

IEEE Beijing Section 北京分会会议审批程序与监督条例**Criteria & Approval Process for a Technical Event that Applied by Sub-Section /Chapter / Non-IEEE Units in China**

(effective 1st Dec. 2011)

When IEEE Sub-section/chapter or Non-IEEE units in China are going to submit an application of a technical event to IEEE, the applicants (the General Chair and the chair of the organizing committee of the event) need to meet, confirm and accept all of the followings:

1. the applied event is approved by the local Government (a copy of the approval document is required)
2. the applied event is a not-for-profit technical event and operated in line with China Laws
3. the section has the right to evaluate the qualification of the chairs of the technical program committee and the organizer of the event
4. a report on the numbers of papers submitted and accepted should be submitted to the section at least 30 days before the event taken place
5. the whole schedule of the event (including the paper review criteria and the presentation program) must be submitted to for pre-review by the section at least 30 days before the event taken place
6. a final report on: (a)the numbers of attendees (including numbers of authors and IEEE members); (b) financial report; (c) any complains or suggestions (if there is, need to describe what it is on a separate report) to the event must be submitted to the section no later than 30 days after the event closed.
7. if there is any complains or allegations, the organizer and the general chair of the event is the responsible person to deal with the issues and related parties.
8. the motion for a above technical event must be submitted to the section for pre-evaluation and review at least three months before the formal application procedures started. Otherwise, the section does not support the event and the chairs of the event must bear all responsibilities occurred.
9. IEEE logo must be correctly used; IEEE copy-right must be guaranteed.
10. the section has the right to cancel the event whenever the above is not properly carried out.
11. the event shall be cancelled whenever an instruction from the local Government received.
12. the applicant need to sign a MOU in Chinese for above responsibilities.

General Chair's Signature /printed name

Unit Seal of applicant

Contact information of General Chair:

Telephone:

Mobile:

Email:

Unit Name (both in Chinese and English):

Year

Month

Date