**INNS Policies and Procedures for Conferences Sponsorship**

**Preliminary**

The International Neural Network Society (INNS) is a world leading scientific organisation for research on modeling of behavioral and brain processes and the application of neural modeling ideas to problems and applications in technology, computational neuroscience and related areas. It regularly organises and supports scientific conferences related to behavioral and brain modeling, computational neuroscience, and their applications. The procedures, responsibilities and policy for obtaining INNS support for a conference are described herein. The INNS Vice President for Conferences (VP-C) should be contacted directly concerning any question not addressed by this procedure.

**Type of Conference Support**

The INNS provides two types of support for conferences:

**1. Sponsorship**

Sponsorship indicates full INNS involvement in the technical, financial, administrative aspects and publicity surrounding the conference. Often a local institution (usually a University, a Higher Education Institution or a Research Organisation) provides the local organization. INNS is fully in control (in regards to technical, financial, publicity and administrative aspects) of the sponsored conference. The relationship and responsibilities between the INNS and the local institution have to be defined explicitly in a Memorandum of Understanding (MOU).

The main conference traditionally organised and sponsored by INNS is the *International Joint Conference on Neural Networks* (IJCNN) which has been organised annually since 1987. Another example of a sponsored by INNS conference is the INNS Conference on Big Data and Deep Learning organised annually since 2015. These two conferences are the flagship events sponsored by INNS, but proposals for INNS sponsorship of other conferences will be considered as well.

The candidate for a General Chair of a conference seeking sponsorship from INNS must be an INNS member in good standing and he/she must submit to the INNS VP-C an application pack which includes the following:

* the CFP (call for papers) clearly indicating:

1. proposed members of the Organizing Committee, including those members who serve on the Board of Governors of INNS or as Fellows of INNS
2. There has to be a reasonable diversity of chairs from multiple countries (in any case not least than 5 countries and 2 continents) as well as efforts have to be made for gender balance
3. important dates of the conference
4. proposed publisher of the conference proceedings

* Detailed budget: Please, clearly indicate the expected attendance in different categories: full registrations, INNS members, students, late registrations; the budget has to have a minimum of 20% surplus
* The venue layout showing the meeting rooms, accommodations and other facilities
* Tentative programme of the conference including (how many and duration of ) workshops, tutorials, panels, competition, etc. as well as the social programme and split per sessions, rooms, days
* Three peer reviews per paper are required – this must be reflected in the Program Committee composition.

Once the proposal is approved by the Board of Governors a Memorandum of Understanding (MoU) is to be signed between INNS (signed by the President) and the General Chair or an administrative highly positioned person of the organisation which is organising the conference.

For sponsored conference it is important to close the conference financially within 6 months of the conference, which includes detailed budget and other financial statements, number of submissions, acceptance rate, number of registrations and their type, etc. These have to be in line with the MoU, agreed with the VP-C and President of INNS and processed by the INNS management company. Conference closeout must be done promptly within 3 months period following the conference.

The INNS sponsored conferences can use the INNS logo and name in conference publications and promotional materials (AS IS – NO changes are allowed) after the proposal is approved by the Board. The organizers will be assisted by the management company in registrations handling.

**2. Technical Co-Sponsorship**

Technical co-sponsorship indicates involvement of INNS in the organization of the technical program of the conference. The INNS does not have financial involvement in the technically co-sponsored conferences. A condition for approval of an application for technical co-sponsorship is high technical quality in a field related to INNS area, and to offer reduced rates for INNS members and to distribute INNS promotional material and application forms to all delegates of the conference through their delegate packages.

The benefits of having INNS technical co-sponsorship as:

* Assistance in the organization of the technical program
* Assistance in the paper review process
* Organization of workshops and sessions on specialized topics
* Listing the conference on the INNS web site
* Publishing announcements of the event in the INNS e-mail list and newsletter

The reasons INNS does support high quality events in various research areas are:

* INNS aims at scientific, scholarship, professional and educational advances and developments in the areas of research around computational neuroscience; therefore, any activity in this area falls into the remit and interest of the Society and can be either supported or incorporated, be a basis for collaboration and networking
* INNS gets a leverage to enhance the dissemination of the disciplines of interest, to shape and influence in a positive and mutually beneficial way the developments, to popularise its causes and get new members and followers or sympathisers
* Some of the technical co-sponsored events are more application oriented and this may help reach a wider audience, e.g. more engineering or more medically oriented, closer to psychology or to other related communities
* Technical co-sponsorship enhances the awareness of the attendees and the broader communities that follow their developments to the benefits of the INNS membership

The General Chair of a conference that seeks a technical co-sponsorship should submit to the INNS VP-C the CFP (call for papers) with clearly indicates:

1. Members of the Organizing Committee, including those who are members of the Board of Governors of INNS or Fellows of INNS
2. Important dates of the conference
3. The reduced rate for INNS members
4. Three peer reviews are required – this must be reflected in the Program Committee composition

**Criteria for approval of proposals for technical co-sponsorship:**

* Conference organization by not-for-profit organizations, e.g. another Society, University, etc. (mandatory criterion)
* Extent of relevance of the conference contents to the focus area of INNS and benefit of the conference to the INNS membership, e. g. reaching new regions, new members, etc.
* Time of application (at least 9 months in advance, or sufficiently early to ensure timely and effective INNS contribution to the conference)
* Expected technical and administrative quality of the conference program and proceedings

**The process of the approval includes:**

* INNS Conference Committee evaluating the proposals (about two weeks to the first feedback followed by an interactive process of possible amendments/corrections)
* INNS Board of Governors approving once the VP-C reports that the INNS Conference Committee is satisfied to support the conference, and makes a selection of the final proposal from multiple proposals.
* For conferences that are sponsored (with financial involvement) signing a MoU

The INNS technically co-sponsored conferences can use the INNS logo (AS IS – NO changes are allowed) after the proposal is approved by the Board. Technically co-sponsored conferences can not use INNS name as part of the name of the conference, e.g. INNS International Conference on …

**Important deadlines**

In order to allow time for actual preparation including web site, publicising, etc. the following deadlines are required:

* For sponsorship – start the procedure (submit a proposal pack to the VP-C) at least 18 months prior to the date of the conference
* For technical co-sponsorship – start the procedure (submit the application pack to the VP-C) at least 9 months prior to the date of the conference