEEE CoG);
IEEE Transactions on Artificial Intelligence (TAI)	- IEEE Conference on Artificial Intelligence (IEEE CAI);

Process:

Acceptance: Papers accepted in IEEE CIS financially-sponsored IEEE Transactions can be presented at a 100% financially sponsored IEEE CIS conferences without need for any additional paper review. The GC should announce this opportunity in the CFPs and on the conference website. At submission time, the authors should provide the doi in the Early Access system to the conference organizers. The paper will be presented at the conference if:

  (a) The General Chair (GC) or Technical Chair (TC) agrees that:
      (i) The paper is a good fit with the conference technical scope;
The GC/TC's decision regarding the paper presentation is final. In case of COI by the GC or TC, the acceptance decision will be made by the conference organizer in charge of handling COIs.

  (b) At least one of the authors pays full registration fees in advance and attends to present the work. It is understood that payment of full conference registration allows the author to have at most two papers before having to pay extra paper fees. In the case of a journal paper presentation, such paper is included in the total.

Publication: The journal papers associated with these presentations will not appear in the conference proceedings or in the conference section of IEEEXplore. They will appear in the Journal section of IEEEXplore.

Presentation: These papers will be presented in a session deemed appropriate by the conference technical chair. For instance, the journal papers from a specific journal could all be presented in a single "journal track" or the journal papers could be distributed throughout the technical program to match the subject matter of accepted conference papers. In all cases, however, a journal paper that is presented at the conference needs to be identified as such by the presenter so that it is clear which papers at the conference were accepted via a conference review process and which are presented as a result of an external journal review process.

Requirements: The journal papers can be presented in the corresponding conference(s) within two years of their first IEEEXplore record of the paper, including Early Access. Therefore, the conference date must happen within two years since the first IEEEXplore record of the paper, including the Early Access Service. The journal papers presented at a conference shall not be more than 5% of the total papers presented at that conference.

ARTICLE III – TECHNICAL CO-SPONSORSHIP

Section 1. *CIS Organization Involvement* –It is desirable that at least one general or program co-chair is a CIS member.

Section 2. *Application* – The General Chair must submit an application packet to the CIS Vice President for Conferences. The IEEE CIS website (https://cis.ieee.org/conferences) maintains an

updated list of the requirements for the application package and the submission process. The sponsor of peer-reviewed technical meeting requesting CIS technical co-sponsorship shall offer registration fees to IEEE members at the same amount offered to members of the sponsoring organization.

It is important to consider that the proposed conference dates should be scheduled at least one month from CIS major events such as IEEE WCCI, IEEE SSCI, IEEE CEC, FUZZ IEEE and IJCNN conferences. General Chairs can verify the calendar of approved CIS financial sponsored conferences at https://cis.ieee.org/conferences/conference-calendar.

The application packet should be emailed as an attachment to the CIS Vice President for Conferences following the requirements specified by IEEE CIS (https://cis.ieee.org/conferences). The application packet for a peer-reviewed technical meeting should be submitted at least 6 months before the event.

Section 3. *Registration Fees* – As indicated in Article III, Section 2, for peer-reviewed technical meeting requesting CIS technical co-sponsorship, the sponsor shall offer registration fees to IEEE members at the same amount offered to members of the sponsoring organization. The justification statement should indicate this policy would be honored.

Section 4. *IEEE Xplore Compliance* – If the proceedings of a technically co-sponsored peer-reviewed technical meeting are acquired by CIS, papers to be published in such proceedings shall be compliant with IEEE Xplore formatting rules. To ensure this, PDF eXpress shall be used.

Section 5. *Approval Responsibility* – For each technically co-sponsored peer-reviewed technical meeting the Technical Co-sponsorship Subcommittee of the CIS Conference Committee (CONFCOM) is delegated by ADCOM to approve the technical co-sponsorship, the possible acquisition of proceedings, while the Vice President for Conferences approves the memorandum of understanding with co-sponsors and technical co-sponsors.

Section 6. *Approval Process* – The CIS Vice President for Conferences shall verify the completeness of the application packet for any technical co-sponsored peer-reviewed technical meeting and, if needed, shall contact the General Chair for having it completed. When complete, the CIS Vice President for Conferences shall present it to the chair of the Technical Co-sponsorship Subcommittee of the CIS Conferences Committee for review and evaluation. The Technical Co-sponsorship Subcommittee of the CIS Conferences Committee votes for or against approval of the technical co-sponsorship, the possible acquisition of proceedings, and may make recommendations for enhancing the proposal. The chair of the Technical Co-Sponsorship Subcommittee keeps the CIS Vice President for Conferences copied on all correspondence associated with the decision and informs the Vice President for Conferences when a decision has been reached. The CIS Vice President for Conferences will inform the Conference Committee and General Chair of the vote outcome.

Section 7. *Technical Co-Sponsorship Charge* – The Technical Co-sponsorship fee charged to the conference is $1.450 plus $22 per paper published in IEEE Xplore. These values are subject to changes by the IEEE Operational Unit in charge of fixing the prices.

Section 8. *Closeout* – No document is required by CIS. The General Chair shall provide the CIS Vice President for Conferences with the number of submissions, the acceptance rate of papers, and the number of registered attendees.

Section 9. *Acknowledgement to CIS* – Technically co-sponsored peer-reviewed technical meetings shall acknowledge the CIS support in all publicity material and publications, including website associated with the event.

Section 10. *IEEE and CIS Names and Logos* – Peer-reviewed technical meetings which obtained the CIS technical co-sponsorship cannot use IEEE name and logo in the publicity material and publications unless sponsorship or co-sponsorship has been obtained from other IEEE Organizational Units. Peer-reviewed technical meetings which obtained the CIS technical co-sponsorship shall use the CIS name and logo in the publicity material and publications.

Section 11. *CIS Assistance* – The CIS Vice President for Conferences should be contacted

directly concerning any doubt or any issue not addressed by the information provided on the CIS web site.

ARTICLE IV – ACTIONS

Section 1. *Conference Committee Actions without a Meeting* – The Conference Committee can take actions without a meeting, according to provisions defined in the IEEE CIS Bylaws, Art. XI, Sect. 34 "Actions of the CIS ADCOM and Committees without a meeting", at least for the following actions:
(a) Approval of conference sponsorships provided that if approved CIS ADCOM is notified and able to vote on a motion coming from committee via email.
(b) Approval of technical co-sponsorship and related memorandum of understanding,
(c) Approval of budget adjustments for sponsored or co-sponsored peer-reviewed technical meetings which have been already approved by the CIS ADCOM
(d) Approval of submission deadline extension of more than 2 weeks

ARTICLE V - SUBCOMMITTEES

Section 1. – *Subcommittee on Conference Activities and Communications* – The Subcommittee on Conference Activities and Communications is responsible of three tasks.

(a) *Communicating information about CIS conferences to the CIS membership*. The subcommittee chair works closely with the Editor-in-Chief of IEEE CI Magazine and the General Chairs of CIS sponsored or co-sponsored conferences (i.e., WCCI, SSCI, CEC, IJCNN, FUZZ-IEEE) to include a one-page color CFPs in IEEE CI Magazine well in advance of paper submission deadlines. The subcommittee also works with the CIS Chapter Subcommittee to send Call for Papers for approved sponsored conferences to CIS Chapter Chairs for their dissemination to chapter members. The subcommittee also uses other CIS marketing avenues to announce conferences such as via the CIS e-Newsletter. The subcommittee is responsible for working with CIS Social Media Subcommittee Chair to advertise and promote CIS sponsored and technically co- sponsored conferences via online platforms to leverage CIS's social media and internet presence to expand the coverage and promotion of CIS conferences.

(b) *Maintaining a conference calendar*. The conference calendar will include CIS sponsored and technically co-sponsored conferences. The subcommittee shall seek to identify conferences claiming to have CIS sponsorship when they do not and identify conferences that may benefit from future CIS sponsorship.

(c) *Encouraging conference activities* such as special sessions, competitions, tutorials, and workshops at CIS-sponsored conferences, as well as encouraging additional support from IEEE CIS Technical Committee Chairs, Task Force Chairs, and proposers for special sessions, workshops, tutorials, and other conference related activities.

(d) Collection of statistics on CIS-sponsored conferences as follows:

- Statistics including but not limited to: the number of submissions (from the Preface of the Proceedings), the number of accepted papers (from the Preface of the Proceedings), the number of accepted papers for oral presentation (from the Preface of the Proceedings), the number of accepted papers for poster presentation (from the Preface of the Proceedings), the number of attendees (from the General Chair), the number of special sessions (from the Conference Webpage), the number of symposiums/workshops (from the Conference Webpage), the number of tutorials (from the Conference Webpage), and the number of competitions (from the Conference Webpage), and any other statistics deemed relevant by the subcommittee chair or Vice President for Conferences for the benefit of IEEE CIS.

- Diversity statistics such as number of female and male keynote speakers; gender, region and affiliation (academic/industry) of attendees, etc (from the General Chair).

- Actual event attendance for sponsored conferences shall be maintained in accordance

with standard IEEE breakdown (e.g., members, non-members, student members, student non- members).

- The chair of the Subcommittee on Conference Activities and Communications shall use these data to help the Conference Committee forecast demand for future similar events during the review of proposals for sponsorship. The Subcommittee on Conference Activities and Communications will have a chair in charge of these duties, and subcommittee membership.

Section 2 - *Subcommittee on Technical Co-Sponsorship Conferences* - Subcommittee on Technical Co-Sponsorship - The Subcommittee on Technical Co-Sponsorship will have a chair in charge of these duties, and subcommittee members. The Subcommittee on Technical Co-Sponsorship is responsible for reviewing and approving proposals for technical co-sponsorship. Upon receipt of a completed proposal for technical co-sponsorship, the Vice President for Conferences provides the proposal to the subcommittee chair. Upon receipt the subcommittee chair assesses the proposal for discrepancies and brings these to the attention of the Vice President for Conferences for further clarification, and/or highlights them during subcommittee discussion. Further, the subcommittee chair shall assess whether the application is submitted as a technical co-sponsorship with or without proceedings acquisition. Technical co-sponsorship with proceedings acquisition is in general, not considered if the applicant does not make a specific request to do so. If proceedings acquisition is requested, the subcommittee shall carefully review the quality of the conference including previous conference review processes and past event history. Previous proceedings acquisition by the Technical Co-Sponsorship Subcommittee does not automatically ensure proceedings acquisition but does strengthen the case for proceedings acquisition. The subcommittee chair provides all necessary proposal materials, including history on prior versions of the same event series if needed and any date conflicts that may exist with other previous approved conference proposals. Following subcommittee discussion and voting, the chair returns the result to the Vice President for Conferences with a copy to the subcommittee. In the case of a reject, the subcommittee chair composes a short paragraph summarizing the committee's evaluation of the proposal and this is delivered to the Vice President for Conferences together with the vote. It is the responsibility of the Vice President for Conferences to communicate the results to the applicant.:

(a) The review and approval of proposals for technical co-sponsorship. Upon receipt of a completed proposal for technical co-sponsorship, the Vice President for Conferences provides the proposal to the subcommittee chair. Upon receipt the subcommittee chair assesses the proposal for discrepancies and brings these to the attention of the Vice President for Conferences for further clarification, and/or highlights them during subcommittee discussion. Further, the subcommittee chair shall assess whether the application is submitted as a technical co-sponsorship with or without proceedings acquisition. Technical co-sponsorship with proceedings acquisition is in general, not considered if the applicant does not make a specific request to do so. If proceedings acquisition is requested, the subcommittee shall carefully review the quality of the conference including previous conference review processes and past event history. Previous proceedings acquisition by the Technical Co-Sponsorship Subcommittee does not automatically ensure proceedings acquisition but does strengthen the case for proceedings acquisition.

The subcommittee chair provides all necessary proposal materials, including history on prior versions of the same event series if needed and any date conflicts that may exist with other previous approved conference proposals.

Section 3 - *Subcommittee on Future Conferences* - The Subcommittee on Future Conferences will have a chair in charge of the following duties, together with its subcommittee members. The Subcommittee on Future Conferences is responsible for the research on possible venues and chairs for future instances of CIS sponsored conferences. The Subcommittee on Future Conferences is in charge of soliciting new sponsored conference proposals and all efforts will be done to obtain several bids among which a choice can be made by Conference Committee and proposed to ADCOM for approval. The Subcommittee may solicit proposals for technically co-sponsored conferences. Ideally, the Subcommittee on Future Conferences will perform the above duties while promoting and assisting the proposers in planning for greater industry collaboration, industry involvement and participation in/from underrepresented IEEE and CIS regions.

Section 4 - *Subcommittee on Conference Finances* - The Conference Committee has established a Subcommittee on Conference Finances which is responsible for handling review and approval

of budgets for financially sponsored conferences and assisting conference finance chairs with close out processes and budget issues. The Subcommittee on Conference Finances will have a chair in charge of these duties, and a subcommittee membership as necessary. The subcommittee works to shorten the time required for conference approval.

Section 5 – *Subcommittee on Conference Bids* - The Conference Committee has established a Subcommittee on Conference Bids which is responsible for handling review of bids for financially sponsored conferences, focusing on locations, venues, general chairs/co-chairs, dates and submission deadlines. The Subcommittee on Conference Bids makes recommendations for enhancing the proposals and provides comments to help Conference Committee to evaluate the bids. The Subcommittee on Conference Bids will have a chair in charge of these duties, and a subcommittee membership.

Section 6 – *Subcommittee on Strategic Planning* – The Subcommittee on Strategic Planning is in charge of analyzing general issues, discussing possibilities and brainstorming new ideas concerning the CIS policy with regard to the handling of sponsored conferences. The Subcommittee on Strategic Planning proposes changes in the CIS policy to Conference Committee when suitable. The Subcommittee on Strategic Planning will have a chair in charge of these duties, and a subcommittee membership.

Section 7 – *Subcommittee on Conference Competitions* – this subcommittee is responsible for assisting in the establishment and promotion of competitions exclusively within conferences. The Subcommittee on Conference Competitions will have a chair in charge of these duties, and a subcommittee membership.

ARTICLE VI – TASK FORCES

Section 1– *Responsibilities* - Under the supervision of the Conference Committee, Task Forces (TFs) are responsible for activities that promote the development and support of regional technical meetings specifically in regions where additional support and guidance would be beneficial. Typical examples of the focused activities include organizing symposia, and workshops, for the IEEE CIS sponsored conferences.

Section 2 – *Chair, Vice Chairs and Members of Task Forces* – Each Task Force shall have a Chair, one or two Vice Chairs, and a number of TF Members. The appointment of the Task Force Chair must be approved by the Vice President for Conferences and the President of the IEEE CIS. Vice Chair(s) and Members are appointed by the Task Force Chair. Appointment of Vice Chairs and Members shall be approved by the Conferences Committee Chair. The TF Members should ideally number between 10 and 20.

Section 3 – *Terms of Chairs, Vice Chairs and Members* – The terms of the Task Force Chairs, Vice Chairs, and Members are one year beginning January 1, through December 31. No more than four consecutive full terms as the TF Chair of the same Task Force is permitted.

Section 4 – *Creation, Termination and Name Change of Task Forces* – The creation, termination and name change of Task Forces needs the approval of the Vice President for Conferences and the President of the IEEE CIS. A proposal for a new Task Force is initiated by the IEEE CIS Conference Committee or a Conference Sub-committee Chair and submitted to the Vice President for Conferences. The proposal shall include (i) the proposed name of the Task Force; (ii) the proposed Task Force Chair, one or two Vice Chairs, and a number of Members; (iii) a short biography of the TF Chair and the TF Vice-Chair(s); (iv) justification for the creation (e.g., scope and mission); (v) focused regional area, and (vi) a list of planned regional activities. A proposal for a name change of an existing Task Force shall be submitted to the Vice President for Conferences. A proposal for the termination of an existing Task Force shall be submitted to the Vice President for Conferences by the Conference Committee or Sub-committee Chair together with clear justifications for the termination.

Section 5 – *Minimum Requirements for Active Task Forces* – Each Task Force shall maintain a website for the Task Force, including the name of the Task Force, the scope and mission, the name and contact details of the Chair and Vice Chairs and a list of Members. Events that have been organized or planned by the Task Force shall also be included.

The Task Force shall be active in promoting activities in its focused region.

The Task Force Chair shall submit a semi-annual Task Force report in May and an annual Task Force report in November to the Conference Committee Chair. Both reports shall include (i) a list of the Task Force Chair, Vice Chair(s), Members, the history of the task force (year established and year chair appointed); (ii) statistics on the events organized by the Task Force, such as the number of submissions, accepted papers and attendees, and (iii) a list of planned technical activities for the following year. Only activities directly related to the topic or area of interest of the TF shall be included in the reports.

An annual meeting of the Task Force can be held, e.g., during a major CIS-sponsored conference. However, no financial support for the meeting is available from the Society. Meetings could also be conducted via teleconference or virtual meetings. The TF Chair shall organize and chair the meetings.

Inactive Task Forces will be terminated. The termination of an inactive Task Force is proposed by the Conference Committee or Subcommittee Chair.