

# ICRA Pre-proposal Guidelines

The pre-proposal is a detailed document of about 10 pages, due by September 15 each year, and must be submitted via the [provided form](#). It should thoroughly address all ICRA selection criteria, with additional details included in an appendix.

The evaluation will focus on five main categories:

1. Organizing Team
2. Location
3. Conference Venue
4. Technical Program
5. Budget

The pre-proposal must include comprehensive information on the following items:

## Organizing Team

The pre-proposal should include the essential organizing team roles (general chair, treasurer, technical program chair, publications chair and local arrangements chair), though additional roles may be added. Please also detail their experience in organizing ICRA or other RAS-sponsored conferences and consider gender and geographic diversity.

Conflicts of Interest: Proposers need to identify any members of their organizing committee who are members of the [ICRA Steering Committee](#), [RAS Conference Activities Board](#), [RAS Executive Committee](#) and [RAS Administrative Committee](#). You can find up-to-date member lists in the provided links.

## Location

In the section of pre- proposal focus should be on:

- **Safety:** Check [Travel.State.Gov](#) for the latest travel advisories, visa requirements, safety and security conditions, crime statistics, health and medical considerations, local laws, areas to avoid, and other relevant information.
- **Accessibility and Travel**
  - Direct flight availability from major airports worldwide
  - Distance from the airport to the conference venue
  - Hotel options in the area, including various price ranges
  - Dining Options

Ensure the city can provide the following minimum number of sleeping rooms:

Day	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
Room Block	50	200	2500	3000	3000	2500	2250	1800	100

- **Visa requirements:** List the number of countries that do not require a visa.
- **When was the last time ICRA went to this country or city?**

We recommend collaborating with the city's Convention and Visitors Bureau to prepare this section of the pre-proposal, as they possess the most current and comprehensive data.

## Conference Venue

Pre-proposal should include detailed information about:

- **Venue Size:** Include total size of the venue
- **Largest Room:** Provide details on the largest available space
- **Breakout Rooms:** Maximum number the venue can accommodate
- **Exhibit Space:** Location of the exhibit space in relations to rest of the conference space as well as size details needed
- **Venue Layout:** Show where each function will be held, focusing on event flow, configuration, layout flexibility, and potential for growth.
- **Internet Requirements:** The venue must support internet infrastructure for 9,000 attendees, each with at least 2 devices. Consideration for hybrid conference capabilities should be included.

Conference venue should be able to accommodate below meeting space requirements.

Duration	Function Type	Quantity
Saturday – Saturday	Offices / Storage	2 rooms
Sunday – Friday	Additional Offices	2 rooms
Saturday – Friday	Registration	
Sunday – Friday	Workshop/Tutorials Technical Sessions	35 rooms set in theater
Sunday – Friday	RAS Committee Meetings	7 rooms set conference or U-Shape 25-40 ppl
Sunday - Thursday	RAS Committee Social Functions	1 room (400 ppl) set in rounds
Sunday - Thursday	Speaker Ready Room	
Sunday – Friday	Childcare Room	
Monday – Friday	Prayer Room	
Sunday – Thursday	Exhibition	1 room (200,000+ sq ft)
Monday – Thursday	Plenary	1 room (8,000 ppl set in theater)
Monday – Thursday	Keynote	3 room (2,000 ppl set in theater) each
Monday – Thursday	Forums	1 room (1,000 ppl set in theater)

Monday – Friday	Food Functions	<p><b>Coffee Breaks</b>  AM &amp; PM Coffee Break Daily  Coffee Breaks on Workshop/Tutorials days is to be located based on meeting space  Tuesday/Wednesday/Thursday Coffee Breaks to be scheduled in the exhibit hall</p> <p><b>(2) Receptions</b>  Welcome Reception on Monday  Farewell Reception on Thursday</p> <p><b>Banquet – not required</b>  Conference banquet can be held on Tuesday or Wednesday, but it’s not required</p> <p><b>(3) Lunches</b>  Daily  Lunch on Workshop and Tutorial days is not required  Tuesday and Wednesday lunch to be held in the exhibit hall  Thursday Awards lunch same room as Plenary Room</p>
Saturday after the conference	RAS AdCom Meeting & Meals	<p>2 meeting rooms:  (1) AdCom meeting: U-Shape for 35 with classroom for 20 behind U-Shape  (1) AdCom meals: Breakfast and Lunch for 40-45 ppl</p>

Technical program

The technical program is a crucial component of the event. The pre-proposal should provide a detailed plan for the technical program, highlighting any innovative sessions that distinguish this ICRA from previous events. Please include the following:

- **Schedule at a Glance:** Provide a high-level overview of the daily structure of ICRA, detailing how each day will be organized.
- **Workshops and Tutorials:** Outline the number of workshops and/or tutorials the committee plans to accept and any specific focus areas or themes.
- **Presentation Type:** Describe the formats for paper presentations, including whether they will be oral, poster, or a combination of both.
- **RAS Events:** Explain how RAS (Robotics and Automation Society) events will be integrated into the conference program. This should cover RAS Town Halls, Cluster Forums, and Industry Activities.
- **Hybrid Option:** Detail how the hybrid option for presenters will be implemented, including how remote participation will be managed.
- **Novelties:** Highlight any new and exciting elements planned for ICRA that will set this event apart from others.

## Budget

Given the rapid growth of ICRA, the pre-proposal must include several budget versions based on different attendance levels: 8,000, 9,000, and 10,000 attendees.

As the conference is scheduled far in advance, we understand that not all costs may be finalized at this stage. Therefore, a detailed full budget is not required. Instead, please provide a high-level overview of projected expenses and income, as well as an estimated surplus.

Conference Expenses: The budget should at a minimum include the following high-value items:

- Convention Center Rental
- Food and Beverage Cost
- AV Cost
- PCO Cost

Conference Income: The budget should include projections for

- Registration fees should include advance and late fee for RAS Member (16%), IEEE Member Rate (9%), Non-Member (12%) , RAS Student Member (11%) , IEEE Student Member (10%) , Student Non-Member (8%) as well as registration fees for workshops and tutorials.  
It should be taken into consideration that at least 51% of attendees' registers at the advance rate.
- IEEE Member rate should be at least 20% lower than non-member rate, while RAS Member rate should be at least 10% less than IEEE member rate.
- Exhibits and Sponsorship Revenue should be based on a minimum of 150 exhibitors

Please ensure that the budget reflects a clear overview of these key areas and provides a reasonable estimate of potential surplus.