A brief guide to Proposal Preparation for hosting future MWSCAS:

1- Location and Facilities
2- Dates
3- Organizing Committee
4- Program Committee
5- Projected Budget
6- Lodging and accommodations
7- Student Activities (Best Student Paper, Special registration....)
8- Social program activities

Some Details:

A. BUDGET:

1. Please prepare a tentative budget addressing:

   - If the organizing committee is planning to ask for support from the IEEE/CASS or not
   - The expected registration fee
   - Student's registration rates
   - Cost for hotel or venue
   - Awards
   - Transportation.....etc.

2. What is planned for the financial returns from the conference?

3. Please note the copyright regulations of the IEEE/CASS.

B. PROCEEDINGS:

- Hard copy printed Program and Abstracts, Procedures CD and publications cost
- Publication Website tools for submission, review and cost
- Please note- a certain minimum number of the proceedings/CDs are required by the IEEE/CASS.

C. CONFERENCE PARTICIPATION

It has been urged by the Executive Committee of the IEEE CASS MWSCAS to have the organizers of future symposiums from ACTIVE PARTICIPANTS with substantial interest in what's best for the MWSCAS activities.

D. TECHNICAL QUALITY:

It is recommended to continue the successful past practice of basing acceptance on full paper submission, and not on just the abstract.

E. STUDENTS' PARTICIPATION:

The MWSCAS has a history of being one of The best conferences for students participation and first delivery of technical papers. We need to keep the supportive, encouraging, and worm and friendly atmosphere with highly elevated quality and standard of acceptance. It is highly recommended to encourage student's participation in the MWSCAS.

1. Provide a number of travel grants, if possible

2. Student Competition, Best Student Papers...Top ten, with opportunity to present a lecture on a prominent-time session, and travel awards, if possible. For the selected top three papers (after presentations.), there should be a Special Certificate of the honor, and monetary awards

3. Invite Prospective R/D employers to provide incentives to students.

4. Reduced Student registration fee.

   - Student's full registration for the IEEE MWSCAS used to be around 100 or 150 dollars. This included all the benefits of registration at the symposium, similar to full registration.
   - On few occasions, student registration did not include the conference banquet. But, that was voted out.
   - Possible availability of even more reduced registration fees for non-presenting students. To increase the number of attending students, please provide the option of registration for non-presenting students, at a reduced rate. This should encourage at least students from neighboring universities to attend the conference.

F. ON THE SOCIAL SIDE

- **T**he IEEE/MWSCAS is known for its social activities, in addition to the technical quality. Among the most successful symposia are those hosted in: 1991 Monterey CA, 1992 Washington DC, 1994 SW Louisiana, 1995 Rio/Brazi, 2010 Seatle WA. ...etc. Some of these have attracted more than 500 participants, with refereed proceedings (three reviewers per paper.)
- If your budget allows, provide an end of conference, farewell, going away Reception.
- This is almost certain to guarantee that attendees stay until the end of the last day of the conference
- Free food always makes people feel good.
- This also is expected to encourage the symposium participants to start thinking about the symposium of the following year. Thus, increase attendance for future MWSCAS symposia and the IEEE

Respectfully submitted,
Hoda S. Abdel-Aty-Zohdy

Please send your proposal as soon as possible to:

Dr. R. L. Geiger, Chair MWSCAS Future Symposia Committe
Dept. of Electrical and Computer Engineering
Iowa State University
Ames, Iowa 50011
Phone: (515) 294-7745
r.geiger@ieee.org

Other Members of Future Symposia Committee:

Dr. Donald Y.C. Lie
donald.lie@ttu.edu
(806)742-3533

Dr. Michael Soderstrand
soderstrand@ieee.org
(202) 642-8577