



IEEE Malaysia Section Conference Guidelines

1. Purpose

These Guidelines establish the governance, approval, quality, financial, branding, and post-conference requirements for all conferences organized under the purview of the IEEE Malaysia Section. They are intended to:

- ensure compliance with IEEE policies and conference procedures,
- safeguard the IEEE brand and publication quality,
- strengthen financial governance and transparency,
- standardize approval and monitoring across all Organizational Units (OUs) under IEEE Malaysia Section, and
- support sustainable growth of conference activities within IEEE Malaysia Section.

2. Scope

These Guidelines apply to all conferences involving IEEE Malaysia Section, including conferences organized by the Section, Chapters, Affinity Groups, Subsections, and any other IEEE Malaysia OUs, under the following sponsorship modes:

- Sole Sponsorship
- Financial Co-Sponsorship
- Technical Co-Sponsorship (TCS)

These Guidelines apply whether the conference is local, regional, or international, and whether it is conducted physically, virtually, or in hybrid mode.

3. Definitions

Organizational Unit (OU): Refers to an IEEE entity under IEEE Malaysia Section, including the Section, Chapters, Affinity Groups, Subsections, Student Branches, and other recognized units.

Net Surplus: The remaining conference balance after all approved conference expenses, IEEE fees, and contractual obligations have been settled.

Seed Funding: Financial support provided upfront by IEEE Malaysia Section to assist with conference organization.

Conference Closure: The formal completion of all technical, financial, publication, and reporting obligations after the conference.

Section Contribution: The amount payable to IEEE Malaysia Section based on surplus sharing or TCS contribution rules.

4. Governing Basis

These Guidelines shall be read together with the relevant IEEE rules, tools, and conference resources, including IEEE conference sponsorship guidance, IEEE Conference Operations requirements, IEEE publication rules, IEEE ethical and conduct guidance, accessibility guidance, and conference finance and contracting resources.

5. Sponsorship Categories

5.1 Sole Sponsorship

Under sole sponsorship, one IEEE OU has complete responsibility for the financial, technical, publicity, and administrative management of the conference. IEEE owns the conference name, slogan, publication copyright, and logo rights. The sponsoring OU receives the surplus and bears the deficit, subject to IEEE and Section requirements.

5.2 Financial Co-Sponsorship

Under co-sponsorship, an IEEE OU shares significant responsibility for the financial, technical, publicity, and administrative management of the conference with one or more sponsors. All co-sponsors must formalize their responsibilities through a Memorandum of Understanding (MOU). All sponsors are entitled to a share of any surplus and is correspondingly exposed to a share of any deficit.

5.3 Technical Co-Sponsorship (TCS)

Under TCS, the IEEE OU has no financial or legal liability for the conference but must have direct and substantial involvement in the technical program. This includes defining the scope, participating in the peer review process, overseeing technical quality, and ensuring the integrity of the conference program. An MOU is required where applicable. Approval must be secured before any IEEE name or branding is promoted. IEEE applies TCS fees to conferences in which IEEE has no financial interest.

Conference organisers are required to select an IEEE Organizational Unit (OU) whose technical field of interest aligns with the conference scope to serve as the Technical Co-Sponsor (TPC). This ensures that the OU can provide appropriate technical oversight and expertise throughout the conference.

6. Core Approval Principle

A conference involving IEEE Malaysia Section may **ONLY** proceed as an IEEE-sponsored, co-sponsored, or technically co-sponsored conference after both of the following approvals have been obtained:

1. **IEEE Malaysia Section approval**, and
2. **IEEE Conference Events / Conference Operations approval**, including any required publication approvals.

7. Conference Lifecycle Requirements

7.1 Pre-Conference Planning

The organizing committee shall begin planning early, ideally 18 to 12 months before the event, especially for conferences seeking IEEE sponsorship and publication support. Early planning shall include:

- identifying the conference scope and technical theme,
- identifying sponsoring and collaborating entities,
- preparing the conference application,
- determining the proposed budget, venue model, and publication plan,
- establishing the technical program committee,
- deciding the conference bank account and financial handling structure,
- ensuring that all contractual and legal arrangements are handled through compliant channels.

7.2 Conference Registration

All conferences must be registered through the relevant IEEE conference application process. IEEE's official resources state that all conferences must register their conference with IEEE Conference Operations. Conferences intending to publish proceedings with IEEE must also complete the required publication approval steps.

7.3 IEEE Malaysia Section Registration Requirement

In addition to IEEE registration, all conferences planned under IEEE Malaysia Section for the applicable year shall be registered in the **IEEE Malaysia Section Conference Database** for tracking, monitoring, and internal approval.

8. MOU Requirement

An MOU is mandatory when two or more entities agree to co-sponsor a conference. IEEE's official guidance states that such entities may be IEEE OUs only, or IEEE together with legally registered not-for-profit non-IEEE organizations. Accordingly, IEEE Malaysia Section should require that:

- every co-sponsored conference has a finalized MOU before formal approval is confirmed,
- the MOU clearly defines financial responsibilities, technical responsibilities, branding rights, publication responsibilities, dispute handling, and surplus/deficit sharing,
- no Section endorsement letter is issued until the MOU status is satisfactory.

9. Technical Program and Quality Control

IEEE guidance places direct responsibility for the technical program on the Technical Program Chair and Technical Program Committee. Sponsors are expected to appoint representatives to the Technical Program Committee. The conference must define quality standards, manage peer review properly, set deadlines, coordinate with the publication function, and communicate IEEE guidelines to authors.

Accordingly, IEEE Malaysia Section shall require that:

- the IEEE OU involved must actively participate in the technical program,
- reviewer and acceptance processes must be documented,
- plagiarism screening and paper-quality controls must be implemented,
- the conference must clearly define its policy on non-presented papers before the event,
- important dates must be publicly communicated and updated if changed.

10. Publication and IEEE Xplore Compliance

Conferences seeking submission of proceedings to IEEE must comply with IEEE publication requirements. IEEE states that the Conference Publication Form must be submitted sufficiently early, and that conferences must not guarantee publication in IEEE Xplore or third-party indexing services. IEEE also reserves the right to exclude papers, including non-presented papers where the policy was properly disclosed in advance.

Therefore:

- all publication-related claims in websites, call-for-papers, and publicity materials must be accurate,
- organizers must not promise IEEE Xplore inclusion as automatic or guaranteed,
- if non-presented papers will be excluded, that policy must be clearly stated in advance,
- final proceedings submission must follow IEEE instructions and timelines.

11. Branding and Publicity

IEEE's official guidance states that conferences must be approved before IEEE sponsorship is promoted or the IEEE brand is used. IEEE branding rules also require consistent use of corporate identity resources. For technical co-sponsored conferences, branding must not imply a financial sponsorship role that does not exist.

IEEE Malaysia Section shall therefore require that:

- no public promotion using IEEE or IEEE Malaysia Section branding, including the IEEE Malaysia Section email blasting platform, shall begin prior to obtaining approval,
- IEEE Malaysia Section allows conference organisers to use its email blasting platform for conference publicity up to two (2) times, provided that the organiser complies with the IEEE Malaysia Section Conference Guidelines and agrees to share the conference surplus with the IEEE Malaysia Section in accordance with the Section's surplus sharing policy,
- logos and sponsorship descriptors must reflect the actual sponsorship type,
- publicity materials must be submitted to the Section for checking when requested,
- misleading use of "IEEE conference" language is prohibited where the event is only technically co-sponsored.

12. Finance, Contracts, and Reporting

IEEE's conference resources emphasize compliant bank account arrangements, finance reporting tools, certification of accuracy, and formal contracting procedures.

Accordingly:

- each conference must maintain proper budget records and supporting documentation,
- conference funds must be handled through approved and traceable financial channels,
- contracts and purchase commitments must follow IEEE and local approval requirements,
- the Conference Chair and Treasurer, or designated equivalents, should certify the accuracy of financial reports,
- final financial reporting is mandatory as part of conference closure.

13. Risk Management and Contingency Planning

Conference organizers should identify and manage potential risks that may affect the successful delivery of the conference. Depending on the conference format and scale, the organizing committee should consider:

- contingency plans for event postponement, cancellation, or force majeure situations,
- strategies to address low paper submission or low registration numbers,

- risks related to venue, vendors, suppliers, and contractual obligations,
- financial risks including budget shortfalls or deficit exposure,
- data privacy, cybersecurity, and platform reliability risks for virtual or hybrid conferences,
- communication plans for emergencies, unexpected incidents, or major changes affecting participants.

Conference organizers are encouraged to review major risks periodically and maintain an appropriate contingency plan throughout the conference lifecycle.

14. Surplus Sharing Policy

This section sets out the IEEE Malaysia Section policy on surplus sharing and conference contribution. It does not replace IEEE-wide TCS fees or other IEEE charges.

14.1 Section Surplus Sharing / Conference Contribution

- Where IEEE Malaysia Section provides seed funding, the net surplus shall be distributed:
 - 70% to the organizing IEEE OU
 - 30% to IEEE Malaysia Section
- Where IEEE Malaysia Section does not provide seed funding, the following shall apply:
 - **Sole Sponsorship / Financial Sponsorship involving IEEE Malaysia OUs:** 15% of net surplus payable to IEEE Malaysia Section, subject to a minimum contribution of RM1,000 and maximum contribution of RM5,000.
 - **Technical Co-Sponsorship of non-IEEE financially owned conferences:** a fixed conference contribution of not less than RM5,000 payable to **IEEE Malaysia OUs (TCS)**. The non-IEEE organiser must pay the RM5,000 contribution in advance to the IEEE Malaysia Section prior to the signing of any conference MoU. The contribution will be released to the respective TCS OU upon completion of the conference.
- The **IEEE Malaysia OUs (TCS)** contribution for TCS conferences is **separate from IEEE's official TCS fee**, which IEEE currently states as US\$1,450 plus US\$22 per paper submitted to Xplore, with allocation among IEEE OUs as applicable.
- The basis of calculation for "net surplus" must be clearly defined in the conference budget and final financial report.
- Payment deadlines for the Section contribution should be explicitly stated, for example within 30 or 60 days after final financial closure.

15. Event Conduct, Ethics, Accessibility, and Inclusion

IEEE now provides explicit guidance on event conduct and safety, ethics, and accessibility for conferences. Conferences should share the IEEE Event Conduct and Safety Statement, follow the IEEE Code of Conduct, and plan for accessibility in venue, website, communications, signage, and accommodations.

IEEE Malaysia Section should therefore require every conference to:

- adopt and display the IEEE Event Conduct and Safety Statement,
- provide a reporting path for conduct issues,
- consider accessibility needs in planning and onsite execution,
- ensure conference materials and environment are welcoming and professional.

16. Mandatory Section Requirements

The following should remain mandatory for conferences under IEEE Malaysia Section:

- registration in the IEEE Malaysia Section Conference Database,
- attendance at the IEEE Malaysia Section Conference Quality Workshop where required,
- compliance with IEEE Malaysia Section Conference Guidelines,
- submission of final technical and financial reports,
- settlement of surplus sharing / Section contribution before conference closure is recognized.

17. Post-Conference Closure

Conference closure shall include:

- submission of the final technical report,
- submission of final financial report and supporting documents,
- settlement of Section surplus sharing / contribution,
- completion of IEEE reporting and publication obligations,
- close-out of accounts and contracts,
- update of conference status in the IEEE Malaysia Section Conference Database.

18. Non-Compliance

Non-compliance may include failure to secure approvals, failure to involve the IEEE sponsor properly in technical review, misuse of IEEE branding, failure to meet publication rules, failure to submit final reports, or failure to pay the required Section contribution. IEEE guidance also makes clear that lack of proper sponsor participation can jeopardize Xplore submission eligibility.

Accordingly, IEEE Malaysia Section may impose one or more of the following:

- refusal of future Section endorsement,
- withholding of support letters,

- denial of promotional support through Section channels (eg: Section Email blasting),
- referral to the relevant Section ExCom or IEEE governance body,
- additional conditions before future applications are considered.

19. IEEE Malaysia Section Governance Clause

IEEE Malaysia Section reserves the right to impose additional conditions, request clarifications, or withhold approval where a proposed conference presents financial, legal, reputational, publication-quality, or governance risk.

19. Closing Statement

Conference organizers are encouraged to refer to the latest IEEE conference resources, policies, and tools available through the official IEEE websites. Relevant resources may include:

- IEEE Conference Organizer Resources
- IEEE Conference Application and Approval System
- IEEE Conference Operations
- IEEE Publication Services and Products Board (PSPB) resources
- IEEE Xplore and publication guidance
- IEEE Technical Co-Sponsorship guidance
- IEEE Event Conduct and Safety Statement
- IEEE Branding and Logo Guidelines
- IEEE Accessibility Resources
- IEEE Finance and Banking Guidance for Conferences
- IEEE Conference Contracting and Insurance Guidance