AGREEMENT[[1]](#footnote-1) 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 (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 logistic responsibilities during the entire event.
4. For International Conferences at 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 sponsorship from the IEEE 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 minimum 15 minutes.
9. During Technical Session, all the Session Chair must possess the PhD 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 presentations may be adopted in exceptional**[[2]](#footnote-2)** cases. All such presented papers should also be considered similar to the papers presented in person.
11. IEEE UP 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. The TA/DA expenses and seating charge of the observers should be borne by the conference organisers.
12. **NAME OF CONFERENCE ORGANIZING INSTITUTE** shall submit and present the progress report of the Conference, time to time (normally 3 months earlier, 1 month earlier and 1 week earlier to conference date) to the IEEE Uttar Pradesh Section.
13. Only good quality papers, presented successfully, shall be sent to IEEEXplore for upload, after getting the approval from Chairman, Conference Committee IEEE Uttar Pradesh Section [presently- Dr. Prabhakar Tiwari, Email: tiwarip6@gmail.com Mobile No. (+91)-8765783850].
14. The Chairperson of the Conference organizing committee should submit the report on the event, and statement of income-expenditure to the IEEE Uttar Pradesh 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. Conference organisers should opt for any one of these sponsorships:

(A). ***Technically Sponsored Conferences:*** 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.

As per the revised IEEE MGA norms, IEEE technical co-sponsored (TCS) conference organizers must **pay $1450 as a TCS fee** **and $22 per paper** if the accepted papers are submitted to Xplore.

(B). ***Financially Sponsored Conferences:*** *(i)* Organizers should agree to donate Rs 1,00,000/- or 25 % of the total conference registration fee, whichever is maximum, to the IEEE UP Section (for students, WIE, YP and humanitarian activities in the section). *(ii)* Organizing institute cannot have more than one financially sponsored conference in a year (other than UPCON, and R10 conferences). *(iii)* Chair of the IEEE UP Section, if agrees, will also be one of the General Chairs of the Conference. *(iv)* The registration fee of the conferences must be approved by ExeCom. A good rebate should be given to the members of the section.

As per the revised IEEE MGA norms, IEEE financial sponsored conference organizers need not pay any TCS fee to IEEE.

1. 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 honored.
2. 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 the licensed version of good similarity/plagiarism check software.
* The key organizing persons should NOT have more than 4 (four) papers in their own Conference. If it is not honored, then the organizer may be debarred for at least one year. It should not be more than 10% or 25 papers whichever is the minimum from the conference organizing institute/ university/ organization.
* Give appropriate space to IEEE Uttar Pradesh Section in various conference publicity materials, such as conference leaflet, conference website, banners, news, certificates, mementoes with due permission from the Section.
* Submit the News of Conference for publication in the (i) ***IEEE R-10 News Letter*** (R10-ecn@ieee.org),(ii) ***IEEE India Council News Letter*** (ieeeindiainfo@gmail.com), and (iii) Chair, Electronic Communication Committee IEEE U.P. Section [presently- Dr. Rajat Singh (rajatsingh@iiita.ac.in)]; as well as a copy of the same to (iv) Secretary, IEEE Uttar Pradesh Section (secieeeup@gmail.com).
1. Considering the fact that the IEEE Conferences are a means to serve its members, the organizers do hereby agree to provide the free registration to 10% of the expected papers as proposed by the conference organizers to UP Section IEEE Student /Graduate Student Members, as recommended by the Uttar Pradesh Section.
2. Registration fees should be kept as low as possible and net saving should be minimum. If there is saving from the conferences after settling all expenses, the saving money should be distributed as follows:
3. 40% to UP Section for various activities of the section.
4. 60% with the organisers (for organising team, honorarium/gifts to the speakers/session chairs/guests, etc.)
5. The organizers are bound to follow a no-discrimination policy in terms of the registration fee. It means that no registration fee waiver shall be given without the prior approval of the section, that too in extraordinary case only, irrespective of the authors whether he/she is from the organizing institute or outsider unless and otherwise mentioned in this MoU.
6. GST and any other tax liability as imposed by any Government (state or central) shall be the responsibility of organizers to make provisions in the budget for payment.
7. In case the Conference is with IEEE entity/entities as Financial Sponsor(s), the organizers shall maintain a separate account of the Conference and submit an audited report to the concerned IEEE Sponsoring entity/entities at the end of the Conference, besides reporting quarterly income-expenditure statement.
8. The organizers shall try to arrange some travel assistantship for the Section’s IEEE Student/Graduate-Student Members from Registration-Fee/External Funding/Organizational-Funding.
9. The conferences shall not be treated as the source of income for any conference organizer or organizing institute. The registration fee etc. should be justifiable as per the income and expenditure. The audited statement needs to be sent to the IEEE Uttar Pradesh Section for final acceptance within one month from the date conference is over.

We agree with the above terms and conditions.

(Signature of Organizing Conference Chairman/Convener with date)

(Signature and Seal of VC/Director/Registrar of Institution) Signature of Chairman, IEEE UP Section)

Date Date

1. Updated on 1St Feb 2022 [↑](#footnote-ref-1)
2. **The Conference organizing committee shall record the reasons appropriately.**  [↑](#footnote-ref-2)