

Guidelines to Approve Technical Collaborations, for Technical Events Organized by the Non-IETE Entities like Organizations / Academic Institutions / Universities, etc., without any Financial liability to IETE

Technical sponsorship / collaborations to good quality technical events, without any financial liability to IETE, subject to the following conditions, can be approved, on case to case basis, by TPPC:-

1. The concerned Organization / Institution must be a valid Organizational Member of IETE. If the Organizing Entity is not the member, they can obtain a Temporary Membership of IETE for hosting the event in collaboration with IETE, @Rs.10,000/- + applicable GST. Please note that the Temporary Membership will be valid only for hosting one event.
2. IF the Organizing Entity is an Academic Institution, it must have a valid ISF.
3. In order to justify the IETE Technical Sponsorship and also to motivate the delegates / participants to obtain the IETE Membership, at-least 20% discount in registration fee (of all the Categories) must be given to the IETE Members.
4. Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by Turnitin or any other licensed antiplagiarism / cross check / similarity index softwares to avoid embarrassment to IETE, at any later stage. Open source softwares, for antiplagiarism checking, are not recommended, as their database is very limited and the reports are not authentic.
5. Few GC members, with their prior consent, be involved in the Advisory Committee or Steering Committee of the event.
6. Three delegates, based on the recommendation of the IETE, be given complimentary registration. They will be monitoring the execution / conduct of the event and submit a brief report, after the event, to IETE.
7. After the event is over, a DVD having copies of the related presentations / papers / other technical materials be submitted to IETE.
8. After the event is over, a post event report with few good quality photographs having IETE logo be submitted to the IETE for its record and publication in IETE Newsletter.
9. The event must be planned in advance and be included in the event calendar published in the IETE News Letter.
10. The IETE logo be included at prominent places of all the flyers, backdrops, banners, publications and other printed materials, under the head; Technical Sponsor, if there is only one sponsor, otherwise, as Technical Co-sponsor.
11. The proposal, in the prescribed proforma, should be submitted to TPPC at tppc.iete@gmail.com, at-least 12 months, in advance. We are in the process of finalizing the Web-interface, for submission of such proposals, after which all the submissions shall be made through that Web-interface.

Proforma to Submit the Proposal for the Technical Sponsorship from IETE for Organizing National / International Conferences / Seminars, etc.

Sr. No.	Particulars to be detailed out by the organizers		Response / Details to be filled in by the Organizers
1.	Name of the Conference / Seminar / Event	:	
2.	Date(s)	:	
3.	Venue	:	
4.	Organizing Entity / Entities, e.g., Educational Institute / University	:	
5.	Organizational Membership (OM) No.: and Validity (attach any proof)	:	
6.	IETE ISF No.: and Validity (attach any proof)	:	
7.	Details of all the Committees including General Chair, Conference Chair, Technical Programme Committee Chair, Publication Chair, Finance Chair / Treasurer, etc. (Comprehensive details can be submitted as Annexure-I)	:	
8.	Whether the proposed conference is being organized for the first time or it has been held earlier also, and in case of later, please furnish brief about the same, like, new / old (with history concerning previous ones) (Comprehensive details can be submitted as Annexure-II)	:	
9.	Theme and areas to be covered by the event	:	
10.	If there is provision for plenary session / state-of-the-art lecture(s), the name(s) of possible speaker(s) in order to judge the level of event	:	
11.	Time schedule with important dates – such as for, Abstract / Extended Abstract / Full Paper Submission, Acceptance Notification, Camera Ready Paper Submission,	:	

Sr. No.	Particulars to be detailed out by the organizers		Response / Details to be filled in by the Organizers
	Registration, etc.		
12.	Details of the Paper Submission, Review Process, Publication and Indexing	:	
13.	Who will own the copy right of the papers	:	
14.	Will you be willing to upload the papers at IETE Discover (IETE Digital Library) and in that case, will you transfer the copy right to IETE?	:	
15.	How will the association with IETE be a mutually beneficial and a value addition to the event?	:	
16.	Budget (Estimate)	:	
17.	Contact Details of the organizers	:	