**Information to be given for obtaining Technical Co-Sponsorship of IEEE Kolkata Section, to be submitted on the official stationary of the applicant (hosting) institute/organization and signed by the Conference Chair and countersigned by the Head of the applicant Institute/Organization with date (at the end of each Part):**

**Applicant (Hosting) Institute/Organization Information**

**PART-I**

**Name of the Conference:**

**Proposed date of the Conference:**

**Name of the Applicant Institute/Organization with full address, phone, fax and email:**

**Applying for** (Any one)**:**

Only Technical Co-sponsorship Yes / No

Technical Co-sponsorship and paper uploading in IEEE Xplore Yes / No

**If applying for only Technical Co-sponsorship, please furnish the following information (**please write ‘Not Applicable’ if applying for Technical Co-Sponsorship along with paper uploading to IEEE Xplore)**:**

i) List of faculty members, who are IEEE members, in the applicant institute at the time of application (with IEEE Membership Numbers):

ii) Name and year of the conference organized by the applicant institute which was technically co-sponsored by IEEE Kolkata Section:

**If applying for Technical Co-sponsorship along with paper uploading in IEEE Xplore, please furnish the following information** (please write ‘Not Applicable’ if applying for Only Technical Co-Sponsorship**):**

i) Name and year of the last two conferences organized by the applicant institute which were technically co-sponsored by IEEE Kolkata Section:

ii) List of faculty members, who are IEEE members, in the applicant institute at the time of application (with IEEE Membership Numbers):

iii) Name of the Student Branch in the applicant institute, its Branch Code and date of getting approval from IEEE:

iv) From which year does the applicant institute subscribes to IEEE Digital Library:

v) Which anti-plagiarism software will be used to scrutinize the papers for plagiarism:

vi) List of six papers published in IEEE journals or SCI indexed journals in the three years immediately preceding the year of application by the organizing committee members belonging to the applicant institute, and not committee members from other institute or visiting faculties:

**PART-II**

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| **Name of the Conference:****Proposed date of Conference:** **Applicant (Hosting) Institute/Organization:**  |
| **Sl. No.** | **Mandatory Requirements** | **Yes/No** | **Details** |
| 1 | Is initial tranche of TCS processing fee of Rs.5000.00 (non-refundable) submitted in the Kolkata Section’s account? |  |  |
| 2 | Has the department organized any conference with approval for IEEE Xplore through IEEE Kolkata Section in last two years or the Institute within one year (365 days)? |  |  |
| 3 | Is there any increase of the IEEE members in the last two years? If yes, give details. |  |  |
| 4 | Is the gap between the application for Technical Co-sponsorship date and event date 12 (twelve) months? |  |  |
| 5 | Has the applicant (hosting) institute organized at least two conferences within the last five years, Technically Co-sponsored by IEEE Kolkata Section? |  |  |
| 6 | Number of activities organized by the IEEE Student Branch at the hosting Institute for the last 365 days. |  |  |
| 7 | Are there at least eight IEEE members in the applicant (hosting) institute? |  |  |
| 8 | Does the **Technical Program Chair** have at least four publications in SCI journals in the immediately preceding four years? |  |  |
| 9 | Did the organizer submit the detail report regarding the IEEE Kolkata Section sponsored Conference (if any, attach the reports) organized in the recent past (last five years)  |  |  |
| 10 | Did the organizer fulfill all the clauses given during the approval of the last IEEE Kolkata Section sponsored Conference (if any)  |  |  |
| 11 | Are the organizers agreeable to submit the final tranche of TCS processing fee of Rs.20,000.00 (non-refundable) to the Kolkata Section’s account if approval is granted ? |  |  |