AGREEMENT BETWEEN **NAME OF CONFERENCE ORGANIZING INSTITUTE**& IEEE UTTAR PRADESH SECTION ON ***DD/MM/YYYY*** FOR **NAME OF CONFERENCE** (ACRONYM of Conference) TO BE ORGANIZED IN UTTAR PRADESH SECTION FROM ***DD/MM/YYYY*** TO ***DD/MM/YYYY***

The Following is mutually agreed upon by the IEEE UTTAR PRADESH SECTION (IEEE UP) Section and **NAME OF CONFERENCE ORGANIZING INSTITUTE,**

1. **NAME OF CONFERENCE ORGANIZING INSTITUTE** will organize and hold the **NAME OF CONFERENCE**herein referred to as the Conference and provide all necessary logistics and support.
2. The **NAME OF CONFERENCE ORGANIZING INSTITUTE**shall form the conference organizing committee to oversee all the conference operations and technical issues.
3. The IEEE UP Section shall neither be liable for any financial nor the logistic responsibilities during the entire event.
4. For International Conferencesat least **2-3 Keynote Speakers** from outside India shall be mandatorily be involved.
5. The technical program committee Chair should ensure the thorough review procedure and the incorporation of the suggestions by the reviewers in the revised version of the papers.
6. Only good quality papers should be accepted in Conference. If some issues, related to compromise in quality by organizers, are detected at a later stage, then that **NAME OF CONFERENCE ORGANIZING INSTITUTE**will be responsible and maybe debarred for future technical or any other type of sponsorshipfrom UP Section.
7. Editors /Publication Chair of Conference should ensure the proper formatting, language of paper etc. of papers as per the IEEE Conference format and guidelines.
8. In the technical paper presentations session, each paper’s presenter should be allocated time of minimum15 minutes.
9. During Technical Session, all the Session Chair must possess the Ph.D. qualification in the relevant area, except the experienced industry personnel.
10. Skype/Webex/Zoom/Hangout or any other electronic/ virtual mode of online/remote paper presentationsmay be adopted in exceptional**[[1]](#footnote-2)** cases. All such presented papers should also be considered similar to the papers presented in-person.
11. IEEE U.P. Section may nominate observer(s) to monitor the quality and progress of the Conference. The organizers should share the similarity reports, reviewers’ comments (minimum two reports per accepted papers) with the observers.
12. **NAME OF CONFERENCE ORGANIZING INSTITUTE**shall submit and present the progress report of Conference, time to time to the IEEE Uttar Pradesh Section, .
13. Only good quality papers, presented successfully,shall be sent to IEEEXplorefor upload, after getting the approval from Convener, Professional Activities Committee, and IEEE Uttar Pradesh Section[presently- Dr. Satish K. Singh, Convener, Professional Activities Committee Email: sk.singh@iiita.ac.in Mobile No. (+91)-9792836413].
14. The Chairperson of the Conference organizing committee should submit the report on the event, and statement of income-expenditure to the IEEE UP Section within one month of completion of the event. All the documents should be duly verified by the Chairperson of the Conference organizing committee of the event.
15. Organizers should pay @7.5% of the total collected registration fee, *or* Rs.20,000/-, whichever is maximum, for technically co-sponsored (permitted to upload papers in IEEEXplore) Conferences to IEEE UP Section. The collected amount will be utilized for enhancing the vibrancy of the Section by increasing the Student/YP/WIE/SIGHT Activities.
16. Chairman IEEE UP Section will have full right to ask for termination of the MoU signed with IEEE HQ (to upload the paper in IEEE Xplore) and Organizers, if it is not followed.
17. The organizer should
* Submit the CV of Conference organizers, i.e., General Chair, Organizing Chair, and Technical Program Committee Chair. It should be ensured that Chairs should be IEEE Members of good standing.
* Display the IEEE similarity/plagiarism policies on the home-page of the conference website.
* Ensure the use of good similarity/plagiarism check software for checking the plagiarism of submitted papers.
* Submit the scanned/soft copy of licensed version of good similarity/plagiarism check software.
* NOT have more than 4 (four) papers in their ownConference. If it is not honored then the organizer may be debarred for at least one year.
* Give appropriate space to IEEE Uttar Pradesh Section in various conference publicity materials, such as conference leaflet, conference website, banners, news, certificates, mementos with due permission from the Section.
* Submit the News of Conference for publication inthe (i) ***IEEE R-10 News Letter*** (R10-ecn@ieee.org),(ii) ***IEEE India Council News Letter*** (ieeeindiainfo@gmail.com), and (iii) Convener, Web and News Letter Committee IEEE U.P. Section [presently- Dr. Danish Ather (ieeeupwebsite@gmail.com)]; as well as a copy of the same to (iv) Secretary U.P. Section (secieeeup@gmail.com).

(Signature of Organizing Conference Chairman/Convener)

(Signature and Seal of Head of Institution) (Signature of Chairman, IEEE UP Section)

Date :\_\_\_\_\_\_\_

1. **The Conference organizing committee shall record the reasons appropriately.**  [↑](#footnote-ref-2)