



IEEE ITSS Conferences Operations Manual

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This manual serves as the comprehensive “handbook” for planning, managing, and executing IEEE ITSS conferences. It provides detailed guidelines for every stage of the conference lifecycle—from bidding and proposal procedures through to post-conference review—and is intended for current and future conference organizers, as well as for interested authors / attendees who wish to understand the organizational process.



Version History

Version	Authored By	Release Date	Changes
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1 Introduction

This chapter sets the stage for the IEEE ITSS Conference Operations Manual. It explains the purpose, scope, target audience, and provides an overview of IEEE ITSS conferences.

1.1 Purpose and Vision

Purpose

The purpose of this manual is to serve as a comprehensive, step-by-step guide for organizing IEEE ITSS conferences. It provides detailed procedures, templates, and best practices to ensure that every stage of the conference lifecycle—from the initial bidding and proposal submission to post-conference evaluations—are executed with precision, transparency, and in compliance with IEEE policies.

Vision

The vision of the IEEE ITSS Conferences is to foster a vibrant platform for disseminating cutting-edge research, innovative technologies, and industry collaborations in the field of Intelligent Transportation Systems. By setting clear standards and procedures, this manual aims to:

- Enhance the overall quality and consistency of ITSS conferences.
- Streamline operational processes to reduce administrative burdens.
- Promote innovation, diversity, and excellence in technical and logistical planning.
- Ensure that all stakeholders—organizers, speakers, sponsors, and attendees—benefit from a well-organized, engaging, and successful event.

1.2 Scope and Applicability

Scope

This manual applies to all IEEE ITSS conferences and encompasses the following categories:

- **Financially Sponsored Conferences:** Fully funded by IEEE ITSS, ensuring comprehensive support and resource allocation.
- **Financially Co-Sponsored Conferences:** Events in which IEEE ITSS collaborates with other IEEE or external societies to share financial responsibility.
- **Technically Co-Sponsored Conferences:** Conferences endorsed by IEEE ITSS based on technical merit without direct financial involvement.



Applicability

The guidelines, procedures, and templates provided in this manual are intended for:

- **Current Organizers:** Those actively managing and executing IEEE ITSS conferences.
- **Prospective Organizers:** Future hosts who wish to bid on and plan IEEE ITSS events.
- **Conference Stakeholders:** Including IEEE ITSS BoG, sponsors, reviewers, speakers, and attendees interested in understanding the operational framework.

The manual is designed to be dynamic and is updated periodically to reflect evolving standards, technological advancements, and feedback from previous events.

1.3 Target Audience

This manual is crafted for a diverse audience, including:

- **Conference Organizers and Chairs:** Individuals responsible for leading and coordinating various aspects of ITSS conferences.
- **Technical Program Committee Members and Reviewers:** Experts involved in the peer review process and technical content development.
- **Finance and Administrative Personnel:** Team members managing budgets, sponsorships, and logistical operations.
- **Industry Sponsors and Partners:** Organizations interested in collaborating with IEEE ITSS to showcase innovations and contribute to conference success.
- **Attendees and Contributors:** Researchers, practitioners, and students who benefit from the insights and networking opportunities provided by these conferences.
- **IEEE ITSS Leadership and Governance:** Stakeholders responsible for strategic oversight and quality assurance of conference operations.

1.4 Conferences Overview

IEEE ITSS conferences provide a vital forum for sharing innovative research and technological advancements. This manual embodies ITSS principles, ensuring every event is executed with operational excellence and in full compliance with IEEE policies.

IEEE ITSS conferences serve as a vital forum for the exchange of ideas, research findings, and technological innovations in the realm of Intelligent Transportation Systems. They are designed to:

- **Showcase Technical Excellence:** Featuring technical sessions, plenary speeches, workshops, and panel discussions that cover the latest ITS advancements.



- **Foster Industry-Academia Collaboration:** Encouraging partnerships among researchers, industry experts, and policymakers to drive ITS innovation.
- **Promote Inclusivity and Diversity:** Creating platforms that welcome diverse perspectives and provide equal opportunities for participation across different regions.
- **Support Continuous Learning and Development:** Offering tutorials, and mentorship opportunities to nurture the next generation of experts in ITS.
- **Drive Economic Impact:** Through strong networking opportunities, ITSS conferences aim to influence policy, promote sustainable practices, and stimulate industry growth.

Each conference is meticulously planned and executed following a structured process that begins with the bidding and proposal phase, extends through detailed operational planning, and concludes with comprehensive post-event evaluations. The manual details these phases to ensure that every conference consistently meets the highest standards of quality and effectiveness.



2 Roles & Responsibilities

This chapter defines the various leadership roles and responsibilities essential for the successful organization of IEEE ITSS conferences. It establishes a clear organizational structure, outlines the key roles across different levels, and provides an accountability framework through a detailed RASI chart. This clarity helps ensure smooth coordination and effective decision-making throughout the conference lifecycle.

2.1 Overview & Organizational Structure

Successful conference management relies on a well-defined hierarchy that integrates strategic oversight with detailed operational management. At the top level, IEEE ITSS leadership and key oversight bodies provide guidance and final approval. Below them, dedicated organizing committees handle the day-to-day execution of the conference. This chapter outlines:

- **Strategic Leadership:** Includes roles such as the Vice President (VP) for Conferences, the Conferences Standing Committee, and the Board of Governors (BoG) who set the vision and provide final approvals.
- **Operational Leadership:** Comprises various conference chairs responsible for distinct work packages (e.g., technical program, finances, local arrangements).
- **Accountability Framework:** A RASI (Responsible, Accountable, Supportive, Informed) chart is used to clearly allocate tasks and responsibilities, ensuring all aspects of the conference are managed efficiently.

2.2 Key Leadership Roles

2.2.1 Vice President (VP) for Conferences

- **Role**

Serves as the overall Project Manager for all IEEE ITSS conference activities.
- **Responsibilities**
 - Provide strategic oversight and final decision-making on escalated issues.
 - Coordinate with all conference chairs and leadership bodies.
 - Liaise with the IEEE ITSS BoG to ensure strategic alignment.
 - Monitor overall progress and enforce compliance with IEEE ITSS policies.
- **Timeline**



Involved from proposal stage through post-conference review and closure.

2.2.2 Conferences Standing Committee

- **Role**

Committee members act as a subject-matter expert and advisor during the proposal review and planning phases.

- **Responsibilities**

- Evaluate proposals based on technical merit, financial feasibility, and alignment with ITSS goals.
- Provide recommendations and support for problem-solving.
- Assist in setting benchmarks and performance indicators.

- **Timeline**

Active during bidding, planning, and review phases.

2.2.3 Board of Governors (BoG)

- **Role**

Key stakeholders who provide final approvals and strategic oversight.

- **Responsibilities**

- Review and approve proposals and key decisions.
- Ensure that conference initiatives align with IEEE ITSS's long-term goals.
- Provide feedback and justification in cases of rejection.

- **Timeline**

Involved at critical approval stages, including proposal review and final acceptance.

2.2.4 IEEE (Conferences, Events & Experiences) CEE Team

- **Role**

Supports financial and contractual aspects of conference organization.

- **Responsibilities**

- Support contract negotiations and audit preparations.
- Assist with bank account setup and financial reconciliation.
- Serve as a resource for contractual and financial compliance.

- **Timeline**



Active throughout the finance lifecycle from budget preparation to final reporting.

2.3 Conference Chairs & Operational Leads

Each IEEE ITSS conference is managed as a collection of work packages, with dedicated chairs overseeing specific domains. These roles ensure that all operational details are handled efficiently.

2.3.1 General Chair

- **Role**
Overall leader and primary decision-maker for the conference.
- **Responsibilities**
 - Coordinate all work packages and ensure cohesive execution.
 - Appoint and supervise other chairs.
 - Serve as the main point of contact for IEEE ITSS leadership and external stakeholders.
 - Oversee progress from proposal preparation to final debrief.
- **Timeline**
Involved from proposal stage through post-conference debrief.

2.3.2 Program Chair

- **Role**
Oversee the technical and academic content of the conference.
- **Responsibilities**
 - Manage the Call for Papers (CFP) and paper review process.
 - Coordinate with the Technical Program Committee to finalize the program.
 - Schedule sessions, keynotes, and special events.
- **Timeline**
Active during CFP announcement, review, and program finalization phases.

2.3.3 Finance Chair (Treasurer)

- **Role**
Manages the financial planning and budgetary aspects of the conference.



- **Responsibilities**

- Prepare and monitor the pre-conference, interim, and final budgets.
- Oversee financial transactions and manage the conference bank account.
- Ensure compliance with IEEE financial policies and handle audits.
- Provide justification for estimates and ensure a target surplus (typically 15–20%).

- **Timeline**

Involved from initial budget preparation to final financial reporting post-conference.

2.3.4 Publications Chair

- **Role**

Manages the production and submission of conference proceedings.

- **Responsibilities**

- Oversee paper formatting, submission, and compliance with IEEE publication standards.
- Coordinate with authors to collect Electronic Copyright Forms (eCF) and Letters of Acquisition (LOA).
- Ensure timely submission of proceedings to the IEEE Conference Publications Program (CPP).

- **Timeline**

Active from paper acceptance through final publication.

3.3.5 Registration Chair

- **Role**

Oversee attendee registration and on-site check-in processes.

- **Responsibilities**

- Manage online registration systems and ensure data accuracy.
- Coordinate on-site registration logistics and staffing.
- Monitor registration numbers and provide regular updates.

- **Timeline**

From registration launch until event day.



2.3.5 Registration Chair

- **Role**

Responsible for overseeing all aspects of attendee registration and check-in.

- **Responsibilities**

- Oversee the setup and administration of the online registration platform.
- Monitor the registration process continuously to address any technical issues promptly.
- Organize and manage the on-site check-in process by setting up registration desks, distributing badges, and preparing conference kits.
- Maintain an accurate database of all registered participants, ensuring data is properly recorded and regularly updated.
- Ensure that registration processes adhere to all relevant IEEE ITSS policies, including data protection and privacy standards

- **Timeline**

From the launch of the online registration system until the final check-in process on the event day and is also responsible for post-event reporting on registration data.

2.3.6 Local Organization Chair

- **Role**

Responsible for venue and on-site logistics.

- **Responsibilities**

- Secure the venue and coordinate with local vendors.
- Manage logistics, including transportation, accommodations, and on-site operations.
- Ensure safety and compliance with local regulations.

- **Timeline**

From venue selection and contract negotiation through the duration of the event.

2.3.7 Publicity Chair

- **Role**

Manages marketing, communications, and media outreach.



- **Responsibilities**

- Develop and execute a comprehensive publicity plan.
- Maintain the conference website using the society-provided template.
- Coordinate with media outlets and social media channels.

- **Timeline**

Active from pre-conference marketing through post-event promotions.

2.3.8 Workshops & Tutorials Chair

- **Role**

Organizes additional educational sessions such as workshops and tutorials.

- **Responsibilities**

- Plan the structure and content of workshops/tutorials.
- Coordinate with speakers and technical experts.
- Ensure sessions align with conference objectives.

- **Timeline**

From CFP stage through final program scheduling.

2.3.9 Industry Engagement / Sponsorship Chair

- **Role**

Manage relationships with industry partners, sponsors, and exhibitors.

- **Responsibilities**

- Secure sponsorships and develop tiered sponsorship packages.
- Engage with potential exhibitors and manage sponsor contracts.
- Coordinate with the Finance Chair to integrate sponsorship funds into the budget.

- **Timeline**

Throughout the bidding, proposal, and planning stages.

2.3.10 Student Activities Chair

- **Role**

Coordinates initiatives targeting student participation.



- **Responsibilities**

- Organize student competitions, workshops, and networking events.
- Liaise with student organizations and academic institutions.

- **Timeline**

From proposal stage through conference execution.

2.3.11 Competition Chair

- **Role**

Manage any competitive events held during the conference.

- **Responsibilities**

- Define competition guidelines and submission criteria.
- Secure judges and manage the competition process.
- Oversee the awarding process and feedback collection.

- **Timeline**

Specific to competition cycles within the conference.

2.3.12 YP & WiE Chair

- **Role**

Focuses on engaging Young Professionals (YP) and Women in Engineering (WiE).

- **Responsibilities**

- Organize networking events and targeted sessions for YP and WiE.
- Develop mentorship opportunities and inclusive programming.

- **Timeline**

Active from planning through the event.

2.3.13 Additional Roles

Other roles may be defined as needed by the organizing committee. These might include:

- Sustainability Chair: Ensure the conference follows green and sustainable practices.
- Special Sessions Chair: Coordinate sessions such as panels, invited talks, or industry roundtables.



2.4 RASI Chart for Key Conference Tasks

The RASI (Responsible, Accountable, Supportive, Informed) chart below outlines the roles and accountability for critical tasks across the conference lifecycle. This chart ensures that every major task is clearly assigned and that all stakeholders know their responsibilities. This chart is a living document that should be updated as needed.

Task	VP for Conferen	Standing Commit	BoG	CEE Team	General Chair	Program Chair	Finance Chair	Local Org	Other Chairs
Proposal Preparation	I	S	I	I	A/R	I	S	I	S
Proposal Review & Approval	I	R	A	I	S	I	I	I	I
Conference Application	I	S	I	S	A/R	I	I	I	I
Conference Publication App.	I	I	I	I	I	A/R	I	I	I
Pre-Conf. Budget Preparation	I	I	I	S	S	I	A/R	I	I
Interim Budget Updates	I	I	I	S	S	I	A/R	I	I
Final/Actual Budget Reporting	I	I	I	S	S	I	A/R	I	I
Technical Program Finalization	I	I	I	I	S	A/R	I	I	I
Local Arrangements	I	I	I	I	S	I	I	A/R	I
Conference Closing & Reporting	I	I	I	S	A/R	I	A/R	I	I

Key: R = Responsible, A = Accountable, S = Supportive, I = Informed



3 Conferences Overview & Series-Specific Guidelines

This chapter provides an overview of the various IEEE ITSS conference series. It defines the unique scope, themes, and history of each series, offering specific guidelines for bidding timelines, venue selection, submission policies, and performance metrics. The following sections present detailed descriptions for each conference series based on current IEEE ITSS information.

3.1 Flagship Conferences

Flagship conferences are premier events organized by the IEEE ITSS. These conferences are fully financially sponsored by the IEEE ITSS, ensuring they receive full support and resources to maintain high standards of quality and impact. The flagship status signifies their importance in advancing the field of intelligent transportation systems through the dissemination of cutting-edge research and fostering collaboration among experts.

3.1.1 IEEE ITSC - International Conference on Intelligent Transportation Systems

- **Scope & History**

The IEEE International Conference on Intelligent Transportation Systems (ITSC) is the annual flagship conference of the IEEE Intelligent Transportation Systems Society (ITSS). It invites researchers, engineers, practitioners, and students from industry, universities, and government agencies to present their latest work and discuss innovative research and applications for intelligent vehicles and vehicle-infrastructure cooperation. ITSC welcomes articles covering new developments in theory and applications, vehicle technologies, and demonstrations. Additionally, the conference supports proposals for workshops and tutorial sessions, typically offered the day before the symposium.

For detailed historical data and previous conference editions, please refer to the ITSC conference history page: <https://ieee-itss.org/conf/itsc/>

- **Topics & Themes**

- Advanced ITS Mobility Systems
- Air, Road, and Rail Traffic Systems
- Autonomous Vehicle Systems
- Cooperative and Connected Vehicles
- Cyber-Physical Systems and IoT



- Emerging ITS Technologies and Innovations
- Human Factors and Vehicle Interaction
- Infrastructure and ITS Technologies
- Intelligent Waterborne Systems
- ITS Field Tests and Implementation
- ITS Validation and Verification
- Logistics and Intelligent Freight
- Public Transport and Mobility Services
- Safety, Security, and Privacy
- Sensing, Perception, and Scene Understanding
- Traffic Data Analytics and Machine Learning
- **Bidding Timetable**
 - The IEEE ITSC conference follows a rotating schedule, with each year taking place in a different global region. The sequence of regions is as follows:
 - One year, it will be held in the Americas (either North or South).
 - The next year, it will be held in the Asia/Oceania region.
 - The following year, it will be held in the Europe/Africa region.
 - After completing the cycle, the regions repeat in the same order.
 - The bidding process for hosting the conference occurs in a 24–36 month cycle. Interested parties can submit their bids through the IEEE ITSS website.
 - Bids are accepted from June 1st, with the final deadline for submission set to August 1st. The host city and region are selected in September, three years prior to the event.
 - To determine the relevant region for your bid, refer to the history of past conferences on the IEEE ITSC website.
- **Baseline Program**
 - Day 1:
 - Workshops and Tutorials
 - Welcome Reception (Social Event)
 - Day 2:
 - Opening Ceremony



- Plenary Speech 1
- Morning / Afternoon Parallel Tracks Regular / Invited Sessions
- Morning / Afternoon Parallel Poster Sessions
- (Optional) Students Activities Social Event
- Day 3:
 - Plenary Speech 2
 - Morning / Afternoon Parallel Tracks Regular / Invited Sessions
 - Morning / Afternoon Parallel Poster Sessions
 - ITS Society Awards Ceremony
 - Gala Banquet Dinner (Social Event)
- Day 4:
 - Plenary Speech 3
 - Morning / Afternoon Parallel Tracks Regular / Invited Sessions
 - Morning / Afternoon Parallel Poster Sessions
 - Conference Awards Ceremony
 - (Optional) Farewell Event
- **Submission and Conference Dates Policies**
 - **Submission Deadline:** The submission deadline is **March 1st** of the same year as the conference. No extensions will be granted.
 - **Notification Dates:** Notifications will be sent by **May 1st**, following an 8-week review cycle.
 - **Conference Dates:** The conference is always scheduled for the **2nd or 3rd week of September** of the same year, taking place from **Tuesday to Friday**.

3.1.2 IEEE IV - Intelligent Vehicles Symposium

- **Scope & History**

The IEEE Intelligent Vehicles Symposium is a premier forum sponsored by the IEEE Intelligent Transportation Systems Society (ITSS). Researchers, engineers, practitioners, and students, from industry, universities and government agencies are invited to present their latest work and to discuss research and applications for Intelligent Vehicles and Vehicle-Infrastructure Cooperation. The conference offers, technical sessions, workshops, poster sessions, exhibitions, and more.



For detailed historical data and previous conference editions, please refer to the IV conference history page: <https://ieee-itss.org/conf/iv/>

- **Topics & Themes**

- **Advanced Mobility Systems:** Autonomous Vehicles, Smart Cities, and Infrastructure for Automated Vehicles
- **Sensing and Perception:** Advanced Sensing (Image, Radar, Lidar), Multisensory Fusion, Perception in Adverse Conditions
- **Localization and Mapping:** Sensor Fusion, HD Maps, SLAM (Simultaneous Localization and Mapping)
- **Connected and Cooperative Vehicles:** Cooperative Perception, Localization, V2X Communications, OTA Updates
- **Neural Scene Representation:** Scalable Neural Scene Representation, Semantic Understanding, Data Integration for Autonomous Driving
- **Planning & Control:** Intelligent Vehicle Control, Motion Planning, Ethics in Decision Making
- **Safety & Security:** Vehicular Safety, Collision Avoidance, Vulnerable Road Users' Protection, Safe Vehicle Software Architecture
- **Intelligent UAVs:** UAV Sensing, Perception, Planning, and Control
- **Human Interaction and Factors:** Driver State Recognition, HMI Design, Teleoperation of Intelligent Vehicles
- **Datasets:** Automotive and UAV Datasets, Dataset Adaptation to Target Domain

- **Bidding Timetable**

- The IEEE IV conference follows a rotating schedule, with each year taking place in a different global region. The sequence of regions is as follows:
 - One year, it will be held in the Asia/Oceania region.
 - The next year, it will be held in the Europe/Africa region.
 - The following year, it will be held in the Americas (either North or South).
 - After completing the cycle, the regions repeat in the same order.
- The bidding process for hosting the conference occurs in a 24–36 month cycle. Interested parties can submit their bids through the IEEE ITSS website.
- Bids are accepted from February 1st, with the final deadline for submission set to May 1st. The host city and region are selected in June, three years prior to the event.



- To determine the relevant region for your bid, refer to the history of past conferences on the IEEE IV website.
- **Baseline Program**
 - Day 1:
 - Workshops and Tutorials
 - Welcome Reception (Social Event)
 - Day 2:
 - Opening Ceremony
 - Plenary Speech 1
 - Morning / Afternoon Single Track Oral Sessions
 - Morning / Afternoon Parallel Poster Sessions
 - (Optional) Students Activities Social Event
 - Day 3:
 - Plenary Speech 2
 - Morning / Afternoon Single Track Oral Sessions
 - Morning / Afternoon Parallel Poster Sessions
 - Gala Banquet Dinner (Social Event)
 - Day 4:
 - Plenary Speech 3
 - Morning Single Track Oral Sessions
 - Morning Parallel Poster Sessions
 - Conference Awards Ceremony
 - Intelligent Vehicles Demonstration
 - (Optional) Farewell Event
- **Submission and Conference Dates Policies**
 - **Submission Deadline:** The submission deadline is **October 1st** of the year preceding the conference. No extensions will be granted.
 - **Notification Dates:** Notifications will be sent by **December 1st** of the year preceding the conference, following an 8-week review cycle.
 - **Conference Dates:** The conference is always scheduled for the **2nd or 3rd week of June** in the following year, taking place from **Tuesday to Friday**.



3.2 Financially Sponsored Conferences

IEEE ITSS fully financially sponsors conferences that cover a wide range of topics related to intelligent transportation systems, encompassing advances in sustainable mobility, traffic management, and autonomous driving technologies.

3.2.1 IEEE FISTS - Forum on Innovative and Sustainable Transportation System

- **Scope & History**

As part of IEEE’s Climate Change Program, the Intelligent Transportation System Society (ITSS) hosts the Forum for Innovative Sustainable Transportation Systems Solutions (FISTS) conference. The goal of FISTS is to bring together world leaders in ITS with a focus on the environment and sustainability. At this conference, presentations and papers cover a variety technological solutions, implementations, and policy across different transportation modes, including on-road vehicles, transit systems, shared mobility, and freight systems. The FISTS program includes topics such as Environmental Impact Assessment of ITS Solutions, Zero-Emission Vehicles and Infrastructure Needs, Battery Management Systems, Connected and Automated Vehicle designed specifically for Environmental Sustainability, Sustainable Freight Solutions, Sustainable Marine Solutions, Sustainable Aviation Solutions, Renewable Energy/Fuels for Transportation, Shared Mobility Solutions designed for Environmental Sustainability, ITS Solutions that Reduce Total Vehicle Kilometers Traveled, and Transportation Policies Aimed towards Climate Mitigation and Adaptation.

For detailed historical data and previous conference editions, please refer to the FISTS conference history page: <https://iee-itss.org/conf/fists/>

3.2.2 IEEE ICIRT - International Conference on Intelligent Rail Transportation

- **Scope & History**

IEEE ICIRT is a forum for scientists and engineers working in academia, industry and government to present their latest research findings and engineering experiences in application of “New Technologies to Improve Railway Capacity, Carbon emission, Cost and Customer satisfaction”. Research papers and workshop proposals are invited on, but are not limited to, the following topics: Traffic management and train control System modeling and simulation System optimization Transportation planning and timetabling Condition monitoring RAMS Non-destructive testing Data modeling and integration Communication technology Railway infrastructure Intelligent rail transport



Energy modeling and management Vehicle dynamics and control Capacity analysis
Human factors System automation.

For detailed historical data and previous conference editions, please refer to the ICIRT conference history page: <https://iee-itss.org/conf/icirt/>

3.2.3 IEEE ICVES - International Conference on Vehicular Electronics and Safety

- **Scope & History**

The IEEE International Conference on Vehicular Electronics and Safety (ICVES) is an annual forum sponsored by IEEE Intelligent Transportation Systems Society. It brings together researchers and practitioners to discuss vehicle electronics, and research and application aspects of safety systems.

For detailed historical data and previous conference editions, please refer to the ICVES conference history page: <https://iee-itss.org/conf/icves/>

3.2.4 IEEE ISI - International Conference on Intelligence and Security Informatics

- **Scope & History**

The IEEE Intelligent Conference on Intelligence and Security Informatics (ISI), sponsored by the IEEE ITS Society, is the leading international scientific conference on interdisciplinary research on information technology for intelligence, safety, and security. Over the years, the conference has evolved from its traditional orientation of intelligence and security domain towards a more integrated alignment of multiple domains, including technology, humans, organization, and security. The scientific community has increasingly recognized the need to address intelligence and security threats by understanding the interrelationships between these different components, and by integrating recent advances from different domains.

For detailed historical data and previous conference editions, please refer to the ISI conference history page: <https://iee-itss.org/conf/isi/>

3.2.5 IEEE SOLI - International Conference on Service Operations and Logistics, and Informatics

- **Scope & History**

IEEE International Conference on Service Operations and Logistics, and Informatics (SOLI) service science, service operations, logistics, and informatics are becoming ever more complex and interdependent. They are playing an increasingly important



role in today's world economy. Information and communications technology provides cyber-infrastructure and platforms to achieve more efficient and productive services operations. New types of service offerings are also emerging to meet the needs of customers and consumers. The IEEE Service Operations and Logistics, and Informatics (SOLI) conference series aims to bring together researchers and practitioners to discuss issues, challenges and future directions, and share their R&D findings and experiences in relative areas.

For detailed historical data and previous conference editions, please refer to the SOLI conference history page: <https://iee-itss.org/conf/soli/>

3.3 Financially Co-Sponsored Conferences

Financially co-sponsored conferences refer to events that are partially funded by IEEE ITSS along with another IEEE society or an external institute. This collaboration ensures shared financial responsibility and promotes interdisciplinary exchange.

3.3.1 IEEE/ASME MESA - International Conference on Mechatronic and Embedded Systems and Applications

- **Scope & History**

IEEE/ASME International Conference on Mechatronic and Embedded Systems and Applications (MESA). Mechanical and electrical systems show an increasing integration of mechanics with electronics and information processing. This integration is between the components (hardware) and the information-driven functions (software), resulting in integrated systems called “mechatronic” systems. The development of mechatronic systems involves finding an optimal balance between the basic mechanical structure, sensor and actuators, automatic digital information processing and control in which embedded systems play a key role.

For detailed historical data and previous conference editions, please refer to the MESA conference history page: <https://iee-itss.org/conf/mesa/>

3.3.2 IEEE Vehicular Networking Conference (VNC)

- **Scope & History**

IEEE Vehicular Networking Conference (VNC) vehicular networking and communication systems is an area of significant importance in our increasingly connected and mobile world. Effective vehicular connectivity techniques can significantly enhance efficiency of travel, reduce traffic incidents and improve safety, mitigate the impact of congestion, and overall provide a more comfortable experience.



For detailed historical data and previous conference editions, please refer to the VNC conference history page: <https://ieee-itss.org/conf/vnc/>

3.4 Technically Co-Sponsored Conferences

Technical Co-Sponsorship (TCS) by IEEE ITSS allows conference organizers to collaborate with ITSS in promoting high-quality technical programs. Under a TCS agreement, ITSS volunteers and members are involved in the technical program committee, while ITSS accepts no financial or legal liability for the meeting.

3.4.1 Benefits of Technical Co-Sponsorship

By securing a TCS agreement with IEEE ITSS, conference organizers can benefit from:

- **Increased Visibility:** Leverage the IEEE ITSS brand for marketing and outreach efforts, enhancing the conference's credibility.
- **Promotion Opportunities:** Utilize ITSS channels for publicity and outreach to members and on social media platforms.
- **Publication Opportunities:** Ability to submit conference content to @IEEE Xplore, enhancing visibility and accessibility of research to a global audience.
- **Networking Opportunities:** Engage with ITSS members who are willing to contribute to the technical program.
- **Access to Resources:** Benefit from ITSS guidelines for proceedings publication and conference organization.

3.4.2 Technical Co-Sponsorship Fees

- **IEEE:** There is an IEEE Technical Co-Sponsorship fee of \$1450, depending on if the conference has sponsorship with other IEEE Societies.
 - **First-Time ITSS TCS Application:** For the initial ITSS TCS, there will be no financial contribution required from ITSS and organizers are responsible for all associated IEEE fees.
 - **Subsequent ITSS TCS Applications:** For subsequent TCS requests, ITSS will provide a partial sponsorship of \$500 USD divided by m , where m is the total number of IEEE Organizational Units sponsoring your conference. The rest should be covered by the conference, and/or any other co-sponsoring IEEE Organizational Units. This is subject to financial/program outcomes from previous editions of the conference.



- Post-conference: If accepted for technical co-sponsorship, IEEE also charges a \$22/paper fee upon submission of content to IEEE Xplore, depending on if the conference has sponsorship with other IEEE Societies.

3.4.3 TCS Application Process

To apply for Technical Co-Sponsorship with IEEE ITSS, please follow these steps:

Step 1: Expression of Interest / Application Submission

- The conference organizer expresses their interest in having ITSS as a TCS by completing a designated [request form](#) and submit a complete application.

[TCS Request Form](#)

Step 2: Committee Evaluation

- The ITSS Conferences and Meetings Committee will evaluate the submitted application to ensure it meets all requirements.

Step 3: Board of Governors (BoG) Approval

- If approved by the committee, the proposal will be forwarded to the IEEE ITSS BoG for final approval. Once BoG approval is received, the conference organizer will be notified of the sponsorship decision.

Step 4: IEEE Sponsorship Application

- The conference organizer applies for a sponsorship MOU directly with IEEE, only after receiving the notification approval letter from ITSS. Application is done over [here](#).

Step 5: MOU Signing

- Upon signing the MOU, the conference can officially recognize ITSS as a technical sponsor.

Important Notes

- The application packet must be submitted by the conference general chair **at least 6 months** prior to the occurrence of TCS sponsored conference.
- The review of submitted applications for TCS may take **4-8 weeks** from the submission of the complete application.
- The conference must ensure that at least **2 ITSS members** are actively involved in the technical program.
- The conference must comply with **ITSS guidelines for proceedings publication and closing activities**.
- All papers must be in **English** and the conference scope must align with **IEEE ITSS technical scope**.



- While not mandatory, it is **recommended** to offer a **reduced registration fee** for ITSS members attending the TCS conference.

3.4.4 TCS Best Practices

- From the very beginning stages of planning a conference, it is important to start communication with ITSS to have established the conference's contribution to the community.
- IEEE ITSS strives to be inclusive in all conferences; having international organizing and technical committees is important and taken into consideration during application review.
- Conference organizers should ensure that the conference does not have dates overlapping with IEEE ITSS conferences in the same subject area.
- It's important to have a very defined conference scope that can be seen from a clear and concise call for papers.
- Ensure the conference website is functional and includes critical information such as important dates and a call for papers.
- IEEE strives to ensure quality technical research; we will make sure the conference is conducting a quality review looking at paper acceptance rate and the number of reviewers per papers, among others.



4 Bidding & Proposal Procedures

This chapter details the procedures for bidding on and preparing proposals for IEEE ITSS flagship and financially sponsored/co-sponsored conferences.

4.1 Initial Contact & Expression of Interest

- **Expression of Interest**
 - The process begins when the planned General Chair contacts IEEE ITSS Conferences Standing Committee by emailing conferences@ieee-itss.org.
 - This initial email should briefly describe the interest in one of IEEE ITSS conference series, including the intended theme, a preliminary vision of the technical program, and the expertise of the organizing team.
- **Preliminary Meeting**
 - If needed, IEEE ITSS VP for Conferences will schedule a short meeting to discuss open points, clarify proposal requirements, and ensure alignment with ITSS strategic goals.
 - The meeting aims to address key aspects such as expected attendance, technical scope, and financial considerations.

4.2 Proposal Preparation

Prepare the proposal using the provided presentation template, which includes:

- **Organizing Committee:** Confirm at minimum the General Chair, Program Chair, and Finance Chair. For flagship events, inclusion of experienced co-chairs is preferred.
- **Venue Information:** Provide details about the hosting city, the selected venue (hotel, convention center, university campus, etc.), capacity figures, and photos. Include evidence of initial contact and estimated hosting costs.
- **Conference Dates:** Propose two alternative date sets, ensuring compliance with society guidelines and avoiding overlap with other events (coordinate with the VP Conferences).
- **Planned Technical Program:** Present a preliminary program outline (keywords, highlights, and a table template) per the conference series guidelines.
- **Finances:** Include a preliminary budget using the provided Excel template. Use the “local currency” sheet and convert to USD or directly fill in USD. Ensure that expense estimates are validated locally and target a surplus of 15–20% under conservative



attendee estimates. The estimates can be as a range of different venues and suppliers.

- **Planned Sponsors:** List potential sponsors from industry, local government, etc., with estimated support.
- **Other Relevant Information:** Provide any additional details that support the evaluation of the proposal.

4.3 Bidding Timeline & Review Process

- **Timeline:**
 - **Flagship conferences:** Bidding should commence 24–36 months before the event.
 - **Other financially sponsored conferences:** Bidding should start 12–24 months before the event.
- **Review Period:** Allow at least a two-month review period after proposal submission.
- **Competitive Bidding:** For flagship conferences, require at least two bids with a competitive evaluation. Chairs may be invited to present their proposals (15 minutes presentation followed by 5–10 minutes discussion).
- **Evaluation & Approval:**
 - The IEEE ITSS Conferences Standing Committee reviews proposals, focusing on each proposal section (organizing committee, venue, dates, technical program, finances, sponsors) compared to previous editions, with a deep dive into the budget.
 - A motion is prepared for the IEEE ITSS Board of Governors (BoG).
 - **Outcome:**
 - **Acceptance:** An acceptance letter is sent with next steps and a plan for a kickoff meeting with the VP Conferences.
 - **Rejection:** A justification is provided.

4.4 Mandatory Policies for Proposals

1. **Paper Management System:** All proposals must commit to using Paperplaza/Papercept (no exceptions until 2029; waived setup fee with a 25% discount).



2. **Conference Website:** Must use the society-provided template and domain; chairs receive admin access.
 - Website requests cannot be made until the Conference Application is approved.
 - Once created by the IEEE ITSS Webmaster, organizers will receive “how-to” guidelines. The website must include the following at launch:
 - Important Dates (for Call for Papers) on the Home Page.
 - Call for Papers and Submissions Guidelines on an Authors Page.
 - An Organizing Committee List (photos optional; consent forms required).
 - A Welcome Message on the Home Page.
3. **Finance & Banking:** All finances must be managed via an IEEE Concentration Bank (CB) account unless an exception is pre-approved by the IEEE ITSS Conferences Standing Committee.
4. **Professional Conference Organizer (PCO):** If a PCO is involved, disclose and provide a preliminary Statement of Work (SOW) at the proposal stage.
5. **Budget Justification:** Provide clear rationale for cost estimates and refer to the Finance Chair’s guidelines regarding registration fee caps.
6. **Contract Policy:** As soon as a supplier is confirmed, inform the IEEE ITSS Conferences Standing Committee to start the contract process. For purchases over US\$1,000, an approved purchase requisition is required, and all contracts must be signed by IEEE Staff. Applicable to (Conference Venues, Banquet/restaurant contracts, catering, hotels, entertainment/AV, transportation, and PCO contracts).
7. **Post-Conference Policy:** Complete final steps for publication (including formatting and marking no-shows) within one-month post-conference. Distribute the link to the post-conference survey to all attendees and authors.
8. **Formalized No-Show and Publication Policy:** Clearly document and enforce that only papers presented at the conference will be published in IEEE Xplore



5 Conference Finances Guidelines

Managing the finances of a conference is a critical aspect of successful event planning. A robust financial strategy ensures that all expenses are covered, revenue targets are met, and the event remains financially viable. Key elements of conference financial management include:

5.1 Budget Planning

A detailed budget plan should be developed early in the planning process. This includes estimating all potential costs such as venue rental, catering, marketing, travel, speaker fees, and other miscellaneous expenses. It is crucial to include a contingency fund to cover unexpected expenses. After the conference proposal is approved, three budgets must be submitted for IEEE ITSS approval and to IEEE:

5.1.1 Pre-Conference Budget

This budget includes updated values to the initial estimates, including the estimated number of paper submissions and attendees based on the conference history over the last years. The expenses are checked locally with preliminary offers.

- Develop a comprehensive projected budget detailing expected revenue (registrations, sponsorships) and expenses (venue, logistics, publications).
- Submit the pre-conference budget for IEEE ITSS approval.
- Aim for a maximum surplus of 20% over projected expenses for financially sponsored conferences.

5.1.2 Interim Budget

An update to the estimates, this budget must be submitted within four weeks from the conference paper submission deadline since the number of submitted papers is no longer an estimate, allowing for more accurate budget adjustments.

- Update the budget within four weeks after the conference submission deadline, reflecting the actual number of submitted papers and sponsorship data, if any.
- Adjust expenses based on confirmed contracts and vendor costs.
- Obtain IEEE ITSS approval for any significant deviations.

5.1.3 Final / Actual Budget

This final budget must be submitted within eight weeks after the conference ends, along with the closure and finance report indicating the final surplus. These budgets are compared to



one another to analyze deviations from the initial estimates to the interim updates to the actual values, building lessons learned for future organizers.

- Finalize a detailed financial report within eight weeks after the event, including all income, expenses, surplus, and outstanding payments.
- Submit the final financial report along with all receipts and bank closure statements to IEEE ITSS for review and archiving.

5.2 Revenue Generation

Identify and secure various revenue streams to fund the conference. Common sources include registration fees, sponsorships, exhibitor fees, and grants. It is important to set realistic revenue targets based on historical data and market research.

5.3 Expense Management

Careful monitoring and management of expenses are vital to stay within budget. Regularly review actual expenditures against budgeted amounts and make adjustments as necessary. Implement cost-saving measures where possible without compromising the quality of the conference.

5.4 Surplus Planning

Aim to achieve a surplus between 15% to 20%, with a target of 20% as the optimal and maximum goal. This ensures the financial health of the conference, providing a buffer for future events. Care should be taken not to exceed this surplus to maintain balance and fairness in pricing for attendees.

5.5 Registration Fee Caps

Adhere to the guidelines provided regarding registration fee caps. Ensure that the fees are set at a level that covers costs while remaining attractive to potential attendees.

5.6 Sponsorship and Grants

Actively seek out sponsorship and grant opportunities. Develop attractive sponsorship packages that offer value to sponsors. Tailor grant applications to align with the objectives of potential funding bodies.



5.7 Banking Options

Once the budget is finalized, organizers must open a compliant conference bank account with IEEE NextGen Banking (NG):

- Preferred for events in USD or CAD, functioning similarly to a local checking account with revenue collection, check issuance, and online transfers.
- Funds may earn monthly interest.
- *To open an NG account:* Contact your conference business analyst or email conference-finance@ieee.org.

5.8 Financial Reporting

Transparent and accurate financial reporting is essential. This includes regular updates to stakeholders, detailed financial statements, and compliance with any regulatory requirements. Ensure all financial records are meticulously maintained for auditing purposes.

5.8.1 After the Event:

- Close dedicated conference bank accounts (excluding NG accounts) within six months, submitting final bank statements (showing zero balance) to the CEE Business Operations team.
- For pre-existing accounts, ensure all conference funds are returned to the sponsoring OUs and notify the CEE Business Operations team.



6 Technical Program Guidelines

The technical program is central to an IEEE ITSS conference. This section outlines the steps to develop, review, and finalize the technical content.

6.1 Call for Papers/Proposals

- **Announcement & Guidelines:**
 - Issue a formal CFP with detailed instructions on formatting (using IEEE templates), scope, and deadlines.
 - Provide clear evaluation criteria and submission procedures.
- **Promotion:**
 - Leverage IEEE ITSS channels, partner networks, and social media to promote the CFP.

6.2 Submission Process

- **Online Submission System:**
 - Utilize a dedicated online platform for submissions, ensuring ease of access and compliance.
- **Preliminary Screening:**
 - Conduct an initial review to verify adherence to formatting and scope requirements.

6.3 Peer Review Process

- **Reviewer Selection:**
 - Form a diverse Technical Program Committee comprising subject-matter experts.
- **Review Criteria & Workflow:**
 - Establish evaluation metrics (technical merit, originality, clarity, relevance).
 - Assign multiple reviewers per paper and implement a double-blind review process where possible.
- **Conflict Resolution:**
 - Set up a mechanism for resolving discrepancies in reviews, including secondary reviews or committee discussions.



6.4 Program Finalization

- **Acceptance & Feedback:**
 - Notify authors of paper decisions (acceptance, conditional acceptance, or rejection) with clear feedback.
- **Session Scheduling:**
 - Organize accepted papers into sessions, balancing topics and formats (oral, poster, panel).
- **Keynotes & Special Sessions:**
 - Confirm keynote speakers and special sessions to complement the technical content.
- **Final Approval:**
 - Finalize and submit the technical program for IEEE ITSS and IEEE MCE review.

6.5 Publication & IEEE Xplore Compliance

- **IEEE Conference Publications Program (CPP):**
 - Ensure all accepted papers are formatted and submitted in accordance with IEEE guidelines.
- **Copyright & Documentation:**
 - Collect completed eCFs and LOAs for all accepted papers.
- **Final Corrections & Publication:**
 - Address any formatting or compliance issues prior to final publication on IEEE Xplore.



7 Logistics & Local Arrangements Guidelines

This section provides guidelines to ensure smooth on-site operations and overall event logistics.

7.1 Venue Selection & Contracting

- **Selection Criteria:**
 - Evaluate venue capacity, location, available technology, and cost.
- **Contracting Process:**
 - Conduct site visits, negotiate terms, and review contracts for compliance with IEEE ITSS guidelines.
- **Accessibility & Safety:**
 - Ensure the venue meets safety, accessibility, and regulatory requirements.

7.2 Vendor Coordination

- **Vendor Identification:**
 - Identify and engage experienced vendors for catering, audiovisual, transportation, and technical support.
- **Service Agreements:**
 - Negotiate clear service contracts with defined deliverables, payment terms, and contingency clauses.
- **Regular Coordination:**
 - Schedule periodic check-ins with vendors and designate a point-of-contact for on-site coordination.

7.3 On-Site Arrangements

- **Registration & Check-In:**
 - Establish an efficient pre-registration and on-site check-in process, including help desks and badge distribution.
- **Signage & Wayfinding:**
 - Provide clear directional signage and digital displays for real-time updates.
- **Technical Support:**



- Test and secure all audiovisual and IT equipment before the event; arrange for on-site technical assistance.
- **Catering & Refreshments:**
 - Coordinate meal planning and ensure provisions for dietary restrictions.

7.4 Safety & Contingency Planning

- **Health & Safety Protocols:**
 - Ensure compliance with local health and safety regulations and prepare emergency evacuation plans.
- **Contingency Measures:**
 - Develop backup plans for technical failures, vendor disruptions, or adverse weather conditions.
- **Communication:**
 - Set up an on-site command center and use mobile apps or digital signage to provide real-time updates in emergencies.



8 Industry & External Engagement Guidelines

Building robust relationships with industry partners and external stakeholders enhances the conference's impact.

8.1 Industry Sponsorships

- **Identification & Outreach:**
 - Identify potential industry partners aligned with the conference's technical focus.
 - Communicate the value proposition, highlighting benefits such as brand exposure and networking opportunities.
- **Sponsorship Packages:**
 - Develop tiered sponsorship packages (e.g., Platinum, Gold, Silver) and customize proposals as needed.
- **Agreement & Compliance:**
 - Formalize sponsorships with contracts or MoUs, ensuring alignment with IEEE ITSS guidelines.

8.2 Exhibitor Engagement

- **Exhibitor Recruitment:**
 - Target companies and organizations in the field of intelligent transportation systems.
- **Package Options:**
 - Define clear exhibit packages with booth specifications and support services.
- **On-Site Management:**
 - Assign a dedicated coordinator to manage exhibitor setup, technical requirements, and feedback collection.

8.3 External Partnerships

- **Academic & Research Collaborations:**
 - Partner with universities, research centers, and academic societies to enrich the technical program.
- **Professional Organizations:**



- Collaborate with other IEEE societies and external organizations for joint sessions, workshops, or panels.
- **Media & Public Relations:**
 - Leverage press releases, social media, and IEEE ITSS newsletters to promote partnerships and industry involvement.

8.4 Measuring Engagement & Impact

- **KPIs:**
 - Track metrics such as the number of sponsors, exhibitor satisfaction, and lead generation.
- **Feedback & Reporting:**
 - Collect post-event feedback from sponsors, exhibitors, and attendees to refine engagement strategies.



9 Organization Guidelines & Templates

This chapter provides detailed guidelines, policies, and templates for various aspects of conference organization. Each section includes policies and templates that chairs must follow. These guidelines ensure standardization and adherence to IEEE ITSS best practices.

9.1 Legal & Contractual Requirements

IEEE ITSS conferences must be conducted within a strong legal framework to ensure compliance with IEEE policies, protect intellectual property, and mitigate risks associated with hosting a large-scale event. This chapter provides:

- Procedures for contract review and approval.
- Guidelines for securing appropriate insurance coverage.
- Risk management protocols, including contingency plans.
- Guidelines for handling intellectual property and confidentiality.
- Procedures for maintaining transparency through regular documentation and auditing.

9.1.1 Memorandum of Understanding (MoU) and Professional Conference Organizer (PCO) Agreements

- **MoU Requirements:** For all co-sponsored or collaborative events, an MoU must be prepared and signed. This MoU shall define:
 - Roles and responsibilities of each sponsoring entity.
 - Financial commitments and surplus distribution.
 - Conditions for termination or amendment.
- **PCO Engagement:** If a Professional Conference Organizer (PCO) is involved:
 - Disclose the PCO's involvement at the proposal stage.
 - Submit a preliminary Statement of Work (SOW) detailing the PCO's responsibilities.
 - The PCO agreement should be aligned with the IEEE Master Management Services Agreement (MMSA).
 - For any questions regarding the MMSA, organizers should contact conference-contracts@ieee.org.



9.1.2 Insurance, Liability, and Risk Management

- **Event Liability Insurance:** All conferences must secure liability insurance to cover any incidents that occur during the event. This may include:
 - General Liability Insurance
 - Cancellation Insurance
 - Property Damage Coverage
- **IEEE Umbrella Coverage:** For financially sponsored events, IEEE may provide umbrella insurance coverage. Organizers must verify the extent of this coverage and ensure that vendor contracts also include their own coverage where necessary.
- **Risk Identification:** Identify potential risks across all aspects of the conference, including:
 - Venue-related risks (e.g., cancellation, safety hazards)
 - Technical and IT failures (e.g., equipment malfunctions, connectivity issues)
 - Financial risks (e.g., lower than expected attendance or sponsorship shortfalls)
- **Mitigation Strategies:** For each identified risk, develop contingency measures such as:
 - Alternative vendor or venue options.
 - Backup technical equipment and IT support.
 - Flexible budget lines to cover unexpected expenses.
- **Force Majeure and Cancellation:** All contracts must include a force majeure clause detailing scenarios in which contractual obligations can be suspended or terminated (e.g., natural disasters, pandemics). Procedures for cancellation or rescheduling should be clearly defined.
- **Emergency Protocols:** Establish written emergency procedures that include:
 - Emergency evacuation plans for the venue.
 - Designated on-site safety coordinators.
 - Communication protocols in case of an emergency.

9.2 Event Conduct and Safety

IEEE ITSS is committed to an environment that fosters open dialogue, collaboration, and innovation while ensuring the safety and well-being of every participant. All conference participants—attendees, speakers, organizers, sponsors, and vendors—are expected to



comply with the IEEE Event Conduct and Safety Statement. This statement mandates zero tolerance for discrimination, harassment, or bullying in any form.

Key Elements:

- **Respect and Inclusivity:** All interactions should be respectful. Discriminatory or derogatory comments based on gender, race, religion, sexual orientation, disability, or any other characteristic are strictly prohibited.
- **Safety and Security:** Attendees must follow all venue safety guidelines and emergency protocols. IEEE ITSS will work with venue management to ensure that emergency procedures (such as evacuation plans) are clearly communicated and accessible.
- **Professionalism:** All participants are expected to behave in a professional manner during the conference. This includes adhering to scheduled sessions, respecting the time of presenters and fellow attendees, and maintaining decorum in all conference activities.
- **Ethical Standards:** IEEE policies, including the IEEE Code of Conduct, must be upheld. This encompasses appropriate behavior in discussions, sessions, and informal interactions.

9.2.1 Participant Responsibilities

All conference participants must:

- **Adhere to the IEEE Event Conduct:** Follow all stated guidelines and treat all participants with courtesy and fairness.
- **Acknowledge the Code of Conduct:** Confirm agreement to the IEEE Event Conduct and Safety policies during the registration process via a mandatory checkbox.
- **Report Misconduct:** Immediately report any incidents of harassment, discrimination, or unsafe conditions to designated conference staff or via the provided reporting channels.
- **Cooperate with Investigations:** Provide necessary information if requested by the designated safety officer or a committee investigating a report.

9.2.2 Organizer Responsibilities

The conference organizers are accountable for implementing and enforcing these guidelines. Specific responsibilities include:



- **Communication of Policies:** Clearly communicate the IEEE Event Conduct and Safety Statement through the conference website, registration materials, and at the opening session.
- **Training and Briefing:** Provide safety and conduct training to all staff, volunteers, and on-site personnel before the event.
- **Establishing Reporting Mechanisms:** Set up multiple reporting channels (e.g., designated email like eventconduct@ieee.org, on-site safety desks, mobile app alerts) so that participants can report issues confidentially.
- **Incident Response:** Designate a safety officer or an incident response team responsible for handling reported issues swiftly and fairly.
- **Documentation and Follow-Up:** Maintain records of all reported incidents and follow up to ensure that appropriate remedial action is taken and that confidentiality is preserved.

9.3 Templates

- Proposal Presentation Template
- Budget Template
- Organizing Committee Contact List Template
- Call for Papers Template
- [Conference Contracts Guidelines & Templates - IEEE CEE](#)



10KPIs & Benchmarks

Evaluating conference performance through key performance indicators (KPIs) is vital for continuous improvement.

10.1 Key Performance Indicators

- **Attendance Metrics:** Percentage of on-site attendance.
- **Acceptance Rates:** Number of submissions, average reviewer ratings, and acceptance percentages.
- **Financial Performance:** Budget adherence, surplus generation, and sponsor contributions.
- **Sponsor & Exhibitor Engagement:** Number of signed sponsorships, satisfaction scores, and lead metrics.
- **Attendee Satisfaction:** Survey results and Net Promoter Score (NPS).

10.2 Benchmarking & Target Values

An example benchmark table (to be refined with historical data) might include:

KPI	IEEE Benchmark	ITSS Target Value	Comments
On-Site Attendance	80% of registrants	90% of registrants	Aim for high engagement and minimal no-shows
Paper Acceptance Rate	30–40%	30–60%	Balances quality with inclusivity
Sponsor Engagement	At least 2 sponsors	At least 2 sponsors	Includes tiered sponsorships
Financial Surplus	20% surplus	15–20% surplus	Ensures financial health
Attendee Satisfaction (NPS)	50 or above	60 or above	Indicates high satisfaction
Exhibitor Satisfaction	75% positive feedback	80% positive feedback	Measures value provided to exhibitors

These benchmarks guide performance expectations and should be refined based on data from previous IEEE ITSS events.



11 References & External Links

- Conference Application:
<https://www.ieee.org/conferences/organizers/conf-app.html>
- Compliance Form:
<https://www.ieee.org/about/compliance/conflict-of-interest/coiandpob.html>
Note: Instruct users to select “Conference Business Operations” as the group name.
- Publication Form:
<https://www.ieee.org/conferences/organizers/conf-app.html?appName=Publication>
- IEEE Policies:
<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/corporate/ieee-policies.pdf>
- IEEE Code of Conduct:
https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/ieee_code_of_conduct.pdf
- Conference Contracts Guidelines & Templates:
<https://events.ieee.org/planning-basics/finance-contracts/contracts-guidelines-templates/>
- On-demand training modules - IEEE’s Center for Leadership Excellence (CLE):
<https://ieee-elearning.org/CLE/>