**Information to be given for obtaining Technical Co-Sponsorship of IEEE Kolkata Section, to be submitted by of the applicant (hosting) institute/organization and signed by the Technical Program Chair with rubber stamp and date:**

**Technical Program Quality Questionnaire**

**Name of the Conference:**

**Proposed date of the Conference:**

**Name of Applicant (Hosting) Institute/Organization:**

The following questions relate to the process for selecting presentations that will be given at the Conference (i.e., oral or poster presentations).

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, and what is the role of each member?

2. If the conference is Technically Co-Sponsored by IEEE, does the IEEE sponsor have a direct and substantial involvement in the technical program? Explain the role of the IEEE Sponsoring Organizational Unit.

3. What materials are reviewed (abstracts, supporting material, abbreviated manuscripts, complete manuscripts, a combination of these materials…)?

4. What are the criteria used by your reviewers to evaluate submissions and how are these criteria transmitted to the reviewers?

5. How is the reviewer’s evaluation transmitted to the Technical Program Committee? Is a standard review form used?

6. 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?

7. 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?

8. How many reviewers are available to your conference? How does the program committee decide which reviewers are assigned to each submission?

9. What is the minimum number of reviewers that will review each submission, and what is the maximum number of submissions each reviewer will handle?

10. Will the conference be using blind review (the author does not know the identity of the people who reviewed their submission)? Does the conference allow authors to request a double-blind review (the reviewers do not know the identity of the authors)?

11. 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)?

12. Does the conference communicate with authors to ensure they plan to present their papers at the conference and will have quality presentation materials?

The following questions relate to the process for selecting manuscripts that will be included in publications resulting from the Conference (e.g., a Conference Proceedings).

13. What publications resulting from the Conference are envisioned, and will these publications be included in Xplore?

14. What entity (IEEE, Elsevier, etc.) will hold the copyright for these publications? When is the copyright form submitted?

15. Is the process and standard for accepting manuscripts for publication different than the process and standard for selecting presentations? If so, please describe how they differ, specifically addressing points 1–11 above.

16. If manuscripts with different length limits are accepted, what factors determine the length limit for a given paper?

17. Does the conference’s peer-review process include an opportunity for major or minor revision by the authors before a final decision about a paper is made? Are authors allowed to modify or update their papers after acceptance?

18. Does the Technical Program Committee do a final review of all accepted papers ?