



IEEE India council

Guidelines for e-Notice through IEEE Vtools:

The e-Notice is one of the most effective marketing channels available today. Through IEEE India Council's e-Notice campaign, the members and institutes can widely circulate the information on their events. The e-Notices sent through IEEE India Council will reach all the members of IEEE in India both professional members and student members. Following guidelines shall be followed by the senders while requesting for a particular campaign.

1. Contents related to IEEE activities will only be allowed to be shared as an e-Notice.
2. The e-Notices from EXCOM members of the India Council related to IC activities will be sent for free. However, the Chair/IC should approve the content of the e-Notice as well as the frequency of e-Notice according to the necessity and importance.
3. The sections/sub sections shall request IC to send two e-Notices in a year for free with approval from the respective section chairs.
4. IEEE India Council offers to its members, societies and sections (beyond above mentioned two free e-Notices) paid e-Notice services. The fee for an e-Notice is **Rs. 7,000/-** (without reminder) and **Rs. 10,000/-** (with an additional reminder option after 10 days).
5. For content and communication related guidelines please refer the ANNEXURES A & B.

ANNEXURE A

Guidelines for the contents of the e-Notice

1. The content of the e-Notice should strictly follow the Indian laws which pertains to electronics communication within Indian territory.
2. All the e-Notices /contents/requests shall be sent to the Vice-Chair, ECIM, IEEE India Council at ecimieeeic@gmail.com.
3. The content of the e-Notice should be completely error free and of good language.
4. Good quality supplement materials shall be provided such as pdfs, images, if the sender prefer them to be shared as an attachment along with the e-Notice content.
5. The email ids, mobile numbers, contact information and the hyperlinks shared through the content should be working and verified by the sender before sending the request.
6. The header/content of the e-Notices should not mislead the recipients. For instance, the “Header information” should refer to the exact information that should be communicated.
7. Call for Papers campaign for IEEE Sponsored conferences/events/meetings should strictly follow the guidelines of the MCE such as no guarantee should be given for publication of the whole content in Xplore (Can be termed like “to be submitted to IEEE” instead of “to be published in IEEE”) and also the indexing and abstracting of the proceedings.
8. All the requests should accompany with the vivid details of the sender such as full name, affiliation, membership number and contact details (Email/Mobile).
9. Requests which does not fulfil the above would be outrightly rejected



ANNEXURE B

Guidelines for e-Notice submission and approval

1. All the members of India Council, Sections, Sub-sections, Societies, Members of IEEE Student Branches and active members of IEEE are eligible to send their events for promotions through e-Notice facility.
2. The content of the e-Notice should be sent to the respective representative of India Council at-least 5 working days before it's intended populating date/time
3. Vice-Chair, ECIM will review the content of the e-Notice to make sure that the e-Notice follows all the ethical norms and guidelines outlined in this section. The e-Notice will also be reviewed for the content of the e-Notice and request for approval from the chair (if required) as soon as the content/request has been submitted by the sender. The sender will then be notified about the approval status by e-Notice.
4. Event marketing e-Notices such as conference/workshop/seminar/etc would be approved by the Vice-Chair, ECIM after they have been verified for appropriateness.
5. e-Notices other than the above category and in particular cases which may not be approved by the Vice-Chair, ECIM would be brought to the attention of the IC Chair for his/her approval. Such e-Notices will be populated only after the approval from the IC Chair.
6. e-Notices shall be populated according to the need of the sender. e-Notices shall be populated either to all the members of IEEE India or the confined community such as section/sub section levels. However, the pricing is same.
7. All the payments outlined in this guidelines should be paid to the below bank account within five working days of the approval from IC.

Account Name : IEEE INDIA COUNCIL

Account Number: 50100016415405

IFSC: HDFC0004680

Bank Name : HDFC Bank Ltd

Branch Address: Phase 2, Electronic City, Bengaluru, Karnataka

8. The e-Notices will be populated only after the successful completion of the payment and verification of the same by the IC representative.
9. IC has a right to approve/deny the submissions according to the ethical and professional standards. The decision of the Chair/IC is final on whether or not to send the submitted content to the members of IEEE. e-Notices not approved by the Chair/IC will not be populated under any circumstances.
10. For any clarifications in the above guidelines, please contact the Vice-Chair, ECIM at ecimieeeic@gmail.com
11. Any other things which are not outlined above shall be brought to the notice of the Vice-Chair, ECIM or the Chair and the same can get clarified.

Website update policy

1. The proposed website content should strictly follow the Indian laws which pertains to electronics communication within Indian territory.
2. All the emails/contents/requests shall be sent to the Vice-Chair, ECIM, India Council at ecimieeeic@gmail.com.
3. The contents should be submitted through the Chair, Vice-chairs and the chairs of the respective section.
4. The content of the website should be completely error free and of good language.
5. Good quality supplement materials shall be provided such as pdfs, images (with good resolutions), if the sender prefer them to be shared as an attachment along with the website content.
6. The email ids, mobile numbers, contact information and the hyperlinks shared through the content should be working and verified by the sender before sending the request.
7. Contents related to IEEE activities only will be allowed to be posted in the website.
8. The proposed website content will be reviewed by the Vice-Chair, ECIM and the chair, IC (if required) before posting in the website.
9. IC has all rights to approve/deny the submissions according to the ethical and professional standards. The decision of the Chair/IC is final on whether or not to display in the IC website. contents which are not approved by the Chair/IC will not be displayed under any circumstances.
10. For any clarifications in the above guidelines, please contact the Vice-Chair, ECIM at ecimieeeic@gmail.com
11. Any other things which are not outlined above shall be brought to the notice of the Vice-Chair, ECIM or the Chair and the same can get clarified.