

Request for Proposal

IEEE Smart Cities is accepting proposals by individuals/organizations to serve as host of the IEEE Innovative Smart Cities Technologies Conference. IEEE Smart Cities will serve as the 100% financial sponsor for this event.

The proposal requirements are below. Each proposal should contain:

1. Suggested conference dates in 2020
2. Descriptions of the proposed venue(s)
3. Potential Conference Theme/focus
4. Information about the proposed Host/Technical Co-Sponsor this includes descriptions of the individuals proposed to serve as key members of the Conference Organizing Committee and agreements regarding specific Hosting Requirements

ABOUT THIS CONFERENCE

The IEEE Innovative Smart Cities Technologies Conference brings industry practitioners, infrastructure operators, and academicians to present their views, opinions, experiences with their studies, research, designs and future advances within Smart Cities Technologies.

The conference includes three plenary session and 21 panel session discussions. Additionally, poster sessions and/or tutorials may be offered. A Proposed conference schedule is noted on the last page of this document.

Expected attendance for this event is 200 to 400 people

Expected exhibitors – 15 – 20

IEEE Smart Cities

- IEEE Smart Cities brings together IEEE's broad array of technical societies and organizations to advance the state of the art for smart city technologies for the benefit of society and to set the global standard in this regard by serving as a neutral broker of information amongst industry, academic, and government stakeholders.

All proposals are due on 3 September. They will be reviewed by the IEEE Smart Cities Conference Advisory Committee.

Questions & proposals should be sent to smartcities-info@ieee.org

About this Proposal/Requirements

All IEEE Smart Cities conferences aim at attracting individuals who have an interest in Smart Cities. Site selection is completed with four basic principles in mind:

1. Support and expand IEEE Smart Cities Community
2. Promote high quality technical interactions
3. Enhance collaboration and support from industrial partners & cities
4. Provide maximum financial support for Smart Cities activities while minimizing risk

The following are the minimum requirements that must be met by all proposals:

1. Proposed Host/Technical Co-Sponsor (Hosting Entity)

Name and describe the IEEE-related or non-IEEE-affiliated not-for-profit organization or utility that will host the subject conference in the role of the official Host/Technical Co-Sponsor. If the proposer is not affiliated with IEEE, please provide:

- Evidence of not-for-profit status or utility
- Description of previous experiences with similarly-situated conferences (if any)
- Plans (if any) to partner with or establish a local IEEE chapter

If the proposer is an IEEE or IEEE affiliate group (e.g. chapter), please provide the following additional information:

- A listing of IEEE-affiliated meetings which the chapter has previously hosted (if any)
- Status and activity of the group
- Evidence of demonstrated interest in IEEE Conferences

2. Listing of Members of Proposed Conference Leadership Team

Name and short biographical information (with key achievements and positions held) of those who will be part of the conference leadership effort on behalf of the sponsoring entity. Be sure to include all IEEE affiliations.

- Conference Chair
- Conference Co-Chair – optional
- Conference Finance Chair
- Technical Program Chair
- Publications Chair

The Organizing Committee will be of course much larger than the above.

When submitting your bid proposal, it is not required to propose volunteers for all the possible positions. However, if you have already committed people for these positions, you can list.

3. Proposed Host Location (Country, City)

Name and describe the proposed city, state ---as applicable, and country, including key features and attractions, weather prediction at time of conference, etc.

4. Proposed Dates for the Conference.

Please provide the proposed opening and closing dates of the conference.

5. Potential Conference Theme/Program Focus

Provide the initial thoughts on the conference theme as they relate to the IEEE Smart Cities Functional and Application Domains. What are benefits to the stakeholders for participating in this event?

6. Proposed Venue Description

Name and describe the proposed site of the conference, including:

- Detailed description of the proposed location, including capacity, # of meeting rooms, prices, and availability (Include estimates/documentation from venues)
- Description of how venue and site city will meet pre-determined conference needs in specific categories (e.g., large spaces for plenary sessions, receptions, meeting rooms, hotel rooms, food & beverage needs, move-in and move-out requirements, registration requirements).
- Description of accessibility (from a global perspective) and a sample of transportation costs.
- Description of plans for companion and other non-core activities, such as technical tours and tutorials.
- Description of plans designed to enhance local community support of the conference, including planned initiatives/partnerships with local community entities (e.g., Chamber of Commerce, Tourism bureaus, etc.).

7. Listing of Corporate and Other Patrons/Supporters (e.g. local/regional utilities and or corporations)

- Include any promised patron/supporters
- Include likely patron/supporters who will be solicited for support

8. Other statements related to requirements

- a. *Agree that IEEE owns the Intellectual Property & the name of the event*

The Host should agree and acknowledge that IEEE is the Owner of all Intellectual Property of the Conference

b. *Involve Local Chapter(s)*

It is also strongly encouraged that all proposals include information showing support from the local IEEE Chapter(s) or IEEE Section. IEEE Smart Cities Core Members include the following units which have Chapters around the world.

- Communications Society (COMSOC),
- Control Systems Society (CSS),
- Industry Applications Society (IAS),
- Power & Energy Society (PES),
- Systems, Man and Cybernetics Society (SMC)
- Council for Electronic Design Automation Design (CEDA)

c. *Develop and Provide a [Pre-Conference Budget](#)*

Include a summary budget (in US dollars) as part of the RFP. The budget will be reviewed as part of the final approval process of the Host/Technical Co-Sponsorship. The conferences is expected to produce a minimum 20% surplus (as calculated surplus/expense)

d. *Agree to Comply with IEEE Policies and Requirements*

The organizers agree to follow IEEE Policies and Requirements related to IEEE conference organization including:

- The conference will be planned and conducted according to [IEEE Policies Section 10](#) - Meetings, Conferences, Symposia and Expositions;
- All panel session and keynote presentations must be formatted and presented to the IEEE Smart Cities Resource Center. A signed copyright form is to be provided to IEEE as soon as the conference concludes, but no later than 15 days after, for possible posting on the Smart Cities website.
- That all policies related to conference publications be followed, including those related to Copyright Transfer, Plagiarism, and No Show (i.e. at least one author must attend the conference and present the paper for a paper to qualify for Xplore inclusion).
- That the conference website will be composed and maintained in compliance with IEEE Policies and Rules – [Tools/Resources for Conference Publicity](#)
- All conference-related purchase transactions valuing US\$1,000 or greater must be provided to [IEEE Conference Contracts Department](#) before execution.
- That the conference will provide real time access to the registration system to the PES Office. That the conference will comply with IEEE Smart Cities requirements that copies of the Registration Listings be provided to IEEE Smart cities no later than 30 days after the close of the conference.
- That all Conference Publications will be provided in Xplore-compliant format to IEEE for upload to Xplore no later than 30 days after the conference closes.
- That the [conference itself will be closed](#) compliant within 6 months of the conference end date.

IEEE Innovative Smart Cities Technology Conference

| | |
|---------------------|-----------------------|
| General Info | Panel Sessions |
| Tutorials | Plenary |

| Day 0 | | | |
|-------------|---------------------------------------|------------|------------|
| 7:30-17:00 | Registration – location | | |
| 13:00-17:00 | Tutorial | Tutorial | |
| Day 1 | | | |
| 7:30-17:30 | Conference Registration – location | | |
| 7:15-8:15 | Continental Breakfast – location | | |
| 8:15-8:30 | Opening Session - welcome remarks | | |
| 8:30-10:00 | Plenary Panel Session | | |
| 10:00-10:30 | Coffee Break – location | | |
| 10:30-12:00 | Session 1a | Session 1b | Session 1c |
| 12:00-13:00 | Lunch Break (lunch on own) | | |
| 13:00-14:30 | Session 2a | Session 2b | Session 2c |
| 14:30-15:00 | Coffee Break – location | | |
| 15:00-17:00 | Session 3a | Session 3b | Session 3c |
| 18:00-20:00 | Poster Session and Reception location | | |
| Day 2 | | | |
| 7:30-18:30 | Conference Registration – location | | |
| 7:30-8:30 | Continental Breakfast – location | | |
| 8:30-10:00 | Plenary Panel Session | | |
| 10:00-10:30 | Coffee Break – location | | |
| 10:30-12:00 | Session 4a | Session 4b | Session 4c |
| 12:00-13:00 | Lunch Break (lunch on own) | | |
| 13:00-14:30 | Session 5a | Session 5b | Session 5c |
| 14:30-15:00 | Coffee Break – location | | |
| 15:00-17:00 | Session 6a | Session 6b | Session 6c |
| 18:00-20:00 | Evening Dinner | | |
| Day 3 | | | |
| 7:30-12:00 | Conference Registration – location | | |
| 7:30-8:30 | Continental Breakfast – location | | |
| 8:30-10:00 | Plenary Panel Session | | |
| 10:00-10:30 | Coffee Break – location | | |
| 10:30-12:00 | Session 7a | Session 7b | Session 7c |
| 12:00-13:00 | Closing Wrap-Up & Way Forward | | |