**IEEE MADHYA PRADESH SECTION**

**135-E, Mayur Nagar, Thatipur, Gwalior 474011**

[**http://ieeemp.org**](http://ieeemp.org)

e-mail: [ieeempsection@gmail.com](mailto:ieeempsection@gmail.com)

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**Application****for Sponsorship**

1. **Nature of the Event (tick one):** **Conference** / Symposium / Workshop / Seminar / Course / Student Branch activity
2. **Type of conference: Physical (in person)/Hybrid**

**Note:** in hybrid 50% physical attendance is must, which will be reported by the observer of the conference. Permission will be given by section for online attendees.

1. **Detail of the Event**

Name of the Event:

URL of the Event:

Duration of the Event:

Proposed Dates:

Expected Numbers of Contributory Technical Papers:

Proposed Number of Keynote/Invited Lectures:

Technical Field of Interest & Scope of the Event:

Technical Field of Interest & Scope Matches with IEEE: YES/NO

1. **Organizing Institute/Organisation Details**

Name:

Postal Address:

URL:

Contact Email of Authority:

Phone:

1. **Proposed Venue with full Address:**
2. **Contact Detail of Event Organizing Chair/General Chair from same institute**

Name:

Designation:

Active IEEE Membership Status: YES / NO (IEEE Memb. No.

Postal Address:

Contact Email:

Phone:

1. **Type of Sponsorship: Technical/ Financial**
2. **Details of the Proposed Activities during the Event (tick if applicable)**

Plenary Lectures

Keynote Addresses

PhD Symposium

Technical Paper Presentations (Oral)

Technical Paper Presentations (Poster)

Best Paper / Poster Awards

IEEE Executive Committee Meeting

Activity for Young Professional

Activity for Women in Engineering

Activity on Humanitarian Technology

IEEE Membership Promotion

Membership Drive

Expeditions

Cultural Events

Social Gathering and Networking

1. **Association of IEEE Madhya Pradesh Section (tick if applicable)**

General Chair / Co-chair

Advisory Committee

Technical Program Committee

Finance Committee

PhD Symposium Committee

Various Tracks

Technical Sessions

Event Oversight Committee

1. **Details of Registration Fees**
2. Non-IEEE Professional
3. IEEE Professional Members
4. Non-IEEE Students
5. IEEE Student Members
6. Industry Participants
7. **Details of Facilities against the Registration Fee collected (tick if applicable)**
8. Breakfast
9. Working Lunch
10. Tea and Coffee during the breaks
11. Galla Dinner
12. Conference Kit
13. Free / Subsidized Guest House or Hostel Accommodation
14. **Rented hotel**
15. Award and other
16. **Proposed financial plan (INR)**

**Tentative Income Details**

1. Registration Fee
2. Sponsorship from Organizing Institute
3. Other Sponsorships
4. Grants
5. Seed money

Total Income

**Tentative Expenditure Details / Technical Sponsorship**

1. Local Hospitality
2. Travel
3. Honorarium
4. Kit Charges
5. IEEE TCS (USD 1450) & Paper Upload Fee (@USD 22 Per Paper) to be submitted to IEEE through section.
6. MP Section share (surplus to be deposited to section account as per the share of sponsorship)
7. Other Contingent and miscellaneous

Total Expenditure

1. **Details of Impact and Benefits to,**
2. Contributory Attendees
3. IEEE Members
4. IEEE Madhya Pradesh Section
5. Society at large
6. Others
7. **Presence of IEEE in the proposing organization**
8. Number of Active IEEE Professional Members (not less than 05)
9. Number of Active IEEE Student Members (Student Branch mandatory)
10. IEEE Student Branch Exists: Yes / No
11. Student Branch Chapters (if any):
12. Major IEEE Activities Conducted in last two years:
13. **Assistance from IEEE MP Section**
14. Sponsorship/Co-sponsorship: Financial (Rs:\_**\_** \_)/ **Technical**
15. Paper Upload Request on IEEE Xplore: **Yes** / No
16. Grant: Yes / No (Rs:\_\_\_\_\_\_\_\_\_)
17. Seed Money: Yes / No (Rs:\_\_\_\_\_\_\_\_\_)
18. **Applicant Detail**

Name:

IEEE Membership No:

Designation:.

Affiliation:

Postal Address:

Mobile:

Email:

Signature (Blue Ink):

**(A) For the use of IEEE MP Section only**

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Status: Approved/ Not Approved in the \_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Committee Meeting held on \_\_\_\_/\_\_\_\_/2025 at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (If any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of Convener/Chairperson, IEEE Madhya Pradesh Section**

**(B) Follow-up for or the use of Professional Activity Convener**

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1. MOU signed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Money sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for financially sponsored event on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_vide cheque no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in favour of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Report by oversight committee received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Report by the organizers received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. IEEE TCS (USD 1450) & Paper Upload Fee (@USD 22 Per Paper) received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Surplus of funds Rs. ………….. deposited to MP Section Account on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Comments (if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsorship/ support request closed.

**Signature of Professional Activity Convener**

**Important Instructions to be followed at the time of preparing the application for organizing an IEEE Sponsored conference or workshop**

1. The Organizers are required to send the scanned copy of the duly completed Conference / Workshop Application form available at <http://www.ieeemp.org/downloads/> to Secretary via email: [ieeempsection@gmail.com](mailto:ieeempsection@gmail.com), at least one week prior to the next executive committee meeting for possible consideration.
2. The Organizers are required to submit the following documents as annexure(s) of the conference/workshop application

* Detail resumes of proposed General Chair, Organizing Committee Chair, Technical Program Committee Chair, Publication Chair and Track Chairs (All the proposed chairpersons should be the IEEE Members in good standing).
* List of the proposed IEEE MP Section’s Executive Committee Members involved in the conference or workshop with their roles and responsibilities.
* Details of IEEE Student Brach or Chapters active in the institute.
* At least 12 months are required for approval of the conference if it is first and 11 months if it is annual in series

1. In case you want the Event to be jointly organized by IEEE MP Section, the section can provide technical co-sponsorship without any financial liabilities, or co-sponsorship with financial liabilities. In case section shares the financial liabilities, it will have right to share the profits. For all such type of sponsorships, an MOU need to be signed between IEEE MP Section through its Chairperson and organizers of the Event.
2. The MOU is a pre-requisite to make any Event organized by a non IEEE entity, an IEEE Event. This also makes them eligible to apply for publishing the proceedings on IEEE xplore. Please note that it does not guarantee the publication. Please visit [www.ieee.org](http://www.ieee.org/) for more details.
3. In all the sponsored Events, the volunteers of IEEE MP Section have to be involved by the conference organizers to ensure the quality of conference.
4. The chairperson of the Event organizing committee should submit a report on the Event, statement of income from all sources, statement of expanses to the IEEE MP Section executive committee within one month of end of the Event. All the documents should be duly verified by the chairperson of the organising committee of the Event.
5. MP Section may withdraw its sponsorship at any stage if it is found that conference is not being organized as per IEEE standards and section’s directions.
6. Section Chair/Vice Chair shall be part of inauguration ceremony
7. Oversea committee members should be part of meetings conducted for organization of the conference may be online also. One of the member shall be observer to the conference presentations.
8. All communications shall be copied to oversight committee deputed by Section. Oversea committee members’ report will be considered for clearance of the proceedings for IEEE xplore
9. Committees of the conference shall be as per guidelines already available online on website
10. **Conference committees as below:**

Patron: Optional (not more than 2 persons) -Optional

Hony General Chair: Optional (not more than 1) -Optional

General Chairs (Not more than 2 and must be IEEE Senior Member)

General Co Chairs: Optional (not more than 2 and must be IEEE Member) - Optional

Technical Program Committee Chairs: Not more than 2 and must be IEEE Members

Finance Chairs: not more than 2 and one them must be IEEE Member

Publication Chairs: not more than 2 (one must be from Section)

Publicity Chairs (Not more than 4)

Oversight Committee: 2 names from section and atleast one will be attending conference as observer and arrangements to be done by the organisers

Workshop chairs (optional)

Advisory Committee: here any numbers and any senior person

Local organizing Committees can be formed on website or brochure for circulation

If conference is financially sponsored by Section, then one person from section in all the committees and names to be given by section chair

For technically sponsored conference: two nominees of section chair in committees and two oversight committee members

Keynotes: not more than one keynote per day is allowed, and must be professor or above or senior person in industry. Other speakers may be named as invited speaker, plenary speaker etc.