

IEEE ISCAS Bid Packet Requirements and Timeline

Those interested in hosting a future International Symposium for Circuits and Systems (ISCAS) should prepare a bid package that covers the topics listed below. The venue for ISCAS four (4) years ahead, is decided during the ISCAS Steering Committee meeting, normally on Sunday before ISCAS.

The Call for Proposals to host an ISCAS will be released to IEEE CASS membership in early January, the Expression of Interest will be accepted for up to 4 weeks after the call is released and the final bid packet will be accepted up to 6 weeks after the notification of Expression of Interest acceptance. All bidders must comply with requirements listed below, but are free to provide additional features for an improved experience. Normally, 30 minutes are given for each bid to present and respond to questions from the ISCAS Steering Committee.

Bids should be submitted to the CASS Office at manager@ieee-cas.org, with copy to CASS VP-Conferences, Amara Amara, amara.amara@isep.fr.

For extensive details on the organization of ISCAS and specific responsibilities in organizing an ISCAS, please see the ISCAS Organizing Guide.

ISCAS Call for Proposals Procedure

The following procedures have been implemented by CASS Conferences Division when calling for bids to host ISCAS, the CASS Flagship Conference. Deadlines for the following items will be explicitly stated in each Call for Proposals that is sent out.

Step One

The Vice President of Conferences will launch a call for submission to host the ISCAS conference to be held in four years time. Potential local hosts should send in writing, to the CASS Office with copy to the CASS VP-Conferences, their Expression of Interest to host ISCAS, to be held in four years time.

The Expression of Interest should indicate:

1. The General Chair name and Key Committee members with their resume and their current or past involvement in CASS leadership and CASS conferences
2. Sponsoring IEEE OUs and other organizations besides CASS
3. Lead Contact for local hosts and contact details
4. Proposed destination and venue
5. Estimated budget
6. A letter of commitment from the General Chair to present the proposal in person if the Expression of Interest is accepted

Step Two

After the Expression of Interest deadline around mid February, the ISCAS Steering Committee will review the Expressions for any missing information and confirm an invitation to submit the full bid packet. Candidates will be notified around the end February, 4 years ahead of the Conference.

Local hosts should work with the proposed venue and convention bureau to prepare a

detailed bid document (requirements for this document are listed in the final bid packet below) to be submitted in electronic format to the CASS Office with copy to the CASS VP-Conferences up to 6 weeks after the notification that the Expression of Interest was accepted, 4 years ahead of the Conference. Specific deadlines will be released with the Call for Proposals.

Step Three

The ISCAS Steering Committee will review and analyze the submissions. During this time, further information may be requested to enable full comparative evaluation. A final shortlist of bids will be selected and invited to present their bid in person at the ISCAS Steering Committee Meeting the day before the current ISCAS starts.

The shortlisted final bids should facilitate a site inspection for 3 people; CASS Administrator, CASS VP Conferences and a representative of the core PCO, before the final presentation. CASS is expected to cover the costs associated with the site inspection for the CASS Administrator and CASS VP-Conferences.

ISCAS Final Bid Packet Information & Requirements

1. Proposed Conference Venue

- The venue should be able to accommodate:
 - Up to 1400 participants in plenary sessions
 - Up to 1000 for banquets
 - Approximately 10-16 parallel technical lecture sessions (each room seating 70 to 175 participants)
 - Near the platform sessions, exhibit space should be in a common area to accommodate morning and afternoon breaks, up to 10 company booths, and up to 20 poster presentations (double-sided display boards).
 - Speaker preparation room
 - Operations room
 - Side meetings for CASS Technical Committees and other groups that need to meet (7-10 rooms during all 4 days of ISCAS specifically available during all breaks and lunches)
- Please provide the following information:
 - Provide estimated costs for meeting and banquet space.
 - Provide available audio/visual specifications and rates.
 - List any government permits/restrictions and taxes.
 - Propose conference dates that schedule tutorials on Sunday and the main conference sessions Monday, Tuesday, and Wednesday. ISCAS should take place during the last part of May.
 - Detail any security needs and arrangements. Note that the personal safety of participants is a consideration in our venue selection process.
What should participants be told about security precautions?

2. International Air Access & Local Transportation

Convenient access for international travelers is an important factor in site selection.

- Catalog international air carriers that service nearby airports.
- Give example of round-trip airfares from representative international destinations such as London, Frankfurt, New York, Chicago, Los Angeles, Tokyo, Sydney, etc.
- Provide visa requirements.
- Summarize local public transportation facilities and schedules.

3. Expected Weather Conditions

I2MTC Conference dates are around late-May.

- Give historical weather summaries for the proposed conference dates.

4. Professional Conference Organizer (PCO)

- ISCAS is a very large conference and requires much time and attention. It is required that a PCO is secured to assist with the organizing of the conference. Include a PCO with the bid.

5. Accommodations for Professionals and Students

The PCO negotiates hotel contracts and discounted rates for professional and student participants in the conference series. Estimates of expected hotel expenses are needed early in the venue screening process.

- Provide a list of hotels, the number of rooms for each, and their distance and accessibility from the conference venue and from restaurants and shopping districts.
- Furnish estimated reduced room rates for professionals and students.
- List estimated reduced room rates for early arrivals and late departures.
- Provide details regarding transportation modes and schedules between the conference venue and recommended hotels.
- Verify that the hotels listed can provide high speed Wi-Fi service in guest rooms.

6. Support from Local Volunteers

A General Chair leads ISCAS Conferences. Local volunteers are needed to assist in registration, session A/V, venue guidance, etc.

- Recommend a Conference General Chair and provide a supporting Curriculum Vita and any experience in organizing CASS conferences.
- Highlight any local IEEE or other professional society volunteers that will be involved.
- List any other local organizations that will provide volunteer support.

7. Summary of Past IEEE Technical Conferences at the Venue

The Society usually prefers to locate ISCAS Conferences at venues that have hosted other successful IEEE technical conferences.

- Catalog any recent IEEE conferences at this venue and indicate their financial sponsors with contact information.

8. Local Industrial Interests in Circuits and Systems Fields

The Society strives to locate ISCAS Conferences at sites near industries that utilize circuits and systems products.

- Provide a list of such local companies with contact information.
- Indicate which of these companies are potential exhibitors at the ISCAS Conference.

9. Potential Financial Support from Government and Industry

The success of the conference often hinges on its ability to attract financial support from governments and industry.

- List any expected support from government grants.

- Outline prospects for support from industrial sources.

10. Social Program Possibilities and Nearby Tourist Attractions

Every ISCAS offers at least two social programs: a welcome reception and a conference gala dinner (which is often also the Awards Presentation) for conference participants and their spouses (spouses admitted with extra paid ticket):

- Provide a list of potential banquet venues/options with proper A/V requirements for the Awards presentation (LCD projector, screens, microphone, podium, ability to play video)
- Provide a list of potential local tours.
- Include a list of pre- and post-conference full-day tours of nearby tourist attractions.

11. Proposed Preliminary Budget

Please provide a preliminary budget for the proposal. Use the IEEE Budget Template here: https://www.ieee.org/documents/financial_reporting_tool.xls. If you have any questions in preparing the budget, please direct them to the CASS Office at manager@ieee-cas.org, with CC to CASS VP-Conferences, Amara Amara, amara.amara@isep.fr.

A few items to consider in preparing the budget:

- The budget should have a discount registration fee for CASS members and a further reduction in registration fee for students.
- The registration (including student registration) should give access to all technical sessions as well as admission to the conference lunches and banquet.
- The budget must be based on local currency and registration fees must be in local currency.
- Additional fees may be charged for tutorials, special events (see below) and additional social event
- The budget should show a surplus of 20 percent and comply with the general IEEE requirements.
- According to CASS policies, \$15k student travel grants should be included in the ISCAS budget.
- Is it not mandatory to offer lunches to the attendees, however, it is something that should be highly considered and is recommended depending on the venue.
- The WiCAS/YP Reception to be held the first night of the conference is funded by the CAS Society and does not come out of the ISCAS budget but the space for the event should be included in the venue contract.
- The Conference Leadership Workshop to be held in parallel with tutorials is funded by the CAS Society and does not come out of the ISCAS budget but the space for the event should be included in the venue contract.
- There are three monetary Best Paper Awards of \$500 each that will come out of the Conference budget.
- Side meetings (including room rental and food and beverage) are funded by the CAS Society and do not come out of the ISCAS budget.

12. Impact on Location

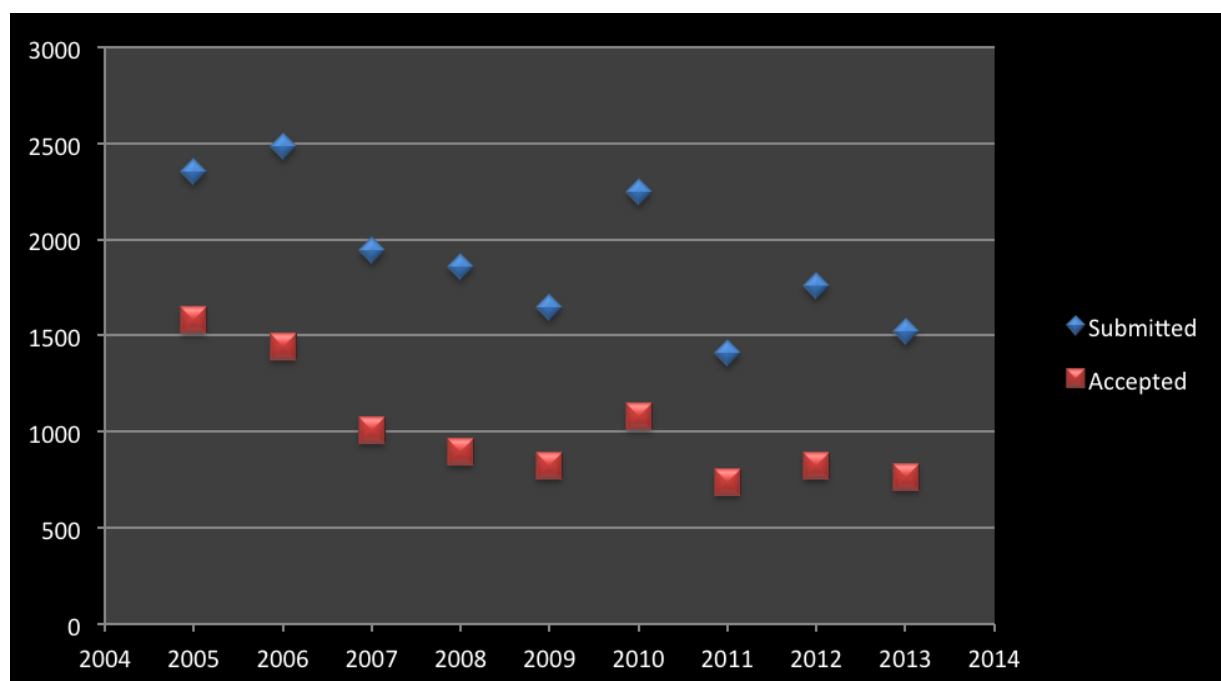
Provide an analysis of the impact of ISCAS location in the country and region (this is mandatory).

ISCAS Rotation Cycle, Locations and Historical Data

Date	City	Country	Attendance
28 - 31 May 2017	Baltimore, MD	U.S.A	
22 - 25 May 2016	Montreal	Canada	
24 - 27 May 2015	Lisbon	Portugal	
01 - 05 June 2014	Melbourne	Australia	1032
19 - 23 May 2013	Beijing	China-P.R.	900
20 - 23 May 2012	Seoul	S. Korea	1200
15 - 20 May 2011	Rio de Janiero	Brazil	900
30 - 02 June 2010	Paris	France	1400
24 - 27 May 2009	Taipei	Taiwan	
18 - 21 May 2008	Seattle, WA	U.S.A.	
27 - 30 May 2007	New Orleans, LA	U.S.A.	
21- 24 May 2006	Kos	Greece	1400
23 - 26 May 2005	Kobe	Japan	1200
23 - 26 May 2004	Vancouver, BC	Canada	1200
25 - 28 May 2003	Bangkok	Thailand	1200
25 - 29 May 2002	Scottsdale, AZ	U.S.A.	1200
06 - 09 May 2001	Sydney, NSW	Australia	1147
28 - 31 May 2000	Geneva	Switzerland	1200
30 - 02 June 1999	Orlando, FL	U.S.A.	1200
31 March 1998	Monterey, CA	U.S.A.	1200
09 - 13 June 1997	Hong Kong	China	1000
12 - 15 May 1996	Atlanta, GA	U.S.A.	1000
28 - 01 May 1995	Seattle, WA	U.S.A.	1000
30 - 02 June 1994	London	United Kingdom	700
03 - 06 May 1993	Chicago, IL	U.S.A.	1200

10 - 13 May 1992	San Diego, CA	U.S.A.	1200
04 - 07 Jun 1991		Singapore	1200
29 - 03 May 1990	New Orleans, LA	U.S.A.	
OS ~ 10 May 1989	Portland, OR	U.S.A.	
07 - 09 June 1988	Espoo	Finland	1181
04 - 07 May 1987	Philadelphia, PA	U.S.A.	700
05 - 07 May 1986	San Jose, CA	U.S.A.	500
05 - 07 June 1985	Kyoto	Japan	600
07 - 10 May 1984	Montreal, QC	Canada	
02 - 04 May 1983	Newport Beach, CA	U.S.A.	600
10 - 12 May 1982	Rome	Italy	700
27 - 29 Apr 1981	Chicago, IL	U.S.A.	
28 - 30 Apr 1980	Houston, TX	U.S.A.	400
17 - 19 July 1979	Tokyo	Japan	400
17 - 19 May 1978	New York City, NY	U.S.A.	400

ISCAS submitted and accepted papers from 2005 to 2013



Future ISCAS Locations

2018	Florence	Italy
2019	Sapporo	Japan
2020	Sevilla	Spain