Procedures for APSIPA ASC Organizer Application and Approval

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Founded in 2009, Asia-Pacific Signal and Information Processing Association (APSIPA) aims to promote research and education in signal processing, information technology, and communications. The APSIPA annual summit and conference (APSIPA-ASC) is interested in all aspects of signal and information processing theories, algorithms, securities, implementations, and applications. All accepted papers will be indexed by EI compendex and archived by IEEE Xplore. The technical program includes, but not limited to, the following areas:

- Biomedical Processing and Systems
- Image, Video, and Multimedia
- Signal and Information Processing Theories and Methods
- Signal Processing Systems: Design and Implementation
- Speech, Language, and Audio
- Wireless Communications and Networks
- Data Analytics and Machine Learning
- Deep Learning-based Signal Processing
- Information Forensics and Security
- Signal and Information Processing in Energy and Sustainability
- Signal and Information Processing for the Internet of Things
- Signal and Information Processing Education

APSIPA ASC Locations

2023	OPEN	2022	OPEN	2021	Tokyo, Japan
2020	Auckland, New Zealand	2019	Lanzhou, China	2018	Hawaii, USA
2017	KL, Malaysia	2016	Jeju, Korea	2015	Hong Kong, China
2014	Siem Reap, Cambodia	2013	Kaohsiung, Taiwan	2012	Los Angles, USA
2011	Xi'an, China	2010	Singapore	2009	Sapporo, Japan

Application Procedure

Each year, the APSIPA VP-Conference will send out "Call-for-APSIPA-ASC Organizers" on behalf of APSIPA Conference Board (ACB) led by the VP-Conference, meanwhile the ACB will announce a deadline for best consideration of the proposals for a given year. Any organization (university, institute, research center, company, or research group) may apply to organize an APSIPA ASC in a certain year. In response to the "Call-for-APSIPA-ASC Organizers", (i) an application should be submitted to VP-Conference, (ii) it will then be checked by the Executive Committee of the ACB to see whether it is in order, (iii) if it is shortlisted, the organizers will be invited to present the proposal in an APSIPA Conference Board meeting, and (iv) if it is recommended by ACB, VP-Conference will introduce it in the nearest APSIPA BoG meeting (chaired by the President) for final approval before the ASC conference year at least 2 years in advance.

The application should include the following items:

- **The Contact**. The contact should be the main person in charge of the ASC conference including the finance. The contact together with his supporting affiliation should be the one signing the contract with APSIPA President on behalf of the APSIPA Headquarters. Bios, including experiences in organizing international conference(s), of the contact and his/her key officers should be included in the proposal.
- **Conference dates and venue**. The tentative ASC conference dates and venue should be specified in the application. The dates should have no big conflict, so far as

we know, with other big conferences in the same or similar areas. The venue should have enough capacity to **satisfy the conference.**

- **Organizing committee**. A draft ASC organizing committee should be presented, especially key members such as general co-chair(s), technical program co-chair(s) and local arrangement chair(s). And the members should have confirmed their willingness to serve in the committee. To avoid conflict of interest, the one who will approve the application, including but not limited to, the President and the VP-Conference, cannot be the chief organizer of the conference proposal.
- **Hotel/accommodation and Transportation**. Descriptions of available hotels and accommodations around the conference venue should be included. The transportation information (such as air, high-speed railway, ferry, subway) from major international cities to the conference city and then to the conference venue, should also be included.
- **Budget**. A budget plan (including incoming estimation and outgoing expenses, especially financial sponsors) should be given. The budget plan should be healthy.
- **Social activities**. Social activities such as sightseeing, visits to landmarks, social performance at reception or banquet should be mentioned.
- **Commitments**. The applicant should make commitments, including but not limited to:
  - Handling charge of US$10k to be given to the APSIPA Headquarters after the conference;
  - Collecting membership fees upon conference registration (to be absorbed in the registration fees)
  - Presenting the proposal in a Conference Board meeting held in an ASC and afterward the bidding meeting arranged by the ACB.
- **PowerPoint presentation**. A PowerPoint presentation that includes all the above-mentioned items should be submitted together with the application.

It is encouraged that the proposal to be prepared and submitted be in electronic form such as in doc/ppt/pdf format.

Approval Procedure

Applications are to be collected by the VP-Conference.

Ideally, at least two applications (if available) should be shortlisted for the bidding presentation of each APSIPA-ASC year.
- **Discussion**. After receiving the applications, several rounds of discussions may have been taken place among ACB members and between the ACB and the applicants so that the applicants can improve their applications.
- **Bidding Presentation**. The ACB will then arrange the bidding presentations for the applicants to present their applications in a certain APSIPA Conference Board meeting, usually held during in an APSIPA ASC conference. The ACB members will vote after the bidding presentations and then decide a recommended candidate and a reserved candidate (if any).
- **Approval from BoG and President**. Based on the bidding/voting results, the candidate with a summary will be sent to the BoG as well as the President for final approval. VP-Conference will then give a summary of the ACB meeting results and seek for final approval/or otherwise of the recommendation(s) in one of the BoG meetings which is chaired by the President.
- **Signing of the contract**. A contract should be signed between the winner and the APSIPA President on behalf of the APSIPA Headquarters.

Pre- and post-Conference

After the application is approved, the ASC organizer should then work with the ACB to improve the organizing plan, including publicity, call for papers, call for financial sponsors, invitations to plenary speakers, update of budget plan, and so on. The organizer is also expected to attend and provide a progress update at each APSIPA Conference Board meeting before the actual year the organizer will be hosting the ASC conference.

After the ASC conference being held, the organizer should submit a final report of the ASC conference to the ACB and the BoG, in which information should be given, including but not limited to exact statistics and finance details.