



راهنمای ثبت کنفرانس در سایت IEEE

کمیته کنفرانس های بخش ایران IEEE

A screenshot of a login form on a white background. It features two input fields: the top one is labeled "Username" and has a person icon on the right; the bottom one is for a password, indicated by a series of dots and a lock icon on the right. Below the password field is a link that says "Forgot Password?". To the right of the password field is a red button with the text "LOGIN" in white capital letters.

پست الکترونیکی: indexing.ieee@gmail.com

نسخه پاییز ۹۸

Welcome, members!
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- > Join a community
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- > Volunteer
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- > Attend or organize a conference
- > Publish a paper
- > Join a standards working group

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- > Network and collaborate with technical professionals
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- > Find local activities and events
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2018 IEEE Power & Energy Society Innovative Smart Grid Technologies Conference (ISGT)

ISGT features plenary and panel sessions, technical papers, and tutorials by experts representing the electric utilities, regulators, technology providers, academia, the national laboratories, and federal and state governments.

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How can IEEE help you?



Authors



Conference Organizers



Educators

- > Upcoming conferences
- > IEEE Meetings, Conferences & Events (MCE)
- > Conference Organizer Portal
- > **IEEE Conference Application**
- > IEEE Conference Organizer Education Program
- > See benefits of authoring a conference paper

IEEE sponsors more than 1,800 annual conferences and events worldwide, curating cutting-edge content for all of the technical fields of interest within IEEE. Use the IEEE conference search to find the right conference for you to share and discuss innovation and interact with your community.

What do you want to do?

Select an option

Members!
of membership.

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- > Join a group to collaborate with peers
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> Learn more

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♦ IEEE Conference Application

Thank you for visiting the IEEE Conference and Event Registration page. This application allows you to officially register your conference or event with IEEE. By completing the registration form you are taking significant steps toward planning a successful conference/event. Registration for your conference/event will take approximately 20-30 minutes to complete and you will need specific information.

Now is the time to gather some of the critical information that is required for the application such as: conference title, dates, location, website URL, IEEE/Non-IEEE sponsorship, technical program plans, vendor information and contacts.

If you are still in the planning process or would like assistance with submitting your form, please contact the Customer Relationship Management team at ieee-crm@ieee.org and we will be delighted to help you with any of your conference or event needs. The CRM team can assign a mentor to your program to help you.

In order for your conference application to be approved, you will need approval of one or more IEEE Sponsors. Please visit the IEEE Societies and Communities home page: https://www.ieee.org/societies_communities/index.html for more information on possible sponsors. If you need help, please contact us at ieee.org.

The IEEE Meetings, Conferences & Events team is working with you to plan a successful conference or event. Here's wishing you the best of luck in your planning!

-IEEE Meetings, Conference and Events Team. [Why Conferences Matter - Find Your Community.](#)

I want to

Start a new application:

[Start](#)

Complete an application I started:

[Continue](#)

Find the status of a submitted application:

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Step 1: Submitter Information | Step 2: About the Event | Step 3: About the Location | Step 4: Conference Sponsors | Step 5: Technical Program | Step 6: Conference Contacts | Step 7: Comments

♦ Step 1: Submitter Information

The submitter is the person completing this application. Enter your name, email and phone number. We will contact you with any questions about this submission. You can enter additional contacts, such as Conference Chair, Treasurer, and Information Contact later in the application.

Title:

Given name/First name:*

Middle name:

Last/Family/Surname:*

Suffix:

IEEE Member Number:

Email:*

Phone:

Sponsorship (Technical & Financial)

Are you seeking sponsorship from the following IEEE Societies:

- Circuits and Systems Society
- Communications Society
- Computer Society
- Industrial Electronics Society
- Photonics Society
- Power Electronics Society
- Power & Energy Society
- Robotics and Automation Society
- Signal Processing Society
- Vehicular Technology Society

Yes

No

Phone: +1 XXX-XXX-XXXX

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InformationStep 2:
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Conference
SponsorsStep 5:
Technical
ProgramStep 6:
Conference
ContactsStep 7:
Comments**Step 2: About the Event****Name and Scope**

When naming your conference the year must be included as the first item in the name, followed by IEEE, if applicable, and then by the specific conference name. The conference acronym should always be listed in parentheses as the final item after the conference name. For example: 2011 IEEE Radio and Wireless Symposium (RWS).

Conference name:*

(200 characters left)

Conference acronym:

(100 characters left)

Event type:**Conference URL:**

(255 characters left)

Start date:***End date:*****Keywords:***

(500 characters left)

Please add one keyword at a time by selecting "Enter" or clicking on the displayed suggestion from the list.

Scope:*

(1000 characters left)

Enter a short description of the scope of the conference. The scope may be an existing field of interest, a subset of that field, or a new technology.

Field of interest:*

- Aerospace
- Bioengineering
- Communication, Networking and Broadcast Techn
- Components, Circuits, Devices and Systems
- Computing and Processing
- Engineered Materials, Dielectrics and Plasmas
- Engineering Profession
- Fields, Waves and Electromagnetics

+

-

Press Ctrl + to select and move more than one item to the right column. Press Ctrl - to remove items.

Estimated attendance:*

براساس اطلاعات دوره قبل ثبت شود

Check here if there will be exhibits.

Check here if there will be tutorials.

Scope:*

(500 characters left)

Enter a short description of the scope of the conference. The scope may be an existing field of interest, a subset of that field, or a new technology.

(1000 characters left)

Field of interest:*

- Aerospace
- Bioengineering
- Communication, Networking and Broadcast Techn
- Components, Circuits, Devices and Systems
- Computing and Processing
- Engineered Materials, Dielectrics and Plasmas
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+

-

Press Ctrl + to select and move more than one item to the right column. Press Ctrl - to remove items.

Estimated attendance:*

Check here if there will be exhibits.

Check here if there will be tutorials.

Conference Location

Country:*

Virtual Conferences should indicate the city and country of origin.

City:

Membership / Student Grants

Would you like to promote IEEE Membership at your event?

Yes No

Would you like to promote IEEE Society Membership at your event?

Yes No

Does your society or event provide grant(s) for student members to attend your technical conference and/or student competition?

Yes No

انتخاب گزینه Yes برای کلیه موارد

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♦ Step 3: About the Location

Enter the name and address for each separate venue used by the conference. The venue may be a conference center, hotel, university or some other location. You can add multiple venues for a conference. If you know the contact at the venue, select Add Contact to add their name and email address. You can add multiple contacts for each venue. Save the venue and contact information before leaving the page or your information will be lost. You can only view one venue at a time. Click on a venue name to see the venue details.

If the venue is not known, enter TBD (to be determined) in the Name, Address and other fields and select a state and country. You will be able to revise these later.

Venue

▼ (New Venue) 11

Venue details

Name:

Address 1:

Address 2:

Address 3:

Address 4:

Country*:

City:

Zip/Postal code:

Add venue contact 13

Save venue 12

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[Add venue](#)[Cancel](#) [Back](#)[Save & Exit](#)[Next](#)

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If the venue is not known, enter TBD (to be determined) in the Name, Address and other fields and select a state and country. You will be able to revise these later.

Venue

▼ Abbasi Hotel, Isfahan, Iran

Venue details

Name: Abbasi Hotel
Address 1: Amadegah St.
Address 2:
Address 3:
Address 4:
Country:* Iran
City: Isfahan
Zip/Postal code:

[Edit](#)

Add venue contact

▼ (New Venue Contact)

Venue contact details

Title:
Given name/First name:*
Last/Family/Surname:*
Job title:*

Email:*
[Add](#)

Phone:*
[Add](#)

[Delete contact](#)

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[Save contact](#)

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[Add venue](#)

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Step 4: Conference Sponsors

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Add all financial and technical sponsors. Financial sponsors have financial responsibility for the conference, including bank accounts, contracts and other financial obligations. Technical sponsors do not have financial involvement or responsibility. Do not add supporters and patrons. The sponsors you enter here will be listed on the Memorandum of Understanding (MOU).

Sponsor Information

Sponsor name:*

Unlisted sponsor name:

Start typing the sponsor's name to find it in the list. **You MUST select the name in Unlisted Sponsors.** Type in acronyms or abbreviations.

ثبت اطلاعات حامیان کنفرانس

بخش ایران IEEE بایستی به عنوان یکی از حامیان ثبت شود و درصد مشارکت آن در هزینه‌ها صفر می‌باشد. در صورت عدم ثبت، روند حمایت IEEE از کنفرانس با مشکل مواجه خواهد شد. همچنین، تقاضا می‌شود از ذکر نام کلیه حامیان مالی در این فرم اجتناب و تنها نام سازمان، انجمن و نهادهایی که حمایت غیرمالي (Non-profit Technical Sponsors) از این همایش دارند، ثبت شود.

Conference Committee Responsibilities

Describe how each IEEE sponsor, or their representative, is directly and substantially involved in developing the Technical Program:*

(1000 characters left)

List the sponsors that are represented on the Technical Program committee:*

(1000 characters left)

Describe the role of each sponsor represented on the Technical Program Committee: *

(1000 characters left)

Does the conference committee have full authority to operate the conference? Yes/No*

Yes No

Select No if there is a steering committee to make decisions.

Is the oversight committee made up of representatives from each sponsor?*

(1000 characters left)

Who appoints the conference committee chairs and other key members?*

Suggested Answer: IEEE Iran Section, evaluates details (commis, website,...) of conferences before requesting IEEE. Also, IEEE Iran Section checks plagiarism of papers and approves the packing list of the conference, Before sending papers that presented in conference.

List the sponsors that are represented on the Technical Program committee:*

(1000 characters left)

Describe the role of each sponsor represented on the Technical Program Committee: *

(1000 characters left)

Does the conference committee have full authority to operate the conference? Yes/No*

Yes No

Select No if there is a steering committee or other group that has authority to make decisions.

Is the oversight committee made up of representatives from each sponsor?*

(1000 characters left)

Who appoints the conference committee chairs and other key members?*

(1000 characters left)

Who approves the conference budgets?*

(1000 characters left)

Who establishes registration fees?*

(1000 characters left)

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♦ **Step 5: Technical Program**

The technical program information you provide here will be included in the Memorandum of Understanding (MOU).

Will this conference produce a conference publication? **۱۹** /No*
 Yes No

Will IEEE own the copyright?*

Yes No

Will you request publication of your conference proceedings in IEEE Xplore?*

Yes No

What is the structure of the technical
program committee?*

(1000 characters left)

What materials are being reviewed?*

Full Paper

What type of review is being performed?*

Blind

What is the estimated number of submitted
papers?*

What is your targeted acceptance rate for
submitted papers?*

 %

How many named reviewers will be
associated with this conference?*

How many reviewers will review each
paper?*

What criteria will be used by your reviewers
to evaluate submissions?*

(1000 characters left)

Are you using student reviewers? *

Yes No

How will you ensure that all accepted
papers will be presented? *

(1000 characters left)

Will there be any other products generated
by your event?

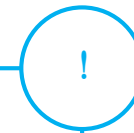
Call For Papers Website URL:

(100 characters left)

Abstract submission date:



ثبت جزئیات مقالات کنفرانس



این موارد با دقت تکمیل شوند.

What materials are being reviewed?*

Abstracts

What type of review is being performed?*

Blind

What is the estimated number of submitted papers?*

What is your targeted acceptance rate for submitted papers?*

 %

How many named reviewers will be associated with this conference?*

How many reviewers will review each paper?*

What criteria will be used by your reviewers to evaluate submissions?*

(1000 characters left)

Are you using student reviewers? *

Yes No

How will you ensure that all accepted papers will be presented? *

(1000 characters left)

Will there be any other products generated by your event?

Call For Papers Website URL:

(100 characters left)

Abstract submission date:

Full paper submission date:

Notification of acceptance date:

Final paper submission date:

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*** Step 6: Conference Contacts**

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You must submit a Conference Chair and an Information Contact for your conference. Should one or more IEEE sponsors be financially involved, a Treasurer will also be needed, and should be different from the Conference Chair(s). A contact can have more than one role and you can assign more than one contact to each role. For example, if you have two Conference Chairs, select Conference Chair for both contacts. Please save the current contact before adding a new contact.

Contact Information

ثبت اطلاعات کمیته برگزاری کنفرانس

(New Contact)**Contact Details**Same as submitter information? Title: Given/First name:* Middle name: Last/Family/Surname:* Suffix: IEEE Member Number: **Membership Status:**Email:*

Add

Phone:

Add

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

Fax:

Add

This Contact is the

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- Conference Chair
- Conference Treasurer
- Information Contact
- Publication Chair
- Technical Program Chair
- Other

The Information Contact details will be publicly available on the IEEE Conference Search page.

Add Address

(New Address)**Address Details**Address type:* Address Line 1:* Address Line 2: Address Line 3: Address Line 4: Country:* City:* Zip/Postal code:

Delete Address

Save address

Add Address

(New Address)

Address Details

Address type: *

Address Line 1: *

Address Line 2:

Address Line 3:

Address Line 4:

Country: *

City: *

Zip/Postal code:

Delete Address **Save address**

Email: *

Phone:

Fax:

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

Include '+' and country code. Example: +1 XXX-XXX-XXXX.

Please save your contact information before proceeding. **Save contact**

Add New Contact

Committee List

Upload List

Committee list:

You can upload a list of committee members in any file format. If you have changes, you can overwrite the list by uploading a new file with the same name.

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♦ Step 7: Comments

Enter any comments or information that you would like to share with IEEE. Use this field to notify IEEE of other events you would like to have associated with this conference or event. Provide the event name, acronym and record number, if known. Associated events share the same budget, sponsors and sponsorship relationship and occur within the same time period. You need to submit a separate conference application for each associated event. Each event is reviewed and must be approved by IEEE before it can be associated with a conference.

You can preview your application by selecting the Preview button. If you need to make any changes, select the Back button. Do not use your browser back button or you will exit the application and your changes will not be saved. Once you select Submit, you will not be able to make any changes to your application.

After you choose Submit, we can start to review your conference application. We will contact you within 5 business days to let you know if we have any questions or need additional information. We will also let you know what you need to do next to register your conference. While you wait to hear from us, you can check the status of your application.

Comments

(1000 characters left)

[Back](#)[Save & Exit](#)[Preview](#)[Submit](#)

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تماس حاصل فرمایید:

indexing.ieee@ieee.org.ir