Application are now closed!

Request for Proposal ISC2 -2023

IEEE Smart Cities is accepting proposals by individuals/organizations to serve as host of the IEEE International Smart Cities Conference (ISC2). 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 (the conference is typically held in September-October each year)
2. Descriptions of the proposed venue(s), information about travel, hotel accommodation, weather, city attractions, possible patronage, and a pre-conference budget.
3. Potential Conference Theme/focus
4. Information about the individuals proposed to serve as key members of the Conference Organizing Committee and agreements regarding specific ISC2 Hosting Requirements

Written proposals are due on June 1, 2022 & will be reviewed by the IEEE Smart Cities Conference Advisory Committee. Selected proposals will be invited for a brief online oral presentation and Q&A session during the IEEE Smart Cities Steering Committee Call – Date TBD.

Please fill out the form and upload your application.

ABOUT THIS CONFERENCE

The IEEE International Smart Cities Conference is the flagship IEEE Smart Cities event which brings together practitioners, city policymakers & administrators, infrastructure operators, industry representatives and researchers to present technologies and applications, share their experiences & views with current and future Smart City applications.

The conference includes keynote and panel session discussions, tutorials given by experts on state-of-the-art topics, and special sessions on emerging topics with the aim of complementing the regular program. Accepted papers will be presented in either oral or poster sessions. A proposed conference schedule is noted on the last page of this document.

Expected attendance for this event is from 300 to 500 attendees.

History of IEEE International Smart Cities Conference

- 2015 – Guadalajara, Mexico
- 2016 – Trento, Italy
- 2017 – Wuxi, China
- 2021 – Virtual conference

- 2018 – Kansas City, Missouri, USA
- 2019 – Casablanca, Morocco
- 2020 – Virtual conference
- 2022 – Paphos, Cyprus

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.

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 and 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 or capabilities to host
- 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 are proposed and willing to be part of the conference leadership effort. Be sure to include all IEEE affiliations.

- Conference Chair
- Conference Co-Chair – optional
- Conference Finance Chair
- Technical Program Chair(s)
- Publications Chair

The Organizing Committee will be larger than the above. Please have a review of previous conferences.

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. It is suggested that International Smart Cities Conference takes place in September – October 2022.

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, i.e., international travel) and a sample of transportation costs from different regions of the world.
- Description of plans for companion and other non-core activities, such as technical tours.

- 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.).

The venue should provide a large plenary room holding up to 4-500 people, a large area for demonstration, exhibits and posters, as well as at least 5 rooms for parallel sessions, with a capacity of 50 to 150 seats each. Potential locations for the conference banquet (up to 4-500 people) should also be included in the proposal.

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 ISC2 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.

- IEEE Communications Society (COMSOC)
- IEEE Intelligent Transportation Systems Society (ITSS)
- IEEE Systems, Man and Cybernetics Society (SMC)
- IEEE Control Systems Society (CSS)
- IEEE Council for Electronic Automation Design (CEAD)
- IEEE Council for RFID (CRFID)
- IEEE Industry Applications Society (IAS)
- IEEE Power & Energy Society (PES)

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 conference is expected to produce a minimum 20% surplus (as calculated surplus/expense).

Guidance on Fees:

- 4 Categories – Participating IEEE Smart Cities Society (including Life Members), IEEE Member, Non-Member, Students.
- 150 USD/difference for late registration

- Ex- IEEE SCT Society Member – 400 USD Early Bird

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

The organizers agree to follow IEEE Polices 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 closing 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.

Potential Program for event – can be modified

Day 0		
12:00-18:00	Registration Open	
13:00-17:00	Tutorial	Tutorial
13:00-17:00	Tutorial	Tutorial
Day 1		
7:30-17:30	Conference Registration	
7:15-8:15	Continental Breakfast	
8:15-8:30	Welcome remarks	
8:30-10:00	**Keynote Speakers - 1 and 2**	
10:00-10:30	Coffee Break – location	

10:30-12:00	Session 1a	Session 1b	Session 1c
12:00-13:00	Lunch (Keynote #3, if needed)		
13:00-14:30	Session 2a	Session 2b	Session 2c
14:30-15:00	Coffee Break		
15:00-17:00	Session 3a	Session 3b	Session 3c
18:00-20:00	Opening Reception & Exhibits		
Day 2			
7:30-18:30	Conference Registration – location		
7:30-8:30	Continental Breakfast – location		
8:30-10:00	**Plenary - Keynote Speaker #4 & #5**		
10:00 - 17:00	**Exhibits Open**		
10:00-10:30	Coffee Break – location		
10:30-12:00	Session 4a	Session 4b	Session 4c
12:00-13:00	Lunch		
13:00-14:30		Poster Session	
14:30-15:00	Coffee Break		
15:00-17:00	Session 6a	Session 6b	Session 6c
18:00-20:00	Banquet Dinner, Best Paper/Poster Awards, and Entertainment		
Day 3			
7:30-12:00	Conference Registration – location		
7:30-8:30	Continental Breakfast – location		
8:30-10:00	**Plenary - Keynote Speakers #6 & #7 (or Panel session)**		
10:00 - 14:00	**Exhibits Open**		
10:00-10:30	Coffee Break		
10:30-12:00	Session 7a	Session 7b	Session 7c
12:00-13:00	Lunch (with Exhibitors)		
13:00-14:30	Session 8a	Session 8b	Session 8c
14:30-15:00	Coffee Break		
15:00-17:00	Session 9a	Session 9b	Session 9c