



IEEE COMMUNICATIONS SOCIETY TECHNICAL CO-SPONSORSHIP APPLICATION

PLEASE PROVIDE COMPLETE INFORMATION AS WELL AS AN AUTHORIZED SIGNATURE ON BEHALF OF THE FINANCIAL SPONSOR(S) AT LEAST 3 MONTHS PRIOR TO THE CALL FOR PAPERS DEADLINE. IF THIS APPLICATION IS APPROVED BY THE IEEE COMMUNICATIONS SOCIETY (COMSOC) FOR TECHNICAL CO-SPONSORSHIP (TCS), IT WILL BE SIGNED BY AUTHORIZED REPRESENTATIVES OF COMSOC AND IEEE CONFERENCE SERVICES. THE FULLY-EXECUTED APPLICATION SHALL THEN BECOME THE MEMORANDUM OF UNDERSTANDING (MOU) WHICH CONSTITUTES A BINDING AGREEMENT AMONGST THE PARTIES. **PLEASE REFER TO THE [TCS FAQ AND GLOSSARY](#) FOR ADDITIONAL ASSISTANCE IN COMPLETING THIS APPLICATION.**

**** FORMAL REVIEW (6 TO 8 WEEKS) OF THIS APPLICATION WILL START UPON RECEIPT OF ALL INFORMATION ELEMENTS REQUESTED ON THIS APPLICATION – [FAQ #1](#) ****

FULL TITLE OF CONFERENCE	[FAQ #2]	
CONFERENCE ACRONYM	[FAQ #2]	
START AND END DATES OF CONFERENCE		
LOCATION (CITY, STATE/PROVINCE, COUNTRY)		
FORMAT (CHECK ALL THAT APPLY)		<input type="checkbox"/> CONFERENCE <input type="checkbox"/> TUTORIAL(S) <input type="checkbox"/> WORKSHOP(S) (IF YES, # OF WORKSHOPS: ____) <input type="checkbox"/> POSTERS <input type="checkbox"/> DEMOS <input type="checkbox"/> EXHIBITS (IF YES, # OF EXHIBITS: ____) <input type="checkbox"/> OTHER (PLEASE EXPLAIN: _____)
IEEE AND ComSoc NAME/LOGO USAGE (SEE TERM #16)	[FAQ #3]	<input type="checkbox"/> I CERTIFY THAT THE IEEE, XPLORE, AND COMSOC NAMES/LOGOS WILL NOT BE USED UNTIL/UNLESS TCS HAS BEEN APPROVED (PLEASE INITIAL HERE) : _____
PERSON'S NAME/ ORGANIZATIONS' NAME USAGE (SEE TERM # 8)		<input type="checkbox"/> I CERTIFY THAT ALL NAMES OF PERSONS AND ORGANIZATIONS THAT APPEAR ON THIS APPLICATION, CONFERENCE WEBSITES, AND ANY OTHER PUBLIC DISTRIBUTION MATERIALS (EMAILS, FLYERS, BANNERS, ETC) ARE USED WITH THE EXPLICIT KNOWLEDGE AND PERMISSION OF THE NAMED PARTY (PLEASE INITIAL HERE) : _____
WEBSITE URL	[FAQ #4]	URL: _____
CALL FOR PAPERS (CFP)	[FAQ #5]	URL: _____ <input type="checkbox"/> CFP IS ATTACHED
PREVIOUS CONFERENCE TCS RESPONSIBILITIES (FOR RETURNING CONFERENCES - (SEE TERM # 9) [FAQ # 6, #7, & #8]		ATTENDEE MAILING LIST (FROM PREVIOUS EVENT) PROVIDED TO COMSOC <input type="checkbox"/> YES <input type="checkbox"/> NO CONFERENCE PROCEEDINGS MEDIA (FROM PREVIOUS EVENT) PROVIDED TO COMSOC <input type="checkbox"/> YES <input type="checkbox"/> NO PREVIOUS CONFERENCE PROCEEDINGS SUBMITTED TO IEEE XPLORE® <input type="checkbox"/> YES <input type="checkbox"/> NO
PEER REVIEW PROCESS [FAQ #9] <small>PLEASE CONSIDER THE FOLLOWING QUESTIONS AS THIS SECTION IS COMPLETED:</small>		PLEASE DESCRIBE THE PEER REVIEW PROCESS FOR THIS CONFERENCE WHICH WILL ENSURE CONFERENCE PAPER QUALITY. <u>NOTE: ALL SUBMISSIONS TO BE PUBLISHED IN IEEE XPLORE® MUST BE PEER REVIEWED</u>
1. WHAT IS THE STRUCTURE OF THE CONFERENCE'S TECHNICAL PROGRAM COMMITTEE (THE COMMITTEE THAT OVERSEES THE SELECTION OF PRESENTATIONS FOR THE CONFERENCE)? HOW MANY MEMBERS ARE THERE? WHAT IS THE ROLE OF EACH MEMBER? 2. WHAT MATERIALS ARE REVIEWED? ABSTRACTS, SUPPORTING MATERIAL, ABBREVIATED MANUSCRIPTS, COMPLETE MANUSCRIPTS, A COMBINATION OF THESE MATERIALS? 3. WHAT ARE THE CRITERIA USED BY YOUR REVIEWERS TO EVALUATE SUBMISSIONS AND HOW ARE THESE CRITERIA TRANSMITTED TO THE REVIEWERS? 4. HOW IS THE REVIEWER'S EVALUATION TRANSMITTED TO THE TECHNICAL PROGRAM COMMITTEE? 5. IF REVIEWERS HAVE CONFLICTING OPINIONS ABOUT A SUBMISSION, HOW IS A DECISION RENDERED? WHO HAS FINAL APPROVAL FOR ACCEPTANCE? IS THERE A SINGLE PERSON WHO SPEAKS TO THE OVERALL QUALITY OF ALL SUBMISSIONS ACCEPTED BY THE CONFERENCE? 6. WHAT IS THE ESTIMATED NUMBER OF SUBMISSIONS TO THIS EVENT? WHAT IS THE TARGETED ACCEPTANCE/REJECTION RATE? HOW LARGE OF A DEVIATION FROM THIS TARGET IS ALLOWED? 7. HOW DO YOU HANDLE THE REVIEW OF SUBMISSIONS WHERE THERE IS A CONFLICT OF INTEREST (E.G., A SUBMISSION FROM A MEMBER OF THE TECHNICAL PROGRAM COMMITTEE OR SOMEONE FROM THEIR INSTITUTION)? 8. DOES THE CONFERENCE COMMUNICATE WITH AUTHORS TO ENSURE THEY PLAN TO PRESENT THEIR PAPERS AT THE CONFERENCE AND WILL HAVE QUALITY PRESENTATION MATERIALS? WHAT IS YOUR POLICY FOR NON PRESENTED PAPERS?		
CFP DEADLINE	[FAQ # 10]	DATE: _____ NOTE: IF THE CFP DEADLINE IS EXTENDED, PLEASE NOTIFY COMSOC (B.ERLIKH@COMSOC.ORG) SO WE MAY UPDATE THE COMSOC CONFERENCE CALENDAR
CONFERENCE SCOPE (50 – 75 WORDS)		

FINANCIAL SPONSORS [FAQ #11, #12] (SPONSORS ARE THOSE NOT-FOR-PROFIT ENTITIES WHICH ASSUME THE FINANCIAL RISK AND REWARD FOR THE EVENT. PROVIDE FULL NAME AND WEBSITE FOR EACH FINANCIAL SPONSOR AS WELL AS THEIR PERCENTAGE SHARE OF THE RISK AND REWARD. PERCENTAGES MUST ADD UP TO 100% - SEE TERM #13)	<input type="checkbox"/> NOT-FOR-PROFIT <input type="checkbox"/> FOR-PROFIT	% OF SPONSORSHIP ____%
	<input type="checkbox"/> NOT-FOR-PROFIT <input type="checkbox"/> FOR-PROFIT	% OF SPONSORSHIP ____%
	<input type="checkbox"/> NOT-FOR-PROFIT <input type="checkbox"/> FOR-PROFIT	% OF SPONSORSHIP ____%
	<input type="checkbox"/> NOT-FOR-PROFIT <input type="checkbox"/> FOR-PROFIT	% OF SPONSORSHIP ____%
TECHNICAL CO-SPONSOR(S) (PLEASE LIST ONLY THOSE ENTITIES WHICH HAVE ALREADY APPROVED TCS)	_____	
PUBLICATION (SEE TERMS #9B AND #11) [FAQ #13] NOTE: COMSOC WILL NOW REQUIRE A \$500 DEPOSIT FOR XPLORE DELIVERY ASSURANCE FOR CONFERENCES WHICH DO NOT HAVE IEEE AS COPYRIGHT OWNER, OR THOSE THAT HAVE FAILED TO DELIVER THEIR XPLORE® PROCEEDINGS WITHIN THE 30-DAY DEADLINE IN THE PAST.	WILL THERE BE A CONFERENCE PUBLICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, INDICATE THE COMPONENTS: <input type="checkbox"/> TECHNICAL PAPERS <input type="checkbox"/> WORKSHOP PAPERS <input type="checkbox"/> OTHER (EXPLAIN) _____ WILL IEEE BE THE OWNER OF THE COPYRIGHT? <input type="checkbox"/> Yes <input type="checkbox"/> No* *IF IEEE WILL NOT BE THE COPYRIGHT HOLDER, THEN PLEASE SPECIFY WHO WILL BE THE HOLDER OF COPYRIGHTS, INCLUDING CONTACT INFORMATION: NAME: _____ CONTACT INFO: _____ WILL THE CONFERENCE PUBLICATION BE INCLUDED IN IEEE XPLORE ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ATTENDEES EXPECTED	<input type="checkbox"/> 0 – 50 <input type="checkbox"/> 51 - 100 <input type="checkbox"/> 101 - 250 <input type="checkbox"/> 251 - 500 <input type="checkbox"/> 501 and OVER	
BENEFIT STATEMENT (STATE SPECIFICALLY THE BENEFITS AFFORDED TO COMSOC AND COMSOC MEMBERS IF TCS IS GRANTED)	_____	
PAST STATISTICS (STATE THE ACTUAL STATISTICS OF THE MOST RECENT CONFERENCE IN THE SERIES OR, IF THIS IS A FIRST-TIME REQUEST, PROVIDE THE ANTICIPATED OUTCOMES)	NUMBER OF SUBMITTED PAPERS _____ NUMBER OF ACCEPTED PAPERS _____ PAPER ACCEPTANCE RATIO (PERCENTAGE OF SUBMITTED PAPERS THAT WERE ACCEPTED) ____% PERCENT OF AUTHORS/CO-AUTHORS PRESENTING THEIR OWN PAPERS ____% NUMBER OF AUTHOR NO-SHOWS _____ NUMBER OF PAID REGISTRATIONS _____ NAME AND YEAR OF CONFERENCE REPRESENTED BY ABOVE STATISTICS _____	
APPLICATION FEE [FAQ #14]	<input type="checkbox"/> I UNDERSTAND THAT A NON-REFUNDABLE APPLICATION FEE OF \$350.00 WILL BE PAID TO COMSOC PRIOR TO THE FORMAL REVIEW OF THIS APPLICATION. AFTER AN INITIAL SCREENING OF THE APPLICATION, AN EMAIL MESSAGE WILL BE SENT CONTAINING INFORMATION ON HOW TO COMPLETE PAYMENT. CONFERENCES THAT ARE FINANCIALLY SPONSORED BY A COMSOC SISTER SOCIETY OR ANOTHER IEEE ORGANIZATIONAL UNIT ARE EXEMPT FROM THIS FEE.	
TECHNICAL COMMITTEE (TC) ENDORSEMENT (THE CONFERENCE MUST RECEIVE ENDORSEMENT FROM AT LEAST ONE COMSOC TC. THE ENDORSEMENT HELPS TO ENSURE THAT THE TECHNICAL PROGRAM FALLS WITHIN THE TC'S SCOPE, THAT THERE IS A QUALITY, INDEPENDENT PEER REVIEW PROCESS FOR PAPER SELECTION, AND THAT AT LEAST THREE TC MEMBERS WILL BE DIRECTLY AND SUBSTANTIALLY INVOLVED IN THE ACTIVITIES OF THE TECHNICAL PROGRAM COMMITTEE). [FAQ #15]	TC ENDORSEMENT PROCESS (CHECK EACH ITEM AS IT IS COMPLETED): <input type="checkbox"/> CONTACT THE TC CHAIR(S) OF THE APPROPRIATE TCS (ACCORDING TO THE SCOPE OF THE CONFERENCE). REFER TO THE FULL LIST OF ComSoc TCS <input type="checkbox"/> DETERMINE TC INTEREST IN THE CONFERENCE (FOR POSSIBLE ENDORSEMENT) <input type="checkbox"/> IF TC IS INTERESTED, CONFIRM AT LEAST 3 NAMES OF TC MEMBERS TO SERVE ON THE TECHNICAL PROGRAM COMMITTEE, AND THEIR RESPECTIVE ROLES ON THE TPC <input type="checkbox"/> ENTER TC MEMBER NAMES IN THE COMSOC MEMBER INVOLVEMENT SECTION BELOW DURING THE FORMAL REVIEW OF THIS APPLICATION, THE TC CHAIR(S) WILL BE GIVEN THE OPPORTUNITY TO OFFICIALLY ENDORSE THE CONFERENCE BASED ON THIS INTERACTION WITH THE CONFERENCE ORGANIZING COMMITTEE.	
COMSOC TC MEMBER INVOLVEMENT	LIST THE AGREED-UPON TC MEMBERS WHO WILL BE DIRECTLY AND SUBSTANTIALLY INVOLVED IN THE ACTIVITIES OF THE TECHNICAL PROGRAM COMMITTEE: NAME _____ TPC ROLE: _____ MEMBER OF COMSOC TECHNICAL COMMITTEE: _____ EMAIL ADDRESS: _____ NAME _____ TPC ROLE: _____ MEMBER OF COMSOC TECHNICAL COMMITTEE: _____ EMAIL ADDRESS: _____ NAME _____ TPC ROLE: _____ MEMBER OF COMSOC TECHNICAL COMMITTEE: _____ EMAIL ADDRESS: _____	

ORGANIZING COMMITTEE <i>(THE ORGANIZING COMMITTEE IS THE GROUP RESPONSIBLE FOR MANAGING THIS CONFERENCE)</i>	
GENERAL CHAIR	NAME _____ AFFILIATION _____ ADDRESS _____ CITY, STATE/PROVINCE, COUNTRY _____ EMAIL ADDRESS _____ PHONE _____ FAX _____
TECHNICAL PROGRAM CHAIR	NAME _____ AFFILIATION _____ ADDRESS _____ CITY, STATE/PROVINCE, COUNTRY _____ EMAIL ADDRESS _____ PHONE _____ FAX _____
TREASURER/FINANCE CHAIR	NAME _____ AFFILIATION _____ ADDRESS _____ CITY, STATE/PROVINCE, COUNTRY _____ EMAIL ADDRESS _____ PHONE _____ FAX _____
PUBLICATIONS CHAIR	NAME _____ AFFILIATION _____ ADDRESS _____ CITY, STATE/PROVINCE, COUNTRY _____ EMAIL ADDRESS _____ PHONE _____ FAX _____
INFORMATION CONTACT	NAME _____ AFFILIATION _____ ADDRESS _____ CITY, STATE/PROVINCE, COUNTRY _____ EMAIL ADDRESS _____ PHONE _____ FAX _____
STEERING COMMITTEE <i>(THE STEERING COMMITTEE IS THE GROUP THAT IS RESPONSIBLE FOR THE OVERSIGHT OF THIS CONFERENCE AND ALL FUTURE CONFERENCES IN THE SERIES)</i>	
STEERING COMMITTEE CHAIR	NAME _____ AFFILIATION _____ ADDRESS _____ CITY, STATE/PROVINCE, COUNTRY _____ EMAIL ADDRESS _____ PHONE _____ FAX _____

TERMS AND CONDITIONS FOR COMSOC TECHNICAL CO-SPONSORSHIP

THIS AGREEMENT IS MADE AMONGST ComSoc, ComSoc's PARENT ORGANIZATION IEEE, AND THE FINANCIAL SPONSOR(S) LISTED ABOVE. A MEMBER OF THE CONFERENCE ORGANIZING COMMITTEE MAY SERVE AS THE AUTHORIZED SIGNATORY FOR THE FINANCIAL SPONSOR(S) AND HEREBY AGREES TO THE FOLLOWING TERMS AND CONDITIONS ON BEHALF OF THE CONFERENCE:

- DURATION OF MOU:** THIS MOU ADDRESSES THE RIGHTS AND OBLIGATIONS WITH RESPECT TO THE CONFERENCE. ALTHOUGH THE PARTIES MAY PRESENTLY BE CONSIDERING THE POSSIBILITY OF FUTURE CONFERENCES SIMILAR IN THEME OR SUBJECT MATTER, NO PARTY SHALL BE UNDER ANY OBLIGATION TO RENEW THIS MOU. ALL FUTURE CONFERENCES WILL SUBMIT A SEPARATE APPLICATION FOR TCS AND WILL NOT USE THE IEEE MASTERBRAND AND COMSOC NAMES/LOGOS UNTIL TCS APPROVAL IS GRANTED (SEE TERM #15).
- GOALS:** THE FINANCIAL SPONSOR(S) ARE FAMILIAR WITH THE GOALS OF [IEEE](#) AND [ComSoc](#) AND THEIR COMMITMENT TO QUALITY STANDARDS FOR CONFERENCES AND AGREE THIS CONFERENCE WILL ADVANCE THOSE GOALS WHILE COMPLEMENTING (RATHER THAN COMPETING WITH) OTHER COMSOC CONFERENCES.
- FINANCIAL:** TECHNICAL CO-SPONSORSHIP INDICATES DIRECT AND SUBSTANTIAL INVOLVEMENT BY COMSOC TECHNICAL COMMITTEE (TC) MEMBERS SOLELY IN THE ORGANIZATION OF THE TECHNICAL PROGRAM PORTION OF THE CONFERENCE. THE FINANCIAL LIABILITY OF THE CONFERENCE IS THE SOLE RESPONSIBILITY AND OBLIGATION OF THE FINANCIAL SPONSOR(S). COMSOC WILL NOT SHARE IN THE SURPLUS OF THE CONFERENCE OR BE EXPECTED TO OFFSET THE FINANCIAL LOSS, IF ANY.
- IEEE POLICIES AND PROCEDURES:** THE COMSOC COMPLIANCE COORDINATOR WILL OVERSEE IEEE POLICIES & PROCEDURES IN SUPPORT OF THIS CONFERENCE.
- PRIVILEGES AND RATES:** IEEE AND COMSOC MEMBERS WILL BE ACCORDED THE SAME PRIVILEGES AND RATES AS THE MEMBERS OF ANY OTHER MEMBERSHIP ORGANIZATION INVOLVED IN THE DIRECTION OF THIS CONFERENCE.
- EXHIBITS BOOTH:** IF REQUESTED BY IEEE, THE CONFERENCE SHALL PROVIDE, AT NO COST, EXHIBIT BOOTH, EXHIBIT TABLE OR OTHER MEANS OF PROMOTING IEEE MEMBERSHIP AND ACTIVITIES DURING THE CONFERENCE.
- IEEE CODE OF ETHICS:** THE FINANCIAL SPONSOR(S) OF THIS CONFERENCE, FOR ITSELF (THEMSELVES) AND EACH MEMBER OF THE CONFERENCE ORGANIZING COMMITTEE, SHALL AND DOES(DO) HEREBY AGREE TO ADHERE TO THE [IEEE CODE OF ETHICS](#).

8. **COMMITTEE MEMBERS:** ONLY COMMITTEE MEMBERS WHO HAVE AGREED TO SERVE ON THE COMMITTEE ARE LISTED ON THIS APPLICATION AND IN PUBLIC CONFERENCE INFORMATION SUCH AS CALLS FOR PAPERS, WEBSITES, ETC. FURTHER, THE COMSOC TECHNICAL COMMITTEE MEMBERS LISTED AS MEMBERS OF THE TECHNICAL PROGRAM COMMITTEE HAVE AGREED TO BE DIRECTLY AND SUBSTANTIALLY INVOLVED IN THE ACTIVITIES OF THE TECHNICAL PROGRAM COMMITTEE
9. **POST-EVENT DELIVERABLES** UPON COMPLETION OF THIS EVENT, THE FOLLOWING ITEMS MUST BE PROVIDED WITHIN 30 DAYS AFTER THE EVENT:
- ATTENDEE LISTS:** WITHIN THIRTY (30) DAYS AFTER THE CONFERENCE, THE CONFERENCE SHALL PROVIDE TO COMSOC (AT NO CHARGE) AN OPT-IN MAILING LIST OF ATTENDEES, WHICH SHALL INCLUDE E-MAIL ADDRESSES, TO BE USED BY COMSOC FOR MEMBERSHIP AND/OR CONFERENCE PROMOTIONS. TO DEVELOP THE OPT-IN MAILING LIST, THE CONFERENCE REGISTRATION FORM SHOULD INCLUDE A TICK-BOX OPTION SUCH AS THE FOLLOWING:

Opt-in IEEE list request:
 Yes, please send me IEEE Communications Society membership and event promotional materials
 - PROCEEDINGS SUBMISSION TO IEEE XPLORE®:** ALL CONFERENCES TECHNICALLY CO-SPONSORED BY COMSOC MUST BE ABLE TO PUBLISH THE PROCEEDINGS IN IEEE XPLORE®. ALL MATERIAL SUBMITTED FOR ARCHIVING IN THE IEEE'S PREMIER ON-LINE PUBLISHING DELIVERY VEHICLE, IEEE XPLORE®, MUST MEET CERTAIN FORMATTING AND SUBMISSION STANDARDS (REFER TO: [PREPARING CONFERENCE CONTENT FOR THE IEEE XPLORE DIGITAL LIBRARY](#)). THESE FILES MUST BE SUBMITTED TO IEEE (REFER TO THE LETTER OF ACQUISITION FOR SPECIFICS) AS SOON AS POSSIBLE AFTER THE EVENT BUT NO LATER THAN 30 DAYS AFTER THE EVENT.
 - PROCEEDINGS SUBMISSION TO COMSOC:** WITHIN THIRTY (30) DAYS AFTER THE CONFERENCE, ORGANIZERS SHALL PROVIDE SHALL PROVIDE (AT NO CHARGE) TWO (2) COPIES OF THE CONFERENCE PROCEEDINGS MEDIA (THE MEDIA WHICH WAS DISTRIBUTED TO ATTENDEES AT THE EVENT) TO COMSOC. THESE PROCEEDINGS WILL BE ARCHIVED IN COMSOC'S NY RECORDS LIBRARY. PLEASE SEND THESE TO: BRIDGET ERLIKH, MEETINGS & CONFERENCES, IEEE COMMUNICATIONS SOCIETY, 3 PARK AVENUE, 17TH FLOOR, NEW YORK, NY 10016
10. **ENGLISH LANGUAGE:** ALL PRESENTATIONS, PAPERS AND OTHER PRINTED MATERIAL PREPARED FOR THIS CONFERENCE WILL BE IN ENGLISH.
11. **COPYRIGHT:** IF IEEE IS TO BE THE OWNER OF THE COPYRIGHT OF THE CONFERENCE PUBLICATION, THEN THE IEEE COPYRIGHT ASSIGNMENT FORM MUST BE FILLED OUT BY EACH AUTHOR AND PROVIDED TO IEEE. IF IEEE WILL NOT BE THE OWNER OF THE COPYRIGHT OF THE CONFERENCE PUBLICATION, BUT RATHER A PERMITTED (LICENSED) USER, WRITTEN PERMISSION FROM A REPRESENTATIVE OF THE COPYRIGHT OWNER MUST GRANT IEEE THE NON-EXCLUSIVE, IRREVOCABLE, ROYALTY-FREE WORLDWIDE RIGHTS TO PUBLISH, SELL AND DISTRIBUTE THE COPYRIGHTED WORK FOR THE CONFERENCE NAMED ABOVE AND ANY CONTENT DERIVED FROM THE COPYRIGHTED WORK IN ANY FORMAT OR MEDIA WITHOUT RESTRICTION. IEEE RESERVES THE RIGHT TO WITHDRAW ANY WORK FROM PUBLICATION IN THE EVENT A CLAIM IS ASSERTED AGAINST IEEE BASED ON THE WORK. IEEE RESERVES THE RIGHT TO ASSERT A CLAIM AGAINST THE FINANCIAL SPONSOR(S) BASED ON ANY LIABILITY ARISING FROM PUBLICATION OF THE WORK. (REFER TO: [IEEE COPYRIGHT POLICY](#).)
12. **PLAGIARISM:** THE CONFERENCE ORGANIZING COMMITTEE IS RESPONSIBLE FOR HANDLING CASES OF PLAGIARISM. (REFER TO: [COMSOC PLAGIARISM POLICY](#).)
13. **NONPROFIT STATUS OF THE IEEE:** IEEE HAS BEEN RECOGNIZED AS A TAX-EXEMPT EDUCATIONAL AND SCIENTIFIC ORGANIZATION UNDER SECTION 501(C)(3) OF THE U.S. INTERNAL REVENUE CODE. AS SUCH, THE IEEE CANNOT ENTER INTO TRANSACTIONS WITH FOR PROFIT ORGANIZATIONS OR OTHER ORGANIZATIONS THAT ARE NOT TAX-EXEMPT UNDER SECTION 501(C)(3) EXCEPT ON AN ARMS-LENGTH BASIS. NON-COMPLIANCE WITH THE PROVISIONS OF THIS POLICY MAY RESULT IN DENIAL OF APPROVALS FOR SUBSEQUENT CONFERENCES. FOR PROFIT AND OTHER ORGANIZATIONS CAN, HOWEVER, PROVIDE DONATIONS AS INDICATED IN IEEE POLICIES SECTION 10.1.23: FINANCIAL SUPPORT BY INDUSTRY OF IEEE MEETINGS AND EVENTS SHALL BE ENCOURAGED AND SHALL BE STRUCTURED TO THE EXTENT POSSIBLE SUCH THAT THE FINANCIAL SUPPORT IS RECEIVED TAX-FREE BY IEEE. (REFER TO [IEEE POLICIES SECTION 10](#)).
14. **IEEE TRADEMARKS:** THE IEEE AND COMSOC TRADEMARKS MAY ONLY BE USED FOR CONFERENCE PROMOTION **AFTER** THIS MOU HAS BEEN SIGNED BY ALL PARTIES. ONCE APPROVED, THE CONFERENCE MUST USE THE IEEE AND COMSOC LOGOS WITH APPROPRIATE HYPERLINKS. THE RIGHT TO USE THE IEEE AND COMSOC MARKS AS APPROVED SHALL TERMINATE UPON TERMINATION OF THE TECHNICAL CO-SPONSORSHIP PURSUANT TO THIS MOU. (REFER TO: [IEEE VISUAL IDENTITY GUIDELINES](#) AND [IEEE BRAND IDENTITY TOOLKIT](#)).
15. **TERM AND TERMINATION OF TECHNICAL CO-SPONSORSHIP:** IEEE COMSOC'S TECHNICAL CO-SPONSORSHIP OF THE CONFERENCE SHALL CONCLUDE UPON OCCURRENCE OF THE CONFERENCE. IEEE AND COMSOC RESERVE THE UNCONDITIONAL RIGHT TO RESCIND ITS TECHNICAL CO-SPONSORSHIP IF ANY OF THE TERMS OR CONDITIONS SET FORTH IN THIS MOU ARE BREACHED.
16. **INDEMNIFICATION:** EACH PARTY SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE OTHER PARTY FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LIABILITIES, SETTLEMENTS, DAMAGES, COSTS, AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES AND EXPENSES, ARISING OUT OF, OR IN ANY WAY CONNECTED WITH, ANY DEFAULT, BREACH OR NEGLIGENT NON-PERFORMANCE OF THIS MOU OR ANY NEGLIGENT ACT OR OMISSION ON THE PART OF INDEMNIFYING PARTY, ITS AGENTS AND EMPLOYEES ARISING OUT OF THIS TECHNICAL CO-SPONSORSHIP OR THE CONDUCT OF THE CONFERENCE. EACH PARTY SHALL PROVIDE PROMPT WRITTEN NOTIFICATION TO THE OTHER PARTY IN THE EVENT AN INDEMNIFIED CLAIM ARISES. THE INDEMNIFIED PARTY SHALL REASONABLY COOPERATE WITH THE INDEMNIFYING PARTY AT THE INDEMNIFYING PARTY'S EXPENSE.
17. **CONFIDENTIAL INFORMATION:** "CONFIDENTIAL INFORMATION" MEANS INFORMATION IDENTIFIED IN GOOD FAITH BY EITHER PARTY AS "CONFIDENTIAL" AND/OR "PROPRIETARY," OR INFORMATION THAT, UNDER THE CIRCUMSTANCES, OUGHT REASONABLY BE TREATED AS CONFIDENTIAL AND/OR PROPRIETARY. "CONFIDENTIAL INFORMATION" SHALL INCLUDE, BUT NOT BE LIMITED TO, THE TERMS AND CONDITIONS OF THIS MOU, CUSTOMER DATA, USAGE STATISTICS, MARKET RESEARCH, ANALYSES, STUDIES, PROCESSES, PRESENT AND/OR FUTURE PRODUCT INFORMATION, PRICING INFORMATION AND BUSINESS PLANS.
- NEITHER PARTY SHALL DISCLOSE TO A THIRD PARTY CONFIDENTIAL INFORMATION OF THE OTHER PARTY. THE RECEIVING PARTY SHALL USE THE SAME DEGREE OF CARE AS IT USES TO PROTECT THE CONFIDENTIALITY OF ITS OWN CONFIDENTIAL INFORMATION OF LIKE NATURE, BUT NO LESS THAN A REASONABLE DEGREE OF CARE, TO MAINTAIN IN CONFIDENCE THE CONFIDENTIAL INFORMATION OF THE DISCLOSING PARTY. THE FOREGOING OBLIGATIONS SHALL NOT APPLY TO ANY CONFIDENTIAL INFORMATION THAT: (A) CAN BE DEMONSTRATED TO HAVE BEEN PUBLICLY KNOWN AS THE TIME OF THE DISCLOSING PARTY'S DISCLOSURE OF SUCH CONFIDENTIAL INFORMATION TO THE RECEIVING PARTY; (B) BECOMES PART OF THE PUBLIC DOMAIN OR PUBLICLY KNOWN, BY PUBLICATION OR OTHERWISE, NOT DUE TO ANY UNAUTHORIZED ACT OR OMISSION BY THE RECEIVING PARTY; (C) CAN BE DEMONSTRATED TO HAVE BEEN INDEPENDENTLY DEVELOPED OR ACQUIRED BY THE RECEIVING PARTY WITHOUT REFERENCE TO OR RELIANCE UPON SUCH CONFIDENTIAL INFORMATION; (D) IS PROVIDED TO THE RECEIVING PARTY BY A THIRD PARTY WHO IS UNDER NO OBLIGATION TO THE DISCLOSING PARTY TO KEEP THE INFORMATION CONFIDENTIAL; OR (E) IS REQUIRED TO BE DISCLOSED BY LAW, PROVIDED THAT THE RECEIVING PARTY TAKES REASONABLE AND LAWFUL ACTIONS TO AVOID AND/OR MINIMIZE SUCH DISCLOSURE AND PROMPTLY NOTIFIES THE DISCLOSING PARTY SO THAT THE DISCLOSING PARTY MAY TAKE LAWFUL ACTIONS TO AVOID AND/OR MINIMIZE SUCH DISCLOSURE.
- EACH PARTY AGREES THAT IT WILL USE THE CONFIDENTIAL INFORMATION PROVIDED BY THE OTHER PARTY ONLY AS NECESSARY TO DISCHARGE ITS OBLIGATIONS UNDER THIS MOU AND FOR NO OTHER PURPOSE WITHOUT THE PRIOR WRITTEN CONSENT OF THE DISCLOSING PARTY.
18. **NON DISCRIMINATION:** IEEE IS COMMITTED TO THE PRINCIPLE THAT ALL PERSONS SHALL HAVE EQUAL ACCESS TO PROGRAMS, FACILITIES, SERVICES, AND EMPLOYMENT WITHOUT REGARD TO PERSONAL CHARACTERISTICS NOT RELATED TO ABILITY, PERFORMANCE, OR QUALIFICATIONS AS DETERMINED BY IEEE POLICY AND/OR APPLICABLE LAWS.

19. GENERAL TERMS AND CONDITIONS:

COMPLIANCE WITH LAWS: THE FINANCIAL SPONSOR(S) SHALL ENSURE THAT THE CONFERENCE IS CONDUCTED IN ACCORDANCE WITH ALL APPLICABLE UNITED STATES (U.S.) AND NON-U.S. LAWS. THE FINANCIAL SPONSOR(S) SHALL MAKE ALL NECESSARY CORPORATE, TAX AND OTHER REGISTRATIONS AND OBTAIN ALL REQUIRED LICENSES AND PERMITS.

GOVERNING LAW: THIS MOU SHALL BE GOVERNED, CONSTRUED, APPLIED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF NEW YORK WITHOUT REGARD TO CONFLICT OF LAW PRINCIPLES.

DISPUTE RESOLUTION: ALL DISPUTES ARISING UNDER THIS MOU OR RELATING TO IEEE'S PUBLICATION OF THE WORKS SHALL BE GOVERNED BY NEW YORK LAW AND HEARD BY A COURT OF COMPETENT JURISDICTION IN NEW YORK, NEW YORK. THE SPONSORING PARTY CONSENTS TO JURISDICTION IN NEW YORK, NEW YORK FOR THAT PURPOSE.

ENTIRE AGREEMENT: THIS MOU SHALL CONTAIN THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND SUPERSEDES ALL PRIOR AND CONTEMPORANEOUS AGREEMENTS, ARRANGEMENTS, NEGOTIATIONS AND UNDERSTANDINGS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER THEREOF. THERE ARE NO OTHER UNDERSTANDINGS, STATEMENTS, OR PROMISES OF INDUCEMENT, ORAL OR OTHERWISE, CONTRARY TO THE TERMS OF THIS MOU.

BINDING EFFECT: THIS MOU SHALL INURE TO THE BENEFIT OF, AND BE BINDING UPON, THE PARTIES, THEIR SUCCESSORS IN INTEREST, LEGAL REPRESENTATIVES, AND ASSIGNS.

ASSIGNMENT: NONE OF THE PARTIES MAY ASSIGN OR TRANSFER ANY RIGHT, INTEREST, OR CLAIM UNDER THIS MOU WITHOUT THE EXPRESS WRITTEN CONSENT OF THE OTHER PARTIES.

NOTICES: ANY NOTICE GIVEN UNDER THIS MOU TO ANY OF THE PARTIES MAY BE EFFECTED BY: (I) EMAIL OR, (II) FACSIMILE, RECEIPT OF WHICH IS CONFIRMED BY FACSIMILE CONFIRMATION.

COUNTERPARTS: THIS MOU MAY BE EXECUTED SIMULTANEOUSLY IN TWO OR MORE COUNTERPARTS, EACH OF WHICH SHALL BE DEEMED AN ORIGINAL, BUT ALL OF WHICH TOGETHER SHALL CONSTITUTE ONE AND THE SAME INSTRUMENT. IF EITHER PARTY USES A SCANNED OR FACSIMILE TRANSMITTAL, THAT COPY SHALL BE DEEMED TO BE AN ORIGINAL.

THIS MOU SHALL NOT BE VALID UNTIL APPROVED AND EXECUTED BY AUTHORIZED REPRESENTATIVES OF BOTH THE IEEE COMMUNICATIONS SOCIETY AND IEEE CONFERENCE SERVICES. [\[FAQ #16\]](#)

IN WITNESS WHEREOF, THIS MOU IS EXECUTED BY THE PARTIES HERETO BY THEIR RESPECTIVE UNDERSIGNED AND AUTHORIZED OFFICERS AS OF THE DATE WRITTEN BELOW THEIR SIGNATURES:

ON BEHALF OF THE CONFERENCE: [\[FAQ #17, #18\]](#)

I REPRESENT AND WARRANT TO COMSOC THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION/MOU IS TRUE, CORRECT AND COMPLETE. I REPRESENT AND WARRANT THAT I AM AUTHORIZED TO SUBMIT AND EXECUTE THIS APPLICATION/MOU FOR AND ON BEHALF OF, AND TO BIND, THE CONFERENCE ORGANIZING COMMITTEE AND THE FINANCIAL SPONSOR(S) IDENTIFIED IN THIS APPLICATION/MOU.

AUTHORIZED SIGNATURE

DATE

PRINTED NAME

EMAIL ADDRESS

POSITION

APPLICATION SUBMITTED BY:

NAME _____
CONFERENCE ORGANIZING COMMITTEE POSITION _____
ADDRESS _____
CITY, STATE/PROVINCE _____
COUNTRY, POSTAL CODE _____
ADDITIONAL INFORMATION: _____

PHONE 1 _____
PHONE 2 _____
FAX _____
EMAIL _____

IEEE COMMUNICATIONS SOCIETY REPRESENTATIVE:

AUTHORIZED SIGNATURE

DATE

PRINTED NAME

EMAIL ADDRESS

TITLE

IEEE CONFERENCE SERVICES REPRESENTATIVE:

AUTHORIZED SIGNATURE

DATE

PRINTED NAME

EMAIL ADDRESS

TITLE

SUBMIT COMPLETED FORM TO: COMSOC-TCS-APPLICATION@COMSOC.ORG