# IRED Conference Proposal Form

We thank you for your interest in publishing with IRED. In order for us to make an informed evaluation of your proposal, we ask you to complete this conference proposal form. Please do not hesitate to contact us with any questions you may have.

Along with this conference proposal form, Please provide the following material
(if you have not already done so):

Your CV, including a detailed list of your previous publications.

## 1. Conference Title

Tentative Conference title: 

Areas of publications: 

(i.e. computer science/ Electronics/ Electrical) etc.

## 2. Personal Status

Title: 

First Name: 

Last Name: 

Organization/University: 

Department: 

City: 

Address: 

Postal Code: 

State/District: 

Country: 

Additional Address Information: 

Telephone number:
(incl. country code)/ext. 

Fax number (incl. country code)/ext. 

E-mail: 

Homepage URL:

# 3. IRED Conferences Applying, please fill:

Which conference do you want to apply?

When do you want this conference to be held?

Where do you want the conference to be held?

City:

State:

Country:

In College/ University:

Very Acceptable

Conference Venue:

In Hotel:

Just Acceptable

Can you get any Financial Support from your affiliation or other organizations?

Do you have any local and international experts' resource, especially from

Abroad, that can review and comment on submissions, give opening remarks or keynotes?

Proposed General Chairman Title / Name / Affiliations

Proposed Program Chairman Title / Name / Affiliations

Proposed Technical Committees Title / Name / Affiliation

Proposed Other Committees Title / Name / Affiliation

Any local support that you can provide?

How many submissions expected?

How many acceptances expected?

How many registrations expected?

How many participants expected?

What are your advantages to make this conference successful?

Do you have any conferences experiences, please list some examples:

1

2

3

4

# A brief description about the responsibilities between the IRED and the Co-Organizer

## A. The responsibilities of the IRED:

1. The IRED will provide web Design-Web Hosting.

2. The IRED will provide Secretariat Support for all the authors before, during and after the conference.

3. The IRED will be responsible for the Collections of the Papers via Web, for the Advertisement to all the IRED and IRED members & opt-in Lists and for the Advertisement of these events to all the other IRED and IRED Conferences.

4. The IRED will be responsible for  Publication  conference proceedings and distribution to all the participants.

5. The IRED will be also responsible for the inclusion of all the accepted papers in the IRED E-Library.

6. IRED will provide Conference kit in order to distribute at the conference venue.

## B. The responsibilities of the Co-Organizer:

1. The seminar rooms will be provided free by the Co-Organizer and will have Screen, Computer, Overhead Projector, Data Projector and a blackboard or whiteboard.

2. The coffee-breaks and Banquet will be provided free by the Co-Organizer.

3. The Co-Organizer will invite the local authorities (Dean, presidents, etc...), the local authorities of engineering, the town council, mayor to address a short welcome speech at the opening of the conference (These factors participate without registration fees.

4. Recommend accommodations to the participant.

5. The organizer can recommend a certain number of excellent papers to the conference for free. Other participants will pay registration fees to IRED.

6. The Co-Organizer may apply funding from IRED depending on the circumstances.

**Please submit your application to conferences@theired.org**
**For the matters not involved, the both sides will solve them through further consultation**