IEEE Morocco Section

Event Organization Application Procedure
Workshops – Conferences – Schools

June 2020

The following procedure is established by the IEEE Morocco Section executive committee to welcome initiatives from the research community in Morocco and abroad who would like to organize and held events in Morocco. The event can be for example a workshop, a conference or a Summer School. Our goal is to ensure a fruitful collaboration that benefits all the members of our community. We also aim to attain the required IEEE standards with an end-to-end quality process for the event implementation at all levels, scientific, financial and organizational.

Please note that the Executive Committee of the IEEE Morocco Section is doing its best to guarantee a timely response to all submitted applications, in a first-in first-out fair approach to all the members and the whole community. Please allow the necessary time for receiving replies to all emails and requests.

All matters related to event application are exclusively managed by email at event-application@ieee.ma

Step 1:
The event coordinator should fill and submit the form available at http://www.ieee-morocco.org/event-application and send all supplementary information (given in the appendix) to event-application@ieee.ma

All incomplete application will not be considered.

Step 2:

2.1 If the event application is approved, the event coordinator will receive the MoU-Addendum (MoUA) from the IEEE Morocco Section to agree on and sign.

2.2 The event coordinator should provide all the content, including format, location and dates of the event.

2.3 The IEEE Morocco Section will host the event on its website, and create its mailing list for the eNotice.

2.4 In case the event requires reviewing submissions and indexing in IEEE Xplore, the IEEE Morocco Section will get the IEEE conference record ID and create a new EDAS account for the event.

2.5 In case the event requires registration management, the IEEE Morocco Section will provide the bank account in Morocco to manage all the financial aspects in accordance with the clauses agreed on in the MoUA.

Appendix

Event Application Supplementary Files

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In addition to the application data submitted via the website, please provide the following items by email to event-application@ieee.ma.

1. Complete CVs of the organizing committee key persons:
    - Chairs;
    - Steering Committee Members (if any);
    - Technical Program Chairs;
    - Keynotes, Tutorials, Workshops Chairs (if any);
    - Topics and Sessions Chairs (if any)

    The CVs should reflect the scientific profiles of the organizers with regard to the domain of the event and their organizational experience in relation with their actual role (for example, Chairs should have a considerable organization track of high-quality events. For conferences, the TPC Chairs should have a very respected publication track with high-quality metrics, and a good reviewing and a good Program or Track chairing experience).

    Please note that the names in these organizing committee roles cannot be modified after the application is approved.

2. Official confirmation letters from all technical and financial partners and sponsors listed in the application.

3. A letter of clarification if the event has more than two (co-)Chairs (or equivalent appellations), with apparently similar roles, and/or more than one Honorary Chair.

4. A declaration that all organizing committee members and technical committee members have never been on IEEE's Prohibited Authors List.