**SMC Conference Approval Profile Form (CAPF)**

Conference Name:

Conference Dates: Conference Location:

% SMCS Financial Sponsorship:

Names of other financial sponsors and % sponsorship:

1.
2.
3.
4.

How many years has SMCS sponsored this conference:

Short description of financial gain/loss in the past:

Who will be the owner of the IP?

Will IEEE hold the copyright?

Abstract/Paper Review Process Description - Describe the abstract/paper review process for the conference program. The following questions should be considered.

1. What materials are reviewed? - Abstracts, supporting material, abbreviated manuscripts, complete manuscripts, a combination of these materials?
2. How many reviewers will be required for the evaluation and what are the criteria for the review?
3. What is the estimated number of submissions to this event?

Which SMC Technical Committee is involved with the conference? (Specify the names of TC members and their positions)

Do you agree to adopt the following peer review guidelines to your conference?

1. 3 Minimum reviews recommended that a submitted paper receive.

 2. 5 Maximum papers recommend to be reviewed by a single reviewer.

3. Either single-blind, or double-blind review will be conducted.

[OPEN = Author and reviewer identities are known to one another] [SINGLE-BLIND = Reviewer identity is unknown to the author] [DOUBLE-BLIND = Author and reviewer identities are unknown to each other]

4. Provide guidelines on how reviewers should judge subject matter appropriateness (scope), written quality, and novelty/originality? (Provide detail)

5. Use CrossCheck to screen incoming papers for plagiarism risk, for more information about CrossCheck: <http://www.ieee.org/crosscheck>

Historical Data about the conference:

1. Number of papers submitted

2. Number of papers accepted

3. Number of oral and poster presentations

4. Number of attendees

5. List of keynote speakers: names, affiliations, country, and talk title (if any)

6. Benefit of the conference to SMCS and its participants

7. Items 1. to 6. for the previous year’s conference (actual).