# IEEE Conference Application Checklist

Before starting your IEEE Conference Application, review the conference application checklist. Each step of the registration process is clearly identified by topic. By gathering the information before your start, you can enter the information more quickly. If you don’t have all the information at once, you can save your application and return later to complete it.

## Submitter Information

🞏 Submitter name, email and phone number

## About the Event

🞏 Conference name and acronym

🞏 Event type, location

🞏 URL and keywords

🞏 Start and end dates

🞏 Scope and fields of interest

🞏 Estimated attendance

🞏 Estimated number of exhibits

## Location

🞏 Venue Name and address

🞏 Venue contact name, address and phone number

## Sponsors

🞏 Full Name of Sponsor(s)

🞏 Financial details, including financial share of each sponsor, estimated revenues and estimated expenses.

🞏 Non-IEEE signatory name and email address

🞏 Roles and responsibility of sponsor(s), including who will own the conference name, conference committee responsibilities and sponsor involvement in the Technical Program.

🞏 Conference committee information, including who has authority to operate the conference, who is on the oversight committee, who appoints conference chairs, who approves budgets and who establishes registration fees.

## Technical Program

🞏 Plans to produce conference publications, including ownership of copyright and whether conference proceedings will be published in IEEE Xplore.

🞏 Structure of technical program committee

🞏 Information about reviewers, including whether there will be named or student reviewers.

🞏 Estimated number of submitted papers and targeted acceptance rate.

🞏 Information about the materials, type of review, criteria used and number of reviewers for each paper.

🞏 Call for Papers Website URL

🞏 Abstract submission date

🞏 Notification of acceptance date

🞏 Final paper submission date

## Conference Contacts

🞏 Name, email, phone number and fax number

🞏 Contact role in conference

🞏 List of committee members

## Comments

🞏 Comments

🞏 Other events associated with conference