

Technical Co-Sponsorship Approval Process

Technical co-sponsorship is an arrangement whereby the IEEE EMC Society (EMCS) enters into an agreement with a technical event outside the EMCS that includes participation in the technical program of the event. The level of technical involvement will depend on the mutual desires of the EMCS and the organizers of the event, but typically would include participation in the review and selection of some of the papers for the technical program.

Usually EMC Society offers technical co-sponsorship on a case by case basis, e.g. if the conference is part of a series every single event has to apply for the technical co-sponsorship.

The formal way toward a technical co-sponsorship is as follows:

1. A organizer of conference should send the application together with the filled “Questionare for TCS Application” to the Global Symposia Coordinator (GSC) of the EMC Society (email: GSC-EMCS@ieee.org). The “Questionnaire for TCS Application” is provided on the web site of the EMCS (www.emcs.org)
2. As technical co-sponsorship implies involvement of the EMCS TAC, the Global Symposium Coordinator pass the application to TAC for discussion and recommendation. The level of involvement will be at the discretion of the TAC based on inputs provided by the event requesting technical co-sponsorship. (Usually the review requires one month)
3. After TAC recommends approval, the GSC prepares the MoU and negotiate it with the conference organizer. (Usually this step needs 1 ½ month)
4. GSC submits the application together with TAC recommendation and MoU to VP Conferences for presentation to BoD
5. BoD will discuss the application and votes on approval. (BoD will need ½ moth)
6. EMCS submits the MoU to IEEE HQ for review (the IEEE requires 1 ½ month for the review)
7. After IEEE approved the MoU the president of the EMCS and the conference chair will sign the MoU (Usually the MoU will be signed within ½ month)

Technical co-sponsorship must be granted prior to the issuance of the call for papers by the event. This must happen in order to allow the event committee to use the IEEE and IEEE EMC Society logos in their call for papers and other advertising.

In order for this to occur, the request for technical co-sponsorship must be received by the EMCS 5 months prior to the planned publication date of the call for papers. Requests received less than 5 months prior to the date of the call for papers will be rejected.

This required time allows for a review by the TAC, time to generate the MOU for voting by the EMCS BoD, time for the vote, time for IEEE approval of the MOU and time for both parties to sign the MOU so that the yes/no decision may be forwarded to the event committee 2 weeks prior to their planned publication date for the call for papers.

The request form (attached to this policy and available on the EMCS web site) must be completed in full to provide the TAC with the necessary information to evaluate the level of effort needed to support or deny support to the event.

The Global Symposia Coordinator will guide you through the application process. In case of open questions, please do not hesitate sending him an email (GSC-EMCS@ieee.org)