



IEEE
Networking the World™

IEEE Meetings Organization Manual

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1.0 INTRODUCTION

There are a large number of meetings held each year under the auspices of the IEEE of sufficient magnitude to entail a significant organizational effort. For the purpose of this manual, the term "meetings" refer to conferences, symposia, workshops, tutorials, but does not include administrative or committee meetings, seminars with a few speakers, or meetings not requiring registration fees. In the sequel, the word **conference** is used interchangeably with the word **meeting** to refer generically to meetings. This effort is typically undertaken by a Conference Organizing, or Steering Committee, under the purview of a Society, a Council, a Region, a Section, a Chapter, or another IEEE entity. Many of these conferences, especially the larger ones, are annual events of long standing, with certain routines, traditions, and organizations, while many other are one-time, or infrequent affairs, with little or no organizational history to build on. In either case, virtually every conference committee is composed of new people, inexperienced in the business of running a conference, and eager for information, guidelines, and tips on running a conference smoothly and successfully. This manual has long been a most useful handbook providing just such assistance to the novice conference planners, with special emphasis on the IEEE's conference planning services, and administrative policies and requirements.

Conferences requiring the degree of planning addressed by this manual may range from under 100 to a rather sizable number of attendees. This range in size, as well as the variety of styles and traditions developed by the established conferences, precludes one set of guidelines from having universal applicability. Nevertheless, all meetings share the common objective of providing a forum for the communication of advancements in the field of the conference, both through formal paper presentations and informal discussions. Many provide social programs and awards ceremonies within the conference structure, and some include industrial exhibitions as an integral part of the conference. This manual takes as its objective a generic conference of moderate-to-large size, which would include all of these elements. It provides the framework to include all of the elements of conference planning and administration, leaving it up to the individual committee to select and adapt as it sees fit.

Section 2 describes the various types of conference involvement recognized by the IEEE and discusses the special circumstances pertaining to those conferences. We must note that many conferences are joint efforts between two or more organizations, including other national and international societies. **Section 3** provides the definition of the variety of meetings and their publications. In **Section 4** we present a big picture view of the generic conference: its events, the time line, and the organization of the Conference Committee. This section also provides a concise manual for organizing a small conference, so that not all the detailed functions described in later sections need to be followed in detail. Site selection for the larger conferences is usually done 3 to 5 years in advance, often before the complete Conference Committee is formed. This information is covered in **Section 5**. **Sections 6 through 14** go into the tasks and responsibilities of each of the Conference Committee's sub-committees in detail. We have attempted to make each section a stand-alone manual, such that the relevant sub-committee will have all the tools it needs in one place. After the conference is over, and the participants have departed, there are bills to be paid, reports to file, etc. **Section 15** outlines the post-conference responsibilities.

Any IEEE conference must abide by the rules and regulations of the body. This manual reflects the latest as set forth in the IEEE Bylaws and the IEEE Policies and Procedures Manual. Nevertheless, the Conference Chair should obtain copies of the latest versions for reference, through Conferences Services. This manual, as well as the forms contained therein, are available on disk through IEEE Conference Services.

1.1 PURPOSE OF A CONFERENCE

The purpose of the conference should be clearly defined. The objectives should be based on the needs of those attending. Technical excellence, applicability, relevance and timeliness should characterize all presentation. Typical purposes for conducting a conference are:

- * To provide a meeting that will further the progress of all IEEE entities, including Societies, Councils, Regions, Sections, and Chapters, and thereby, better serve the interest of all IEEE members and the community at large
- * To provide a meeting that will stimulate growth and advance the state of knowledge in the field of electrical and electronics engineering covered by the conference
- * To provide a forum for free discussion of new ideas, research, development and applications, including techniques and methods to stimulate and inspire pioneering work
- * To acquire or stimulate high quality papers for publication in IEEE and other appropriate publications, such as conference Proceedings
- * To provide an atmosphere to enhance the interpersonal rapport of a large number of engineers interested in specialized and loosely related fields
- * To provide an exhibition of current hardware and/or software as a part of the first four purposes above
- * To provide opportunities for students and young engineers to meet their experienced peers and to stimulate them to join IEEE activities
- * No list of purposes can ever be considered complete. As other purposes -- consistent with the above seven -- come to mind, write them down and define them as guidance for others on the Conference Committee.

1.2 TRANSNATIONAL PARTICIPATION

IEEE is committed to enhancing transnational participation in IEEE Meetings. Transnational participation in IEEE Meetings can be enhanced by increasing efforts to attract Regions 7-10 participants to Regions 1-6 Meetings and by expanding the number of conferences and other Meetings held in Regions 7-10. The Technical Meetings & Services Committee (TMSC) has formulated recommendations and guidelines to help organizers of conferences, symposia, and workshops. These recommendations along with a collection of data and discussion of potential concerns are contained in two Sections of this manual.

The objective of Section 14 is to increase the participation by Regions 7-10 members at Regions 1-6 Meetings via a set of recommendations and the appointment of a Transnational Committee as part of the Conference Committee.

Section 4.6 addresses the issue of Regions 7-10 Transnational Meetings. It primarily highlights the issues and provides an appendix and country-specific annexes that makes specific recommendations for consideration by the conference organizers.

1.3 IEEE LOGO

1.3.1 Guidelines for General Usage

The IEEE Logo is registered with the U.S. Patent & Trademark Office and therefore must be accompanied by the ® (Registered Trademark) placed at the lower right.

The Logo should appear as a crisp, clear and distinguishable image, not a 2nd or 3rd generation reproduction.

The Logo may be displayed either as a solid image or an outline image. It is recommended that the display of the Logo be consistent throughout a publication/product.

The Logo must be:

- at least equal in size to any other logo(s)
- no smaller than 3/8 (approximately 1 cm) in height
- in a position of equal or greater prominence relative to any other logo(s) clearly visible
- unobscured by any other design or lettering

The Logo may be:

- printed in any one color with any other one color as a background

The Logotype must be:

- in a type size no smaller than 6 pt.
- in Helvetica Heavy or Helvetica Black

The Logotype IEEE may be:

- placed below the logo to create the logo composite

1.3.2. Use of the Logo at All IEEE Related Conferences/Meetings

Conference Proceedings

All Guidelines for General Usage apply to conference proceedings

A conference logo may be larger than the IEEE Logo. (Note: This conflict with General Guidelines is approved for this usage.)

The IEEE Logo should appear on the front cover of all IEEE owned/copyrighted publications/printed products. It is recommended that the Logo appear on publications spines and back cover.

The full name (The Institute of Electrical & Electronics Engineers, Inc.) must appear on the copyright page of any conference proceedings to which IEEE holds copyright. The full name should also appear in a prominent position, such as the cover or title page of all proceedings.

Conference Promotions

All Guidelines for General Usage apply to conference promotion material

Conferences which are sponsored solely by IEEE and/or its entities are encouraged to include the words The Institute of Electrical & Electronics Engineers, Inc. in a prominent position in appropriate promotional materials.

1.3.3. Overall Conference Applications

Guidelines for General Usage apply to overall conference applications.

Attendees should be made aware through the use of the Logo, Logotype/and Institute name that the event is sponsored by the IEEE, as proscribed by the basic guidelines

The letters IEEE should appear with an IEEE entity's name.

Complete guidelines for Use of the IEEE Logo and Logotype IEEE can be found on the IEEE Page, <http://www.ieee.org/copyright/> or by calling IEEE Copyright/Trademark Department (732) 562-3973.

1.3.4. Use of IEEE Networking the World

The slogan IEEE: Networking the World was created to provide a strong, clear identity for the Institute. Members, customers and others in the technical world now have an immediate point of reference when they think of the IEEE.

Frequent, consistent use of this slogan will help to make the Institute better recognized around the world. An addition, these three supportive points should be incorporated where appropriate.

- Fostering Technological Innovation
- Enabling Members' Careers
- Promoting Community Worldwide

The following guidelines were developed to aid IEEE volunteers and staff in using the slogan. Because the slogan should be used along with the IEEE Logo as much as possible, a general familiarity with the Guidelines for Use of the IEEE Logo is important, too. Anyone considering a new use of the combined logo/slogan is strongly encouraged to first consult the Logo Guidelines.

Slogan - Networking the World

The slogan must always be accompanied by the TM, which is the symbol for trademark. Alternatively, a line at the bottom or side of the page should state: Networking the World is a trademark of the Institute of Electrical and Electronics Engineers, Inc.

2.0 TYPES OF CONFERENCE INVOLVEMENT

As authorized in the bylaws, an IEEE entity -- either by itself, jointly with other IEEE entities, and/or jointly with non-IEEE entities -- may plan a conference for which registration fees will be charged. The IEEE Technical Activities Guide (TAG) contains a listing of all IEEE Conferences which submit a Meeting Information Schedule to IEEE Conference Services. It is published in hard copy form and is also available electronically via e-mail, FTP file and the IEEE Home Page (<http://www.ieee.org>).

IEEE provides for several types of involvement with conferences, as diagrammed on page 2-2.

2.1 SPONSORSHIP

- Sponsorship indicates complete responsibility in the technical, financial, publicity and administrative areas of the conference.
- In the technical/professional area, IEEE members will plan the scope of the program, organize panel discussions, invite special speakers and review and select contributed papers.
- In the financial area, IEEE members will be involved in preparing the conference budget, monitoring the financial affairs and preparing the final financial report.
- At least one IEEE entity (administrative unit) will assist in local arrangements, exhibits, publicity, public relations and publications.
- IEEE sponsored conferences are financially accountable to the sponsoring entities and to IEEE Headquarters.
- The Proceedings of IEEE sponsored conferences qualify for distribution through the IEEE Book Broker Program.
- IEEE sponsored conferences are entitled to IEEE services at the non-profit rate.
- IEEE sponsored conferences must have the IEEE logo and name included in the conference title and all conference publications and announcements.

2.2 CO-SPONSORSHIP

- Co-sponsorship indicates a shared significant involvement in the technical, financial, publicity and administrative areas of the conference, as defined under sponsorship.
- IEEE Co-sponsored conferences are entitled to IEEE services at the non-profit rate.
- For IEEE Co-sponsored conferences it is recommended that the IEEE logo be used in all conference publications and announcements.

2.3 TECHNICAL CO-SPONSORSHIP

Technical Co-sponsorship indicates direct and substantial involvement in the organization of the technical program without sponsor credit or financial involvement. It also involves encouraging members to submit papers and attend the conference through availability of the appropriate IEEE Society mailing list.

The involved IEEE entity may wish to negotiate a variety of issues with the sponsoring organization, including registration fees for IEEE Members, possible post-conference sales of proceedings through the Book Broker program, and other issues that benefit the Conference and the future interaction with the sponsoring organization.

2.4 COOPERATION

The cooperating IEEE Entity may wish to negotiate a variety of issues with the sponsoring organization, including registration fees for IEEE Members, possible post-conference sales of proceedings through the Book Broker program, assist with the publicity and encourage individual members to submit papers and attend the conference through availability of the appropriate IEEE Society mailing list. IEEE has no financial involvement.

TYPES OF IEEE INVOLVEMENT, RESPONSIBILITY & SERVICES AVAILABLE

<i>RESPONSIBILITY</i>	SPONSOR	CO-SPONSOR	TECHNICAL CO-SPONSOR	COOPERATE
FINANCIAL	Full	Must Specify Limits of Sharing	None	None
ADMINISTRATION	Full	Must Specify Limits of Sharing	None	None
TECHNICAL/ PROFESSIONAL	Full	Full	Direct, Without Sponsor Credit	None
PUBLICITY	Full	Full	Assist	Assist
USE OF IEEE LOGO	Yes	Yes	None	None
<hr/>				
<i>SERVICES AVAILABLE</i>	SPONSOR	CO-SPONSOR	TECHNICAL CO-SPONSOR	COOPERATE
PUBLICITY	Listing in TAG	Listing in TAG	Topical Listing in TAG	Topical Listing in TAG
POST- CONFERENCE PROCEEDINGS SALES	Book Broker Program <i>(if eligible)</i>	Book Broker Program <i>(if eligible)</i>	Book Broker Program <i>(if eligible)</i>	Book Broker Program <i>(if eligible)</i>
AT THE NON- PROFIT RATE	Author Kits Mailing List Non-profit Postal Permit Printing Services	Author Kits Mailing List Non-profit Postal Permit Printing Services	Mailing Lists	Mailing Lists
AT MARKET RATE	General Management Services Exhibit Management Financial Management	Site Selection Publicity Hotel Reservations	Registration Paper Entry Travel Services	

3.0 DEFINITIONS OF MEETINGS AND THEIR PUBLICATIONS

There is a wide variety of names given to IEEE meetings and meeting publications. It is difficult to distinguish between such terms as Conference, Symposium or Workshop. It is equally difficult to distinguish between such publication names as Proceedings, Record, Digest or Tutorial. In the case of IEEE journals, a formal set of definitions clearly delineates between IEEE Transactions and IEEE Magazines. An appropriate set of definitions for various meeting types, as well as for various types of meeting publications, will hopefully reduce the existing confusion and promote understanding.

It is understood that, over the years, some meetings and meeting publications have developed well-recognized names that may not conform to these definitions and "grandfathering" these as exceptions may be necessary. However, it is hoped that new meetings, as well as those that have not developed a longstanding name recognition for the meetings or their publications, will begin to use the appropriate names as defined, or modify them, as required, with additional descriptors.

3.1 MEETINGS

The term Meeting is the generic name given to a number of events, including tutorial, workshop, symposium and conference. Even though this manual is intended for all types of meetings, its full utility is apparent when organizing a Conference.

Throughout the rest of this manual, the terms "conference" and "meeting" can be used interchangeably.

- (1) IEEE Conference - A conference is a major meeting which covers a specialized (vertical) or broad range (horizontal) of set topics. Conferences typically accommodate more than 250 attendees and are of several days duration.

The program of a conference is designed to provide maximum opportunity for presentation of high quality papers appropriate to the defined scope of the conference. To this end, a Call for Papers (see item 8 under Section 3.2) is issued to attract the most qualified presenters possible. Presentations are accepted after appropriate peer review.

Conferences may include, or be held in conjunction with, symposia, workshops or tutorials.

- (2) Symposium - Similar to a conference, a symposium is a meeting which covers a more specialized range of topics. It typically has less than 250 attendees and runs one or more days. Its program is handled much as in the same manner as an IEEE conference.

Symposia may include workshops or tutorials.

- (3) Workshop - A workshop is a small meeting where most attendees are expected to actively participate in the interchange. The number of attendees usually does not exceed 100 registrants.

A workshop is usually limited to a narrow topical area and is often organized to explore an emerging technology. In order to promote good communications between speakers and attendees, workshops are frequently held in an isolated setting where meeting and lodging space is limited, allowing for maximum interaction between attendees.

Workshops may include tutorials.

- (4) Tutorial - A tutorial is taught by one or more instructors who are recognized experts in a specific field. The purpose of the tutorial is to educate a relatively small group of attendees on a selected topic. Research topics are generally excluded from tutorials.

Frequently, IEEE entities compensate the instructor(s) for their services and collect a special fee from all attendees; if the tutorial is part of a larger meeting, the charge is separate from other registration costs.

The instructor(s) should provide the attendees with sets of lecture notes.

3.2 PUBLICATIONS

The following are the definitions of meeting publications. The names in parentheses are no longer to be used; these are synonyms for the new terms and are to be discouraged.

- (1) Proceedings (Record) - A Proceedings is the collection of the papers presented at a meeting. It may also contain additional information on other activities of the meeting.
- (2) Digest (Compendium, Collection of Abstracts, Book of Abstracts) - A Digest is the collection of the significant papers presented at a meeting. It may also be a collection of the summaries (each usually 1 or 2 pages in length) of all the papers presented at a meeting.
- (3) Tutorial - A Tutorial is a collection of materials specifically prepared for this publication by editors, and/or reprints of appropriate articles published in the subject area. They are usually used in conjunction with a tutorial presentation.
- (4) Tutorial Visuals (Workbook) - Tutorial Visuals are a collection of the visuals used during a tutorial presentation. They may also contain examples and problems.
- (5) Reprint (Preprint) - A Reprint is the publication of a single paper.
- (6) Abstracts - A collection of statements that comprises the essential points of the paper. (The length of the Abstract is determined by the Program Committee.)

- (7) Paper - A Paper is the full manuscript (within the specified page limit of the meeting) of the material presented typically at a meeting or published by an author.
- (8) Call For Papers - The Call for Papers is a public announcement of a meeting. It contains the name of the meeting and sponsors, location, dates, subject material requested, format, address for submission and contact for additional information.
- (9) Advance Announcement - The Advance Announcement provides the information about the meeting. It contains the name of the meeting and sponsors, location, dates, list of sessions and contact for additional information. It may also contain meeting and registration forms.
- (10) Advance Program - An Advance Program is a promotional piece for a meeting that contains the name of the meeting and sponsors, location, exact dates, detailed information on sessions, other meeting activities, meeting and registration forms and contact for additional information.
- (11) Final Program - A Final Program is distributed at the meeting. It contains the name of the meeting and sponsors, location, exact dates, corrected detailed information on sessions and other meeting activities.
- (12) Exhibit Guide - A booklet describing the exhibits and other information related to the exhibits or the exhibitors.

4.0 ORGANIZING, PLANNING AND SCHEDULING THE CONFERENCE

Organizing, planning and scheduling are the cornerstone of related activities that support a successful conference. Lack of attention in one area will affect the other two and lead to difficulties at the conference.

4.1 ORGANIZING

The most critical step for the successful conduct of a conference is the organization of a competent Conference Committee approximately two to three years prior to the conference. Larger conferences might require even earlier formation of this committee. Its purpose is to supervise and direct the various working committees and subcommittees. It is recommended that, at a minimum, the working committees listed below be organized to serve under the guidance and direction of the Conference Committee; each functioning independently, but in close planning liaison with each other.

- (1) Program Committee
- (2) Publications Committee
- (3) Publicity and Public Relations Committee
- (4) Finance Committee
- (5) Audit Committee (as required)
- (6) Exhibits Committee (when needed)
- (7) Local Arrangements Committee
- (8) Registration Committee

A representative organization chart of a Conference Committee is shown on page 4-13.

4.1.1 Authorization

The sponsoring entities will appoint a General Chair of the conference, who will serve as chair of the Conference Committee. The General Chair must be a member of IEEE. In conferences of which IEEE is a joint sponsor, Chairs of the Conference Committees should be members of either IEEE or the co-sponsoring Societies. Exceptions may be made only with the consent of the conference policy-making committee. The General Chair will appoint working committee chairs who will select the members of their respective committees. These chairs will be included in the membership of the Conference Committee. Names and addresses of these chairs should be reported to the sponsoring entity's governing body and to IEEE Conference Services. The General Chair may also appoint a vice chair, secretary and other individuals to serve on the Conference Committee. These may include, but are not limited to:

- Computer Program Coordinator
- Hotel Arrangements Chair
- Treasurer
- Social Activities Chair
- Volunteer Coordinator
- Audio/Visual Coordinator

The General Chair has considerable latitude in the organization of his Committee. **However, the model outlined on page 4-13 has proven successful over the years, and deviations from this model should be carefully considered.**

4.1.2 Selection Criteria for Chairs

Extreme care should be taken in selection of the members of the Conference Committee for several reasons. Members should be of sufficient stature within their organization, profession and IEEE to assure they can obtain cooperation and handle the job. All key appointees must have agreement from their employer when they accept conference responsibility. Management must be aware of, and agree to, the commitment being made.

The first criteria for selection is, of course, the individual talents (organizational, leadership, etc.) which are necessary to efficiently plan and run a successful conference. It is beneficial to have on the Committee members who have held several offices within IEEE (such as within local Section or Chapter). They should also be competent managers, preferably with business experience and a well-rounded technical background. Ideally, appointments will be made from as many organizations as possible to give as broad a perspective as possible to the available talent and, in addition, draw from as wide a support base as possible. For the highly intensive committees the key qualities in the selection of a chair are energy, dedication, commitment, and attention to detail.

4.1.3 Co-Sponsorship Organization

It is recommended that when an IEEE entity co-sponsors a conference with one or more non-IEEE entities, the co-sponsoring entities sign a letter of agreement which will define the operating and financial aspects governing that co-sponsorship. It is further recommended that this letter of agreement should include the name and purpose of the conference, dates and location, and the composition and method of appointment of the Conference Committee, as well as the authority delegated to it. **A sample of such a Memorandum of Understanding, (MOU), is shown on page 4-15.**

4.1.4 Conflict of Interest

It is the responsibility of all volunteer members of an IEEE activity to consider each item of business where they have a vote or decision of authority in order to determine if a conflict of interest exists.

The person in charge of the activity should be immediately notified should there be such a potential conflict of interest.

4.2 PLANNING

Planning is best accomplished by dividing responsibilities among the various committees, as suggested here and in the other sections of this Guide. The various working committee chairs should provide the liaison through the Conference Committee, as well as by expeditious direct contact among themselves.

4.2.1 The Conference Committee

The Conference Committee through its General Chair is responsible to the sponsoring entity(s) for the organization and coordination of all other committees necessary to plan and administer the

conference. It is incumbent upon the Conference Committee to send written notification to the appropriate geographic and technical entities at the very beginning of the planning stage. A copy of this letter should be forwarded to IEEE Conference Services.

The Conference Committee will hold meetings as necessary to ensure that satisfactory progress is being made and will report regularly to the sponsoring entity.

A key factor in setting the conference dates is the avoidance of conflicting conferences on similar topics.

4.2.1.1. Financial Responsibility

The Conference Committee will have the final responsibility of budget preparation for the conference and will determine if an advance loan of working capital will be necessary. Budgets and requests for loans will be submitted to the sponsoring entities for review and approval. Budgets should be submitted to appropriate IEEE entities for final approval: Societies, Regions -- to IEEE Conference Services; Sections, Chapters -- to Regional Conference Committee. Loans are to be repaid within one month after the conference.

Conference bank accounts are to be closed and the funds distributed as soon as possible after the conference. Within six months after the conference, the Conference Committee, through its General Chair, will render to the sponsoring entities a Detailed Final Financial Report. The Conference Committee will be responsible for the post-conference audit and distribution of any surplus funds or physical assets (e.g., extra copies of conference Proceedings) in accordance with documented pre-conference arrangements. Time periods may be extended in exceptional cases.

Please identify checks by indicating the name and dates of the conference.

4.2.2 The Program Committee

(See Section 6.0)

The Program Committee, in cooperation with the governing bodies of the sponsoring entities and the Conference Committee, will determine the topic and arrange for the technical program of the conference.

The Program Chair is charged with the responsibility of developing a program of the greatest possible technical and educational value to the members of the sponsoring entities. This committee will contact all prospective authors and session organizers and will work with the General Chair of the conference in coordinating sessions with keynote sessions. The Program Chair is responsible for implementing all phases of the program, which include:

- Leadership in stimulating the program
- Solicitation, review and selection of conference presentations
- Organization of that portion of the program which carries out the themes and mini-themes as appropriate
- Preparation of the Call for Papers
- Procurement of written material as required for the Conference Proceedings, Advance Program, and Final Program
- Logistics of all sessions
- Conferring with authors, speakers, and session chairs at Speakers' Breakfast

This Committee will be responsible for arranging for appropriate authors kits and setting up maximum paper length, coordinated through the Publications Committee, and ensuring that paper submissions are suitable for publication. In addition to securing competent authors for various sessions, it will request the Local Arrangements Committee to make arrangements for all necessary facilities for presentations at the sessions.

The Program Committee will provide the necessary program information to the Publicity and Public Relations Committee for advance publicity purposes.

This committee works with the Registration Committee to provide the data on speakers and sessions chairs that may be helpful to the registration process.

Some functions listed above may not be relevant to small meetings with limited scope or those involving a limited number of invited speakers only.

4.2.3 The Publications Committee

(See Section 7.0)

In the absence of specific guidelines from the sponsoring entity concerning the conference publication, the Publications Committee will develop recommendations for the Conference Committee. The Publications Committee will recommend whether the publication should consist of complete papers (separate or bound) or only contain an abstract/digest of each paper.

If a bound volume of papers has been specified, the Publications Committee will see that the papers are printed in the proper form and bound with an appropriate cover as economically as possible. The bound volume will be known as a Conference Proceedings or Digest. The committee, in cooperation with the Program Committee, will establish the schedule for review, selection, editing and publication of papers. The Publications Committee will be responsible for obtaining IEEE Catalog, ISBN, and Library of Congress numbers for the Proceedings.

The Publications Committee will also be responsible for compiling, editing, and printing Call For Papers, Advance Programs, and Final Programs, as well as several other items such as flyers, stationery, luncheon and banquet menus, and newsletters.

The cost of IEEE conference publications normally will be borne entirely by the conference. The sponsoring entity may sometimes share directly in publishing individual conference papers in regular issues or a supplemental publication.

4.2.4 The Publicity and Public Relations Committee

(See Section 8.0)

The primary purpose of the Publicity and Public Relations Committee is to publicize the conference in a way that promotes optimum attendance. Emphasis should be placed on the program of the conference. The Committee will work closely with the International, Local Arrangements, Publications, Exhibits, and Program Committees. Steps to be taken for this purpose include:

- (1) Use of previous attendance lists.
- (2) Use of selected mailing lists that are available from IEEE which will give the conference the optimum technical and geographical coverage by direct mail promotion.
- (3) Promotion of the conference through appropriate IEEE and non-IEEE publications and other news media.
- (4) Advertising in suitable media.
- (5) Placement of advertising material at other conferences.

4.2.5 The Finance Committee

(See Section 9.0)

The Chair of the Finance Committee (who will usually serve as the Conference Treasurer) will be responsible for carrying out the financial policies that have been approved by the Conference Committee to ensure that the conference will operate within the approved budget. Conference officers and personnel hired to process registration at the conference must be bonded from the time funds are first available until the books are closed. This bonding is contingent upon submittal and IEEE approval of the conference budget and the required IEEE Request for Conference Insurance form.

The Treasurer will be a member of and act for the Conference Committee by coordinating the budget estimates of the working committees, preparing a realistic and practical conference budget and submitting it through the Conference Committee to the sponsoring entity for approval. Budgets should be submitted to the appropriate IEEE entities accompanied by written approval of the sponsoring entity.

A bank account should be established in the **name of the conference**. (e.g., 1998 IEEE Conference on Plasma Sciences), by the Treasurer. This account shall be in the name of the conference and not in the name of an individual. For US bank accounts, the required IEEE IRS Identification Number for the bank account is given in paragraph 9.1.1.2.

The Treasurer will also be responsible for reviewing final performance against budget, drafting the post-conference financial reports, protecting the assets of the conference, repaying all loans and distributing surplus money and physical assets on behalf of the Conference Committee in accordance with agreements approved prior to the conference. Please identify checks by indicating the name and dates of the conference.

4.2.6 The Audit Committee

(See Section 10.0)

IEEE policy calls for auditing of all conferences whose budget (revenue or expense) exceeds US \$100,000. The Conference Chair may have the conference financial reports audited by an independent professional outside source, or he/she may ask IEEE Operations Audit Department, (OA), to arrange for the audit. At its option, IEEE's external auditor may select four or five of the largest conferences for review. Conferences with revenues/expenses of less than \$100,000 will be audited on a rotational basis under the OA arrangement. In cases where small conferences are not selected by OA for audit in a given year, the Conference Chair should appoint an Audit Committee to review the conference financials before submitting the final report.

In all cases where the conference audit is completed by a source other than that provided by OA, a copy of the subject audit report should be submitted with the final report to IEEE Conference Services for review by OA.

4.2.7 The Exhibits Committee

(See Section 11.0)

Exhibitions held in connection with IEEE-sponsored conferences must be clearly oriented along scientific, educational, literary and technical lines. The Chair of the Exhibits Committee should be thoroughly conversant with the breadth of the technical field from which exhibits will be solicited, and the exhibits should be an integrated part of the conference program.

The IEEE is defined by the U.S. Internal Revenue Service as a not-for-profit 501c(3) organization. As such, the IRS has established regulations which permit sales and order taking at IEEE sponsored exhibitions without subjecting it to tax on unrelated business income. Therefore, IEEE will permit its conferences and exhibitions to allow sales and order taking. For regions 7-10, other local taxing authorities may apply.

For Regions 1-6, technical expositions designed for "scientific, educational and literary" purposes, as defined by Section 501c(3) of the Internal Revenue Code of 1954, may be organized by IEEE entities only when held in conjunction with meetings, conferences or symposia with substantial programs and with prior approval from the sponsoring entity. In order to comply with IRS constraints, the exhibition should not be referred to as a "show" or a "trade show".

The Chair of the Exhibits Committee is responsible for contacting, contracting and arranging (with the Local Arrangements Chair) for exhibit space and other requirements. **See IEEE Hotel Contract - Meetings With Exhibits (page 4-17) and Exhibit Space Application Contract (page 4-23).**

4.2.8 The Local Arrangements Committee

(See Section 12.0)

The primary purpose of the Local Arrangements Committee is to carry out the plans outlined by the Conference Committee and to assist the other working committees in handling specific responsibilities for meeting facilities, hotel reservations, local publicity, printing (coordinated through the publications subcommittee), hospitality, inspection trips, transportation, social activities and local finances.

The Local Arrangements Chair may appoint various subcommittees to assist in effectively coordinating the implementation of conference plans at the local level. Subcommittees may be appointed to carry out responsibilities in the following areas:

- (1) Meeting facilities and liaison
- (2) Sign age and audio-visual arrangements
- (3) Hotel reservations
- (4) Inspection trips and tours
- (5) Hospitality and guest activities.
- (6) Communications
- (7) Registration (for small meetings)

For smaller conferences the registration process is sometimes included within the responsibility of the Local Arrangement Committee.

4.2.9 The Registration Committee

(See Section 13.0)

The Registration Committee must develop and implement plans for the conference registration (both advance and on-site) procedures and logistics. Since the registration procedures are one of the first, and most lasting, impressions of the conference, it is imperative that the registration process be efficient and friendly. Reviewing the registration system and procedures at prior conferences is a must for successful registration process. Coordination with all other members of the Conference Committee is required; good interpersonal skills are also a basic requirement of the Registration Chair and Committee members.

4.3 SCHEDULING

Timely planning and timely actions result in a successful conference. These planning steps start approximately 24 to 36 months before the conference date. **Typical Planning Schedule for an IEEE Conference, page 4-25**, lists actions which lead to such a successful conference. Certain items, such as insurance and financial filings, are IEEE requirements and are highlighted in the table. The forms referred to in the schedule are described or referenced in later appropriate sections of this guide. Selection of a meeting site must be made to suit specific conference needs. For more detailed information on the process for site selection, please contact IEEE Conference Services.

The Typical Planning Schedule on page 4-25 is useful as a working document, using the right hand column for actual dates.

4.3.1 Conference Filing Information

As soon as feasible -- but no later than 18 months before the conference -- an IEEE Meeting Information Schedule form should be submitted to IEEE Conference Services. **The form and its instructions are shown on pages 4-27.** These forms are supplied by IEEE Conference Services on request. Early submission of conference information provides for appropriate listing and publication in TAG, which gives early publicity to the professional community. Note that filing for insurance should also be done at this time. All contracts entered into by the Conference Committee are to be forwarded to the appropriate IEEE entities and IEEE Conference Services.

4.3.2 Insurance Forms

All IEEE meetings should be insured against liability. It is mandatory that the Request for Conference Insurance form be submitted together with a listing of the Conference Committee members to obtain this coverage. It is strongly recommended that these forms be submitted with the IEEE Meeting Information Schedule form. Any questions on insurance may be referred to IEEE Conference Services. (See page 4-29)

4.3.3 Business Interruption Insurance

The blanket insurance policy that applies to all IEEE sponsored conferences does not include coverage for business interruption insurance (e.g. cancellation due to weather, war, natural disasters, etc.). The premium for this insurance is relatively high, but it might be worth considering if the conference being planned has high fixed costs or contractual obligations (e.g., exhibitions) that would result in a serious financial loss in the event the conference is not held. IEEE Conference Services can provide further information on the benefits of this insurance and maintains an up-to-date list of insurers and premiums.

4.4 SMALL CONFERENCE MANAGEMENT FUNCTIONS

A small conference may combine several of the special committees into one or have one-person committees. Such conferences may not need section 5 to 15 of this manual in their entirety.

4.5 CONFERENCE MANAGEMENT PROVIDERS CONTRACTS

Some conferences contract outside professional service providers to manage all or parts of the conference. Conference services providers are many and provide various types of services. Price ranges vary widely depending on the size and type of conference and the professional level of the services desired. Services can be acquired for a flat fee or a fee may be based on the number of conference registrants. Conference organizers must be sure that they are receiving the services wanted and needed for the fee(s) being paid. IEEE does not endorse any service providers but IEEE Conference Services can assist in making the sure that the contracts conform to IEEE policies. Conference Management Services Organizations generally provide management support in these areas:

- Site Selection
- General Management Services
- Financial Administration
- Paper Entry Management
- Registration
- Promotion
- Publications
- Manage Exhibit Program
- Hotel Reservations
- Travel Services

When hiring a Freelance/Independent Contractor in Regions 1-6 to work for the conference (not through an agency), the conference is required to get the individuals social security number and home address. After the individual has completed their assignment and has been paid, the

conference should supply the Controller's Office in Piscataway, New Jersey with a listing showing Social Security Number, Name, Address and Amount Paid for each individual by December 31. The Controller's Office will be responsible for issuing the 1099 Form to each individual and for the reporting to the Internal Revenue Service. All payments must be reported in the year the payee received payment. Similar requirements may apply in Regions 7-10. (See **paragraph 9.6.1. and the AIEEE Organizational Unit Worker Classification & IRS Reporting Form** at the end of section 9)

IEEE Conference Management & Travel Services can provide management support to the Conference Committee. The services offered are cost competitive with commercial meeting management organizations, but have the advantage of providing reliable, and competent personnel skilled in running IEEE meetings. Because the centralized staff organization provides these services to all IEEE entities, they have detailed knowledge of the past performance of vendors and, are in an excellent position to obtain the best possible deals on paper entry, registration, publicity, printing and distribution of programs and proceedings, hotels, airlines, car rentals, and tours. Since IEEE trained personnel are skilled in the operation of the standard IEEE computer programs to handle registration and paper tracking, these services can be handled swiftly and efficiently.

All services are offered for activities in all regions. Of course, Conference Committees are free to choose just the services they require, and shall make all basic policy decisions regarding their meetings.

For further information on the services offered, and to obtain free information on the availability and rates for your meeting call the IEEE Manager of Conference Services at (732)-562-3878, conference.services@ieee.org.

4.6 CONFERENCES HELD IN REGIONS 7-10

As a transnational society, over 30 percent of the IEEE membership resides outside the United States. As a service to this important segment of our membership, IEEE encourages its entities to consider holding meetings in Regions 7-10. In addition to serving present members, meetings outside of the United States provide the opportunity for the IEEE to attract new members.

The experience of meetings held regularly in Regions 7-10 is generally favorable. Since the customs and regulations of countries may vary considerably from those of the United States, it is prudent to plan these meetings carefully, with adequate support from the members resident in the area of the meeting. A checklist of items which organizers of meetings in Regions 7-10 should be alerted to is as follows:

- Essential to obtain the cooperation/support of the local national society
- Allow for longer lead time in planning for the conference
- Early and careful budget planning is essential to success
- Awareness of visa requirements
- Customs

- 1) Be sure that the conference material being brought into the host country is not restricted
 - 2) Consider a drop shipment of mail for local mailing
- Awareness of taxes which are part of the cost of producing the Conference Proceedings, for example the "value added tax" VAT. (See Section 9.6)
 - Have contracts involving large amounts of money be reviewed by an attorney in the host country where the contract is written, as legal systems and laws governing contracts differ
 - Knowledge of financial issues such as getting money out of a country, exchange rates, etc.

IEEE is strongly encouraging the enhanced participation in the sponsorship or co-sponsorship of technical meetings in Regions 7-10. In order to assist entities who may wish to consider such meetings, we provide the information in **Appendix A** that details the experiences in holding such meetings and a check list that help minimizes the risks and improve the quality of the meeting. Country specific annexes are also being compiled and will be made available.

4.7 COOPERATION OF TECHNICAL/PROFESSIONAL & GEOGRAPHIC ENTITIES IN CONFERENCES

Successful conferences are based on the strong cooperation of more than one IEEE entity. For example, the **cooperation of both technical/professional, and geographic entities is crucial to the success of IEEE technical conferences**. Similar cooperation is essential for the organization of Educational or Standards meetings with a section or a chapter. If all IEEE entities are involved in the organization of the conference as early as possible -- preferably before any arrangements have been made -- it may be able to ensure that activities are run smoothly and that volunteers are available to assist in running the conference. It is required that such involvement precede the selection of the conference location for the conference to receive IEEE approvals.

4.7.1 Preliminary Conference Proposal

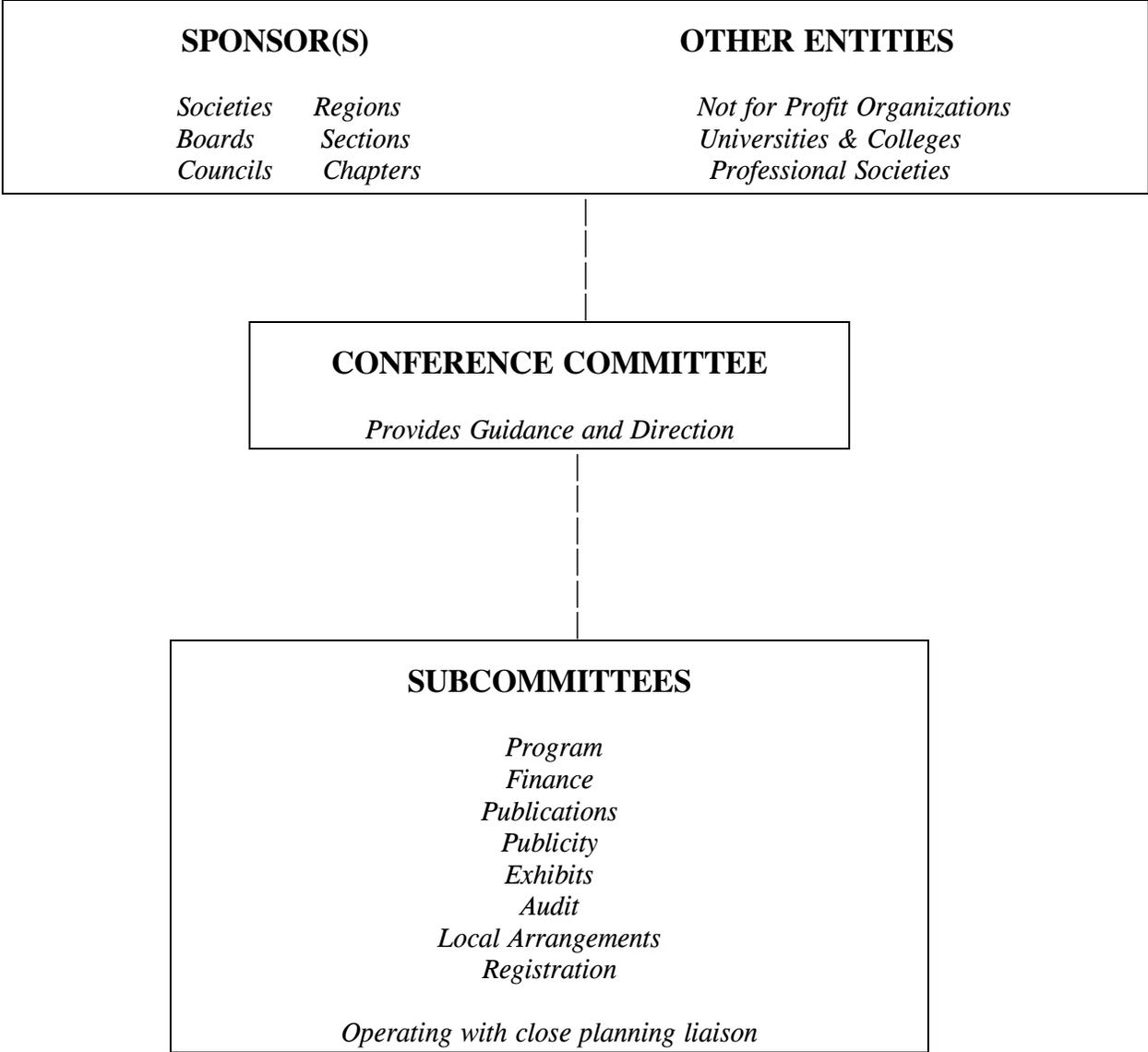
A preliminary conference proposal prepared (well in advance of the Conference) by an IEEE entity and presented to the sponsoring entity may include the following:

- An analysis of the amount of corporate/organizational support available in the local area
- A statement of intent concerning financial participation
- A statement of the advantages of conducting the Conference in the specific location
- A statement of the professional interest in the local area

4.7.2 Memorandum of Understanding

Once the relationship between the IEEE entities has been established, a Memorandum of Understanding should be signed by the participating entities which indicates the financial and arrangements and other responsibilities of the involved parties. A copy of the co-signed agreement should be forwarded to IEEE Conference Services so notification can be placed in the IEEE Technical Activities Guide (TAG). (See **Sample Memorandum of Understanding - page 4-13**)

CONFERENCE ORGANIZATION CHART



MEMORANDUM OF UNDERSTANDING
EXAMPLE

By this document the _____ as an IEEE geographic entity, proposes to accept cosponsorship with the IEEE _____ technical entity, for the operation of a conference to be known as _____ to be held in _____ during _____ subject to the following conditions:

I. The _____ as the IEEE geographic entity, does hereby agree to participate in the operation of a local Conference Committee specifically established to plan and manage the subject Conference in accordance with the IEEE Conference Organization Manual, and the IEEE _____ technical entity's meetings and conferences requirements.

II. The _____ as the host, also agrees to be a joint financial sponsor with the IEEE _____ Society in this Conference by contributing financially with the intent that a portion of any surplus accrued from the successful operation of this conference will be returned to the sponsors.

Financially participating local IEEE entities may provide ??% or less of the total advance funding for a specific conference. Any surplus after return of the advances, will be prorated to the joint sponsors in accordance with the percentage contribution made to the total advance. Should losses occur, making full recovery of the advances by the sponsors impossible, partial recovery will be afforded by prorating the loss against the advances in terms of the percent contribution respectively to the total advance. In no case will a local entity be liable for any operational losses exceeding the amount of its advance.

The _____ as a joint sponsor agrees to provide an advance of \$ _____ representing _____ % of the total advances of \$ _____ provided by all of the sponsors.

III. This executed Memorandum of Understanding by an authorized officer of the local entity, upon being accepted and signed by the Chairman of the Conference constitutes mutual agreement between the IEEE _____ Society and is binding on the sponsoring organizations and their current and future officers until the subject Conference financial report is accepted by the sponsors and IEEE headquarters and the Conference is officially closed.

IV. The Conference will be conducted according to IEEE Bylaws.

SUBMITTED AND ACCEPTED BY:

Signature _____

Name _____

Date _____

Title _____

CHAIR - Geographic Entity

SUBMITTED AND ACCEPTED BY:

Signature _____

Name _____

Date _____

Title _____

CHAIR - Technical Entity

Endorsed by Conference Chair _____

A. Final room rates for the Meeting are to be established no later than one (1) year prior to the official opening day of the Meeting. The Hotel's current conference group convention room rates are:

Single \$ _____
Double \$ _____
Govt. \$ _____
Suites

Suites:
1 Bedroom \$ _____
2 Bedrooms \$ _____

1. (In no event will the rates charged for rooms during the Meeting be more than _____% per year higher than the current conference or group rates.)

.....OR

2. (The rates will apply for the Meeting will be at least 15% less than the published rack rates or _____.)

The applicable sales/room tax will be added to the room rate. Rooms currently are subject to a _____% sales/room tax. In addition, the current occupancy tax of _____% if applicable, will also be applied.

B. The above special rates will apply at least three (3) days prior to and three (3) days after the Meeting dates to accommodate those who wish to extend their visits.

C. The Hotel will supply rooms as staff/committee rooms at the special rate of \$ _____ per room per night, in addition to the complimentary rooms discussed below.

IV. COMPLIMENTARY ROOMS

A. The Hotel will provide one (1) complimentary room to be used by the IEEE over the inclusive meeting dates, per 50 rooms picked up based on peak night occupancy. These may be allocated by the IEEE in any manner over the actual conference dates or immediately before or immediately after the dates. A single or double room is counted as one (1) room, one-bedroom suite as two (2) rooms, etc.

B. In addition, the Hotel will provide the IEEE with a one-bedroom suite over the inclusive meeting dates on a complimentary basis above and beyond the one per fifth complimentary allotment.

C. Any unused complimentary units will be deducted from the IEEE's Master Account based on the quoted unit rate times the number of unused room nights.

V. RESERVATIONS

A. All reservations will be made, at the IEEE's option, by way of the IEEE's housing form or by the use of reservation cards supplied by the Hotel. The Hotel will provide self-addressed reservation reply cards up to three (3) times the amount of the peak commitment at no charge. If the IEEE requires additional cards, the cards will be charged at the Hotel cost. If the IEEE's housing form is used, it will be sent to the Hotel for approval prior to publication. The reservation "cut-off date" will be (date) at 5:00 p.m., after which the parties will negotiate a staggered room release. Reservations received after this date will be accepted by the Hotel on a space available basis at the conference rates and will be credited to the room block. The Hotel will adhere to the policy and procedures of the IEEE in reserving rooms for attendees, as long as these procedures are consistent with normal operational methods of the Hotel. All cancellations received by the Hotel prior to the cut-off date will revert back to the IEEE's room block.

B. The Hotel will hold all guest reservations until 6:00 p.m. on the date of arrival. The Hotel may require a deposit in advance from the individual guest to guarantee a particular reservation for late arrival (i.e., arrival after 6:00 p.m.). To guarantee an individual reservation, a guest must either (1) send a check or money order covering the first night's room rate plus applicable sales tax, or (2) send a signed letter or card number authorizing the Hotel to charge the room deposit and applicable sales tax to the guest's major credit card. The IEEE will publicize the Hotel's advance deposit requirements to individuals planning to attend the meeting. Should guests cancel a reservation, deposits will be refunded by the

Hotel if notice is received prior to 6:00 p.m. of the arrival date. The Hotel will allow name changes without any penalty.

C. If the Hotel cannot honor a guaranteed reservation for an attendee on the date specified, the Hotel will secure and assume the financial responsibility for ground transportation and comparable or better accommodations at the nearest hotel possible. Comparable or better accommodations and ground transportation to and from the alternate accommodations shall be provided at the Hotel's expense for as many days as the Hotel is unable to accommodate the attendee. If the Hotel cannot honor a non-guaranteed reservation on the date specified, the Hotel will assist the attendee in finding alternate accommodations at the nearest hotel possible.

D. The Hotel's check in time is _____. Guests are permitted to check-in earlier subject to room availability. Hotel check-out time is _____.

VI. FACILITIES AND SERVICES

Paragraph A Alternate 1:

A. The Hotel will hold public meeting and function space for the IEEE as outlined at the conclusion of this section. This space will be provided at no charge to the IEEE. The Hotel will accommodate additional meeting or banquet space needs on an availability basis. The Hotel will not reassign contracted space unless it is approved by the IEEE.

(Continue with Paragraphs B-G)

Paragraph A Alternate 2:

A. The Hotel will reserve all of its public meeting and function rooms for the use of the IEEE for the duration of the meeting or until such rooms are expressly released back to the Hotel by the IEEE. This space will be provided at no charge to the IEEE. The IEEE will attempt to provide a tentative program of meeting rooms and events at least six (6) months prior to the Meeting and a definite program no later than two (2) months prior to the Meeting.

B. The Hotel will provide adequate space for a registration area and a minimum of two (2) six-foot publication and information tables.

C. There shall be no charge to the IEEE for the set-up of meeting rooms as directed by the IEEE. The Hotel will provide, at no charge, certain equipment usual to the types of meetings and events scheduled, including, but not limited to the following: standing lecterns, easels, pads and pencils for school room set-up, registration tables and chairs, permanent screen, water and glasses, and the house sound system.

D. The Hotel shall provide at least one (1) complimentary microphone per meeting room per day provided that the room has an in-house sound system. This microphone may be a table, lectern, or lavalier microphone, depending on instructions of the IEEE.

E. The Hotel shall not charge for storing the IEEE's conference materials, such as registration kits, conference proceedings and IEEE publications for up to four (4) days prior to the start of the Meeting and up to two (2) days after the Meeting ends. Hotel housemen will assist in moving these materials to the registration area at no charge.

F. The Hotel will provide a VIP amenity for the conference chair and will provide up to two (2) round trip limousine or shuttle van runs if such transportation is available.

G. The Hotel shall specify in writing all services provided by the Hotel for which there is a cost to the IEEE and shall identify any all exclusive service contracts. The Hotel shall also specify in writing any unions that are under contract in the hotel and if so, what are the jurisdiction and responsibilities of each union, any applicable rates and the expiration date for each union contract.

VII. FOOD AND BEVERAGE

Alternate 1: (For contracts signed one (1) year or less prior to the Meeting)

A. Current banquet food and beverage prices will be confirmed by the Hotel nine (9) months prior to the official opening day of the Meeting regardless of menu increases henceforth from that date. Should standard published banquet prices not be the norm for the Hotel, the Hotel agrees to produce a menu with published prices to be used by the IEEE as a standard reference with respect to budget pricing. The IEEE will supply the Hotel's Catering Department with a final guarantee of food requirements forty-eight (48) hours in advance. It is understood that the IEEE acknowledges payment based on this number as a guaranteed minimum. The Hotel will be prepared to serve at least five (5) percent over the minimum. The current gratuity charge is _____ percent and the gratuity is not taxed.

Alternate 2: (For contracts signed more than one (1) year prior to the Meeting)

A. Banquet food and beverage prices will be confirmed by the Hotel no later than nine (9) months prior to the official opening date of the conference. In no event will the prices be more than _____% higher than current food and beverage prices. Should standard published banquet prices not be the norm for the Hotel, the Hotel agrees to produce a menu with published prices to be used by the IEEE as a standard reference with respect to budget pricing. The IEEE will supply the Hotel's Catering Department with a final guarantee of food requirements 48 hours in advance. It is understood that the IEEE acknowledges payment based on this number as a guaranteed minimum. The Hotel will be prepared to serve at least five (5) percent over this minimum. The current gratuity charge is _____ percent and the gratuity is not taxed.

VIII. EXHIBITS

A. The Hotel shall reserve exhibit space to accommodate a minimum of _____ booths of (usually 8' x 10', or 10' x 10') dimension in (name of room).

Move-In: Decorator move-in will begin on (day/date/time). Exhibitor move-in will begin on (day/date/time).

Show Hours: To be determined.

Move-Out: Exhibit move-out will take place on (day/date) beginning at (time) and progress through to (day/date/time).

Paragraph B, Alternate 1:

B. All exhibit rental charges will be waived.

(Continue with Paragraphs C-D)

Paragraph B, Alternate 2:

B. Exhibit hall space rates will be charged on a net square foot basis (8' x 10' booth = 80 square feet x _____ cents per net square foot = _____). Only commercial exhibits not exhibits of the IEEE itself or of other non-profit organizations, will be levied with the above formula. Any minimum charges on exhibit space are not to exceed two-thirds (2/3's) of the projected net square footage charge.

The above rental charges include:

1. The exhibit facility as normally used for similar exhibits.
2. General Hotel maintenance, including but not limited to, cleaning of aisles, hotel lighting, heating, air conditioning, ventilation, etc.
3. Normal Hotel security.

The above rental charges do not include additional specific requirements that must be contracted for by the Society or individual exhibitors:

1. Drayage and placement of display equipment.
2. Decoration and related services.
3. Guard services.
4. Labor, i.e., carpenters, electricians and drapery men.
5. Storage of any exhibit related material.
6. Lighting and electrical power.
7. Natural gas, water supply, or compressed air.

C. The Hotel shall allow no exhibits in hotel guest rooms or signs not placed by the IEEE, unless authorized in writing by the IEEE.

D. The Hotel shall provide floor plans and information on exhibit size limitations, equipment restrictions, elevators, load levels, fire codes, drains, utilities, and labor requirements and types of services available as an attachment to this Agreement.

IX. BILLING

A. All room, tax and incidental charges are billed on an individual basis, with the exception of those specified to be applied to the Master Account. The Hotel shall establish a Master Account for the IEEE for those charges specified and authorized by the IEEE. Authorized group food and beverage charges are to be billed to the Master Account. At least three (3) weeks prior to the Meeting, the Hotel will receive the Master Account billing instruction to include the following: the names of those authorized to sign the Master Account; the names of individuals whose room charges are to be billed to the Master Account and what charges will be billed; and the names of those occupying complimentary rooms and what charges will be billed.

B. If the Hotel wishes, an IEEE representative will review all charges with the Hotel's Credit Manager or Comptroller in charge of accounts receivable prior to the IEEE's departure. The IEEE will make payment of all undisputed charges within 30 days after receipt of the Hotel's bill, provided such bill is completed with all supporting documentation and receipts.

X. CONFERENCE REPORT

The Hotel will provide a full report on the Meeting to the IEEE no later than one (1) month after the Meeting concludes. This should include number of rooms used (by date), cancellation and no-show factor, number and type of sleeping rooms used in each category (singles, doubles, suites, etc..) and the number of guaranteed versus the number of served at each meal function.

XI. OBLIGATIONS OF THE HOTEL

A. The Hotel agrees to give reasonable and adequate notification to the IEEE of any construction or remodeling to be performed in the Hotel which might interfere with the Meeting or the agreed upon housing of persons attending. In such event, the Hotel must provide equal alternate space within the Hotel for satisfactory conduct of the IEEE's program or housing of persons attending.

B. It may be incorporated within this Agreement that the Hotel is required to improve, remodel, or create certain rooms or add or acquire services prior to the Meeting. The nature and details of such changes shall be specified and mutually agreed upon by both parties in a signed writing.

C. The Hotel agrees to notify promptly the IEEE (i.e., within 10 days of booking) of any concurrent or overlapping meetings, conventions, special events, or other attractions planned to be held in the Hotel during the Meeting. The Hotel represents and warrants that there will be no such events or other outside distractions that could affect the ordinary use of the meeting rooms or other facilities to be used by the IEEE and its attendees.

D. The Hotel warrants that it is in compliance with all municipal, local, state and federal regulations which apply to its facilities and operations, including building codes, fire codes, etc., and will obtain all permits and licenses required to provide the services covered by this Agreement.

E. Failure of the Hotel to meet its obligations described above would, without limitation, be cause for a reduction in the IEEE's room block or termination of this Agreement.

XII. TERMINATION

This Agreement may be terminated by either party upon the giving of written notice at least (years) (months) (days) prior to the dates of the meeting or no later than (specific date). After such date, this Agreement may only be terminated for cause upon written notice given by either party to the other. "Cause" shall include, but not be limited to, a breach of the obligations under Section XI of this Agreement. It is further provided that there shall be no right of termination for the sole purpose of holding the same meeting in some other facility or city and/or for the sole purpose of booking another organization. In the event of any termination of this Agreement in accordance with the above provision, Hotel will immediately refund any deposit or money paid in advance by the IEEE or its attendees.

(CLAUSE TO BE USED WHEN MULTIPLE FACILITIES ARE BEING USED)

Further, the performance of this Agreement by the IEEE is contingent upon the availability of (name of facility) as the site for the IEEE 's (meeting). If for any reason beyond the control of the IEEE, the (name of facility) shall not be available, or shall not be in acceptable condition, this Agreement may be terminated by written notice from the IEEE to the Hotel.

XIII. INDEMNIFICATIONS AND INSURANCE

A. The Hotel agrees to hold harmless the IEEE, its officers, directors, volunteer leaders, and employees, from any and all claims of liability arising from the holding of the Meeting at the Hotel, unless based on the intentional or negligent Acts of the IEEE or its authorized representatives, and shall indemnify the IEEE for all costs of defending such claims, including all expenses, damages awards, or settlement amounts.

B. The Hotel and the IEEE each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the facility during the meeting.

XIV. MISCELLANEOUS

A. This Agreement is binding on the parties, their successors, assigns, and transferee and constitutes the entire Agreement between them, superseding any and all previous agreements, oral or written. No modification or waiver of any term or amendment to this Agreement shall be effective unless signed in writing by both parties.

B. This Agreement shall be interpreted in accordance with and governed by the laws of the State of New York.

C. This Agreement may not be assigned or transferred to another party without the written consent of the other.

D. The performance of this Agreement by either party may be affected by acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergency or event beyond the control of the parties making it inadvisable, illegal, or impossible to provide the accommodations and/or meeting facilities or to hold the Meeting. This Agreement may be terminated for any one or more of such reasons by written notice from one party to the other.

The authorized individual signing this Agreement on behalf of the Hotel hereby represents that he/she is an authorized representative of the Hotel and duly authorized to sign this Agreement and that signing this Agreement indicates that all arrangements as outlined are definite and confirmed. The authorized

individual signing this Agreement on behalf of the IEEE represents that he/she is an authorized representative of the IEEE and duly authorized to sign this Agreement and that signing this Agreement indicates that all arrangements as outlined are definite and confirmed.

Accepted By:

Authorized Signature for IEEE

Authorized Signature for Hotel

Name

Name

Title

Title

Date

Date

EXHIBIT SPACE APPLICATION CONTRACT

INSTRUCTIONS

- 1 Please read both sides of this contract carefully and print or type all information requested.
- 2 Complete and sign original copy and send to: _____
 A 50% deposit of the total rental will be due upon invoicing from the Exhibits Chair.
- 3 Confirmation of your booth assignment will be sent to you in the form of one signed copy of this contract.

BOOTH SPACE

Please refer to the accompanying Exhibit Hall Floor Plan and select desired space in order of preference. **BOOTH CHARGES ARE BASED ON A COST OF _____ PER SQUARE FOOT FOR CONTRACTS RECEIVED BEFORE _____ AND _____ PER SQUARE FOOT**

AFTER _____
 Booth rental fee also includes one full registration for every _____ Booths. Minimum-one full registration.

CHOICE	BOOTH NO(S).	TOTAL AMOUNT
First	_____	_____
Second	_____	_____
Third	_____	_____
Fourth	_____	_____

Companies from which you desire separation:

Companies you wish to be near:

The Exhibit Chair, in its sole discretion, reserve the right to make changes in space assignments that it deems are in the overall best interests of the Exhibit.

PRODUCT DESCRIPTION

The following is a description of the product and general information concerning what we plan to display:

TECHNICAL LIAISON

Name of person to be contacted for the technical aspect of your product. (Include address and telephone number if different from below):
 This person would also be our interface for the Exhibitor Technical Presentations.

COMPANY LIAISON

Name of person to be in charge of Exhibit, and to whom instructions should be sent (include address and telephone number if difference from below):

A 50% deposit will be due upon invoicing. In accordance, the undersigned agrees to the following provisions: Space will be assigned by The Exhibits Chair on the basis of priority order and the order in which the Application/Contracts are received. If Exhibitor fails to pay the balance of space rental on or before _____, Exhibitor's right to exhibit may be canceled without further notice or refund of any deposit. If exhibitor cancels its participation in the Exhibit, such cancellation shall be considered on its part, and any monies paid hereunder shall be retained by the Conference as liquidated damages. **EXHIBITOR AND THE CONFERENCE SHALL BE BOUND BY THE TERMS, CONDITIONS AND RULES for exhibiting in an IEEE TECHNICAL EXHIBIT.**

COMPANY/ORGANIZATION _____
 MAILING ADDRESS _____

TELEPHONE () _____
 CITY _____ STATE _____ ZIP CODE: _____ FAX #: () _____

BY _____ (Authorized Signature) DATE: _____
 NAME: _____ (Please Print) TITLE: _____ (Please Print)

FOR MANAGEMENT'S USE ONLY

Total Booth Space Rental _____ Contract Received _____
 Total Amount Due _____ Date Space Confirmed _____
 Deposit Due on Space Rental _____ Booth Assigned _____
 Deposit on Space Rental Received _____ By _____

REGULATIONS AND CONDITIONS OF CONTRACT

This Agreement made this _____ day of _____ 19 _____. By and Between, _____ (Company/Organization) and IEEE _____ Conference hereinafter all _____ Collectively referred to as AThe Management, and _____ (Sponsors/Management Co.) (Conference Name)

1. PURPOSE AND ARRANGEMENT OF EXHIBITS

Exhibits are to educate an audience by dramatic demonstrations and presentations. They shall be so arranged as not to obstruct the general view nor hide the Exhibits of others. Plans for specially-built displays not in accordance with regulations should be submitted to The Management before construction is ordered.

Rental Space. Includes the following exhibit equipment: 12' high backwall, 48" high side rails, plus a 7" x 44" sign featuring the Exhibitor's name. General guard security and general aisle cleaning are provided. Aisle carpeting is also included.

Standard Exhibits. Regular and specially-built backwalls including signs may not exceed an overall height of 12'. The backwall height for wall locations may not exceed 12'. Low side dividers between exhibits should not exceed 48" in height. Any shared wall that ends at an aisle cannot be used as a full backwall 12' in height completely across. Instead it must drop to a 48" height at a point 5' from any aisle and remain at 48" to the aisle. The exception to this rule are the smaller (10'x 10', 10'x 20', 10'x 30') linear booths with a common backwall touching an aisle. In this case the backwall may remain at 12' in height and the sidewalls must drop to 48", 5' from the aisle. Every exhibitor shall be allowed a backwall of at least 10'.

Crossover Area Displays. Crossover area displays will not be permitted.

Two Story Exhibits. The Management prohibits the use of 2 story exhibits.

Cubistic or Free-Form Displays. These may be constructed in any manner desired, within the areas designated, except the upper 40% of each display must be at least 50% open.

Island Exhibits. These have four open sides. This type of exhibit must limit any walls or other display items to 12' in height.

Note: Island exhibit space is limited.

Peninsula Exhibits. These face on three aisles. This type of exhibit must adhere to the backwall rule stated in "Standard Exhibits" above. No item may be more than 12' in height.

Equipment. All equipment must adhere to the 12' height restriction.

Finished Surfaces. All exposed areas of the Exhibit must be finished or draped surfaces including the back and sides. No graphics, logos or print facing into another booth will be allowed. All such material must face into the aisle or into the Exhibitor's own booth.

Any part of any booth needing a finished surface at 3:00 PM the day prior to show opening will be draped at the expense of the Exhibitor. Show Management will decide whether such drape is needed.

2. INSTALLATION AND DISMANTLING OF EXHIBITS

Information for installation and dismantling of exhibits will be sent to you via comprehensive instruction bulletins in ample time to prepare for these activities.

3. FIRE, SAFETY AND HEALTH

The Exhibitor assumes all responsibility for compliance with local, City and State ordinances and regulations covering fire, safety and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the Exhibitor.

No children under the age of fourteen (14) shall be allowed in the Exhibit Hall.

4. UNION LABOR

Exhibitor must comply with all union regulations applicable to installing, dismantling and display of the Exhibits.

5. FILM, SOUND DEVICES AND LIGHTING

If moving pictures are used, the Exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors.

If loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. Sound will be checked with a decibel meter.

Operating equipment that emits excessive noise must be run before or after exhibit hours for specific demonstrations only.

The Management reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which are offensive or otherwise distract from the exposition as a whole.

6. SUBLETTING OF SPACE

The Exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from other firms than his own in the exhibit space without written consent of The Management. Only one company shall be considered as The Exhibitor, any other company or unit in the space shall be considered a subsidiary or affiliate.

7. EXHIBITOR'S PERSONNEL AND OTHER CONSIDERATIONS

Distribution of advertising matter and souvenirs must be confined to exhibitor's spaces. Undignified methods of attracting attention will not be permitted. The Management does not permit any sales or order-taking on the Exhibit floor. The Management reserves the right to prohibit an exhibit or part of an exhibit which in its judgement may detract from the character of or may be considered objectionable to the exposition as a whole. The use and distribution of balloons of any type is prohibited in the Exhibit Hall.

Signs showing the name of a firm to which a piece of equipment is being shipped may be displayed provided that the words "Being Shipped To" are over the name of the recipient and the word "Sold" is not used. Prices may not be displayed on equipment or in the booth.

Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form is not permitted.

Vehicles, vans, trailers or any other vehicles used for advertisement and display may not be parked on the Exhibit property or any property contiguous to or abutting on the Exhibit property.

PROFESSIONAL DRESS CODE. Models, demonstrators, hostesses and other employees and personnel in the Exhibit hall must be attired in a businesslike, professional, tasteful manner. Costumes are not allowed. Failure of an exhibitor to meet this requirement is grounds for immediate removal of the offending person from the Exhibit hall. The Management shall have the sole and complete authority in the interpretation of this policy.

All promotional plans must be submitted to The Management for approval. Exhibitors are prohibited from bringing or distributing food or beverages into the Exhibit area.

8. OFFICIAL CONTRACTORS

An official Contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, cleaning or any other service. No exhibitor or representative shall contract for such services with other than the said official Contractor without the express written consent of The Management, which, for reasons of security, in its sole discretion can deny such permission.

9. LIABILITY AND INSURANCE

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and same, The Management, _____, and its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of _____, its employees and agents.

In addition, Exhibitors acknowledge that The Management and _____ do not maintain insurance covering exhibit property and that it is the responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.

10. STORAGE

Included in space rental is the storage of packaging boxes and crates during the Exhibit. Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, The Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, The Management assumes no responsibility for damages or loss of boxes or crates.

11. UNOCCUPIED SPACE

The Management reserves the right, should any rented exhibitors space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent any space to any other exhibitor, or use said space in any other manner, but this clause shall not be construed as affecting the obligation of the Exhibitor to pay the full amount specified in his invoice for space rental under the terms of the contract.

12. INABILITY TO PERFORM

If The Management should be prevented from holding the exposition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the Exhibit or to occupy his space due to circumstances beyond its control, The Management will refund to the Exhibitor the amount of the rental paid by him, less a proportionate share of the exposition expenses, and The Management shall have no further obligation or liability to the Exhibitor. If the Exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

13. OBSERVANCE OF LAWS

Exhibitor shall abide by and observe all laws, regulations and ordinances of any applicable government authority and all rules of _____.

14. ASSIGNMENT OF EXHIBIT SPACE

The Management shall assign the Exhibit Space to the Exhibitor for the period of the Exhibit (provided the Exhibit Building is made available to The Management) in priority order based on the Design Automation Conference priority rules and/or receipt of contract. Such assignment is made for the period of this Exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the Exhibitor's space choices whenever possible, but The Management's decision will be final. The Management reserves the right to transfer assignments where such action is deemed to be in the best interest of the total exhibition. The Management reserves the right to withdraw its acceptance of this Application/Contract if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product or services is not eligible to participate or the Exhibitor's product or services is not eligible to be displayed in this Exhibit.

15. AMENDMENTS

The regulations have been formulated for the best interest of the Exhibitors as well as this Exposition and The Management. All matters and questions not covered by these regulations are subject to the decisions of The Management. The regulations may be amended at any time by The Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

16. MISCELLANEOUS

This contract shall be subject to interpretation by Colorado law and the venue for all legal proceedings involving or arising from this contract shall be in the District Court for Boulder County, Colorado.

No waiver of any term or condition of this contract by either party shall be deemed to imply or constitute a further waiver of the same term or condition or any other term or condition of this contract.

RENTAL INFORMATION

Our charge for display space at the _____ Exhibits is \$ _____ per square foot for 100 square foot increments (10' x 10'). HOWEVER, IF YOUR APPLICATION IS RECEIVED PRIOR TO _____, THE COST TO YOU WOULD BE AT \$ _____ PER SQUARE FOOT. MAKE YOUR PLANS NOW TO PARTICIPATE AND TAKE ADVANTAGE OF THESE SAVINGS.

BOOTH RENTAL INCLUDES:

- Illuminated exhibit space with 12'-backwall drape if needed and 4'-high side rails.
- A 7" x 44" identification sign with your company's name, city, state and booth number.
- General exhibit hall security service.
- Daily aisle cleaning service.
- An Exhibitor's Manual which, in addition to pertinent and updated marketing information, supplies forms you'll be needing to order equipment and services.

EXTRA PRIVILEGES

- A descriptive listing in our official Exhibits Guide, which can later serve your prospective buyers as a product directory. You will be given an opportunity to advertise in this publication. This will give your _____ marketing objectives added impact.
- Priority space selection for _____
- First choice of hotel accommodations, including hospitality suites.
- A complimentary list of _____ registrants, after the show for post-conference follow-up.
- ONE free conference registration for every 5 booths. Minimum: One full registration.

CANCELLATION/REDUCTION OF SPACE POLICY

Based on the refund schedule below, the portion of credit that you will receive for the amount of space reduced, will be applied to the total amount due for the smaller space. Furthermore, cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of The Management and again only based on the following schedule.

CANCELLATION AFTER DATE

After _____ but before _____

SCHEDULE OF REFUND/CREDIT

80% of the total amount paid as of the date of cancellation or reduction of space.

After _____ but before _____

50% of the total amount paid as of the date of cancellation or reduction of space.

After _____ NO REFUND OR CREDIT at any time.

In the case of a merger, payments received will be transferred to the parent company. However, a 20% administrative charge based upon both space rental of the merged company will be assessed. This clause will remain in effect thru _____. After that date the parent company will not receive any payment credits accrued by the acquired company.

The Exhibitor assumes entire responsibility and hereby agrees to indemnify The Management for the loss of any sales, present or future, which may result from the cancellation or reduction of space.

Hotel rooms and suites at _____ participating hotels shall be canceled immediately upon notification of cancellation of booth space at the _____. The participating hotels have contractually agreed to, and are bound by, this provision. There are no exceptions to this cancellation rule.

TYPICAL PLANNING SCHEDULE FOR AN IEEE CONFERENCE

PRE-CONFERENCE ACTION TO BE TAKEN <i>(Bold indicates IEEE requirements)</i>	Minimum Deadlines* Before Date of Conference	Actual or Planned Date
Sponsoring entity agreement with other sponsoring organizations	24-22 Months	
Appointment of General Chair, organization of conference committees, notify appropriate IEEE entities of name of General Chair	22-20 Months	
Meeting of the conference committee for the selection of conference name, location, date, facility -- check for conflicts	28-20 Months	
Submit AIEEE Meeting Information Schedule[≡] and AIEEE Insurance Forms[≡] to IEEE Conference Services for listing in TAG and to obtain insurance coverage	28-20 Months	
Submittal of IEEE Conference Budget Forms A Summary Financial Report[≡], Part I: Income, Part II: Expense and Social Functions to appropriate IEEE entity	20-16 Months	
First announcements and call for papers	18-16 Months	
Submit IEEE Conference Publication Form to IEEE TAB Products	14-12 Months	
Conference Committee meeting - preferably at conference location	12-10 Months	
Paper titles and abstracts, summaries or full text to Program Chairman	10-6 Months	
Publicity to trade magazines with news release	6-3 Months	
Tentative detailed program with sessions titles, list of authors, speakers and special events	5 Months	
Material for Proceedings to Program Chair for approval and to the Publications Chair for editing	5-4 Months	
Printing of announcements or advance programs	5-3 Months	
Manuscript due at printer when Conference Proceedings is to be printed and available at Conference	3 Months	
Mailing of Advance Programs and registration information	3 Months	
Final publicity in IEEE publications (including titles of all sessions)	2 Months	
Deadline for on-site registration	1-2 Months	

*Deadlines may vary by size of conference

TYPICAL PLANNING SCHEDULE FOR AN IEEE CONFERENCE

Cont=d

PRE-CONFERENCE ACTION TO BE TAKEN <i>(Bold indicates IEEE requirements)</i>	Minimum Deadlines Before Date of Conference	Actual or Planned Date
Conference proceedings should be available, if mailed to advance registrants	1 Month	
Local publicity	1 Month - 1 Week	
Copies of Conference Proceedings for distribution at conference and IEEE Book Broker	1 Week	

POST CONFERENCE ACTION TO BE TAKEN <i>(Bold indicates IEEE requirements)</i>	Maximum Deadline After Conference	Actual or Planned Date
Preliminary conference report on attendance, solvency, and inventory of conference proceedings	2 Weeks	
Make arrangements for a Professional Independent Audit	4 Weeks	
Return of Conference Loan to IEEE entity	4 Weeks	
Submit Preliminary Financial report to appropriate IEEE entity	3 Months	
Submit Final Financial report to appropriate IEEE entity, including audit and distribution of remaining funds and audit	6-12 Months	



IEEE
Networking the World™

MEETING INFORMATION SCHEDULE

See reverse side for instructions on how to complete this form

1. Full Title of Conference _____ 2. Dates of Conference _____

3. Location of Conference (full name and address) _____

4. Conference maintain a Home Page on the WWW? Yes No WWW URL: _____

5. Estimated Attendance _____ 6. Exhibits Yes No

7. Will there be a Conference Publication? Yes No
If yes, check one: Conference Record Other (explain) _____

8. Identify IEEE entity(s) involved as either Sponsor, Co-Sponsor, Technical Co-Sponsorship or Cooperating and the percentage of involvement. These terms are defined on the reverse side.

Type of Involvement

	S	CS	Financial Percentage	T	C
Entity _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
Entity _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
Entity _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
Entity _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %	<input type="checkbox"/>	<input type="checkbox"/>

Identify Non-IEEE entity(s) involved and the financial percentage of involvement:

	S	CS	Financial Percentage	T	C
Entity _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
Entity _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ %	<input type="checkbox"/>	<input type="checkbox"/>

9. Has the section within whose geographical boundaries the Conference is being held been notified? Yes No
If yes, who was contacted? _____
Name Section

10. Has an IEEE Conference Insurance Form been submitted? Yes No

ADMINISTRATION

For the following Conference officers, enter first name, middle initial and last name, plus complete address and telephone number.

CONFERENCE CHAIRMAN

Address _____
Tel. No. _____ Fax No. _____ E-Mail _____

INFORMATION CONTACT

Address _____
Tel. No. _____ Fax No. _____ E-Mail _____

COMMITTEE MEMBERS

If available, please attach to this form a complete list of Conference Committee members, their titles, addresses, and telephone numbers.

SUBMITTED BY:

Address _____
Tel. No. _____ Fax No. _____ E-Mail _____
Conference Position _____

SIGNATURE

Date _____

RETURN TO: IEEE CONFERENCE SERVICES
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, N.J. 08855-1331, U.S.A.
FAX: (732) 981-1769
KEEP A COPY FOR YOUR RECORDS



REQUEST FOR CONFERENCE INSURANCE

Regions 1-6

(Conferences Held in USA)

Conference Insurance Office
IEEE Service Center
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331
(732) 981-0060 Ext.5388
FAX (732) 981-0538

The following coverage is in effect for the conference dates listed below. The form must be completed in full and received by the Conference Insurance Office with a list of the conference officers and committee members at least 90 days prior to the start of the conference.

Conference Name _____

Conference Dates _____

Conference Hotel or Center _____

Conference Location (City, State & Zip Code) _____

CONFERENCE IS FINANCIALLY CO-SPONSORED: Yes No

Co-Sponsor Name(s): _____

The coverage listed below (except In and Out Robbery) will be furnished to the conference at no direct charge except where additional coverage is requested.

EMPLOYEE DISHONESTY: \$1,000,000 (\$5,000 Deductible)
If a limit higher than \$1,000,000 is required, specify amount and attach explanation \$ _____

RENTAL OF EQUIPMENT: \$125,000 (\$1,000 Deductible)
If a limit higher than \$125,000 is required, specify amount and attach explanation \$ _____

BODILY INJURY & PROPERTY DAMAGE: \$1,000,000 and \$10,000,000 (\$10,000 Self-Insured Retention) umbrella liability.

LIMITED VOLUNTEER PERSONAL LIABILITY: \$1,000,000
A list of officer and committee members must accompany Request for Conference Insurance.

IN & OUT ROBBERY: (Optional-check box if desired): \$25,000 (\$5,000 Deductible)
Note: There will be a charge to the conference of approximately \$100. Higher limits are available upon request.

CONFERENCE WILL CHARTER: Bus Other (explain) _____
See special note regarding transportation rental.

CERTIFICATE OF INSURANCE

You may be required to furnish evidence of IEEE Insurance to a third party. If so, indicate name and address of third party and their requirements. *(Please type or print)*

 Name: _____
 Conference Title: _____
 Address: _____

 Phone No. () _____
 Fax No. () _____
 Signature: _____
 Date: _____

FOR OFFICIAL USE ONLY	
CONF DATE	_____ _____ _____ <i>Day Mo. Yr.</i>
Date Rcvd:	_____
Date Ack :	_____
Off & Ctm List	_____
Charter Cert.	_____
<input type="checkbox"/>	IN & OUT ROBBERY
-	AON Inv. Req. _____
-	Inv. to Conf. _____
-	Check to AON _____
<input type="checkbox"/>	INSURANCE CLAIM
<input type="checkbox"/>	FILE COMPLETE

CONFERENCE INSURANCE INFORMATION

These instructions are intended solely for the use of conference personnel. The explanation of insurance coverage relates specifically to their application for a conference and not for other activities of IEEE.

This conference insurance is available only for conferences held in the United States. Please read all notes carefully.

Conferences held in Regions outside of the United States are covered by other IEEE conference insurance. For details, write to the Conference Insurance Office, IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08855-1331 USA.

The insurance coverage obtained by IEEE protects the interests of IEEE and not necessarily the interests of individuals. Please review **Limited Volunteer Liability Coverage** for information pertaining to individual coverage.

AUTOMATIC COVERAGE

The coverage summarized below (except In and out Robbery) will be furnished to the conference for its scheduled dates upon receipt of the Request for Conference Insurance Form which should be received by the IEEE Conference Insurance Office at least 90 days in advance of the event. In and Out Robbery must be requested by checking the proper box on this form. If you elect to have In and Out Robbery coverage, you will be billed separately by IEEE's insurance broker.

Employee Dishonesty-

IEEE has \$1,000,000 fidelity bond coverage for conference officers and personnel processing registration at a conference which covers loss through fraud or embezzlement. Coverage is provided from the time funds are first available to close of the conference's books. There is a \$5,000 deductible for this coverage. Higher limits can be obtained at an additional cost to the conference.

Rental of Equipment-

If you are renting or borrowing audio-visual equipment, computers, typewriters, etc., and should any of this equipment be lost, stolen or damaged then you will have \$125,000 worth of coverage, less a \$1,000 deductible. Higher limits can be obtained at an additional cost to the conference.

Bodily Injury and Property Damage-

IEEE carries a \$1,000,000 general liability policy that covers personal injury, death, and damage to property, real or personal. IEEE carries a \$10,000,000 umbrella policy. This covers only IEEE in the event of a suit and not individuals.

Limited Volunteer Liability Coverage-

This coverage is a part of our master Liability Policy and will cover all volunteers, officers and non-members who are engaged in management of an activity at a conference or meeting sponsored by an IEEE entity.

IEEE will protect the individual if sued because of their activity during a conference or meeting. This coverage will apply only during the term of the conference or meeting. **You must maintain a record of all officers and committee members who are actively engaged in the management of a conference or meeting. This list must accompany this application and be on file in the Conference Insurance Office.**

REQUESTED COVERAGE

In and Out Robbery-

This coverage is available upon request and provides insurance in the event of a hold up or robbery at registration, or while the money is being taken to the bank by an individual. In some cases you may be able to make arrangements with the hotel to take your cash and give you a check that can be deposited in your bank. \$25,000 of coverage can be requested and obtained for a charge to the conference of approximately \$100. There is a \$5,000 deductible.

SPECIAL NOTES-

Charter-In the event it is necessary to charter buses for transportation, be sure to obtain a Certificate of Insurance from the bus company, which indicates the coverages they carry for liability and property damage, and includes IEEE as an additional insured. Forward this information to the Conference Insurance Office at the address shown on this form. Ascertain if bus company has umbrella or excess coverage.

Do not charter boats or planes in the name of IEEE. Rather than charter, try to get carrier to sell you tickets for use on the boat or plane. If this is not possible and chartered boat or plane is necessary, you **must** obtain a Certificate of Insurance **naming IEEE as an additional insured** and forward the Certificate to IEEE. Try to get a minimum of \$1,000,000. IEEE will have our Insurance Consultant review all Certificates for adequacy and accuracy. **Our Liability coverage does not apply to boats or planes.**

The potential liability in a charter is very high, so please use extreme caution and call if you need further assistance.

Exhibits-If a Conference will have exhibits the following type of paragraph could be used in the exhibition contract:

"Loss or Damage...

Exhibitor agrees with IEEE that IEEE shall not be liable for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor and that Exhibitor will indemnify and hold harmless IEEE from all liability whatsoever, on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative."

You may want to obtain legal assistance locally to review your contract. If further assistance is needed, please call the Conference Insurance Office at **(732) 562-5388**.

Certificates-At times you may be required to furnish evidence of IEEE insurance to a third party, (e.g., hotel, convention center, etc.) Notify us of the complete circumstances and requirements and IEEE will attempt to obtain what you need. Usually there is no charge for this, but there may be special circumstances where a charge will be made.

Co-Sponsored Conferences-In order to be considered "Co-Sponsored," there must be significant financial involvement with an entity outside of IEEE. Obtain certificates of insurance from financial co-sponsors indicating what type and limits of coverage they carry. If IEEE controls 51% of the conference, it is easier to obtain coverage. Co-sponsored conferences are reviewed on an individual basis to determine if IEEE insurance will be furnished.

Incorporated-If a conference is separately incorporated, IEEE insurance will not apply. The conference must obtain its own coverage or contact the Conference Insurance Office for assistance in obtaining the required coverage.

Automatic Coverage-All coverage in Regions 1-6 are automatic except In & Out Robbery. You must request this coverage on the "Request for Conference Insurance" form. You will be billed separately for In & Out Robbery by our insurance brokers. All other charges will be allocated to all conferences by accounting charge to the conference sponsor.

Should you have any questions or wish information pertaining to additional coverage available, please contact the IEEE Conference Insurance Office.



REQUEST FOR CONFERENCE INSURANCE

Regions 7-8-9-10
(Conferences Held Outside USA)

Conference Insurance Office
IEEE Service Center
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331
(732) 981-0060 Ext.5388
FAX (732) 981-0538

The following coverage is in effect for the conference dates listed below. The form must be completed in full and received by the Conference Insurance Office with a list of the conference officers and committee members at least 90 days prior to the start of the conference.

CONFERENCE IS FINANCIALLY CO-SPONSORED: Yes No

Co-Sponsor Name(s): _____

Conference Name _____

Conference Dates _____

Conference Hotel or Center _____

Conference Location (City & Country) _____

EMPLOYEE DISHONESTY \$1,000,000
\$1,000 Deductible

RENTAL OF EQUIPMENT \$ 125,000
\$1,000 Deductible

MONEY & SECURITIES-IN & OUT ROBBERY \$ 25,000
\$1,000 Deductible

BODILY INJURY & PROPERTY DAMAGE \$1,000,000

AINSURED \$1,000,000
Includes volunteers while acting within the scope of their duties, only for the duration of the conference.

HIRED BUS COVERAGE \$1,000,000
This will provide coverage if you hire tour buses, and is in excess of any other collectible insurance.

UMBRELLA LIABILITY (Included in Domestic Umbrella) \$10,000,000
\$10,000 (Self-Insured Retention) Aggregate

See special note regarding transportation rental.

CONFERENCE CHAIRPERSON OR TREASURER-Please type or print the following information and sign this form.

Name: _____

Conference Title: _____

Address: _____

Phone No. () _____

Fax No. () _____

Signature: _____

Date _____

FOR OFFICIAL USE ONLY

Conf Date:

<i>Day</i>	<i>Mo.</i>	<i>Yr.</i>

Date Rcvd: _____

Date Ack _____

Off & Ctm List _____

INSURANCE CLAIM

FILE COMPLETE

CONFERENCE INSURANCE INFORMATION

These instructions are intended solely for the use of conference personnel. The explanation of insurance coverages relates specifically to their application for a conference and not for other activities of IEEE.

The insurance coverages obtained by IEEE protects the interests of IEEE and not necessarily the interests of individuals. Please review AINSURED Coverage for information pertaining to individual coverage.

The coverage available for conferences is as follows:

EMPLOYEE DISHONESTY-

IEEE has \$1,000,000 fidelity bond coverage for the conference officers and personnel hired to process registration at a conference, which covers loss through fraud or embezzlement. Coverage is provided from the time funds are first available to close of conference books.

RENTAL OF EQUIPMENT-

If you are renting or borrowing audio-visual equipment, computers, typewriters, etc., and if such equipment is lost, stolen or damaged then you have \$125,000 worth of coverage.

MONEY & SECURITIES - IN AND OUT ROBBERY-

This coverage provides insurance in the event of hold up or robbery at registration, or while the money is being moved by an individual. In some cases you may be able to make arrangements with the hotel to take cash and give you a check that can be deposited.

BODILY INJURY AND PROPERTY DAMAGE & UMBRELLA LIABILITY-

IEEE carries a \$1,000,000 limit policy that covers personal injury, death and damage to real or personal property. In addition, a \$10,000,000 umbrella policy is carried which covers only IEEE, and not individuals, in the event of a suit.

HIRED BUS COVERAGE- (Excess of Local (Foreign) Required Insurance)

IEEE Carries - \$1,000,000 coverage applicable to hired or rented buses for tours and plant visits.

CHARTERS-

Do not charter boats or planes in the name of IEEE. IEEE does not carry any coverage for this type of activity.

AINSURED Coverage- (Limited Volunteer Liability Coverage)

This coverage is a part of our master International Liability Policy and covers all volunteers, officers and non-members who are engaged in management of an activity at a conference or meeting sponsored by an IEEE entity.

IEEE will protect the individual who may be sued as a result of activities associated with a conference or meeting. This coverage will apply only during the term of the conference or meeting. **You must maintain a record of all officers and committee members who are actively engaged in the management of a conference or meeting. This list must accompany this application and be on file in the Conference Insurance Office.**

If you have any questions regarding insurance, please contact the Conference Insurance Office at least three months prior to the conference.

APPENDIX A

REGIONS 7-10 TRANSNATIONAL TECHNICAL MEETING

1.0 SURVEY

The following is a compilation of responses to a survey sent by the Technical Meeting Council through the IEEE Conference Service Office. The survey was sent in April 1992 to IEEE Societies and Council. Comments were made on problems and concerns. Recommendations are made as a result. The use of "conference" is meant to cover all technical meetings including conferences, symposia, and workshops. Only information related to experiences such as risks, concerns and factors critical for success are reported here. You may obtain information of actual meetings and the countries in which they were held directly from the IEEE Conference Services Department, as well as contacting entities who are holding such meetings as listed in TAG.

The result of the survey indicate the following Countries and Regions as the site of IEEE technical meetings held in the past:

REGION 7 -- Canada

REGION 8 -- Austria, Belgium, Finland, France, Germany, Hungary, Ireland, Israel, Italy, Malawi, Netherlands, Norway, Russia, Sweden, Switzerland, Scotland, Spain, Turkey, United Kingdom (England, Wales, Scotland), Yugoslavia.

REGION 9 -- Mexico, Brazil

REGION 10 -- China, India, Japan, Korea, Singapore, Taiwan

In many cases the involvement in such meetings were either co-sponsored or technically co-sponsored.

2.0 SUMMARY OF EXPERIENCES

- 2.1 Regions 7-10 Transnational Conferences are not new. Many Societies hold annual or alternating year conferences which in general have been quite successful.
- 2.2. Countries in which the conferences were held are most often industrial, developed countries with support from the government, local industries and/or local Societies or IEEE Regions (Regions 7-10).
- 2.3 English is almost always the spoken language used and is always, as far as can be seen, used in the Proceedings. The exceptions have been Portuguese in Brazil, German in Germany, and Russian in Russia. The comments were made that interpreters were sometimes desired. The language barrier with the organizing committee and most often with the hotel staff was cited as a problem.
- 2.4 The size of the meetings ranged from Workshops with around 50 attendees to many Conferences of the 300 to 500 size and then some quite successful meetings of over 1000 attendees.
- 2.5 Almost always the societies noted that they felt that the meetings were technically successful. Good technical exchange was indicated.

Risk -- No show of authors if adverse financial, political, or world situations existed.
- 2.6 Almost all de-emphasized any loses. Most did result in a relatively small loss. This seemed natural since the budget was set at a break even level. Very few (one or two) has sizable loses. Some (around six) experienced surpluses in the area of \$30k to \$70k. The larger meetings in Japan, Canada and Mexico were the ones with the larger surpluses. Several Societies established travel grants and some also provided non-returned seed money. In countries such as China there was solid government support; in Germany and Brazil and by necessity in Japan

there was industrial support. In many conferences, the societies were involved only on a technical program and publicity basis.

Risks:

- potential of low attendance.
- difficulty to react to a changing environment (difference between surplus or loss).
- poor budget planning.
- poor interaction among organizing committee members.

3.0 SPECIFIC COMMENTS AND RECOMMENDATIONS

3.1 CONFERENCE BUDGET DEVELOPMENT

Develop the budget carefully with a realistic estimate of a loss/surplus. Take into consideration possible fluctuations in exchange rates.

3.2 CONTINUOUS ATTENTION TO BUDGET

Periodically, the conference committee should review the budget for possible impact from exchange rate fluctuations.

3.3 CREDIT CARDS

Use credit cards to eliminate problems with exchange rates.

3.4 REGISTRATION

- ☐ Use credit cards or accept only checks against a single country's currency and banks (e.g. US).
- ☐ If at all possible, use US currency as a reference.
- ☐ Avoid purchase orders or wire transfers.
- ☐ Pre registration can be done in the host country or in both the host country and the US. (This depends on the committee and the availability of local support). Having the US preregistration in the US in US\$ has the advantage that only one currency exchange fee is paid on the US preregistrations, rather than each registrant paying a fee separately.
- ☐ Maintain close communications between committee members who reside in the different countries.
- ☐ Since transfer of money can be difficult, use funds collected locally to pay local bills, whenever possible.

3.5 TRANSFERRING CONFERENCE SURPLUSES

- ☐ Investigate during the planning phase if transfer of a surplus will be a problem.
- ☐ Be aware of the fact that in contrast with regions 1-6, most countries either do not have non-profit corporations or do not provide non-profit corporation with tax breaks.
- ☐ Check all regulations that are special to the country.
- ☐ Do no resort to illegal means of managing the conference or handling monies.

3.6 PRINTING

- Conference Proceedings can be printed in Regions 1-6 or in the country where the conference is held.
- If the Proceedings are printed outside the country in which the conference is held, the shipping may incur Custom expenses. This should be determined and included in the conference budget.
- Verify that there are no restriction on information transfer if the Proceedings will be shipped across country borders.
- Consider using bulk mailing with local distribution using local contacts in the host country to reduce mailing costs. If this mode of distribution is elected, allow for extra time due to possible shipping delays.

3.7 COST OF MANAGEMENT FIRMS

- Be aware that local firms may be very expensive. However, they may provide a great value if there is weak local support. The use of a local firm for a large conference may be essential if there is no local IEEE support.
- Work with the IEEE Section in the Region and have them as a co-sponsor, thus minimizing the need for a local Management firm.
- Work with other IEEE Societies that have the information base; consider using experienced societies as a co-sponsor.
- Work with local societies; they may charge a fee but it may be well worth it.

3.8 HOTELS

Be advised that

- Hotel accommodations and conference facilities present the most difficult problem.
- Hotels are costly, they provide no free meeting space, and local hotel taxes are outrageous.
- Meeting space in old hotels is small; parking is difficult.
- All services cost money and need to be included in the budgeting process.
- Hotel staff members are not always fluent in English.
- Electrical connections and specifications are often different than in the US.
- Audio visual services and equipment may be expensive.
- Local contacts and support are a big help in all of these matters.

3.9 TAXES

- Make certain that you are knowledgeable about the country's tax situation.
- Budget for local taxes on every service. These can be very high (e.g. 15% VAT in England).
- Be aware of high local taxes on hotels and meals.
- Investigate the possibility of a tax on conference registration and/or conference surplus.

3.10 LOCAL PARTICIPATION

- It is essential that local IEEE members participate in planning and running the conference.

3.11 COUNTRY AND GOVERNMENT INTEREST

- Seek local government and industrial support for the conference.
- A company's support is often considered essential to the success of conferences held in Japan.
- China has provided government support in planning and handling conference logistics.

3.12 HOW TO START

- Start with a small technical meeting to learn the special problems of holding a meeting in regions 7-10.

3.13 GENERAL ITEMS

- Keep in mind that a meeting which is traditionally held in Regions 1-6 might experience a 50% drop in attendance when held in regions 7-10.
- Make use of contacts in the host country.
- Contracts with hotels or Conference Management Firms can be quite different from US contracts and should be reviewed by a professional or an experienced person.

4.0 ADDITIONAL RECOMMENDATIONS

These recommendations are intended not just for Meeting Organizers but also to IEEE, TAB, and Society/Council Ad Coms, in order to promote conferences in Regions 7-10.

- 4.1 Establish a contact in the IEEE Conference Services Office for technical meetings in Regions 7-10.
- 4.2 Arrangement for local cooperation in the host country is suggested. And it is agreed that the new Technical Co-Sponsor form is much better than Participation or Cooperation.
- 4.3 Develop a list of volunteers and contacts in other Societies that could provide support or a knowledge base.
- 4.4 Make the increase or transnational conferences in Regions 7-10 an IEEE objective.
- 4.5 Provide a list of contacts in Regions 7-10 and a list of societies that might be used for co-sponsorship. Update yearly.
- 4.6 Track and report on Regions 7-10 technical meetings. Provide a report for committees. Record contacts, success, problems, and general comments.
- 4.7 Encourage technical success over financial, but emphasize the need for a well-thought out budget with contingencies at least 10%.
- 4.8 Develop a Regions 7-10 Conference guide with suggestions, contacts, risks and also encouragements.
- 4.9 Encourage selected less developed countries for tutorials and technical meetings using grants. For example, establish TAB grants to open up particular emerging countries for meetings. Investigate funding through charitable organizations.
- 4.10 Encourage IEEE Societies and Councils to expand number of Regions 7-10 transnational meetings and to strengthen Regions 1-6 participation in Regions 7-10 meetings.
- 4.11 Early and very careful budget development and tracking is one of the key critical factors in the success of such conferences.

5.0 SITE SELECTION AND HOTEL CONTRACTS

5.1 Site Selection

Some of the criteria for the selection of the conference city are:

- Local industry or university support is important in that it provides local attendance at the conference as well as a pool of volunteers to work on the conference.
- Support and involvement of the local IEEE entity is very important
- Easy accessibility to the city, domestically and internationally
- Hotel facilities that can accommodate meeting room requirements and sleeping room needs. For large meetings, since a limited number of hotels exist that are large enough to accommodate the needs, it is imperative to book a facility at least three years in advance, keeping in mind that by the time the conference takes place, it may well have grown in size and may require more meeting and public space.
- Nearby overflow hotels are important not only for additional meeting space, but also to provide alternative (generally less expensive) lodging for attendees.
- Appealing local attractions and climate are a deciding factor for some attendees, and their spouses and families.
- Weather could also be an important consideration. At least the planners should be aware that the weather and time of year should be taken into consideration. The planners should be aware of the weather conditions for the site.
- The planners should also find out what is booked at the site right before and after which may impact their arrangements.

It should be noted that the IEEE Conference Management & Travel Services offers assistance in site selection.

5.2 GUIDELINES - SITE SELECTION & HOTEL CONTRACTS

The most important function of the Local Arrangements Committee is to select the site and to help negotiate a contract of understanding between the primary hotel/convention center site and the IEEE entity. Principal points of concern are:

- (1) Dates.
- (2) Will there be other conflicting operations in the same hotel/convention center at the same time of the IEEE conference?

- (3) Block of rooms set aside: length of conference block held, method of gaining credit for rooms, room rates, deposit required, hotel reservation cards, complimentary room(s).
- (4) Will primary hotel act as broker for overflow to nearby hotels?
- (5) Space for meetings: room set-ups, acoustic insulation, audio/visual facilities, cost of rooms and equipment, storing of pre-conference material, speakers room.
- (6) Space for exhibits and registration area.
- (7) Charge for conference if minimum block of rooms is not sold. Charge and date limits if conference is canceled.
- (8) Cost of banquets, coffee breaks, and daily community lunches if desired.
- (9) Validity of conference rate past the closing date and availability of rooms.

After the completion of the site selection process, contracts must be written and approved for room/meeting/exhibit space. A summary of the key factors in the contract are listed below:

IEEE Conference Management & Travel Services offers assistance in contract negotiations.

- Room rates -- 20% off rack is the absolute minimum to expect for a reasonable size conference. Considerably more can be negotiated depending on season, business conditions, competition, and past and future business the IEEE may have with a property. The negotiated rates should extend to two days prior and two days following the conference dates. Government rates and appropriate number of rooms should be established.
- Complimentary rooms -- It is standard for hotels to offer one complimentary room per every fifty used. However, a better ratio can be negotiated, if this item is of particular importance. "Comp" rooms should be accrued on a cumulative basis, and include rooms used prior to, and after the conference dates. Any unused comp rooms should be credited to the Master Account. In addition, most hotels will agree to one complimentary suite, usually the Presidential or equivalent, which is used by the General Chair to host various functions.

- Upgrades -- A hotel with a concierge level should offer a reasonable number (20-25) of upgrades for VIPs and/or committee members.
- Staff rooms -- The hotel will usually agree to a number of staff rooms at 50% off the conference rate. If this item is not of value, it can be used to bargain for some other item that is.
- Meeting Space -- Although some hotels try to charge for meeting space, this practice is usually unacceptable for a conference with a reasonable size and a number of food/beverage functions.
- Exhibit Space Rental -- Though not always the case, there is sometimes a rental fee for exhibit space. A charge per booth is the simplest.
- Parking -- If the parking facilities are owned by the hotel, it will often waive parking fees. If owned by another entity, the hotel can usually negotiate a few free spaces for use by committee members.
- Cancellation Clause -- The cancellation clause must always include a cancellation option at no penalty one year or less out, credit for resale of released rooms, and arbitration procedures.
- Amenities -- Hotels offer various other services such as VIP check-in, limousine service for VIPs, access to employee cafeteria for conference workers and daily newspaper delivery.
- Cut-off Date -- Hotels normally offer a 45 or 30 day cut-off date. Usually thirty days or less is preferred.
- Telephone Surcharge -- The telephone surcharge for every call (usually \$.75 to \$1.00) is sometimes waived for large groups.

The hotel/convention center contract should be signed by the Conference General Chair and must be sent to appropriate IEEE entity for archival purposes.

For the case of totally IEEE sponsored meetings, all meeting contracts should be signed by the Meeting Chair. Since meeting contracts usually involve large commitments that have the potential of producing significant losses to the sponsoring entity if something goes wrong, meeting contracts **must** have either the approval or the signature of the officer of the sponsoring entity. The Sponsoring entity may delegate this authority. It is strongly recommended that delegation of authority be confirmed in writing for the protection of the individual(s) involved.

For the case of meetings jointly sponsored by IEEE Entities and non-IEEE entities, then the sponsoring organizations must decide before any commitments are made who will countersign contracts. However, it is strongly recommended that either all or none of the sponsoring entities countersign contracts. In this way no one organization will be held wholly responsible for all meeting debts incurred.

A suggested site selection procedure and considerations for hotel/convention center contracts are available upon request, and can be obtained by contacting IEEE Conference Services. **A sample hotel contract is shown at the end of this section.**

EXAMPLE
IEEE HOTEL CONTRACT

THIS AGREEMENT is made this _____ day of _____, 19____, between the IEEE (the "*name of conference*") and (hotel) (the "*name of hotel*").

The Society contact and authorized representative for purposes of this agreement is IEEE

(indicate entity here)

All references herein to the IEEE Phone/Fax include the Director of Conferences and specifically authorized representatives. The IEEE will provide a list to the Hotel of the representatives authorized to act on behalf of the IEEE; the Hotel should not accept instructions from any other persons.

I. THE MEETING

The Hotel hereby agrees to host the (meeting) of the IEEE over the dates of (day/dates of meeting) (the "Meeting"), by providing guest rooms and meeting rooms and certain services, as set forth herein.

II. ROOM BLOCK

A. The following represents the number of guest rooms the Hotel will hold for reservation by meeting attendees in accordance with this Agreement:

Days Dates					NO.OF	NO.OF	NO.	
(days/dates)	SGLS	DBLS	GOV	1BDR	2BDR	APR	DEP	IN-HOUSE

However, specifying this block does not constitute a guarantee or representation by the IEEE than any or all the rooms held in the block will be reserved or occupied by meeting attendees. The Hotel shall, on a regular basis, advise the IEEE of the number of rooms reserved in the block and the number available, and the Society may reduce or request any increase in the number of such rooms, if available.

B. The Hotel will protect the IEEE for early arrivals and late departures in accordance with the expected arrival/departure pattern. In no case shall the minimum room commitment as stipulated in paragraph A be reduced except by subsequent mutual consent via written agreement between the IEEE and the Hotel.

III. GROUP ROOM RATES

Paragraph A Alternate 1: (For Agreements signed one (1) year or less prior to the Meeting)

A. The Hotel confirms the following special rates for the Meeting:

Single	\$ _____
Double	\$ _____
Government	\$ _____
Suites	
1 bedroom	\$ _____
2 bedrooms	\$ _____

The current applicable sales/room tax is _____%. In addition, if applicable, the current occupancy tax of _____% will also be applied.

(Continue with Paragraph B-C)

Paragraph A Alternate 2: (For Agreements signed more than one (1) year prior to the Meeting)

A. Final room rates for the Meeting are to be established no later than one (1) year prior to the official opening day of the Meeting. The Hotel's current conference group convention room rates are:

Single	\$ _____
Double	\$ _____
Government	\$ _____
Suites	
1 bedroom	\$ _____
2 bedrooms	\$ _____

1. (In no event will the rates charged for rooms during the Meeting be more than _____ % per year higher than the current conference or group rates.)

.....OR

2. (The rates will apply for the Meeting will be at least 15% less than the published rack rates or _____.)

The applicable sales/room tax will be added to the room rate. Rooms currently are subject to a _____ % sales/room tax. In addition, the current occupancy tax of _____ % if applicable, will also be applied.

B. The above special rates will apply at least three (3) days prior to and three (3) days after the Meeting dates to accommodate those who wish to extend their visits.

C. The Hotel will supply rooms as staff/committee rooms at the special rate of \$ _____ per room per night, in addition to the complimentary rooms discussed below.

IV. COMPLIMENTARY ROOMS

A. The Hotel will provide one (1) complimentary room to be used by the IEEE over the inclusive meeting dates, per 50 (or 40) rooms picked up based on peak night occupancy. These may be allocated by the IEEE in any manner over the actual conference dates or immediately before or immediately after the dates. A single or double room is counted as one (1) room, one-bedroom suite as two (2) rooms, etc.

B. In addition, the Hotel will provide the IEEE with a one-bedroom suite over the inclusive meeting dates on a complimentary basis above and beyond the one per fifth complimentary allotment.

C. Any unused complimentary units will be deducted from the IEEE's Master Account based on the quoted unit rate times the number of unused room nights.

V. RESERVATIONS

A. All reservations will be made, at the IEEE's option, by way of the IEEE's housing form or by the use of reservation cards supplied by the Hotel. The Hotel will provide self-addressed reservation reply cards up to three (3) times the amount of the peak commitment at no charge. If the IEEE requires additional cards, the cards will be charged at the Hotel cost. If the IEEE's housing form is used, it will be sent to the Hotel for approval prior to publication. The reservation "cut-off date" will be (date) at 5:00 p.m., after which the parties will negotiate a staggered room release. Reservations received after this date will be accepted by the Hotel on a space available basis at the conference rates and will be credited to the room block. The Hotel will adhere to the policy and procedures of the IEEE in reserving rooms for attendees, as long as these procedures are consistent with normal operational methods of the Hotel. All cancellations received by the Hotel prior to the cut-off date will revert back to the IEEE's room block.

B. The Hotel will hold all guest reservations until 6:00 p.m. on the date of arrival. The Hotel may require a deposit in advance from the individual guest to guarantee a particular reservation for late arrival (i.e., arrival after 6:00 p.m.). To guarantee an individual reservation, a guest must either (1) send a check or money order covering the first night's room rate plus applicable sales tax, or (2) send a signed letter or card number authorizing the Hotel to charge the room deposit and applicable sales tax to the guest's major credit card. The IEEE will publicize the Hotel's advance deposit requirements to individuals planning to attend the meeting. Should guests cancel a reservation, deposits will be refunded by the Hotel if notice is received prior to 6:00 p.m. of the arrival date. The Hotel will allow name changes without any penalty.

C. If the Hotel cannot honor a guaranteed reservation for an attendee on the date specified, the Hotel will secure and assume the financial responsibility for ground transportation and comparable or better accommodations at the nearest hotel possible. Comparable or better accommodations and ground transportation to and from the alternate accommodations shall be provided at the Hotel's expense for as many days as the Hotel is unable to accommodate the attendee. If the Hotel cannot honor a non-guaranteed reservation on the date specified, the Hotel will assist the attendee in finding alternate accommodations at the nearest hotel possible.

D. The Hotel's check in time is _____. Guests are permitted to check-in earlier subject to room availability. Hotel check-out time is _____.

VI. FACILITIES AND SERVICES

Paragraph A Alternate 1:

A. The Hotel will hold public meeting and function space for the IEEE as outlined at the conclusion of this section. This space will be provided at no charge to the IEEE. The Hotel will accommodate additional meeting or banquet space needs on an availability basis. The Hotel will not reassign contracted space unless it is approved by the IEEE.

(Continue with Paragraphs B-G)

Paragraph A Alternate 2:

A. The Hotel will reserve all of its public meeting and function rooms for the use of the IEEE for the duration of the meeting or until such rooms are expressly released back to the Hotel by the IEEE. This space will be provided at no charge to the IEEE. The IEEE will attempt to provide a tentative program of meeting rooms and events at least six (6) months prior to the Meeting and a definite program no later than two (2) months prior to the Meeting.

B. The Hotel will provide adequate space for a registration area and a minimum of two (2) six-foot publication and information tables.

C. There shall be no charge to the IEEE for the set-up of meeting rooms as directed by the IEEE. The Hotel will provide, at no charge, certain equipment usual to the types of meetings and events scheduled, including, but not limited to the following: standing lecterns, easels, pads and pencils for school room set-up, registration tables and chairs, permanent screen, water and glasses, and the house sound system.

D. The Hotel shall provide at least one (1) complimentary microphone per meeting room per day provided that the room has an in-house sound system. This microphone may be a table, lectern, or lavalier microphone, depending on instructions of the IEEE.

E. The Hotel shall not charge for storing the IEEE's conference materials, such as registration kits, conference proceedings and IEEE publications for up to four (4) days prior to the start of the Meeting and up to two (2) days after the Meeting ends. Hotel housemen will assist in moving these materials to the registration area at no charge.

F. The Hotel will provide a VIP amenity for the conference chair and will provide up to two (2) round trip limousine or shuttle van runs if such transportation is available.

G. The Hotel shall specify in writing all services provided by the Hotel for which there is a cost to the IEEE and shall identify any all exclusive service contracts. The Hotel shall also specify in writing any unions that are under contract in the hotel and if so, what are the jurisdiction and responsibilities of each union, any applicable rates and the expiration date for each union contract.

VII. FOOD AND BEVERAGE

Alternate 1: (For contracts signed one (1) year or less prior to the Meeting)

A. Current banquet food and beverage prices will be confirmed by the Hotel nine (9) months prior to the official opening day of the Meeting regardless of menu increases henceforth from that date. Should standard published banquet prices not be the norm for the Hotel, the Hotel agrees to produce a menu with published prices to be used by the IEEE as a standard reference with respect to budget pricing. The IEEE will supply the Hotel's Catering Department with a final guarantee of food requirements forty-eight (48) hours in advance. It is understood that the IEEE acknowledges payment based on this number as a guaranteed minimum. The Hotel will be prepared to serve at least five (5) percent over the minimum. The current gratuity charge is _____ percent and the gratuity is not taxed.

Alternate 2: (For contracts signed more than one (1) year prior to the Meeting)

A. Banquet food and beverage prices will be confirmed by the Hotel no later than nine (9) months prior to the official opening date of the conference. In no event will the prices be more than _____% higher than current food and beverage prices. Should standard published banquet prices not be the norm for the Hotel, the Hotel agrees to produce a menu with published prices to be used by the IEEE as a standard reference with respect to budget pricing. The IEEE will supply the Hotel's Catering Department with a final guarantee of food requirements 48 hours in advance. It is understood that the IEEE acknowledges payment based on this number as a guaranteed minimum. The Hotel will be prepared to serve at least five (5) percent over this minimum. The current gratuity charge is _____ percent and the gratuity is not taxed.

IX. BILLING

A. All room, tax and incidental charges are billed on an individual basis, with the exception of those specified to be applied to the Master Account. The Hotel shall establish a Master Account for the IEEE for those charges specified and authorized by the IEEE. Authorized group food and beverage charges are to be billed to the Master Account. At least three (3) weeks prior to the Meeting, the Hotel will receive the Master Account billing instruction to include the following: the names of those authorized to sign the Master Account; the names of individuals whose room charges are to be billed to the Master Account and what charges will be billed; and the names of those occupying complimentary rooms and what charges will be billed.

B. If the Hotel wishes, an IEEE representative will review all charges with the Hotel's Credit Manager or Comptroller in charge of accounts receivable prior to the IEEE's departure. The IEEE will make payment of all undisputed charges within 30 days after receipt of the Hotel's bill, provided such bill is completed with all supporting documentation and receipts.

X. CONFERENCE REPORT

The Hotel will provide a full report on the Meeting to the IEEE no later than one (1) month after the Meeting concludes. This should include number of rooms used (by date), cancellation and no-show factor, number and type of sleeping rooms used in each category (singles, doubles, suites, etc.,) and the number of guaranteed versus the number of served at each meal function.

XI. OBLIGATIONS OF THE HOTEL

- A. The Hotel agrees to give reasonable and adequate notification to the IEEE of any construction or remodeling to be performed in the Hotel which might interfere with the Meeting or the agreed upon housing of persons attending. In such event, the Hotel must provide equal alternate space within the Hotel for satisfactory conduct of the IEEE's program or housing of persons attending.
- B. It may be incorporated within this Agreement that the Hotel is required to improve, remodel, or create certain rooms or add or acquire services prior to the Meeting. The nature and details of such changes shall be specified and mutually agreed upon by both parties in a signed writing.
- C. The Hotel agrees to notify promptly the IEEE (i.e., within 10 days of booking) of any concurrent or overlapping meetings, conventions, special events, or other attractions planned to be held in the Hotel during the Meeting. The Hotel represents and warrants that there will be no such events or other outside distractions that could affect the ordinary use of the meeting rooms or other facilities to be used by the IEEE and its attendees.
- D. The Hotel warrants that it is in compliance with all municipal, local, state and federal regulations which apply to its facilities and operations, including building codes, fire codes, etc., and will obtain all permits and licenses required to provide the services covered by this Agreement.
- E. Failure of the Hotel to meet its obligations described above would, without limitation, be cause for a reduction in the IEEE's room block or termination of this Agreement.

XII. TERMINATION

This Agreement may be terminated by either party upon the giving of written notice at least (years) (months) (days) prior to the dates of the meeting or no later than (specific date). After such date, this Agreement may only be terminated for cause upon written notice given by either party to the other. "Cause" shall include, but not be limited to, a breach of the obligations under Section XI of this Agreement. It is further provided that there shall be no right of termination for the sole purpose of holding the same meeting in some other facility or city and/or for the sole purpose of booking another organization. In the event of any termination of this Agreement in accordance with the above provision, Hotel will immediately refund any deposit or money paid in advance by the IEEE or its attendees.

(CLAUSE TO BE USED WHEN MULTIPLE FACILITIES ARE BEING USED)

Further, the performance of this Agreement by the IEEE is contingent upon the availability of (name of facility) as the site for the IEEE 's (meeting). If for any reason beyond the control of the IEEE, the (name of facility) shall not be available, or shall not be in acceptable condition, this Agreement may be terminated by written notice from the IEEE to the Hotel.

XIII. INDEMNIFICATIONS AND INSURANCE

- A. The Hotel agrees to hold harmless the IEEE, its officers, directors, volunteer leaders, and employees, from any and all claims of liability arising from the holding of the Meeting at the Hotel, unless based on the intentional or negligent Acts of the IEEE or its authorized representatives, and shall indemnify the IEEE for all costs of defending such claims, including all expenses, damages awards, or settlement amounts.
- B. The Hotel and the IEEE each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the facility during the meeting.

XIV. MISCELLANEOUS

A. This Agreement is binding on the parties, their successors, assigns, and transferee and constitutes the entire Agreement between them, superseding any and all previous agreements, oral or written. No modification or waiver of any term or amendment to this Agreement shall be effective unless signed in writing by both parties.

B. This Agreement shall be interpreted in accordance with and governed by the laws of the State of New York.

C. This Agreement may not be assigned or transferred to another party without the written consent of the other.

D. The performance of this Agreement by either party may be affected by acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergency or event beyond the control of the parties making it inadvisable, illegal, or impossible to provide the accommodations and/or meeting facilities or to hold the Meeting. This Agreement may be terminated for any one or more of such reasons by written notice from one party to the other.

The authorized individual signing this Agreement on behalf of the Hotel hereby represents that he/she is an authorized representative of the Hotel and duly authorized to sign this Agreement and that signing this Agreement indicates that all arrangements as outlined are definite and confirmed. The authorized individual signing this Agreement on behalf of the IEEE represents that he/she is an authorized representative of the IEEE and duly authorized to sign this Agreement and that signing this Agreement indicates that all arrangements as outlined are definite and confirmed.

Accepted By:

Authorized Signature for IEEE

Authorized Signature for Hotel

Name

Name

Title

Title

Date

Date

6.0 THE PROGRAM COMMITTEE

6.1 DUTIES

The primary objective of the Program Committee (PC) is to ensure that a well-balanced, high-quality program is organized and presented at the conference. This objective should influence every facet of its activities, ranging from the completeness of the Call for Papers to the selection and review of every paper, and even to assisting in the scheduling of session rooms and helping with local arrangements for the program. The primary duties are as follows:

- Prepare the Call for Papers
- Receive and track submitted papers
- Review papers for presentation
- Select papers to be presented
- Organize sessions and selects session chairs
- Completes Conference Program
- Corresponds with authors on acceptance rejection
- Determine content of authors kits, including page limits
- Make room assignments with Local Arrangements Committee
- Work with Publications Committee on Advance Program
- Works with Publications Committee on Conference Proceedings
- Provides instructions to speakers and session chairs
- Works with Publicity Committee on key content of program for publicity
- Works with Exhibits Committee to coordinate exhibits with program content
- Provides last minute instructions to speakers and session chairs at Speakers' Breakfast

The PC Chair may select as members of the PC persons to represent different areas within the domain of the Conference. The Chair may also appoint Vice-Chairs with responsibility to various aspects of the Program such as contributed papers, invited papers, tutorials, workshops, liaison to other committees, and representative of co-sponsoring or participating entities.

6.1.1

In general the types of papers for a Conference may be defined as "open call," "invited" and "solicited" or "stimulated." These terms may be defined by the following:

- Open call papers are received by the PC in response to the Call for Papers and are reviewed by the PC for acceptance, if appropriate.
- Invited papers are those specifically requested from well-known authorities by the PC. These may or may not be reviewed by the PC.
- Solicited, or stimulated papers are those that result from requests by PC members to groups or individuals working in particular areas of interest.

All of the above are important to a high-quality conference, and each serves a special need. Open call papers are very important to the overall quality of the conference. The proper professional review of the of the papers (or extended summaries) as to quality of contents and level of preparedness is critical

to the quality of a conference. In soliciting all types of papers as much information should be elicited that will make such a thorough review feasible.

The invited papers and solicited papers are very important, especially to the presentation of new, unusual, or highly specialized topics. In most instances, however, invited papers should be held to a minimum, while a significant number of solicited or stimulated papers may be used as "seed papers" in several of the sessions that can then be filled out with open call papers.

The PC will decide, subject to the approval of the Conference Committee, whether or not papers will be invited or secured through a Call for Papers, or both.

If a Call for Papers is issued, the Committee should work with the Publication and Publicity and Public Relations Committees in printing and mailing the Call for Papers and furnishing appropriate publicity information to IEEE publications.

If invited or solicited papers are to be used, the Committee should:

- (1) Make a list of specific topics, in program format, with possible titles of invited papers or sessions.
- (2) Write to those who may be qualified to present the suggested papers requesting their participation. The letter should also furnish information concerning the expected length of the paper, type of illustrative material or special audio/visual equipment that might be available. A copy of the proposed program, if available, should be enclosed.
- (3) Write those who may be qualified to organize sessions on a specific topic or who may be stimulated into submitting solicited papers on such topics. The letter should specify the nature of the session and the desired number of papers in the topic.

6.1.2

The Committee will schedule sessions and select subjects, speakers, session chair, moderators and contributors to discussions.

In this regard, the PC may schedule a Mini-theme which is a set of sessions on a particular topic that cover all the time slots available for sessions during the Conference. This gives the Conference registrants the opportunity of attending only the identified Mini-theme sessions. Special consideration should therefore be given to the Mini-theme topics and to the advertising of the Mini-themes. The Mini-themes are more of a grouping of sessions for publicity purposes than the basis for program organization and are to be identified after the sessions are planned.

The sessions may be comprised of panel discussions or papers. The panel sessions generally should include a Chair and three or four panelists. The format for these sessions is very flexible and is generally determined by the Session Organizer or Chair.

The paper sessions should ideally include the presentation of a number of papers and a question-and-answer period for each speaker.

6.1.3

The Committee will arrange the program in final detail and prepare a draft of the printed program for the Publications Committee.

6.2 PAPER SELECTION

6.2.1

The deadline for abstracts or summaries of papers should be set sufficiently far in advance of the date of the conference to allow enough time for proper review. A schedule showing dates for the different tasks, deadlines, and dependencies should be established to help all PC members as well as authors.

6.2.2

Authors who have submitted abstracts should be notified whether they have been accepted or rejected. Authors whose papers have been accepted should be given the specific deadline for the final copy and limitations to paper length, if any.

6.2.3

If a conference Proceeding will be printed, detailed preparation instructions, copyright release forms and author kits should be mailed to all authors. Author kits are available from IEEE at a nominal charge and should be requested through IEEE Conference Services.

6.2.4

The IEEE strongly discourages changes and, in particular, withdrawals of papers once submitted and included in the program. To avoid the likelihood of this, the author is strongly encouraged to get all necessary company and/or government approvals prior to submitting his/her paper to the conference. If under any circumstances it becomes necessary for the author to withdraw or change a paper, IEEE policy dictates that the request to do this must come directly from the author and not from any third party. IEEE policy also states that in this case, the author will be held liable for all costs that are incurred. It would then be up to the author to get reimbursed for the expense from any third party if he/she feels it is justified. The IEEE cannot act as a policing entity on behalf of the author in this regard.

6.2.5

When a conference Proceeding is planned, the Program Committee should prepare a clear and realistic schedule which will allow ample time for writing, review, correction and printing of the Proceeding. Coordination with the Publications Committee is imperative.

6.2.6

Prior to the presentation of their papers, authors should be contacted to insure that they will be present at the conference and that proper audio/visual facilities will be available.

6.2.7

An effort should be made to review visuals prior to presentation to ensure that they can be seen by the audience and that they are in conformance with the IEEE Policy and Procedures Manual. Many conferences require two copies of visuals. With sufficient lead time to allow for all necessary reservations, the Program Committee should inform an author of all pertinent details which will be required; i.e., location, time, duration of presentation, special author arrangements, etc. In order to work toward a quality meeting and especially to help first time and non-English speaking authors, it is suggested that a practice room be set up at the meeting. This will also allow the proper loading of a slide carousel. Special arrangements may be required for foreign speakers to assure quality documentation, presentation, and communications of questions/answers. All conferences are to be in English.

6.2.8 Review Policy

IEEE Policy and professional ethics requires that referees treat the contents of papers under review as privileged information not to be disclosed to others before publication. It is expected that no one with access to a paper under review will make any inappropriate use of the special knowledge which that access provides. Contents of abstracts submitted to conference program committees should be regarded as privileged as well, and handled in the same manner. The Conference Publications Chair shall ensure that referees adhere to this practice.

6.2.9

Organizers of IEEE conferences are expected to provide an appropriate forum for the oral presentation and discussion of all accepted papers.

An author, in offering a paper for presentation at an IEEE conference, or accepting an invitation to present a paper, is expected to be present at the meeting to deliver the paper. In the event that circumstances unknown at the time of submission of a paper preclude its presentation by an author, the program chair should be informed on time, and appropriate substitute arrangements should be made. In some cases it may help reduce no-shows for the Conference to require advance registration together with the submission of the final manuscript.

6.2.10 Quality of Visuals

The Program Committee has the responsibility of communicating to the authors guidelines on the quality of visuals used when presenting the papers. These guidelines should include information on the type of background (dark letters on white background), the number of lines on a slide or viewgraph (four or five), the point size of the letters used for best visibility. Of course, the size depends on the size of room used during the presentation; larger type is needed for plenary lectures with a large audience (several hundreds) and the use of 35mm slide projector is recommended for such cases. **A sample of a preferred visual is provided at the end of this section.**

6.3 TIMETABLE FOR PROGRAM COMMITTEE

The PC has a considerable number of activities for which it is either solely or jointly responsible. These activities need to be spread out over at least one year to ensure the proper coordination among its members and a strong program.

Time Needed	Activity	Actual or Planned Date
12-15 months	PC membership is complete and PC meets to agree on themes, format, and type of papers. Call for Papers is finalized and is provided to the Publication and Publicity Committees for printing and distribution.	
9-11 months	Papers and sessions proposals arrive for review by the PC. Additional solicitations are made as appropriate.	
6-9 months	Papers and session proposals reviewed by the PC.	
5-6 months	Paper review is completed and program is finalized. Papers are arranged into sessions.	
4-6 months	Speakers and session chairs are notified of acceptance or rejection. Authors kits are mailed to authors if appropriate. Program details are provided to Publication Committee for printing the Advance Program.	
3-4 months	Camera ready papers are due at the printer. PC members contact late authors.	
2-3 months	PC contacts Local Arrangement Committee to determine room assignments for the different sessions, location and arrangement for the Speakers' Breakfast if appropriate, etc.	
1-2 months	PC Chair contacts session chairs for detailed instructions about the presentations.	
0 months	Provide last minute instructions to speakers and chairs during the conference.	

6.4 PAPER REVIEW

6.4.1 Review Process

The paper review process is probably the most important part of developing a strong Program. It varies depending on the specific conference and may include the review of solicited and invited papers as well. One might highlight the review process and indicate that some conferences do blind reviews to allow concentration on content. The process can be summarized by the following steps that may not pertain to all conferences:

1. Receipt of all papers by the PC.

2. Logging of papers in PC Data Base by PC Secretary.
3. Review of the papers by the PC officers or members.
4. Assignment of most logical reviewers by the PC officers or members.
5. Simultaneous mailing to all identified reviewers.
6. Coordination of actual reviews and receipt of comments by PC officers or members.
7. Constantly updated reports from the PC Secretary to all reviewers on the status of papers in the review process including statements of acceptance or rejection by the reviewers.
8. Close work on session plans by the PC officers and PC members to slot as many high-quality papers as possible in the conference.
9. Notification by the PC Chair to the authors of acceptance or rejection of papers.

The status reports to reviewers should identify the reviewers of each paper, its present status (accepted/rejected), and any comments regarding the paper's quality or referral to another reviewer.

6.4.2 Metric Policy (P&P 9.21)

All IEEE Organizational Units shall:

- A. Actively support the use of the International System of Units (Le Systeme International d=Units, or SI), the modernized metric system.
- B. Follow SI-based metric practice as detailed in IEEE Standard 268, American National Standard for Metric Practice, to express measured and calculated values of quantity in all IEEE publications, including standards.
- C. Promote the understanding and use of SI in education at all levels, both within the profession and in society at large.

Plans for implementation of this policy by January 1, 1988, at the latest, shall be developed by the major boards of the Institute and reported to the Board of Directors no later than January 1, 1995. Necessary exceptions to this policy, such as where a conflicting world industry practice exists, must be evaluated on an individual basis and approved by the responsible major board of the Institute for a specific period of time. The cognizant board responsible for the publication or activity will be responsible for monitoring compliance.

6.5 CONFERENCE PROCEEDINGS

The Conference Proceedings is the publication of papers presented at the Conference. A Conference may require that papers missing the publication deadline for the Proceedings cannot be presented at the Conference. In such a case the PC collectively has a major responsibility of ensuring that all selected papers meet the printer's deadline with camera-ready copies and IEEE copyright release forms.

The PC should work with the authors to ensure that corporate clearance by their employers can be provided on a timely basis. All papers submitted to the PC for review should already have corporate clearance, but this is often a problem for invited papers that are submitted to the PC late in the review process.

The PC Chair then has the responsibility of notifying the authors as soon as possible of paper acceptance. An Author's Kit should be furnished to each author along with additional instructions for preparing the camera-ready copy and an IEEE copyright release form. The Authors' Kits generally are mailed to the authors directly based on the mailing information generated by the PC Chair.

The PC should work with the authors to ensure that the IEEE copyright release forms do not pose a barrier to publishing papers. This can cause significant delay if it is not handled properly.

6.6 PC INVOLVEMENT WITH OTHER COMMITTEES

6.6.1 Work with the Local Arrangements Committee

The PC should be actively involved with the Local Arrangements Committee and the details of local Conference considerations. This involvement, of course, is based upon the session plans of the Conference.

The PC should communicate to the Local Arrangements Committee their needs for the Conference, including Committee meeting rooms and special meetings' requirements. The PC Officers should work with the Local Arrangements Committee to select the proper room sizes and location for the sessions. Some information regarding anticipated session attendance may be gained from registration forms. The PC Chair should review the proposed session topics in view of previous conference attendance in similar sessions to be sure that the more popular sessions will be slotted in the larger session rooms. Also, the scheduling of sessions should be based upon minimizing conflicts of sessions on the same topic.

The PC Chair should work with the Local Arrangements Committee and the Session Chairs to identify the audio/visual equipment requirements for each session. Some presentations, may also require easels, audio recorders, and television monitors with video recorders. These requirements should be communicated to the Local Arrangements Committee.

The PC Chair should communicate the detailed information about presentations directly to the Session Chairs.

Also, the details of the Speakers' Breakfast and the training of Audio Visual operators should be reviewed by the PC Chair working with the Local Arrangements Committee. An important point regarding the Speakers' Breakfast is that sufficient tables be set to allow each Session Chair to sit with their Speakers.

Feedback from the presentations is always important. The PC Chair should therefore arrange with the Local Arrangements Committee to have session evaluation forms distributed in the sessions. **A sample critique sheet is shown at the end of this section.**

6.6.2 Work with the Publicity Committee

The PC's major publicity requirement is the distribution of the Call for Papers. The PC Chair should work with the Publicity Chair to define a plan within budget limitations that will give maximum publicity to this document in a timely fashion.

In addition, the PC Officers should later develop summary information about topics, tutorials, Mini-themes, special speakers, etc. for use by the Publicity Committee to advertise the Conference. Based upon the anticipated program content, the PC Chair may also want to recommend that publicity be provided in specific publications.

6.6.3 Work with the Publications Committee

The PC generally works with the Publications Committee to prepare the printed material for the Call for Papers, the Advance and Final Programs, Conference Proceedings, and other publications. Also, the coordination of the Author's Kit material should involve the Publications Committee. A key consideration in all of these activities is the coordination of schedules to meet the printers' deadlines and obtaining the IEEE Catalog, ISBN, and Library of Congress numbers.

6.6.4 Work with the Exhibits Committee

The PC may be helpful to the Exhibits Committee in securing exhibitors for the Conference. The PC Chair should periodically provide lists of the authors' company affiliations to the Exhibits Committee for contact regarding exhibits or participation.

Also, the topics addressed by the programs may be used by the Exhibits Committee to encourage participation by certain companies associated with the particular topics. Lists of tutorial and session subjects therefore should be forwarded to the Exhibits Committee.

6.6.5 Work with the Finance Committee

The PC Chair needs to work closely with the Finance Chair for the budget items assigned to the PC. These items tend to vary from conference to conference but may include any of the following:

- printing and distribution of Call for Papers
- printing and mailing of Authors' Kits
- expenditures for refreshments at PC meetings
- miscellaneous telephone, stationery and postage expense
- tutorial honorarium expenses, if appropriate
- expenses for Speakers' Breakfasts

If these items are not in the PC budget, the PC Chair needs to work directly with the appropriate Committees to estimate, manage, and monitor the costs associated with them.

6.6.6 Work With the Registration Committee

The PC Chair should work with the Registration Committee on any problems arising from the registration of program participants. In particular, the PC Chair should ensure that all Chairs and Speakers are aware of their need to register for the Conference. A basic ground rule is that all participants must register for the Conference.

The PC Chair should identify Session Chairs and Speakers to the Registration Committee, so that the appropriate badges or ribbons for identification may be included in their registration packets. These people are critical to the quality of the Conference and therefore may be recognized by the use of ribbons or special badges during the Conference.

The database of the program participants should be used by the Registration Committee to simplify the registration process.

SAMPLE
NORMAL POINT SIZES FOR VISUALS

16 pt. Univers normal
16 PT. UNIVERS NORMAL

18 pt. Univers normal
18 PT. UNIVERS NORMAL

20 pt. Univers normal
20 PT. UNIVERS NORMAL

24 pt. Univers normal
24 PT. UNIVERS NORMAL

30 pt. Univers normal
30 PT. UNIVERS NORMAL

36 pt. Univers normal
36 PT. UNIVERS NORMAL

SAMPLE
BOLD POINT SIZES FOR VISUALS

16 pt. Univers bold
16 PT. UNIVERS BOLD

18 pt. Univers bold
18 PT. UNIVERS BOLD

20 pt. Univers bold
20 PT. UNIVERS BOLD

24 pt. Univers bold
24 PT. UNIVERS BOLD

30 pt. Univers bold
30 PT. UNIVERS BOLD

36 pt. Univers bold
36 PT. UNIVERS BOLD

SAMPLE
Session Summary Form

Name of Conference

Date

Session: _____

Session Title: _____

Chair: _____

Co-Chair: _____

1. What was the average attendance (approximate)?

2. Was there a large variation in attendance across papers?

3. List any papers for which the author/presenter did not show.

4. Did the meeting accommodations meet the session needs i.e. room size, audio/visual, acoustics, temperature control?

5. Are there any other comments that you would like to make regarding this conference or in the planning for future conferences?

Please be assured that any comments or opinions expressed here will remain confidential. Thank you for your help, and please try to complete this form and leave it at the conference registration desk at the end of the day. If you fail to do so, then please mail it to:

(name of Conference/Program Chairman)
(address)

Thank you.

Program Chair):
(Conference Title)

7.0 THE PUBLICATIONS COMMITTEE

7.1 DUTIES

7.1.1

The Publications Committee is responsible for the production of all material that is published in relation to the conference (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.), including the selection of a printer and the coordination of production logistics. In particular it is responsible entirely or partially for the following:

- Conference Logo
- Letterhead and Envelopes
- Call for Papers
- Requests For Authors Kits
- Advance Program
- Conference Proceedings
- Final Program
- Session Signs and Other Signage
- Luncheon and Banquet Menus
- Committee Handbook
- Billing
- Final Report

7.1.2

An important product of any IEEE sponsored conference is the publication of the conference proceedings. The IEEE Book Broker Program purchases proceedings from meetings in which an IEEE entity (Society/Council, Chapter, Region, Section and/or Board) is involved. (The level of involvement need not be financial; cooperation and technical co-sponsorship are also acceptable conditions for inclusion in the Book Broker Program.) The Book Broker handles post-conference sales of these proceedings through its Order Plans (including the Prepaid Order Plan and Open Order Plan) and Single Sales programs. Conference committees should contact the IEEE TAB Products office early in the planning cycle, so that the Book Broker can, through this office, indicate the number of proceedings required for post-conference sales. See section 7.3.2 for further details.

IEEE policy requires that all inquiries regarding publication by an agency outside of IEEE of papers presented at any meeting shall be directed to the IEEE Copyrights Manager and no representative of a Section, Society or other IEEE entity is authorized to grant such permission. (See IEEE Policy and Procedures 6.5.)

7.1.3

Approximately 12 months prior to the conference, the Chair of the Publications Committee -- or a designated member of the committee -- should complete the "Conference Publication Form" (**See end of this section**). This insures that post-conference sales will be handled by IEEE and establishes a payment schedule to the conference. In addition, it results in assignment of required identification numbers for the publication (*see 7.2.4*). Copies of this form may be obtained from IEEE Conference Services or IEEE TAB Products.

7.1.4

The Conference Program and other printed materials required at the conference are also the responsibility of the Publications Committee (*See also Section 7.2.2*). Some of these materials will be described below.

Letterhead

One of the first assignments of the Publications Committee is the design and production of the conference letterhead. At the top of the page are the conference logo (including the IEEE logo), the full and abbreviated conference name, dates, location, and hotel. The left side of the page should list the committee functions, respective chairmen names and telephone numbers, in a type size that is readable. Please note that letterhead with such information can quickly become outdated, and it is recommended that letterhead be printed in several small quantities with changes made when necessary.

Author Kits

The Author Kit may also serve as notification to the author of acceptance of a paper. They are comprised of many documents and forms, which come from various sources. They usually include:

- Author's Guide
- IEEE Copyright Form
- IEEE model paper (if needed)
- Cardboard Stiffeners (if needed)
- Large return envelope (if needed)
- Latex format for preparing the manuscript

In addition, the kit may include:

- Acceptance Letter, personalized to each author with title and number of paper, written by the Technical Program Chair; one letter per accepted paper
- Conference and Hotel Registration Forms, provided by the conference committee
- Reprint Order Form
- Overlength Page Form
- Author Kit Acknowledgment/Audio Visual Requirement Form
- Speakers' Breakfast Form
- Return Tyvek Envelope (addressed to printer for mailing of manuscripts)
- Location for downloading information (e.g. paper format, Advance Program, Registration Forms, etc.)
- Format for submitting data needed for CD-ROM if appropriate
- Sample of point sizes for visuals

The Program Chair usually generates the mailing labels for each paper for mailing the kits. Standard IEEE author kits are available through IEEE Conference Services.

Advance Program

The Publications Committee is responsible for collecting from various other Committees all the front matter for the Advance Program. The front matter consists of the following elements:

- Cover Art
- General Chair's Message
- Program Chair's Message
- Listing of Conference Committee Chairs and members
- Conference Sponsor Listing
- Information on:
 - Conference city, including map
 - Conference hotel and hotel reservation form
 - Transportation
 - Conference Arrangements
 - Conference Proceedings Distribution and Return Mailing to Attendee
 - Exhibits
 - Tours
 - Banquet, Luncheons, Receptions and other Social Events
- Complete Conference Registration information and form
- Listing of Sessions
- Session Overview
- Photos

The contributing committees are expected to submit their material to the Publications Chair in a timely fashion.

The size of the print run for the Advance Program is determined by the committee depending on the size of the mailing list. The printing and mailing of the Advance Program may be handled by the IEEE Service Center for IEEE sponsored and co-sponsored conferences. The IEEE mailing indicia is used to take advantage of the reduced mailing rates the government grants not-for-profit institutions. It is very important to note that the indicia is non-transferable, at any time or for any conference.

Final Program

The Final Program is an update of the Advance Program. The registration form, the hotel reservation form, and the airline reservation information may no longer be needed, and therefore, deleted. Information such as session room names and numbers, spouses' hospitality information, and any changes in schedules and locations must be added. Changes in paper titles or author information on final manuscripts will also be noted and corrected in the Final Program.

7.2 PRODUCTION OF CONFERENCE PROCEEDINGS

The production process of the conference proceedings involves the following steps, in addition to the actual printing of the proceedings:

- Acquisition of IEEE catalog number, Library of Congress number, ISBN and ISSN
- Determination of quantity of proceedings for IEEE purchase
- Determination of print run
- Copyright collection
- Collection of overlength page charges
- Collection of all reprint orders
- Collection of speakers' breakfast forms (if used)
- Collection of all audio/visual requirements

- Preparation of "Reverse of Title Page"
- Preparation of final technical program
- Preparation of author index
- Pagination, and insertion of copyright lines and running feet
- Delivery of proceedings to the conference site one week prior to conference/Coordination with the conference hotel

7.2.1 Preparation of Papers

It is the responsibility of the Publications Committee to coordinate the preparation of papers to be published in the conference proceedings with the Technical Program Committee. The Technical Program Committee should normally arrange for the papers to be submitted in final form on forms or mats suitable for printing before the papers are given to the Publications Committee. If a conference proceedings will be printed, detailed preparation instructions and author kits should be mailed to all authors.

For conference publications to which IEEE owns the copyright, prospective authors must be provided with an IEEE Copyright Form with appropriate instructions for its completion. IEEE Copyright Forms are available upon request through IEEE TAB Products, IEEE Conference Services and the IEEE Copyrights Office. A follow-up should be made to insure that papers and Copyright Forms are received by a predetermined date.

The securing of a signed Copyright Form for each paper satisfies the responsibilities of the Publishing Committee. It is the responsibility of each individual author to obtain company and/or government clearance, if such is required. It is the author's responsibility to ensure that proper and complete government clearance is obtained. However, any material bearing company or government security classification should not be considered for publication.

7.2.2 Production Costs

The Publications Committee will keep the Conference Chair and Treasurer informed of all production costs relating to the publication of the conference proceedings. The conference should pay for all production costs related to the publication of the proceedings, unless the sponsoring entity has agreed to absorb these costs.

7.2.3 IEEE Required Number Assignments

There are several identifying numbers that are essential to the conference publication. These numbers are the IEEE Catalog Number, the Library of Congress number, the International Standard Book Numbers (ISBN) and (if applicable) the International Standard Serials Number (ISSN). The Publications Committee will ensure that all necessary numbers are obtained and that these numbers are shown in the appropriate places in the publication. Further information on each number and its specific placement is given in Section 7.4.3.3.

7.2.4 Copyright Requirements

In order to fulfill IEEE copyright requirements, the Publications Committee will ensure that a signed IEEE Copyright Form is obtained for each paper to be published in a conference proceedings. In addition, all IEEE copyrighted proceedings must have an IEEE copyright statement printed on the

reverse of the title page (see Section 7.4.3.5; current copyright form is included in the front pocket of this manual.)

The Conference Publications Committee is responsible for adding the Copyright Clearance Center (CCC) code and the copyright notice at the bottom of the first page of each paper to be included in the conference proceedings. The CCC code is constructed as follows: ISBN/year/CCC fee. For example, the following code designates any of the papers appearing in the proceedings of a 1995 conference publication:

0-1234-5678-9/95/\$10.00.

If the author has signed Part A of the IEEE Copyright Form, the following IEEE copyright notice must appear after the CCC code: 8 19xx IEEE. *For example:*

0-1234-5678-9/95/\$10.00 8 1995 IEEE.

If the author is (or ALL authors are) employed by the U.S. Government, then Part B must be signed and the following notice must appear instead of the CCC code and the IEEE copyright notice:

U.S. Government Work Not Protected By U.S. Copyright.

If the author is (or ALL authors are) employed by a Crown government (i.e., British, Canadian, Australian, etc.), then Part C must be signed and the following notice must appear instead of the IEEE copyright notice:

8 19xx Canadian [or British, etc.] Crown Copyright.

The CCC code should precede the Crown Copyright line:

0-1234-5678-9/95/\$10.00 8 1995 British Crown Copyright.

7.2.5 Clearance of Papers

The IEEE must of necessity assume that material presented at its meetings or submitted to its publications is properly available for general dissemination to the audiences these activities are organized to serve. It is the responsibility of the authors, not the IEEE, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it.

7.2.6 Publication Requests - Outside Organizations

All inquiries from outside organizations concerning the post-conference republication of selected and/or expanded papers presented at and published in the proceedings of any IEEE conference should be directed to the IEEE Copyright Office.

7.2.7 Book Proposals From Outside Organizations

In the event of a commercial or non-IEEE publisher approaching the Publications Committee or Publications Chair with a proposal to publish a book of selected and/or expanded conference papers, the Executive Editor of the IEEE Press must be given the opportunity to review and possibly offer his own proposal.

7.3 SALES DISTRIBUTION OF CONFERENCE PROCEEDINGS

7.3.1 Pricing

There are two types of prices that should be considered for the conference proceedings. These are the conference "on site" sale price and the "post-conference" sale price. Since these two prices will normally differ, there should be no price indication printed or shown on the conference proceedings. In addition, IEEE policy requires that IEEE members receive a discount from the price charged to non-members.

The Publications Committee, in coordination with the Conference Committee and the sponsoring entity, will determine whether the conference proceedings will be included in the registration fee or will be sold separately at the conference.

Conference "On Site" Sale Price - It is the responsibility of the Publications Committee, in conjunction with the Conference Committee and the sponsoring entities, to establish a price for the sale of the conference proceedings at the conference site.

"Post-Conference" Sales Price - IEEE TAB Products will determine the post-conference sale price of the conference proceedings. This price will be based on recommendations of the TAB Book Broker Committee. IEEE TAB Products should be contacted for the current pricing guidelines.

7.3.2 Post-Conference Sales Distribution - Book Broker Program

The Book Broker Program handles post-conference sales of proceedings from meetings sponsored and co-sponsored (either financially or technically) by IEEE entities (Society/Council, Chapter, Region, Section and/or Board). The conference proceedings are sold to libraries and individuals, and they are also distributed through booksellers.

The Book Broker Program purchases proceedings of both major and non-major conferences. A major conference is generally defined as follows:

1. Has a substantial number of attendees drawn from a relatively large geographic area.
2. Should be technical in nature and be financially sponsored or co-sponsored by an IEEE entity.
3. Should allow for submission of papers from members and non-members on a worldwide basis. The conference should also have a general Call for Papers rather than rely heavily on invited papers.
4. Should be published in English.

For the full definition of a major conference, contact the IEEE TAB Products office.

The Book Broker Program is administered by the TAB Products staff under the general oversight of the volunteer TAB Book Broker Committee.

The Book Broker Program has a standing commitment to supply the proceedings of IEEE conferences to several hundred libraries worldwide. It handles individual post-conference sales on a centralized basis, with prices to members lower than those to non-members.

By assuming this function, the Book Broker Program assures wide distribution of conference proceedings. It also relieves conferences of the burden of handling proceedings after the conference is completed. In practical terms, it permits conferences to close their financial records soon after the conference is held.

Participation in the Book Broker Program adds further value by providing abstracting and indexing of all individual conference papers for inclusion in worldwide databases, thus assuring full recognition of the material presented in these conferences. Furthermore, centralized marketing and sales of IEEE conference proceedings is a direct service to IEEE members as well as to non-members.

Several hundred libraries subscribe to the Prepaid Order Plan (POP) and Open Order Plan (OOP), both of which include one proceedings of each major conference. The POP Plus package also includes additional proceedings from non-major conferences. The majority of subscribers prepay in advance for the conference proceedings they expect to receive. Thus, there is a contractual relationship between the subscribers and the Book Broker Program. It is most important that conferences fulfill their obligations to the Book Broker Program by providing the number of books ordered.

Conference committees should contact the TAB Products office early in the planning cycle so that the Book Broker can, through this office, indicate the number of proceedings required. Once the number of proceedings has been agreed upon, it must be viewed as a binding agreement between the conference and the Book Broker Program.

A schedule of payments for conference proceedings is established by the Book Broker Committee, working with the IEEE staff. The schedule is reviewed on an annual basis and adjustments are made as needed. The payments are set to exceed average production costs of the proceedings by a generous margin. In addition to paying for the conference proceedings, the Book Broker Program reimburses the conference for the costs of shipping these proceedings to Piscataway, N.J.

It is the aim of the Program to make participation beneficial to conferences. Thus, conferences should expect to be reimbursed no less than the average expenses incurred in printing the copies needed by the Book Broker Program. Although the payments normally exceed production costs by a generous margin, if under unusual circumstances the payment is less than these production costs, the conference may forward documentation, such as printing bills, to be considered for reimbursement of the additional expenses. Deductions from an acquisition payment may be imposed if the proceedings is not prepared correctly (i.e.; ISBN, Library of Congress and catalog numbers are missing or incorrect, copyright statement does not appear on reverse side of title page, etc.).

The operating costs of the Program include acquisition payments for proceedings to the conference, reimbursement to the conference of shipping costs to Piscataway, indexing, providing copies of indexes to Order Plan subscribers, hardbinding, storage, handling, packaging and shipping to customers, as well as marketing and administration.

In cases where major conferences are co-sponsored with non-IEEE professional societies, it is the responsibility of the IEEE sponsoring entity to negotiate an agreement with the outside organizations that will allow IEEE to handle the post conference sale of conference proceedings in the same manner as for conferences entirely sponsored by IEEE entities. In some instances, it may be necessary to

make exceptions to these guidelines in the interest of maintaining good relationships with these societies. Such exceptions must receive prior approval through the Conference Services office.

7.4 GUIDELINES - CONFERENCE PROCEEDINGS COMPOSITION

The following guidelines are suggested as a checklist for the Publications Committee to follow in the assembling and the printing of the conference proceedings.

7.4.1 Selection of Printer

The Publications Committee shall obtain cost estimates or bids from reliable printing firms for production of the proceedings and select the conference printer(s). IEEE Publishing Services will also bid on the publication, if so requested. Upon request, IEEE TAB Products will recommend printing firms familiar with IEEE work. Arrangements for all printing, including establishing proper deadlines for each phase of the work, supplying text and illustrative material, approving proofs and specifying the quantities to be printed, are the responsibility of the Publications Committee.

7.4.2 Timetable

The Publications Chair should establish a timetable with the printer that is consistent with the overall conference planning schedule. The schedule should indicate key dates for the Publications Committee, including the date when manuscripts must be submitted and the date when the printed proceedings must be delivered for distribution at the conference and to IEEE TAB Products. The printer should be given precise delivery instructions, and prior arrangements with the receiving agency are to be made to ensure the proceedings are available when required.

7.4.3 Format

The Publications Committee will determine the layout and format of the conference proceedings using the following guidelines. Additional assistance may be obtained from IEEE TAB Products.

7.4.3.1 Use of IEEE Logo

7.4.3.1 Use of IEEE Logo and Logo Type “IEEE”

The IEEE Logo is registered with the U.S. Patent & Trademark Office and therefore must be accompanied by the ® (“Registered Trademark”). The IEEE Logo should appear on the front cover of all IEEE owned/copyrighted publications/printed products. It is recommended that the Logo appear on publications’ spine and back cover.

The full name (“The Institute of Electrical & Electronics Engineers, Inc.”) must appear on the copyright page of any conference proceedings to which IEEE holds copyright. The full name should also appear in a prominent position, such as the cover or title page of all proceedings.

When used with a logo of an entity within IEEE, the IEEE logo must be at least the same size as the other logo; preferably larger or in a more prominent position. When used with logos of other societies, normally all logos should be the same size. (It may be acceptable to use logos in different sizes if society participation is unequal.) A conference logo may be larger than the IEEE Logo.

Complete guidelines for Use of the IEEE Logo and Logotype “IEEE” can be found on the IEEE Page. (Also see IEEE Policy and Procedures s

7.4.3.2 Table of Contents

Each conference proceedings should include a table of contents. It is recommended that this table of contents include both the author's name and affiliation for reference purposes. Responsibility for the preparation of a table of contents for the conference proceedings should be assigned to an individual member(s) of the Publications Committee by the Chair.

7.4.3.3 Placement of Required Numbers

The IEEE catalog number should be shown on the spine and the reverse side of the title page. In addition, the Library of Congress Number, the ISBN and the ISSN (if applicable) should be shown on the reverse side of the title page. These numbers are supplied through IEEE TAB Products.

7.4.3.4 Title

The exact title of the conference proceedings should be shown on the spine, front cover, title page and reverse of the title page. It is imperative that the title of the proceedings remain consistent with those of previous years. For further instructions regarding continuity in the titling of conference proceedings, IEEE TAB Products should be contacted (See also IEEE Policy and Procedures 6.5).

7.4.3.5 IEEE Copyright Statement

The IEEE copyright statement should be shown on the reverse of the title page, with "19XX" representing the year of publication:

Abstracting is permitted with credit to the source. Libraries are permitted to photocopy beyond the limit of U.S. copyright law for private use of patrons those articles in this volume that carry a code at the bottom of the first page, provided the per-copy fee indicated in the code is paid through Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923. For all copying, reprint or republication permission, write to Manager, Copyrights Office, IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08855-1331. All rights reserved. Copyright 8 19xx by The Institute of Electrical and Electronics Engineers, Inc.

7.4.4 Layout, Cover, Binding

Standard book paper size is 35" x 35" which represents sixteen, 8-1/2" x 11" sheets. Therefore, it is recommended that the publication be assembled in multiples of 32 pages. Lesser page add-ons are disproportionately costly. Fifty-pound white offset husky or equivalent substitute is the normal paper stock used for conference proceedings.

The front and back covers of the conference proceedings should be on the same type of coated stock. It is only necessary that the stock be coated on the outside cover. In some instances, it may be less expensive to use a white-coated stock (e.g., Ten Point Carolina) and overprint multiple colors rather than purchase color-coated stock.

Perfect binding is recommended because it is generally less expensive, more professional in appearance and durable. Sewn bound copies are excellent for those proceedings that are considered for later

distribution as editions. Some conference proceedings are initially sewn bound with a hard cover when originally assembled. However, all proceedings of major conferences are later stripped of covers for hard case binding over sewn binding for distribution to Order Plan customers. IEEE TAB Products should be contacted for advice and coordination of binding post-conference sales copies.



IEEE CONFERENCE PUBLICATION FORM

IMPORTANT: See reverse side for instructions on how to complete this form

PLEASE NOTE: THIS INFORMATION IS REQUIRED IN ORDER TO INCLUDE THIS CONFERENCE PUBLICATION IN THE IEEE BOOK BROKER PROGRAM FOR POST-CONFERENCE SALES

Unless otherwise noted, all areas should be completed by the Conference Publications Chair and returned to the following address/fax no later than six (6) months prior to the conference: IEEE TAB PRODUCTS GROUP, 445 HOES LANE, P.O. BOX 1331, PISCATAWAY, NJ 08855-1331, PHONE: (732) 562-3872, FAX: (732) 981-1769

Please allow 4 weeks to obtain appropriate catalog & identification numbers.

CONFERENCE INFORMATION

1. Full Title of Conference _____

2. Dates & Location of Conference _____
3. Financial Sponsors _____
4. Non-financial IEEE Entities _____
5. Does conference have a World Wide Web Home Page? Yes (URL: _____) No

PUBLICATION INFORMATION

6. Full Name of Publication (as it will appear on title page) _____

7. Est. Pages _____
8. Paper Size: 8-1/2" x 11" 6" x 9" A4 Other _____
9. Number of volumes: _____
10. Binding: Softcover Hardcover Other _____
11. Est. Print Run: Conference _____ + Book Broker * _____ + Other _____ = TOTAL _____
12. Copyright: IEEE Other _____
13. Scheduled Date of Publication _____
14. Est. Shipping Date to IEEE _____
15. Printer _____
16. Will publication be distributed electronically on CD-ROM? Yes No On World Wide Web/Internet? Yes No

PAYMENT INFORMATION

17. IEEE PAYMENT FOR CONFERENCE PUBLICATION SHOULD BE SENT TO: **
Name/Conference Position _____
Address _____
Phone _____ Fax _____ e-mail _____
18. Publication Chair _____
Address _____
Phone _____ Fax _____ e-mail _____
19. Date _____
20. Signature _____

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21. Library of Congress No. _____
22. Prod. No. _____
23. Project Code _____
24. ISBN: (soft) _____ (case) _____ (fiche) _____ (CD-ROM) _____
25. ISSN _____
26. Qty. Ordered _____
27. Est Price: List _____ Mem. _____

Please keep a copy for your records

INSTRUCTIONS FOR COMPLETING THE IEEE CONFERENCE PUBLICATION FORM

CONFERENCE INFORMATION

1. *Full Title of Conference.* Enter the complete title.
2. *Dates & Location of Conference.* Spell out or abbreviate the month and use numeric designations for the days and year (e.g., Oct. 8-10, 1996). Enter name of hotel or conference center, city, state or province, and country.
3. *Financial Sponsors.* Enter the name(s) of all IEEE and non-IEEE financial sponsor(s).
4. *Non-financial IEEE Entities.* Enter the name(s) of IEEE entities with non-financial involvement.
5. *Conference Home Page.* If applicable, enter the URL of the Home Page for the conference.

PUBLICATION INFORMATION

6. *Full Name of Publication.* State the full title of the publication as it will appear on the title page. If the conference is part of an ongoing series, it is imperative that the title of the publication remain consistent with those of previous years. Please refer to IEEE Policy and Procedure 6.5 for more information.
7. *Est. Pages.* Indicate the estimated number of pages in the conference publication.
8. *Paper Size.* Indicate the page size of the publication.
9. *Number of volumes.* Indicate the number of volumes in which the publication will be bound.
10. *Binding.* Indicate whether the publication will be perfect-bound with a softcover or hardcover, or if another binding type will be used.
11. *Est. Print Run.* Indicate the estimated number of copies which are to be printed for the conference and for other (non-Book Broker) usage. ***NOTE: Please do not fill in the Book Broker quantity. This quantity will be determined by the TAB Products group.**
12. *Copyright.* Check the appropriate space concerning ownership of copyright. If the copyright is held by an organization other than IEEE, please provide the name of that organization. Information on copyright procedures and copies of the IEEE Copyright Form are provided in the IEEE Conference Manual which is sent to the Conference Chair. For any conference publication to which IEEE holds the copyright, it is incumbent upon the Publications Chair to provide each prospective author with an IEEE Copyright Form and appropriate instructions for its completion. Individual papers should not be published in the conference proceedings unless the required IEEE Copyright Form has been returned to the Publications Chair. Copyright forms should be collected and forwarded in one batch with a copy of the table of contents to: IEEE TAB Products, 445 Hoes Lane, Piscataway, NJ 08854.
13. *Scheduled Date of Publication.* Indicate the approximate publication date of the conference record.
14. *Est. Shipping Date to IEEE.* The target date for shipping the proceedings to the IEEE TAB Products group should be indicated in the space provided. The conference should attempt to have the proceedings delivered to IEEE as soon after the publication date as possible. They should be sent to: IEEE TAB Products, 445 Hoes Lane, Piscataway, NJ 08854.
15. *Printer.* Indicate the name of the vendor which will be printing the publication.
16. *Electronic Distribution.* Indicate whether the publication will be made available electronically. For more information, please refer to the Book Broker Policy Statement on Conference Proceedings Disseminated Electronically. A copy of the statement is included in the IEEE Conference Manual.

PAYMENT INFORMATION

17. *Payment Recipient.* Provide the name, position, street address, phone, fax, and e-mail address of the person/entity who should receive the Book Broker payment for the purchase of the publication. ****NOTE: It is Book Broker policy that if payment is to be made to someone other than the Conference, approval must be given to the TAB Products group by the sponsoring entity=s Treasurer.**
18. *Publication Chair.* Provide your name, street address, phone, fax, and e-mail address.
19. *Date.* Indicate the date on which the form was completed.
20. *Signature.* Sign your name in the space provided.

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- 21-27. These spaces are for the use of the TAB Products group. The applicable information will be provided to the Publication Chair by the TAB Products group.

TAB BOOK BROKER COMMITTEE

POLICY STATEMENT CONFERENCE PROCEEDINGS DISSEMINATED ELECTRONICALLY

With the increased use and acceptance of efficiently disseminating information via the World Wide Web/Internet, the Book Broker Committee is aware that some IEEE Societies are exploring its use in making their conference proceedings (either in total or in part) electronically accessible.

The Book Broker Committee supports this exploration and endorsed the following policy regarding IEEE Copyright material appearing electronically:

1. If placing conference proceedings electronically on the WWW/Internet (in total or in part), the Society responsible for the conference proceedings shall notify the TAB Book Broker Committee that they (the Society) approve such placement; and
2. The Society will be responsible for obtaining and placing within the body of the document the appropriate copyright statements and permissions, which shall be obtained from the IEEE Copyright Office.

It should also be noted that as part of the Book Broker Program, conference proceedings are purchased from conference sponsors in hard copy form for the purpose of fulfilling subscription commitments and post-conference single sale requirements. Placing a conference proceeding on the Web/Internet has the potential of affecting the revenue stream from the sale of such hard copies. Therefore a Society/Council which elects to freely disseminate their conference proceedings on the Web/Internet should give careful consideration to the anticipated income it expects to receive from the hard copies sold via the Book Broker Program.

For more information, please contact:

IEEE Copyrights Manager
(732) 562-3966
w.hagen@ieee.org

or

IEEE TAB Products
(732) 562-3912
tab.proceedings@ieee.org

8.0 THE PUBLICITY AND PUBLIC RELATIONS COMMITTEE

8.1 DUTIES

The duties of the Publicity and Public Relations Committee is to promote the Conference through out the entire planning process:

- Arrange for mailing of the Call for Papers
- Arrange for publicity mailing lists
- Arrange for placement of the Conference on the Calendars of various publications
- Advertise the Conference in IEEE and non-IEEE publications and news media
- Arrange for local publicity of the Advance Program
- Arrange for advertising in related conferences

The Publicity and Public Relations Committee cooperates with the Local Arrangements Committee in arranging for pre-conference and on-site publicity. In addition, the Publicity Chair should coordinate the conference promotional program with IEEE publicity efforts with national press agencies. Frequently, free publicity can be secured in local newspapers, magazines or newsletters, and on local television and radio public service announcements. The following types of media should be contacted, both by press releases and follow-up phone contact. It is the customary practice to offer free admission to the press on all events where publicity is desired. Be sure that provisions are made at the registration desk for free "press passes" or press badges to be issued so the media can easily attend all sessions.

- (1) Advertising the Conference in IEEE and other professional magazines
- (2) Advertising the Conference in IEEE geographic and technical newsletters
- (3) National Press (newspapers, engineering society magazines, technical society publications and other trade journals/magazines).
- (4) Newspapers, Radio and Television Stations in the conference city and local area.

Additional avenues for Public Relations to be considered include:

- (5) Local Publicity: When the meeting is held at a university, governmental facility or a local institute, the Publicity/Public Relations Department of the involved agency can be of assistance in generating interest among the local press. Normally, all scientific and federal agencies have public relations departments which are willing to publicize events of this type and will contact local newspapers, television and radio stations.
- (6) Conference Calendar Listing In Appropriate Publications: Such basic information as the city, hotel, dates, name and address of contact, as well as telephone and fax numbers are required to be listed.

- (7) **Welcome By Local Public Officials:** The committee may contact public official's office early to obtain the aforementioned in a timely manner. Depending on the location, officials such as the Governor or Mayor may be sufficiently interesting to be considered as a speaker at the conference.
- (8) **Conference Preview:** It should be written by the Publicity Committee and includes brief highlights of the Conference about three months before the Conference, after the Technical Program has been completed.
- (9) **Press Kits And Arrangements At The Conference:** It is important to define policy early on regarding attendees who represent the press. Invitations to the press to attend the conference may be open or selective and normally limited in number from any one publication firm. If selective, credentials must be checked at the conference, and free registrations given only to those invited. The members of the press who do attend the conference should receive a conference record and allowed free admission to all sessions, and to all social events which are likely to stimulate news coverage. A separate "Press Only" desk should be provided at Registration, and name badges should indicate that the attendee is with the press. A press room, appropriately furnished and equipped with restricted telephones and typewriters, should be provided, as well as light refreshments. It should be manned at all times, and its hours posted. If any significant announcements are made at the conference, or interviews requested, they should be coordinated by the Publicity Committee. Each member of the press should receive a press kit with a conference program, biographies of key committee members and speakers, copies of key speeches, an up-to-date release, and other pertinent information.
- (10) **800 Number (or equivalent) If Needed:** An 800 number is a great convenience to prospective attendees, and is another outlet for publicity for the conference. A digit format that is recognizable and easy to remember may be very useful.
- (11) **Promotion Of Local Industry Attendance:** An excellent way to increase local attendance is to offer local companies a discount on multiple registrations. The discount must be aggressive enough to appeal to senior management to whom the campaign should be directed. The mailing should go out no later than three months prior to the conference, and considerably earlier, if possible. If the Advance Program is not ready at the time of the mailing, the package should be sent out with the caveat that the Advance Program will follow. This promotion is a joint effort of the Registration, Finance and Publicity Committees.
- (12) **Promotion At Related Conferences:** An excellent way to promote the conference is to exhibit at other conferences and trade shows. The Call for Papers, preliminary announcements, and Advance Programs can be distributed at such events. A video or slides of the conference city, giveaway items, and other novelties with the conference logo help promote the conference. This activity should be coordinated with the Exhibits Chair.
- (13) **Post-Conference Article:** An article highlighting the events, speakers, special announcements and the like should be prepared for insertion into IEEE and other Magazines, preferably within a month or two of the conference. The bulk of the article can and should be prepared well before the conference, as momentum and enthusiasm wanes once the conference is over. Statistics may be inserted into the article after the close of the conference. The article should include photos of events such as receptions, speakers, exhibits, committee members, awards,

banquet, and other social events. It is recommended that a paragraph at the end of the article be reserved for promoting the next conference. Include basic information such as dates and location, and any other information of interest.

- (14) **Photographer:** The use of a designated photographer is recommended to insure usable photos and timely turnaround. Black and white photos are preferred for reproduction.

8.2 DISTRIBUTION: ANNOUNCEMENTS, ADVANCE PROGRAMS AND REGISTRATION MATERIAL

8.2.1 IEEE Not-For-Profit Mail Status

Only IEEE Sponsored or Co-sponsored conferences are entitled to IEEE services at the non-profit rate. Any promotional mailing which uses the IEEE mailing indicia (Permit No. 52) and IEEE return address must be mailed from the IEEE Service Center. This mailing is at third class rates and usually requires several weeks for delivery. Third class mailing cannot be used for delivery outside the United States. However, for conferences held in Regions 7-10, mailing inside the US can be performed via IEEE Conference Services using the same process.

Any questions or problems that are encountered with local postal authorities in regard to the mailing rates for promotional material should be directed to IEEE Conference Services Department. Since, from the Institute's position, such questions are a very sensitive issue, it is extremely important that appropriate protocol be followed in dealing with the U.S. postal authorities in these matters.

8.2.2 IEEE Mailing Lists

IEEE membership mailing lists may normally be used in connection with conferences which have IEEE involvement. Selection of mailing lists should begin during the initial planning stages of the conference and the Publicity Chair should work with the Conference Committee in selecting those target membership lists, Societies and other IEEE entities, which will most effectively promote the conference. IEEE Conference Services will assist the Publicity Chair in obtaining appropriate IEEE mailing lists. A letter requesting the mailing labels should be forwarded to IEEE Conference Services with the following information:

- name and dates of conference
- what is being mailed (Call for Papers, Advance Program, etc.)
- which IEEE Society members are to be selected
- geographic area(s) to be selected (regions, sections, etc.)
- membership grade(s) (higher grade, student, affiliate)
- when selecting TIP (Technical Interest Profile) categories indicate which rankings are to be selected)
- what type of label (Cheshire - machine applied or Avery - peel and stick)
- to whom to send the labels, if IEEE is not providing mailing services
- to whom to send the bill

It is prudent to allow one month for this activity.

8.2.2.1 Proprietorship of Mailing Lists

Normally, only the mailing lists of the sponsoring entity (Society/Region) or cooperating entity will be made available to the conference by IEEE. However, access to mailing lists of other IEEE entities is also possible. IEEE Conference Services should be contacted for further information.

8.2.2.2 Costs for Mailing Labels

Mailing labels can either be sent to the Publicity and Public Relations Committee for use in the distribution of promotional materials, or the actual mailing of the promotional materials can be processed by the IEEE Service Center. **IEEE mailing services are limited to IEEE sponsored and financially co-sponsored conferences.** In any event, all costs for mailing labels and additional mailing services are invoiced directly to the conference, unless the sponsoring entity authorizes an alternate method of payment.

8.2.3 Special Mailing Lists

The Publicity and Public Relations Committee should determine which means will achieve the widest publicity desired by the conference. Mailing lists, not already available from other sources, should be compiled by this committee. Registration lists from previous meetings are generally very effective.

8.2.4 Local Mailings

The Publicity Chair should determine what local mailings should be made and provide programs for this purpose. An IEEE geographic entity mailing may be coordinated with the Local Arrangements Chair.

8.2.5 Publicity Mailings Through IEEE

IEEE Conference Services has a special publicity list for the distribution of conference promotional material, e.g., Call for Papers and Advance Programs. The IEEE Conference Services Office will advise the Publicity and Public Relations Committee of the numerical requirements for these special mailings. Such promotional material and a request letter for these services should be forwarded to IEEE Conference Services for distribution.

Promotional material for publication in IEEE periodicals should be submitted with attention paid to the monthly, bimonthly or quarterly schedules and deadlines. Promotional material should be organized in a standard format and contain complete information about dates, location, technical program, keynote speakers, registration procedures, conference papers, inspection tours and hotel reservations.

8.2.6 Advance Copies of Papers

The Publicity and Public Relations Committee may also assist the Program Committee in securing advance copies of papers so that preconference releases can be prepared for the general press. Complete papers may also be made available for review by the technical press and certain members of the technical community. The following statement must be placed on any paper released for review:

Permission to copy without fee all or part of this material is granted provided that the copies are not made or distributed for direct commercial advantage, the IEEE copyright notice and the title of the publication and its date appear, and notice is given that copying is by permission of the Institute of Electrical and Electronics Engineers. To copy otherwise, or to republish, requires a fee and specific permission. **Direct inquires to:** Copyrights Office, IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08855-1331.

8.3 CATEGORIES OF PROMOTIONAL MATERIAL

8.3.1 Publicity Letter

A publicity letter specifying the particulars of the conference should be prepared. It should incorporate a condensed program that outlines the general chronological schedule of technical sessions, and highlights any special keynote presentations.

8.3.2 Conference Program

The Publicity and Public Relations Committee is involved in the distribution of the Advance Program. It is responsible for targeted publicity using the Advance Program.

8.3.3 Call for Papers

The Publicity and Public Relations Committee, in coordination with the Program Committee, may also be involved in the distribution of the initial conference's Call for Papers. Appropriate care should be taken to ensure that both the scope of the conference program and specific deadlines for abstracts and/or manuscripts are clearly indicated in the announcement. It should include such basic information as the name of the conference, the dates, the city and the hotel. The body of the call should announce the theme of the conference, suggested topics for papers, author schedule and instructions, regional representatives, and sponsorship with appropriate logos.

The Call for Papers is generally inserted in IEEE Magazines and Newsletters. It may be distributed by mail to targeted audiences. Targeted mailing lists, or TIP (Technical Interest Profile) lists, may be obtained from IEEE. It is recommended that copies of the Call be sent to offshore representatives for mailing locally, due to slow mail service to overseas locations.

The Call should also be available for distribution at other related conferences and trade shows.

8.3.4 Self-mailers

For IEEE Sponsored and Co-sponsored conferences, if the Publicity Letter, Advance Program or Call for Papers is prepared as a self-mailer and is to be handled by the IEEE Service Center, the IEEE Service Center's return address and mailing permit (indicia) must be shown on the address side of the program mailing piece. In accordance with regulations of the United States Postal Service, self-mailers must have at least one self-adhesive tab to keep mail pieces closed. **All promotional mailings processed through the IEEE Service Center should be coordinated with IEEE Conference Services.**

8.4 ASSISTANCE TO PROGRAM COMMITTEE

The Publicity and Public Relations Committee may assist the Program Committee in the following areas:

- (1) Development of themes for panel discussions.
- (2) Selection of appropriate topics for keynote addresses.
- (3) Selection of speakers for social functions.
- (4) Development of appropriate publicity brochures regarding technical exhibits at the conference.

8.5 ASSISTING MEMBERSHIP PROMOTION AT CONFERENCE

It should be standard practice to set up a membership desk at the conference in order to recruit IEEE members into the sponsoring entities and non-members into IEEE. A good incentive for membership efforts is to apply the member/non-member differential to reduce dues payment. (See paragraph 9.1.4.1.1 for more details.)

8.5.1 Membership Desk Activities

The following guidelines should be followed in arranging for a membership desk at the conference. Additional details may be obtained from IEEE Conference Services.

- (1) Coordinate with the sponsoring entity's membership development committee.
- (2) Contact the Conference Chair to secure the best possible location of the Membership Desk at the Conference.
- (3) Appoint Committee members to set up and supervise the activities of the desk.
- (4) Prepare a duty roster to make sure that the desk is attended at all times during the conference.
- (5) Arrange for the display of IEEE publications literature and advertisement of its activities.
- (6) Contact IEEE Conference Services to obtain available IEEE membership literature and supplies, including the loan of an IEEE banner and instructional guidelines for those assisting at the IEEE membership desk.

8.5.2 Conference Registration Card

The registration card should be designed to readily identify and allow later communication with non-members and those IEEE members who are not enrolled in the sponsoring entity.

8.5.3 Post-Conference Membership Promotion

The Publicity and Public Relations Committee should arrange for the addressing of special letters to non-member registrants inviting them to apply for membership in IEEE.

8.6 PUBLICITY - IEEE PUBLICATIONS

8.6.1 Educational Activities

Frequently an IEEE entity co-sponsors educational activities (short courses) which are run concurrently with a conference. It is important to ensure that the publicity and promotional materials for courses be coordinated with the publicity for the conference in order to present a unified IEEE image. The Publicity and Public Relations Committee should contact IEEE Conference Services to coordinate the promotion of these courses.

8.6.2 Sponsoring Entity Publications

The Publicity and Public Relations Committee should coordinate all promotional concepts for the display and possible "sale" of other publications of a sponsoring entity. In some instances, the complimentary distribution of previously published technical literature may be used as an additional promotional incentive in the recruitment of non-members at the conference.

8.6.3 IEEE Standards/Press Books

Brochures for these publications should be prominently displayed at all conferences. conferences provide an ideal opportunity to promote IEEE book publications. Requests for assistance with promotional displays for book publications should be made through IEEE Conference Services.

9.0 THE FINANCE COMMITTEE

9.1 RESPONSIBILITIES OF THE FINANCE COMMITTEE

The Finance Committee is responsible for the following:

- Bank Accounts
- Insurance and Bonding
- Budget
- Cash Flow
- Income
- Expenses
- Auditing
- Records
- Cash Handling
- Financial Reports
- Conference Closing
- Final Report
- 1099 Request Form

A position description of the Finance Chair (or Conference Treasurer) appears at the end of this section.

9.1.1 Opening a Conference Bank Account

It is the responsibility of the Finance Chair to establish one or more conference bank accounts in the name of the conference for the purpose of receiving and disbursing conference funds. All the funds collected on behalf of the IEEE entity should be held safely in local bank account(s). The Finance Chair should open the account in the name of the conference, recognizing that IEEE must start the name. Conference accounts in the names of individuals are expressly disallowed, (See Section 9.1.1.1.). The conference loans from the Sponsors usually are the first deposits.

More than one bank or financial institution account may be appropriate when substantial funds accumulate, and financial instruments such as CDS may be considered. Care should be taken not to commit the funds to a long term plan that has early withdrawal penalties, if this would affect timely closing of the conference accounts or impede the payment of bills. (It should be noted that FDIC insurance covers deposits of not more than \$100,000 and other arrangements may be needed to provide the required insurance of funds.) The checking account handles near term financial transactions.

Note: The IEEE offers short-term and long-term investment options for conferences. The goal is to provide professionally managed vehicles for IEEE units to pool their finances with the IEEE General Fund, in order to ensure that the organization's total funds are managed in a ardent and efficient manner. For more information, call the IEEE Financial Services Department for an IEEE Investment Options Prospectus.

If the conference has an *interest-bearing account* the Finance Chair *must report* to the IEEE the principal, accrued annual interest, account number and the bank name and address at the end of the year in which the interest accrues.

9.1.1.1 Account Identification

To satisfy IRS regulations, all conference bank accounts in Regions 1-6 should be opened as "IEEE *Conference Year and Name*". An example of a proper bank account name is "IEEE 1996 Nuclear Power Systems Symposium." **Accounts must never be in an individual's name.**

9.1.1.2 IRS Tax Identification Number For Regions 1-6

The Uniform Employer Identification Number that has been assigned by the IRS for use by all IEEE conferences sponsored by entities, other than Sections or Regions, holding funds outside the IEEE treasury is 13-1656633. Section or Region-sponsored conferences have been assigned a uniform identification number of 13-6117748. These numbers should be used whenever an IEEE financially-sponsored conference is called upon to furnish a taxpayer identification number.

The legal name of the IEEE is AInstitute of Electrical and Electronics Engineers, Inc.

9.1.1.3 Signatory Powers for Bank Accounts

IEEE Policy and Procedures require that *all conference bank accounts* have alternate signatures designated. The minimum signatures for an account are:

- (1) One volunteer from the Conference Committee, usually the Finance Chair (or Treasurer).
- (2) One volunteer alternate from the Conference Committee, usually the Conference Chair.
- (3) **The IEEE Staff Director of Financial Services or designee.**

9.1.1.4 IEEE Requirements

It is the responsibility of the Conference Treasurer to report to IEEE the principal amount, annual accrued interest, account number and name and address of any financial institution at which any open conference account exists at the end of each calendar year. This information is required by the Institute for its IRS Information Return.

9.1.1.5 Closing of Bank Accounts

The IEEE is required by IRS regulations for **all conferences** to **close their accounts** and **submit a Final Financial Report** to the appropriate IEEE *entity within six months from the close of the conference*. IRS regulations stipulate that **all surplus funds** from the conference must first be *deposited in the sponsoring entity's IEEE Headquarters account* before they can be withdrawn for use as advance funds for a future conference. If an IEEE Region is acting as a single sponsoring entity, all conference surplus funds must first be deposited in the established Region account before withdrawal for further use, i.e., distribution to Sections. It is the responsibility of the Conference Finance Chair

to ensure that this procedure is strictly followed in order to protect IEEE's not-for-profit tax status. (See Section 9.5.8.).

9.1.1.6 Revolving Fund

Under certain conditions where a conference is one of a series, and non-IEEE entities are financially involved, a revolving fund for a conference may be established with the **approval of the sponsoring entity and the concurrence of the *IEEE Controller's Office***. It is preferred that co-sponsored conferences do not get involved with this, however, it may be done with permission of the IEEE Controller's Office. Such revolving funds are still required to file annual financial reports reflecting the financial activity and statement of financial position.

9.1.2 Conference Loan Request

It is the responsibility of the Finance Committee to determine if a conference loan (seed money) is required to pay for initial conference expenses. If a conference loan is required, the Finance Committee should request the sponsoring entity's Treasurer to request IEEE Headquarters to forward the loan amount to the Conference Treasurer.

9.1.2.1 Conference Loan from Sponsoring Entity

It is only upon the official request from the sponsoring entity responsible officers that IEEE may implement any transfer of entity funds to a particular conference as a conference loan.

9.1.3 IEEE Conference Budget Requirements

It is the responsibility of the Finance Committee to prepare a budget indicating estimated income and expenses for the conference. IEEE Policy requires that a conference budget be submitted at least 12 months in advance of the conference to the appropriate IEEE office, accompanied by written entity approval, and forwarded to IEEE Conference Services for Headquarters approval. **Separate budgets are required for tutorials either following or preceding a conference.**

9.1.3.1 Sponsoring Entities Approval of Budget

Conference budgets must first be approved by the sponsoring entity prior to submission to IEEE. It is the responsibility of the Finance Committee to ensure that all financial sponsoring or co-sponsoring entities have approved the conference budget and that such approval is documented by an official letter of acceptance from the sponsoring entity or by signature on the budget itself. A conference budget cannot be accepted by IEEE unless it is accompanied by written approval of the sponsoring entity.

9.1.3.2 Projected Budget Surplus or Deficit

IEEE Policy stipulates that all conference budgets that are submitted for IEEE approval must be based on non-deficit expectations. However, on exception, an entity may choose to budget on a deficit basis, provided the annual total of all conferences budgeted by that entity reflects a surplus. If a conference budget indicates a deficit, a letter of approval from the sponsoring entity must accompany the budget when it is submitted to IEEE. A deficit conference budget will only be approved by IEEE if it can be properly justified in regard to the total fiscal situation of the sponsoring entity.

9.1.3.3 Preparation of Budget

The initial conference budget should be prepared on the form "Summary Financial Report for IEEE Sponsored or Co-sponsored Conferences." Instructions for completion are outlined on the back of the form itself. Complimentary worksheets entitled "IEEE Conference Financial Report - Part I: Income", "IEEE Conference Financial Report Part II: Expense" and "Social Functions Breakdown" which allocates income and expense items in more detail, should also be prepared and submitted to IEEE Conference Services with the initial budget. **(See end of this section)** Finance Chairs may use software available from IEEE Conference Services to generate these forms.

9.1.3.4 Budget Revisions

The Finance Committee is responsible for monitoring actual income and expenditures during the development and planning phases. If deemed necessary, the Finance Committee may submit a revised budget to IEEE for approval. If significant changes are made to the budget, e.g., decision to cancel an exhibition or conference Proceeding publication, then it is incumbent upon the Finance Committee to resubmit a conference budget to the sponsoring entity and to IEEE (accompanied by approval of the sponsoring entity) for approval. The same forms as used for the initial budget are used to show the revised budget. It is a good practice to prepare and submit to the sponsoring entity at least one interim report approximately three months before the conference when the program is stable, printing and other costs are known, exhibits are contracted and early registration patterns are developing. It is worth doing because it gives an early reading on the outlook of the conference, and may reveal abnormalities, which may then be corrected.

9.1.4 Conference Registration Fee

The Finance Committee, with the concurrence of the Conference Committee and each sponsoring entity, establishes the conference registration fee. The registration fee should be set to produce a surplus of approximately 15% over projected expenses. Other anticipated sources of revenue, such as exhibition sales and income from the sale of conference Proceedings/Digests, should also be taken into consideration when setting the registration fee for the conference.

9.1.4.1 IEEE Member/Non-member

IEEE Policy requires that a registration fee for non-members at IEEE sponsored conferences should be significantly more (25-50%) than the registration fee for IEEE members. Members of the Founding Societies - American Society of Civil Engineers, the American Institute of Mining, Metallurgical and Petroleum Engineers, the American Society of Mechanical Engineers and the American Institute of Chemical Engineers have a reciprocal agreement entitling their members to the member registration fee at IEEE conferences. IEEE members are entitled to member fees at Founding Society conferences.

9.1.4.1.1 Non-member Fee Differential Towards IEEE Membership

The Finance Committee, with the approval of the Conference Committee and the sponsoring entity, may allow application of the fee differential paid by non-members at the conference to be applied towards IEEE membership enrollment. If it is decided to allow the fee differential to be applied toward IEEE membership, the IEEE Membership Services Department should be consulted in advance to arrange for smooth processing and to avoid misunderstandings between the new member and IEEE. If this activity is to be done at a meeting, then adequate conference publicity must be done to make it successful.

9.1.4.2 Students, Retired, Life Members

IEEE Policy (Policy and Procedure 10.9.L) permits reduced conference registration fees for students, unemployed IEEE members, retired and Life members and special VIP guests, at the discretion of the Conference Committee and sponsoring entity. Unless otherwise stipulated, the registration fee for retired and Life members should be no more than the registration fee for students. These reduced registration fees may exclude meal functions, Conference Proceedings and other side activities.

9.1.4.3 Advance Registration

If advance registration is established for the conference, it is the responsibility of the Finance Committee to develop and implement the necessary procedures to facilitate such advance registration, (i.e., receipt and deposit of funds, notification of registrants, etc.). The advance registration fee is generally set lower than the on-site registration fee in order to stimulate advance registration. The determination of the differential between advance registration and on-site registration fees is the responsibility of the Finance Committee, with the approval of the Conference Committee and the sponsoring entity.

9.1.4.4 Refunds

The Finance Committee, with the concurrence of the Conference Committee, will establish a specific policy with regard to refunds. Notice regarding the conditions for refunds with specific cut-off dates for the acceptance of refund requests should be included in the Advance Program and other related promotional material.

9.1.4.5 Suggested Guidelines - Finance Chair

A detailed procedure for the Finance Chair (or Conference Treasurer) is outlined at the end of this section.

9.2 INSURANCE AND BONDING

Conference insurance and bonding will vary from country to country according to local laws and practice. If there will be multiple functions at a conference, separate insurance forms must be submitted for each. One insurance form is needed for each budget submitted. It is recommended that cancellation insurance also be purchased for all meetings over 1000 attendees and/or having over 100 exhibit booths. This is necessary to minimize financial exposure to sponsors if the meeting must be canceled at the last minute. **(Forms appear in this section)**

9.3 MISCELLANEOUS FINANCIAL ACTIVITIES

9.3.1 Petty Cash

A petty cash fund may be maintained by the Treasurer for convenience in meeting small obligations. Replenishment of the petty cash fund may be made, as necessary, by the Treasurer from depository funds. The person(s) responsible for petty cash funds must maintain an accurate record and keep receipts of all payments.

9.3.2 Cashier

9.3.2.1 General

During the conference, it is necessary that a Cashier be appointed to work with the Registration Subcommittee in handling income from registration fees and ticket sales.

9.3.2.2 Duties

The Cashier will check out cash boxes to appropriate members of the Registration Subcommittee; disperse petty cash on the authority of the Registration Chair; and, keep accurate records of the number of registrants, the number of ticket sales and other sources of income.

9.3.2.3 Security

Due to the large sums of cash generated by the registration process, deposits should be made at a local bank at the end of each day. Security escorts may be desired. Deposits must be made at the end of the day and planned for. Arrangements with a local bank should be made in advance.

9.3.2.4 Cash Boxes

It is important that each clerk handle money from his/her own cash box. The box will be checked out by the Cashier at the beginning of each day and returned by the Cashier, with an accounting, at the end of the day. Overnight cash will be locked in a secure location, as established by the Treasurer -- preferably in a hotel safety deposit box. Excess cash should be deposited daily in a local bank or used to pay hotel bills.

9.3.3 Travel Expenses For Participants

Explicit policies must be established in advance regarding the payment of travel expenses for participants. These travel expense payments should be incorporated in the conference budget. **IEEE Policy explicitly prohibits payments of honoraria for the presentation of a paper at a conference, except for a lecture or other educational activity for which a tuition fee is charged.**

9.3.4 Exhibits

The Treasurer is responsible for the receipt and deposit of all funds from exhibitors. In accordance with the policies of the Conference Committee, and in keeping with the contract of the Exhibit Manager, the Treasurer will make only those payments agreed upon in advance.

9.3.5 Credit Cards

The use of credit cards for registration is very helpful, especially for registrants from outside the U.S. The credit card procedures may be obtained by contacting the IEEE Financial Services Department (732) 562-6357. All transactions should be verified in a timely fashion, and the credit card slips should be sent to IEEE without delay.

9.4 U.S. GOVERNMENT GRANTS

All grant proposals must be approved by the IEEE Financial Services Department and signed by a conference representative serving as the Principal Investigator and the authorized IEEE staff person. Mail the original grant proposal with the conference representatives signature to IEEE Financial Services Department, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, Attn: Grant Administrator, retaining a copy for the conference records. The Grant Administrator will review the grant proposal for compliance to the government agency s requirements, obtain the necessary IEEE authorizing signature and submit the appropriate number of copies of the grant proposal with a cover letter to the government agency.

Approved grants will be assigned an IEEE project number to monitor the flow of transactions through IEEE s accounting system. A copy of the approved grant will be sent to the conference representative with a cover letter providing instructions for the grant administration. Grant administration includes the grant timeframe, recognizing the revenue, submitting expenses to IEEE against the grant, and final technical report filing. Responsibility for the grant reporting breaks down as follows. The conference representative is responsible for submitting the expenses to the Grant Administrator and submitting the final technical report to the government agency, copying the Grant Administrator. The Grant Administrator is responsible for processing the expenses associated with the grant, submitting the financial report to the government agency, and obtaining the funds.

All grant change requests, such as a no cost extension, must be processed through the Grant Administrator for approval to reallocate originally budgeted amounts.

Before cost reimbursement against a government grant may begin, the IEEE Financial Services Department must have the following documents on file:

- 1) Grant proposal with budget attached. The proposed budget must include General & Administrative (G&A) expenses incurred by IEEE. The present rate for G&A expense is 8%. In the case of travel grants, a G&A fee of \$50 per participant should be included in the budget instead of the 8%. In some cases G&A expenses, sometimes called indirect costs, will not be allowed.
- 2) Approved grant letter and budget
- 3) For grants related to conference support:
 - a) A Conference or Workshop brochure/program
 - b) Participant listing for the conference or workshop

In order to comply with Government Auditing Standards, all reimbursements against a grant must be processed through the Grant Administrator.

9.4.1. Travel Grants:

Prior to the conference a list of eligible travel grant recipients with amounts should be provide to the Grant Administrator. The travel grant recipients should be instructed to submit an expense report with original receipts directly to the Grant Administrator to receive reimbursement. U.S. Flag air carrier service must be used if such service is available. The difference in cost between first-class air accommodations and coach fair is unallowable. A train, bus, or other surface carrier may be used in

lieu of air travel. However, if such travel could have been performed by air, the allowable cost will not exceed that for jet economy airfare.

9.4.2. Grant Expenses

When the grant is supporting publication costs and the IEEE Operations Center prints the materials, the total amount of the grant can be applied to the IEEE publication invoice, thus reducing the amount the conference owes the IEEE Operations Center.

When the grant is supporting other types of expenses, a summary of expenses with copies of paid invoices must be submitted to the Grant Administrator. If multiple government agency grants are involved, please submit all requests together.

9.4.3. Grant Salaries

When salaries of IEEE employees are included in a grant, a timesheet must be submitted to payroll and copied to the Grant Administrator referencing the appropriate cost center and IEEE project number. Payroll will record all salaries in the employees home department and record a reimbursed service to the home department and purchase service to the project number.

The Grant Administrator must, also maintain rejected proposals and related documentation from the government agency, until the record retention period for the grant documentation has expired. Please forward copies of all correspondence related to a proposal must be forwarded to the Grant Administrator.

Detailed procedures on How to Obtain Government Grants appears at the end of this section.

9.5 CONFERENCE FINAL FINANCIAL REPORTING

9.5.1 General

The final responsibility of the Finance Chair or Treasurer is to prepare a final report by completing the Summary Financial Report form, repay all loans, distribute conference surplus according to prearranged policies, confirm that all physical assets (i.e., conference Proceedings or Digests) have been distributed and close the conference bank account. The Finance Chair must provide a Detailed (and audited, when appropriate) Final Financial Report of the conference to the Conference General Chair.

9.5.2 Submitting Final Financial Report to IEEE

The Finance Chair (or Treasurer) will prepare the Final Financial Report and supporting documents -- Detailed Final Financial Report Parts I and II and the Social Functions Breakdown -- should be submitted to the Conference General Chair for submission to each sponsoring entity and to the IEEE. The report should be filed no later than six months after the conference date. Financial software is available from IEEE Conference Services to aid in tracking financial data.

9.5.3 Audit of Financial Records

The requirements for auditing of conferences as approved by the IEEE Board of Directors follow:

- A) All Conferences wholly sponsored by IEEE as well as cosponsored conferences where IEEE is the lead sponsor (greater than 50% revenue share) with actual or budgeted income or expense equal to or exceeding \$100,000 will be audited using one of the audit resources described in "B" below. Conferences with less than \$100,000 of revenues or expenses will be audited on a rotational basis. The following fee schedule will apply:

Total Budgeted Revenue or Expense (Before Loans) (\$)	Audit Fee	Audits
0 - 49,999	\$ 50	10% Sample
50,000 - 99,999	\$100	10% Sample
100,000 & up	0.6% of rev./exp. with a max. of \$6000	100%

The above fee covers the overall process including audits, guidance on recordkeeping, training and financial report review.

- B) To ensure that conferences with income or expense of \$100,000 and above are appropriately audited, the following steps have been approved by the IEEE Board of Directors:
- 1) A predefined scope of work for the audit of conference financials will be established to ensure:
 - a) Conference receipts and disbursements are adequately controlled, and
 - b) Reports fairly represent the financial results of the conference.
 - 2) A suggested set of bookkeeping procedures for both a PC and manual recordkeeping environment will be provided.
 - 3) The four or five largest conferences will be audited by Coopers & Lybrand to satisfy their concerns relative to the quality of conference records.
 - 4) The remaining audits will be performed by consultants under contract to Operations Audit Department, except for those conferences that decide to have a professional independent outside source audit the final financial report for their conference. In the latter case the appropriate conference officer will be required to provide Conference Services a copy of:
 - a) The independent professional auditor's report
 - b) A memorandum itemizing any adjustments made to the final report as a result of the audit including the effect of such adjustments on the surplus/loss reported for the conference
 - c) A debit or credit memorandum covering the change in the conference surplus/loss calculations

Conference Services will provide a copy of the independent audit report and the itemization of adjustments to Operations Audit Department for review. It is the Conference Chairman's responsibility that there are no conflicts of interest involved in the selection of the outside audit resource.

- C) Conferences where IEEE is not the lead sponsor (less than or equal to 50% revenue share) but its share of conference revenues is projected to be \$100,000 or greater are encouraged to participate in the audit process. Where cosponsoring entities agree to the audit but refuse to share in the fee, the IEEE entity will be assessed an audit fee at 50% of the normal rate, i.e., 0.3% of total conference revenues.
- D) Audit fees will be incorporated in the conference budget by the Conference Treasurer. The financial report form will be revised to include a line in the expense section for the audit fee. Except for those conferences that choose to engage their own independent outside resources to have their conference financials audited, all conferences will be charged for the audit process, including those that will only be audited on a rotational basis, per the schedule outlined in (A) above. Operations Audit Department will contact the Conference Treasurer and issue a memorandum bill covering the audit process fee, based on the Conference Treasurer's calculation of conference revenues and expenses as of thirty (30) days after the close of the conference.
- E) Audits of conference financial reports and records are the responsibility of the Conference Treasurer in conjunction with the Operations Audit Department. Operations Audit Department will ensure that conference financials are audited in accordance with the audit guidelines developed for this purpose. If the Conference Treasurer chooses to have the audit performed under a Operations Audit consultant contract, it will be completed within 45 days from receipt of the final financial report and necessary supporting documentation. Audit results will be discussed with the Conference Treasurer before distribution. Approved audit and financial reports will be distributed by Conference Services to Society and Conference Treasurers.

Based on a review of all audit reports issued on conference financials, Operations Audit Department will periodically distribute a summary report, listing areas in conference financials requiring improvement. This report is expected to serve as a useful tool for Conference Treasurers in eliminating possible problems in their conference financial reporting process before it is audited.

- F) The conference audit process will be optional for conferences to be held in 1994 but mandatory for those to be held in 1995. Conferences that have approved budgets prior to April 1994 may be excluded from this process, as the guidelines and procedures will not be available until that time.

It is IEEE policy that the interim financial report be filed within three (3) months after the close of the conference.

Conference loans are required to be repaid within one (1) month after the conference. Proper disbursements should be made, and bank accounts should be closed as soon as possible. The final report with any residual funds should be submitted to IEEE Conference Services within six (6) months after the conference. Checks issued for the residual funds from the conference should indicate the name and dates of the conference.

9.5.4 Composition and Preparation - Final Financial Report

Each committee chair should furnish the Conference General Chair with a final report on the activities of his committee, including all expenditures or income. These reports may be used as appropriate sections of the Final Financial Report.

9.5.5 Determination of Surplus, Disposal of Physical Assets and Loan Repayment

Any conference surplus shall be determined on a cash basis and divided among the sponsoring entities in accordance with the preconference agreement. Disposal of physical assets should follow the pattern negotiated and agreed to in advance. Meetings buying hardware for local use should plan for disposing of unwanted computer hardware to local entities or universities, or others. Committee members who receive surplus equipment, books or physical property in general, should strive to reduce any suggestion of conflict of interest.

Distribution of conference surplus funds to sponsoring entities should be made when the Final Report is submitted. All checks should be forwarded to Treasurer of the sponsoring entity. All conference loans should be repaid in a similar manner. Please identify checks by indicating the name and dates of the conference.

9.5.6 Sale of Conference Proceedings to IEEE Conference Services

The accounting for conference Proceedings to IEEE TAB Products Department will be based on prior agreement between the sponsoring entity and IEEE. When copies are received by the IEEE, the appropriate payment will be sent to the Conference Treasurer or the sponsoring entity, as directed by the Conference Committee. In addition, shipping charges will be reimbursed upon receipt of the appropriate invoice.

9.5.7 Final Financial Report

The Finance Chair (or Treasurer) will prepare the Final Financial Report of the conference for the Conference Committee which will include all financial information. Software available from IEEE Conference Services may be used for that purpose.

The Conference Committee will furnish copies of the completed Final Financial Report to each sponsor and to IEEE within six months of the end of the conference in conformance with IEEE Policy. Instructions for conference closing may be obtained from IEEE Conference Services.

9.5.8 Conference Bank Account

The conference bank account should be closed at the time the Final Financial Report is prepared. If unpaid obligations are outstanding for which a final bill has not been received, specific mention should be made of such commitments in the transmittal of surplus funds to IEEE and the amount that should be accrued to satisfy these commitments. When the pending bill is received, the Conference Treasurer would then sign it and forward it via the appropriate Society officer to IEEE for payment against the accrual.

Before issuing the Final Financial Report, the Conference Treasurer should perform a final bank statement reconciliation and ask the bank to issue a cashier's check payable to IEEE in the amount of the reconciled bank balance. The final bank balance should agree with the amount shown as surplus

on the Final Financial Report (minus any amounts that have been prepaid to the Society accounts as partial surplus*). The following notation should appear on the payment advice portion of the check:

ATo close the checking account of the 19XX IEEE XXXXX Conference.≡

This will provide documentation that there is no balance left in the account. If additional conference expenses, not accounted for in the above accrual, come in after the account is closed, they should be forwarded to IEEE via the appropriate Society officer for payment from conference surplus.

*No funds will be applied as partial surplus until all obligations (loans) have been met.

9.5.9 Conference Financial Record Retention

The supporting documentation associated with all conference financial transactions (e.g., paid invoices, expense vouchers, hotel agreements, printing and A/V contracts, registration summary reports, exhibitor summary reports, bank statements and canceled checks, etc.) should be retained by the appropriate sponsoring society for a period of seven years following the conference. The report of the audit of conference financial records should also be retained with these records.

9.6 U.S. TAX COMPLIANCE ALERT

*** *ATTENTION* ***

All Conferences must contact the IEEE Tax Compliance Department regarding tax and business registration requirements. The laws for doing business in each state, province and country vary therefore specific tax and business registrations may be required. A conference should never make contact with any Tax Authorities without first contacting the IEEE Tax Compliance Department for instructions, (732) 562-5334/5351.

9.6.1. Independent Contractors v. Employees & IRS Form 1099-Misc Reporting Requirements

Businesses, including non-profits, are required to withhold and deposit, or pay income, FICA, and unemployment taxes with respect to most compensation paid to their employees. However, compensation paid to independent contractors is not subject to employment taxes. Instead, the only requirement is to report the paid compensation on IRS Form 1099 at year end. Because withholding of taxes on employee's wages is the most efficient and effective way to collect taxes, the Internal Revenue Service is very concerned about misclassification of workers as independent contractors, and the IRS imposes significant penalties for failure to properly withhold and pay employment taxes.

IEEE U.S. Conferences generally don't have employees but do sometimes hire independent contractors. Independent contractors are any individual or organization that supplies services to the IEEE Conference. Complete Part A of the "IEEE Organizational Unit Worker Classification and IRS Reporting Form" found on page 9-25 to determine if an independent contractor may be classified as an employee.

Each IEEE U.S. Conference must file an IRS Form 1099-MISC information return for calendar year payments that total \$600 or more for rents, services (including parts and materials), prizes and awards,

and other income payments to any individual or unincorporated business (independent contractor). For each independent contractor paid \$600 or more, complete Part B of the "IEEE Organizational Unit Worker Classification and IRS Reporting Form" found on page 9-33 and mail to the IEEE Accounts Payable Department. The final date for information to be submitted is January 10th. All 1099 forms will be completed and filed by the IEEE Accounts Payable Department. **The IRS assesses penalties for not filing or not timely filing the required 1099 information returns.**

9.6.2. The IRS Issues NEW Gift Receipt Rules

Effective January 1, 1994, a U.S. donor will not be allowed to take a charitable deduction for a donation of \$250.00 or more unless he or she has obtained a receipt from the charitable organization. Separate payments are regarded as independent contributions and are not combined for purposes of measuring the \$250 threshold. This new law affects U.S. IEEE Sections, Chapters and IEEE Conferences since IEEE now falls under Section 501(c)(3) of the United States Internal Revenue Code and qualifies as a charitable organization. Also affected are non U.S. Conferences that accept donations from U.S. residents and corporations.

The receipt can be in the form of a letter or a postcard. Section, Chapter, or Conference letterhead is recommended since it already has IEEE's name on it. The full legal name of the IEEE, "Institute of Electrical and Electronics Engineers, Inc.", must identify the Section, Chapter, or Conference in the receipt. The receipt does not have to include the donor's social security number. On the receipt, you must include (1) the amount of cash contributed, (2) a description of any property other than cash contributed (do not include the value of the property), (3) whether your Section, Chapter, or Conference provided the donor with any goods or services in exchange for the contribution, and (4) a description and good faith estimate of the value of those goods or services. A sample acknowledgment letter is found on page 9-24.

Another IRS rule effective January 1, 1994, states that a charitable organization must provide a written disclosure statement to donors that receive goods or services in return for a donation. The statement must inform the donor that the amount of the donation that is deductible for federal income tax purposes is limited to the excess of any money (and the value of any property other than money) contributed by the donor over the value of goods or services provided by your Section, Chapter, or Conference, and provide the donor with a good faith estimate of the value of the goods or services that the donor received. The disclosure can either be made with the solicitation or upon receipt of the donation. If the disclosure is made with a particular solicitation, it is not necessary to provide another statement when the associated contribution is received unless the contribution is \$250 or more. The disclosure must be in writing and must be made in a manner that is reasonably likely to come to the attention of the donor. Small print within a larger document might not meet this requirement.

You must keep copies of all Gift Acknowledgments or Receipts and copies of all Disclosure Statements. In some cases, a donor may lose his or her receipt and request a copy. Also, should the IRS question a donor's contribution or audit the IEEE, these copies may have to be presented to the IRS. There are penalties imposed by the IRS on organizations that do not provide required receipts and disclosure statements. Copies of all receipts and disclosure statements must be attached to the Financial Reporting to IEEE. **PLEASE REFER ALL QUESTIONS TO the IEEE Tax Compliance Department.** (Tel. No. 732-562-5334 or 5351).

9.6.3. State Sales Tax Exemptions

The IEEE has been granted exemption from paying sales taxes on purchases made in the following states:

Colorado	New Jersey
District of Columbia	New Mexico
Florida	New York
Maryland	Texas
Massachusetts	Vermont

In Maryland, an IEEE Conference need only give IEEE's Maryland tax exempt account number, 31150684, to the vendor to avoid paying sales tax, but the vendor also has the right to see the exemption certificate issued to IEEE. In the remaining states, a vendor must given a copy of the tax certificate issued to IEEE. Please contact IEEE Tax Compliance Department, (732) 562-5334/5351 for copies when needed.

SUGGESTED GUIDELINES FOR CONFERENCE TREASURER

I. Control Systems

A. Receipts

1. When check is prepared for deposit, endorsement should include account number, bank and "for deposit only."
2. Verify check has proper date, amounts are in agreement and check is signed and properly drawn to payee.
3. Deposits should be done frequently, and cash not required for immediate disbursement should be transferred to savings (Day of Deposit) until investment decision is made.
4. Make sure sum of deposit slips equals to total of actual checks.

B. Expenditure Authorizations

1. Authorized signature on file
2. Signed contracts
3. Written estimates

C. Disbursements

1. Verify documentation and authorization.
2. Invalidate document by indicating payment date and check number on face of document where approved.
3. Non-negotiable copy of checks helpful, but not necessary.
4. File by most convenient manner, but establish system and stay with it.

D. Cash Reconciliation

1. Prepare bank reconciliation as soon as statement is received.
2. Send the statement to someone other than the Treasurer, when practical, for initial review.
3. Examine signature on reverse side of check.
4. File canceled checks with statement and send copy of reconciliation to Chair.

E. Meeting Registrations (at Conference)

1. Have pre-numbered cards or tickets for each registration rate.
2. Verify that Cashier accounts for all prenumbered cards or tickets, either with the unused tickets or the cash.
3. Tally the registration cards used -- with registrations recorded -- each night.

F. Advance Registrations

1. Prepare listing of payments received for deposit support.
2. Provide copy of listing to registration staff for badge preparation and registration record.

II. Recording System - Columnar Form

A. Receipts

1. Date recorded
2. Issuer of check or payor
3. Check number
4. Amount
5. Reason for receipt (Functional Allocation)
6. Deposit total and date
7. Total for month
8. All deposits should equal sum of checks

B. Disbursements

1. Date recorded
2. Check number (include voids)
3. Payee name
4. Amount
5. Reason for payment
6. Total for month
7. Amount of cash spent should equal sum of reasons for payment

C. Documentation

As much as possible, have written documentation for everything.

POSITION OUTLINE: CONFERENCE TREASURER

As the primary fiscal planning and operations member of the Conference Committee, the Conference Treasurer performs the following:

- A. Develop Conference Budgets, using prior years' conference financials as a starting point and updating the conference's budget based on planned changes in participation, content, fees to be charged for the various activities, etc.
- B. Prepare and submit budget documents for approval by IEEE Conference Services.
- C. Establish a conference bookkeeping system and prepare periodic financial reports for review by the Conference Finance Committee to insure financial conditions are progressing as expected throughout the conference cycle.
- D. Determine how much of an advance, if any, will be required to fund the startup phase of the conference and complete the necessary paperwork.
- E. Establish bank accounts for the conference with the proper signatory powers, including checking, savings, money market, etc.
- F. Review all service contracts and pay contract billing only in accordance with the prices quoted in the contracts and after approval of the appropriate conference officer.
- G. Deposit proceeds from conference registrations, exhibitor booth and table rentals, publication sales, extra social activity tickets, etc., in the conference bank account on a timely basis. The total amount of each deposit should tie back to a report prepared by the activity generating the revenue, e.g., registration system reports should agree with the total of registration fee deposits.
- H. Establish a method of handling credit card receipts such that funds collected from the credit card companies are deposited in the conference bank account in a timely manner. The IEEE Treasury Dept. offers a credit card collection arrangement. It charges no fee for this service and funds are wire transferred to the conference account at frequent intervals.
- I. Perform monthly reconciliations of the conference bank account(s).
- J. Establish petty cash funds and procedures for reimbursement of the fund when the balance drops to a minimum level. Insure all reimbursements are supported by receipts, where appropriate, attached to signed petty cash vouchers.
- K. At the close of the conference, ensure that all receivables are collected, all funds are deposited in the conference bank account(s) and all outstanding bills are paid.
- L. Repay all conference loans within thirty days of the close of the conference.

- M. Prepare the interim conference financial report and submit it to IEEE Conference Services within three months of the close of the conference.
- N. Prepare the final conference financial report and submit it to IEEE Conference Services within six months of the close of the conference.
- O. Arrange for an audit of conference financials either through IEEE Operations Audit Department or another independent professional source. Provide a copy of the audit report to Conference Services.
- P. Submit conference surpluses to IEEE and close conference bank account(s).
- Q. Other responsibilities of this position include:
 - 1. Secure insurance and bonding for the conference through IEEE or another source approved by the Conference Committee.
 - 2. Arrange for guard and security services for the conference, including coverage for the exhibitor area.

HOW TO OBTAIN FEDERAL GRANT SUPPORT

GRANT a generic definition

A grant is a one-way, voluntary transfer of money or other economic goods or services from a Funder to a Grantee made in order to support the philanthropic activities outlined by the grantee in the *Proposal*. Grants are distinguished from other market activities, including contracts, in three ways: (1) The funder gets nothing of economic value back in return for making the grant; (2) grants are made only for philanthropic purposes, broadly defined as alleviating dependency or enriching cultural opportunities; and (3) it is the grantee who initiates the transaction and defines the uses to which the grant funds will be put. Most grants are awarded on the basis of selection from among competing proposals. --C. Smith and E. Skjei, *Getting Grants*

APPLYING FOR GOVERNMENT GRANTS

IEEE conferences in the past have received grants in support of travel for speakers, travel for participants who would otherwise be unable to attend, support of conference publications, support for conference administration, and other purposes. Applying for grants should be considered early in the conference planning process. Successful grant proposals are mailed at least one year before the conference date and take about three to six months to obtain an approval. In the case of travel grant proposals, sufficient lead-time is necessary to be able to offer the grants in the conference promotions.

Most conference proposals will be unsolicited. An unsolicited proposal is prepared and submitted by an institution on its own initiative without a formal written solicitation from the government agency. Contacting the government agency's program personnel is encouraged to help determine if preparation of a formal proposal is appropriate. A conference committee member who works for the government agency or has government contacts should be able to make contact.

Begin with a phone call to the government agency and request to speak with a program officer. Convey a positive attitude about IEEE and your project. Be prepared to discuss IEEE, your association with the organization, and your proposed project. Once you have obtained initial interest in the proposal begin asking the following questions:

- Do you have specific forms, which must be utilized?
- Would you or someone on your staff be willing to review our proposal if we send it to you before the deadline?
- What will the average grant award be this year?
- What is the most common mistake in the proposals you receive?
- Would you explain the review/evaluation process to me?
- Do you have any recommendations related to how to write our proposal?
- Would you recommend a previously funded proposal for us to read?

Below is a listing of government agencies from which IEEE may be eligible to receive funding:

DEPARTMENT OF DEFENSE:

Air Force Office of Scientific Research	(202) 767-5011
US Army Research Office	(919) 549-4204
Office of Naval Research	(703) 696-2578
Department of Advanced Research Project Agency	
Defense Sciences Office	(703) 696-2237

Electronics Technology Office	(703) 696-2213
Information Systems Office	(703) 696-7438
Information Technology Office	(703) 696-2228
Sensor Technology Office	(703) 516-7425
Tactical Technology Office	(703) 696-2307
Contract Management Office	(703) 696-2399

DEPARTMENT OF COMMERCE

National Oceanic & Atmospheric Administration (NOAA)

National Environmental, Satellite, Data, & Information Service	(301) 457-5120
Office of Oceanic & Atmospheric Research	(301) 713-2474

DEPARTMENT OF ENERGY

Office of Energy Research	(202) 586-5430
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Office of High Energy & Nuclear Physics

Division of High Energy Physics	(301) 903-3624
Division of Nuclear Physics	(301) 903-3613

Office of Computational and Technology Research

Laboratory Advanced Energy Projects & Technology Research Division	(301) 903-5995
Office of Scientific & Technology Transfer (in Tennessee)	(423) 576-1188
Mathematical, Information, and Computational Sciences Division	(301) 903-5800

Office of Basic Energy Sciences

Division of Materials Sciences	(301) 903-3427
Division of Chemical Sciences	(301) 903-5804
Division of Energy Biosciences	(301) 903-2873
Division of Engineering & Geosciences	(301) 903-5822
Engineering Research Program	(301) 903-5822

Office of Biological & Environmental Research

Health Effects & Life Sciences Research Division	(301) 903-5468
Medical Applications & Biophysical Research Division	(301) 903-3213
Environmental Sciences Division	(301) 903-3281

Office of Fusion Energy

International & Technology Division	(301) 903-4941
Science Division	(301) 903-5378 (301) 903-4095

NASA

Ames Research Center	(415) 604-0753
Langley Research Center	(804) 864-6005

NATIONAL SCIENCE FOUNDATION

Directorate for Biological Sciences	(703) 306-1400
Division of Biological Infrastructure	(703) 306-1470
Division of Environmental Biology	(703) 306-1480
Division of Integrative Biology & Neuroscience	(703) 306-1420
Division of Molecular & Cellular Biosciences	(703) 306-1440

Directorate for Computer & Information Science & Engineering	(703) 306-1900
Office of Cross-Disciplinary Activities	(703) 306-1980
Division of Advanced Scientific Computing	(703) 306-1970
Division of Computer & Computation Research	(703) 306-1910
Division of Information & Robotics & Intelligent Systems	(703) 306-1930
Division of Microelectronic Information Processing Systems	(703) 306-1940
Division of Networking & Communications Research & Infrastructure	(703) 306-1950
Directorate for Education & Human Resources	(703) 306-1600
Division of Educational Systems Reform	(703) 306-1690
Division of Elementary, Secondary, & Informal Education	(703) 306-1628
Office of Experimental Programs to Stimulate Competitive Research	(703) 306-1683
Division of Graduate Education	(703) 306-1630
Division of Human Resource Development	(703) 306-1640
Division of Research Evaluation & Communication	(703) 306-1650
Division of Undergraduate Education	(703) 306-1670
Directorate for Engineering	(703) 306-1500
Division of Bioengineering & Environmental Systems	(703) 306-1320
Division of Chemical & Transport Systems	(703) 306-1371
Division of Civil & Mechanical Structures	(703) 306-1360
Division of Design, Manufacture, & Industrial Innovation	(703) 306-1330
Division of Electrical & Communications Systems	(703) 306-1339
Division of Engineering Education & Centers	(703) 306-1380
Directorate for Geosciences	(703) 306-1500
Division of Atmospheric Sciences	(703) 306-1520
Division of Earth Sciences	(703) 306-1550
Division of Ocean Sciences	(703) 306-1580
Directorate for Mathematical & Physical Sciences	(703) 306-1800
Division of Astronomical Sciences	(703) 306-1820
Division of Chemistry	(703) 306-1840
Division of Materials Research	(703) 306-1810
Division of Mathematical Sciences	(703) 306-1870
Division of Physics	(703) 306-1890
Directorate for Social, Behavioral & Economic Sciences	(703) 306-1700
Division of International Programs	(703) 306-1710
Division of Science Resource Studies	(703) 306-1780
Division of Social, Behavioral & Economic Research	(703) 306-1760

INFORMATION SOURCES

Information on government funding opportunities include:

1. The Catalogue of Federal Domestic Assistance (CFDA) which can accessed on-line at.
2. The Federal Register
3. Commerce Business Daily
4. Program announcements on government agency web sites

PROPOSAL SUBMISSION

Government agency proposals can be complicated and lengthy. Careful review of the application guidelines is critical. Readers normally grade these proposals according to a point system. Each

section of the proposal is assigned a specific number of points. Readers are given a checklist with specific criteria for allocating points. The readers will be looking for certain items to be included in a section because the items were requested in the guidelines. The closer the match between the proposal language and the checklist, the more points will be earned. The program regulations will tell you how many points each section is worth. Please contact the Grant Administrator for assistance in obtaining necessary forms and guidelines.

Elements common to most government grant proposals include:

1. Title Page
2. Cover letter
3. Summary or abstract
4. Introduction of IEEE
5. Problem/need
6. Objectives
7. Methods or plan of operation/activities
8. Budget and justification
9. Evaluation methods
10. Dissemination plan
11. Future funding

IEEE PROCEDURES

All grant proposals must be approved by the IEEE Financial Services Department and signed by a conference representative serving as the Principal Investigator and an authorized IEEE staff member. Mail the original grant proposal with the conference representatives signature to IEEE Financial Services Department, 445 Hoes Lane, PO Box 1331, Piscataway, NJ 08855-1331, Attn: Grant Administrator, retaining a copy for the conference records. The Grant Administrator will review the grant proposal for compliance to the government agency s requirements, obtain the necessary IEEE authorizing signature and submit the appropriate number of copies of the grant proposal with a cover letter to the government agency.

IEEE CONTACTS

For assistance in identifying potential government agencies, preparing the proposal, providing the government agency specific requirements, and submitting the proposal, contact the following:

- Grant Administrator (732) 562-3860
- Manager Tax Compliance &
Grant Administration (732) 562-5334

NATIONAL SCIENCE FOUNDATION - GRANT POLICY MANUAL

c. Sometimes normal channels are unable to provide for adequate dissemination of project reports submitted by grantees. For substantive project reports (i.e., those reporting results of new scientific or engineering research, policy research, or applied research), the Foundation will arrange for dissemination through the National Technical Information Services (NTIS) of the Department of Commerce. The various NSF Program directorates are responsible for ensuring that the appropriate arrangements for dissemination to NTIS are made. NSF may use its own program funds to meet costs associated with dissemination activities, including payment of page charges to journal publishers and processing charges for furnishing reports to NTIS or other information centers.

730 INTERNATIONAL CONSIDERATIONS

731 Travel to Foreign Countries

731.1 Definition

In grants to U.S. organizations, foreign travel means travel to, between, or within a country other than the U.S., its territories, or Canada. U.S. territories include GUAM, American Samoa, Puerto Rico, the Virgin Islands, Canal Zone, and the Trust Territory of the Pacific Islands. For awards to foreign organizations, foreign travel means travel outside the boundaries of the country in which the grantee is located.

731.2 Policy

a. Expenses for transportation, lodging, subsistence, and related items incurred by project personnel and by outside consultants employed on the project (GPM Section 516.1) who are in travel status on business related to an NSF supported project are allowable as prescribed in the governing costs principles. The requirements for prior approval detailed in the governing costs principles are waived.

b. Support for the foreign travel of an investigator's dependents is allowable only under the following conditions:

1. the investigator is a key person whose full-time presence is essential to the research; and
2. the investigator's residence away from home and in a foreign country for a continuous period of six months or more is essential for the effective performance of the project.

731.3 Use of United States-Flag Air Carriers

a. The Comptrollers General of the United States, by Decision B-138942 of June 17, 1975, as amended March 31, 1981, provided guidelines for implementation of Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 1517)

b. Any air transportation to, from, between, or within a country other than the United States of persons or property, the expense of which will be assisted by NSF funding, must be performed by a U.S.-flag air carrier if service provided by such a carrier is available.

c. For the purpose of this requirement, U.S.-flag carrier service is considered available even though:

1. comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;
2. foreign-flag air carrier service is preferred by, or is more convenient for, the Foundation or traveler; or
3. service by a foreign-flag air carrier can be paid for in excess foreign currency.

d. The following rules apply unless their application would result in the first or last leg of travel from or to the United States being performed by a foreign-flag air carrier:

1. A U.S.-flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.

2. If a U.S.-flag air carrier does not serve an origin interchange point, a foreign-flag carrier shall be used only to the nearest interchange point on a usually traveled route connect with a U.S.-flag air carrier.

3. If a U.S.-flag air carrier involuntarily reroutes traveler via a foreign-flag air carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternate U.S.-flag air carrier service.

731.4 Use of Foreign-Flag Air Carriers

Travel to and from the United States. Use of a foreign-flag air carrier is permissible if:

- a. the airport abroad is the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag air carrier; or

- b. the airport abroad is an interchange point, and use of U.S.-flag air carrier service would require the traveler to wait 6 hours or more to make connections at that point, or would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier.

Travel between Points Outside the United States. Use of foreign-flag air carrier is permissible if:

- a. travel by a foreign-flag air carrier would eliminate two or more aircraft changes en route;

- b. travel by a U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by foreign-flag air carrier; or

- c. the travel is not part of the trip to or from the United States, and use of a U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier.

Short Distance Travel. For all short distance travel regardless of origin and destination, use of a foreign-flag carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a foreign-flag carrier is 3 hours or less and service by a U.S.-flag air carrier would double the travel time.

731.5 Charter Flights

Because of the risk of catastrophic loss, the Foundation does not encourage the use of charter flights as a means of mass transportation for groups of scientists nor does it make arrangement for purchase of charter flight airline tickets.

732 Projects in a Foreign Country

a. General. Prior to undertaking any projects outside the United States, the grantee should ensure that any permits or licenses required by the host country or the political subdivision in which the project will be performed have been obtained and that the researcher(s) will abide by appropriate ordinances of such foreign countries. Records or evidence that such rules have been complied with should be forwarded to the NSF Program Officer.

SAMPLE
CONTRIBUTION ACKNOWLEDGMENT LETTER

Date:

Dear _____:

On behalf of the Institute of Electrical and Electronics Engineers, Inc. (IEEE), I would like to thank you for your donation to the IEEE 1998 _____ Conference. Contributions such as yours are a critical part of the support for the scientific, educational, and professional activities of our organization.

In the United States, the IEEE is an organization qualified under Internal Revenue Code 501(c)(3) and donors are eligible to make tax deductible contributions as provided in section 170 of the Internal Revenue Code. This is to certify that no goods or services were provided in exchange for this donation. Effective January 1, 1994, IRS regulations say that a donor will not be able to take a charitable deduction for a single contribution of \$250.00 or more unless he or she has obtained a receipt from the charitable organization. Please keep this letter as a receipt for your contribution.

Thanks once again for your generosity and we look forward to your continued support.

Sincerely yours,

IEEE 19?? _____ Conference Chair
Conference Year & Title

**IEEE ORGANIZATIONAL UNIT
WORKER CLASSIFICATION AND IRS REPORTING FORM**

PART A: *(Complete before hiring a worker)*

- 1) Is the worker required to comply with specific instructions controlling when, where and how to perform the work? YES NO
- 2) Is training of the worker provided by the IEEE Unit? YES NO
- 3) Are the worker's services integrated into the business operation? YES NO
- 4) The worker doesn't have the right to substitute another worker, for themselves, without consent of the IEEE Unit. YES NO
- 5) The worker isn't allowed to hire, supervise and pay his or her own assistants. YES NO
- 6) Is there a continuous working relationship? YES NO
- 7) Are there set hours of work? YES NO
- 8) Is the worker required to work full time? YES NO
- 9) Is the work being done on IEEE premises? N/A YES NO
- 10) Is the worker required to perform the services in a certain order or sequence? YES NO
- 11) Is the worker required to submit reports? YES NO
- 12) Is the worker paid by the hour, week, or month? YES NO
- 13) Is the worker paid for business and/or travel expenses? YES NO
- 14) Are tools and materials provided to the worker? YES NO
- 15) The worker doesn't have a significant investment in work facilities. YES NO
- 16) The worker can't realize a profit or loss from the activity. YES NO
- 17) The worker doesn't work for more than one business at a time. YES NO
- 18) The worker doesn't provide services to the public, as evidenced by business brochures, cards, etc., on a regular and consistent basis. YES NO
- 19) May the worker be discharged even if contract specifications are being met? YES NO
- 20) Does the worker have the right to terminate the relationship at any time? YES NO

Describe the nature of the work: _____

If any answer to the 20 questions and statements above is yes, the worker may be considered an employee subject to employment taxes and withholding. The single key question is whether there is control. Please call, IEEE Tax Manager, at (732) 562-5334 for instructions.

PART B: *(Complete when a worker is paid \$600 or more and is not considered an employee by the above criteria. Send or fax to IEEE Accounts Payable Dept so that a 1099 may be filed. Send to: IEEE Accounts Payable Dept, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331. Fax to: 732- 981-0538). The final date for submission is January 10th.*

Your Name: _____ Date: _____

Telephone: _____ E-mail address: _____

Name of IEEE Unit: _____

Name and Address of Worker: _____

Social Security #: _____ Employer Tax ID #: _____

Total amount paid to worker during the calendar year: _____



SUMMARY FINANCIAL REPORT
IEEE SPONSORED or CO-SPONSORED CONFERENCES

See reverse side for instructions on how to complete this form

Revised 28 July 1997

1. Full title of Conference: _____

2. Dates of Conference: _____

3. Location of Conference (full name & address): _____

4. Indicate type of report by checking one box: BUDGET INTERIM REPORT FINAL REPORT

5. All Income and expense figures below must be in U.S. Dollars. For Conferences held outside the U.S.A., indicate here the local currency (e.g., Swiss Francs) and the conversion rate used (local currency units per 1 U.S. Dollar) and date.

LOCAL CURRENCY: _____ CONVERSION RATE: _____ DATE OF CONVERSION RATE: _____

INCOME	BUDGET	INTERIM REPORT	FINAL REPORT
6. Registration Fees	\$ _____	\$ _____	\$ _____
7. Conference Publication Sales	_____	_____	_____
8. Exhibits	_____	_____	_____
9. Social Functions	_____	_____	_____
10. All Other Conference Receipts	_____	_____	_____
11. Total Conference Income	\$ _____	\$ _____	\$ _____
12. Conference Loans	_____	_____	_____
13. Total Receipts	\$ _____	\$ _____	\$ _____

EXPENSE	BUDGET	INTERIM REPORT	FINAL REPORT
14. Promotion	\$ _____	\$ _____	\$ _____
15. Conference Publications	_____	_____	_____
16. Exhibits	_____	_____	_____
17. Social Functions	_____	_____	_____
18. Administration	_____	_____	_____
19. All Other Conference Expenses	_____	_____	_____
20. Total Conference Expense	\$ _____	\$ _____	\$ _____
21. Loan Repayments	_____	_____	_____
22. Total Outlays	\$ _____	\$ _____	\$ _____

SURPLUS / (LOSS)

23. Total Receipts (13) \$ _____ 24. Total Outlays (22) \$ _____

25. Surplus (Loss)-(Item 23 Less Item 24): \$ _____

POST CONFERENCE DISTRIBUTION: SURPLUS (LOSS) IN ITEM 25 TO BE DISTRIBUTED AS FOLLOWS:

CO-SPONSOR ENTITY	% SHARE	\$ AMOUNT DISTRIBUTED
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

CONFERENCE FINANCIAL INSTITUTION:

Name of Bank: _____

Address: _____

Conference Account Title: _____ Account #: _____

Have you requested IEEE Conference Insurance? Yes No

AUDITOR:

Name: _____ Tel.# () _____

Address: _____

SUBMITTED BY:

Name: _____ Tel.# () _____

Address: _____

Conference Position: _____

CONFERENCE SIGNATURE: _____ Date: _____

APPROVAL SIGNATURES:

SOCIETY: _____ Date: _____ **REGION/ SECTION/ CHAPTER** _____ Date: _____

Attach a list of Conference Officers and Committee Members

INSTRUCTIONS FOR COMPLETING REVERSE SIDE OF THIS FORM
(Summary Financial Report)

This form is only to be completed for conferences which are financially Sponsored or Co-Sponsored by an IEEE entity. If there is no financial involvement by an IEEE entity, this form should not be completed and the fact of no financial involvement should be so indicated on the IEEE Conference Information Schedule Form.

1. **Conference Title.** Enter the exact complete title of the conference.
2. **Dates of Conference.** Spell out or abbreviate the month and use numeric designation for the days and year. For example:
Oct. 8-10, 19__.
3. **Location of Conference.** Enter name of hotel or conference center, street address, city, state, postal code and country.
4. **Type of Report.** Indicate whether the report is a budget, interim or final report by checking the appropriate box.
5. **Local Currency and Conversion Rate.** Check your local newspaper for conversion rate on date this report is completed.
6. **Registration Fees.** Enter total revenues from both advance and on-site conference registration for members, and non-members.
7. **Conference Publication Sales.** Enter total revenues from sales of conference proceedings at the conference, and the sale of proceedings for post conference sales.
8. **Exhibits.** Enter the total conference income from the sales of conference. If there is no projected income from the sale of exhibit space, enter a zero amount in this space.
9. **Social Functions.** Enter income from all social functions associated with the conference, e.g. lunches, dinners or any social outing, such as a tour. Enter a zero if none are planned.
10. **Other.** Enter the total projected income from all other sources that are not part of the previous items. Enter a zero if there is none projected. Omit advance loans from this item.
11. **Total Conference Income.** Add the previous five general categories of income to get the total income.
12. **Conference Loans.** Enter the total amount of loans that were advanced to the conference.
13. **Total Receipts.** Add advance loans and total income to get total receipts.
14. **Promotion.** Enter total promotional costs for all advance publicity, mailings and printing of final conference programs. This figure should include printing costs, IEEE mailing label charges and postage.
15. **Conference Publications.** Enter total costs for the printing of the conference proceedings. This figure should include the printing costs for the proceedings that are distributed at the conference, as well as the printing costs of the proceedings that will be supplied to IEEE for post conference sales. In addition, costs for supplying author kits and any shipping charges associated with the production of the conference proceedings should be included in the total publication expense.
16. **Exhibits.** Enter total expenses for exhibits at the conference. Exhibits' cost figure should include space rental, material, labor and set-up costs.
17. **Social Functions.** Enter total expense for all social functions, meals, inspection trips, spouse programs, etc., that are associated with the conference. Include all basic service charges for each function.
18. **Administration.** Enter total administration costs for the conference. This figure should include salary costs for secretarial and general services; audio visual or projection operator services; equipment rental; insurance and bonding; stationery, postage and printing costs; telephone and telegraph services, and other projected costs for conference support activities. Refer to the Conference Detailed Financial Report for a breakdown of these administrative expenses.
19. **All Other Conference Expenses.** Enter total of all other expenses that are not included in the previous categories.
20. **Total Conference Expense.** Add the previous six general categories of expense to get the total expense.
21. **Loan Repayments.** Enter the amount of advance loans that are to be repaid.
22. **Total Outlays.** Add total expense and loans to be repaid to get total outlays.
23. **Total Receipts.** Enter amount in Item 13.
24. **Total Outlays.** Enter amount in Item 22.
25. **Surplus (Loss).** Subtract total outlays from total receipts to arrive at total surplus (loss) for the conference.

POST CONFERENCE DISTRIBUTION

Enter the total amount of funds that are to be distributed among the Co-Sponsoring IEEE entities and other organizations, after all advanced loans have been repaid. Co-sponsor/%Share/\$Distributed. List the Co-Sponsors and their % share of financial benefit or obligation. This % share is listed on the IEEE Conference Information Schedule form. Compute the \$ distribution of surplus (or loss obligation) and enter the values, which should total up to the net surplus or loss in item 25.

PLEASE NOTE THAT IRS REQUIREMENTS MANDATE THAT ALL CONFERENCE NET SURPLUS FUNDS BE DEPOSITED IN AN IEEE ENTITY ACCOUNT PRIOR TO BEING ADVANCED TO A SUCCEEDING YEAR'S CONFERENCE.

CONFERENCE FINANCIAL INSTITUTION

Enter the complete name and address of the bank with which the conference has a checking account, the title of the account and the account number. If the conference has accounts at more than one bank, list all of this information for each additional bank. Use a separate sheet of paper.

INSURANCE

Submission of Request for Conference Insurance form is mandatory for IEEE to provide necessary insurance coverage.

AUDITOR

Enter the complete name and address of auditor. **NOTE:** IEEE Policy Statement 10.22 requires that all IEEE Sponsored/Co-Sponsored conferences with actual or budgeted income or expense of \$100,000 or more be audited by an independent professional outside source. Conferences with less than \$100,000 in revenues or expenses will be audited on a rotational basis by IEEE's Operations Audit Department. If not selected for audit by OA, an audit should be conducted by a committee.

SUBMITTED BY

Type or print name of conference official who has completed the form, along with address, telephone number and position. Sign and date the form.

APPROVAL SIGNATURES

Please submit completed Budget/Final Financial Report with the required authorized signatures of the sponsoring Society, Region, Section or Chapter.

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER ("SUMMARY REPORT", "PART I: INCOME", "PART II: EXPENSE" AND "SOCIAL FUNCTIONS").



DETAILED FINANCIAL REPORT - PART I: INCOME

IEEE SPONSORED or CO-SPONSORED CONFERENCES

Revised 28 July 1997

This form should be completed only for IEEE Sponsored or Co-Sponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

Full title of Conference: _____

Dates of Conference: _____

INCOME

REGISTRATION FEES

	Quantity	Fee	=	Budget	Interim Report	Final Report
In Advance-Members	_____ X	_____	=	\$ _____	\$ _____	\$ _____
In Advance-Non-Members	_____ X	_____	=	_____	_____	_____
In Advance-Reduced Rate	_____ X	_____	=	_____	_____	_____
At Conference-Members	_____ X	_____	=	_____	_____	_____
At Conference-Reduced Rate	_____ X	_____	=	_____	_____	_____
TOTAL REGISTRANTS				Total \$ _____	\$ _____	\$ _____

CONFERENCE PUBLICATION SALES

To Members	_____ X	_____	=	\$ _____	\$ _____	\$ _____
To Non-Members	_____ X	_____	=	_____	_____	_____
To Headquarters	_____ X	_____	=	_____	_____	_____
TOTAL COPIES				Total \$ _____	\$ _____	\$ _____

EXHIBITS

Tables	_____ X	_____	=	\$ _____	\$ _____	\$ _____
Booths	_____ X	_____	=	_____	_____	_____
Booths	_____ X	_____	=	_____	_____	_____
	_____ X	_____	=	_____	_____	_____
				Total \$ _____	\$ _____	\$ _____

SOCIAL FUNCTIONS

(Itemize by event on separate sheets.) **Total \$** _____ **\$** _____ **\$** _____

ALL OTHER

(List here or attach details)

_____				\$ _____	\$ _____	\$ _____
_____				_____	_____	_____
_____				_____	_____	_____
				Total \$ _____	\$ _____	\$ _____

TOTAL INCOME

\$ _____ **\$** _____ **\$** _____

CURRENCY

May be expressed either in U.S. Dollars or local currency. State here the currency utilized in above computations, e.g., U.S. Dollars, Swiss Francs, etc. Currency utilized: _____
 In the event a currency other than the U.S. Dollar is utilized, it will be necessary to convert to U.S. Dollars - at the current conversion rate- when submitting your final Summary Financial Report to IEEE.

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER: SUMMARY REPORT; PART I: INCOME; PART II: EXPENSE AND SOCIAL FUNCTIONS

RETURN TO: IEEE CONFERENCE SERVICES
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, NJ 08855-1331, U.S.A.

Keep a Copy for your Records



DETAILED FINANCIAL REPORT - PART II: EXPENSE
IEEE SPONSORED or CO-SPONSORED CONFERENCES
Revised 28 July 1997

This form should be completed only for IEEE Sponsored or Co-Sponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

Full title of Conference: _____

Dates of Conference: _____

PROMOTION

Printing/Call for Papers	\$ _____	\$ _____	\$ _____
Printing/Advance Program	_____	_____	_____
Printing/Final Program	_____	_____	_____
Mailing Lists/Labels	_____	_____	_____
Postage	_____	_____	_____
Other _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

CONFERENCE PUBLICATION

Conference Record/Digest Printing	\$ _____	\$ _____	\$ _____
Author Kits Printing	_____	_____	_____
Shipping to Site and IEEE Hqtrs.	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

EXHIBITS (*Attach detailed statement of all expenses necessary to mount and display exhibits.*)

Total	\$ _____	\$ _____	\$ _____
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SOCIAL FUNCTIONS

<i>(Itemize by event on separate sheets.)</i>	Total	\$ _____	\$ _____	\$ _____
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ADMINISTRATION

Conference Audit Fees	\$ _____	\$ _____	\$ _____
Conf Mgt & Consulting Expenses	_____	_____	_____
Insurance & Bonding	_____	_____	_____
Security & Guard Service	_____	_____	_____
A/V Equip. Rent & Operator	_____	_____	_____
Credit Card Fees	_____	_____	_____
Secretarial Services	_____	_____	_____
Office equip Rental	_____	_____	_____
Misc Materials & Supplies	_____	_____	_____
Registration Materials	_____	_____	_____
Telephone	_____	_____	_____
Transportation	_____	_____	_____
Gratuities, etc. (<i>Attach Details</i>)	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

ALL OTHER

Committee Expenses	\$ _____	\$ _____	\$ _____
Other (<i>Attach Details</i>)	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

CURRENCY

May be expressed either in U.S. Dollars or local currency. State here the currency utilized in above computations, e.g., U.S. Dollars, Swiss Francs, etc. Currency utilized: _____ In the event a currency other than the U.S. Dollar is utilized, it will be necessary to convert to U.S. Dollars - at the current conversion rate- when submitting your final Summary Financial Report to IEEE.

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER: SUMMARY REPORT; PART I: INCOME; PART II: EXPENSE AND SOCIAL FUNCTIONS



SOCIAL FUNCTIONS
IEEE SPONSORED or CO-SPONSORED CONFERENCES

Revised 28 July 1997

This form should be completed only for IEEE Sponsored or Co-Sponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

Full title of Conference: _____

Dates of Conference: _____

	BUDGET	FINAL REPORT
(1) COFFEE, PASTRIES, ETC., BETWEEN SESSIONS No. Breaks _____ X No. people _____ x \$/person _____	\$ _____	\$ _____
(2) LUNCHEONS No. Luncheons _____ X No. people _____ X \$/person _____	\$ _____	\$ _____
(3) RECEPTIONS No. Receptions _____ X No. people _____ X \$/person _____	\$ _____	\$ _____
(4) BANQUETS No. Banquets _____ X No. People _____ X \$/person _____	\$ _____	\$ _____
(5) SPEAKERS HOSPITALITY No. people _____ X \$/person _____	\$ _____	\$ _____
(6) TRANSPORTATION (<i>courtesy bus, etc.</i>)	\$ _____	\$ _____

Companies providing chartered bus services must submit proof of a current and valid certificate of insurance during the dates of the event with coverage of at least 1 million dollars. A copy of this certificate should be submitted with the IEEE Conference Insurance form. IEEE Insurance coverage does not cover boat or air transportation.

(7) OTHER SOCIAL FUNCTION EXPENSES (<i>specify</i>)	\$ _____	\$ _____

TOTAL SOCIAL FUNCTION EXPENSES	\$ _____	\$ _____
SOCIAL COST PER ATTENDEE	\$ _____	\$ _____

CURRENCY

May be expressed either in U.S. Dollars or local currency. State here the currency utilized in above computations, e.g., U.S. Dollars, Swiss Francs, etc. Currency utilized: _____
 In the event a currency other than the U.S. Dollar is utilized, it will be necessary to convert to U.S. Dollars - at the current conversion rate- when submitting your final Summary Financial Report to IEEE.

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER: SUMMARY REPORT; PART I: INCOME; PART II: EXPENSE AND SOCIAL FUNCTIONS

RETURN TO: IEEE CONFERENCE SERVICES, 445 HOES LANE, P.O. BOX 1331, PISCATAWAY, NJ 08855-1331, U.S.A.

Keep a Copy for your Records



REQUEST FOR CONFERENCE INSURANCE

Regions 1-6
(Conferences Held in USA)

Conference Insurance Office
IEEE Service Center
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331
(732) 981-0060 Ext.5388
FAX (732) 981-0538

The following coverage is in effect for the conference dates listed below. The form must be completed in full and received by the Conference Insurance Office with a list of the conference officers and committee members at least 90 days prior to the start of the conference.

Conference Name _____

Conference Dates _____

Conference Hotel or Center _____

Conference Location (City, State & Zip Code) _____

CONFERENCE IS FINANCIALLY CO-SPONSORED: Yes No

Co-Sponsor Name(s): _____

The coverage listed below (except In and Out Robbery) will be furnished to the conference at no direct charge except where additional coverage is requested.

EMPLOYEE DISHONESTY: \$1,000,000 (\$5,000 Deductible)

If a limit higher than \$1,000,000 is required, specify amount and attach explanation \$ _____

—

RENTAL OF EQUIPMENT: \$125,000 (\$1,000 Deductible)

If a limit higher than \$125,000 is required, specify amount and attach explanation \$ _____

—

BODILY INJURY & PROPERTY DAMAGE: \$1,000,000 and \$10,000,000 (\$10,000 Self-Insured Retention) umbrella liability.

LIMITED VOLUNTEER PERSONAL LIABILITY: \$1,000,000

A list of officer and committee members must accompany Request for Conference Insurance.

IN & OUT ROBBERY: (Optional-check box if desired): \$25,000 (\$5,000 Deductible)

Note: There will be a charge to the conference of approximately \$100. Higher limits are available upon request.

CONFERENCE WILL CHARTER: Bus Other (explain) _____

See special note regarding transportation rental.

CERTIFICATE OF INSURANCE

You may be required to furnish evidence of IEEE Insurance to a third party. If so, indicate name and address of third party and their requirements. (Please type or print)

CONFERENCE CHAIRPERSON OR TREASURER - Please type or print the following information and sign this form.

Name: _____

Conference Title: _____

FOR OFFICIAL USE ONLY		
CONF DATE:	_____	_____
Date Rcvd:	_____	_____
Date Ack :	_____	_____
Off & Ctm List	_____	_____
Charter Cert.	_____	_____
<input type="checkbox"/> IN & OUT ROBBERY		

Address: _____

- AON Inv. Req. _____

Phone No. (____) _____

- Inv. to Conf. _____

Fax No. (____) _____

- Check to AON _____

Signature: _____

INSURANCE CLAIM

Date:
(PLEASE MAKE A PHOTOCOPY AND RETAIN FOR YOUR RECORDS) Revised 21 July 1997

FILE COMPLETE

CONFERENCE INSURANCE INFORMATION

These instructions are intended solely for the use of conference personnel. The explanation of insurance coverage relates specifically to their application for a conference and not for other activities of IEEE.

This conference insurance is available only for conferences held in the United States. Please read all notes carefully.

Conferences held in Regions outside of the United States are covered by other IEEE conference insurance. For details, write to the Conference Insurance Office, IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08855-1331 USA.

The insurance coverage obtained by IEEE protects the interests of IEEE and not necessarily the interests of individuals. Please review **Limited Volunteer Liability Coverage** for information pertaining to individual coverage.

AUTOMATIC COVERAGE

The coverage summarized below (except In and out Robbery) will be furnished to the conference for its scheduled dates upon receipt of the Request for Conference Insurance Form which should be received by the IEEE Conference Insurance Office at least 90 days in advance of the event. In and Out Robbery must be requested by checking the proper box on this form. If you elect to have In and Out Robbery coverage, you will be billed separately by IEEE's insurance broker.

Employee Dishonesty-

IEEE has \$1,000,000 fidelity bond coverage for conference officers and personnel processing registration at a conference which covers loss through fraud or embezzlement. Coverage is provided from the time funds are first available to close of the conference's books. There is a \$5,000 deductible for this coverage. Higher limits can be obtained at an additional cost to the conference.

Rental of Equipment-

If you are renting or borrowing audio-visual equipment, computers, typewriters, etc., and should any of this equipment be lost, stolen or damaged then you will have \$125,000 worth of coverage, less a \$1,000 deductible. Higher limits can be obtained at an additional cost to the conference.

Bodily Injury and Property Damage-

IEEE carries a \$1,000,000 general liability policy that covers personal injury, death, and damage to property, real or personal. IEEE carries a \$10,000,000 umbrella policy. This covers only IEEE in the event of a suit and not individuals.

Limited Volunteer Liability Coverage-

This coverage is a part of our master Liability Policy and will cover all volunteers, officers and non-members who are engaged in management of an activity at a conference or meeting sponsored by an IEEE entity.

IEEE will protect the individual if sued because of their activity during a conference or meeting. This coverage will apply only during the term of the conference or meeting. **You must maintain a record of all officers and committee members who are actively engaged in the management of a conference or meeting. This list must accompany this application and be on file in the Conference Insurance Office.**

REQUESTED COVERAGE

In and Out Robbery-

This coverage is available upon request and provides insurance in the event of a hold up or robbery at registration, or while the money is being taken to the bank by an individual. In some cases you may be able to make arrangements with the hotel to take your cash and give you a check that can be deposited in your bank. \$25,000 of coverage can be requested and obtained for a charge to the conference of approximately \$100. There is a \$5,000 deductible.

SPECIAL NOTES

Charter-In the event it is necessary to charter buses for transportation, be sure to obtain a Certificate of Insurance from the bus company, which indicates coverage they carry for liability and property damage, and includes IEEE as an additional insured. Forward this information to the Conference Insurance Office at the address shown on this form. Ascertain if bus company has umbrella or excess coverage.

Do not charter boats or planes in the name of IEEE. Rather than charter, try to get carrier to sell you tickets for use on the boat or plane. If this is not possible and chartered boat or plane is necessary, you **must** obtain a Certificate of Insurance **naming IEEE as an additional insured** and forward the Certificate to IEEE. Try to get a minimum of \$1,000,000. IEEE will have our Insurance Consultant review all Certificates for adequacy and accuracy. **Our Liability coverage does not apply to boats or planes.**

The potential liability in a charter is very high, so please use extreme caution and call if you need further assistance.

Exhibits-If a Conference will have exhibits the following type of paragraph could be used in the exhibition contract:

"Loss or Damage...

Exhibitor agrees with IEEE that IEEE shall not be liable for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor and that Exhibitor will indemnify and hold harmless IEEE from all liability whatsoever, on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative."

You may want to obtain legal assistance locally to review your contract. If further assistance is needed, please call the Conference Insurance Office at (732) 562-5388.

Certificates-At times you may be required to furnish evidence of IEEE insurance to a third party, (e.g., hotel, convention center, etc.) Notify us of the complete circumstances and requirements and IEEE will attempt to obtain what you need. Usually there is no charge for this, but there may be special circumstances where a charge will be made.

Co-Sponsored Conferences-In order to be considered "Co-Sponsored," there must be significant financial involvement with an entity outside of IEEE. Obtain certificates of insurance from financial co-sponsors indicating what type and limits of coverage they carry. If IEEE controls 51% of the conference, it is easier to obtain coverage. Co-sponsored conferences are reviewed on an individual basis to determine if IEEE insurance will be furnished.

Incorporated-If a conference is separately incorporated, IEEE insurance will not apply. The conference must obtain its own coverage or contact the Conference Insurance Office for assistance in obtaining the required coverage.

Automatic Coverage-All coverage in Regions 1-6 are automatic except In & Out Robbery. You must request this coverage on the "Request for Conference Insurance" form. You will be billed separately for In & Out Robbery by our insurance brokers. All other charges will be allocated to all conferences by accounting charge to the conference sponsor.

Should you have any questions or wish information pertaining to additional coverage available, please contact the IEEE Conference Insurance Office.



REQUEST FOR CONFERENCE INSURANCE

Regions 7-8-9-10
(Conferences Held Outside USA)

Conference Insurance Office
IEEE Service Center
445 Hoes Lane, P.O. Box 1331
Piscataway, NJ 08855-1331
(732) 981-0060 Ext.5388
FAX (732) 981-0538

The following coverage is in effect for the conference dates listed below. The form must be completed in full and received by the Conference Insurance Office with a list of the conference officers and committee members at least 90 days prior to the start of the conference.

Conference Name _____

Conference Dates _____

Conference Hotel or Center _____

Conference Location (City & Country) _____

CONFERENCE IS FINANCIALLY CO-SPONSORED: Yes No

Co-Sponsor Name(s): _____

EMPLOYEE DISHONESTY \$1,000 Deductible	\$1,000,000
RENTAL OF EQUIPMENT \$1,000 Deductible	\$ 125,000
MONEY & SECURITIES-IN & OUT ROBBERY \$1,000 Deductible	\$ 25,000
BODILY INJURY & PROPERTY DAMAGE	\$1,000,000
AINSURED Includes volunteers while acting within the scope of their duties, only for the duration of the conference.	\$1,000,000
HIRED BUS COVERAGE This will provide coverage if you hire tour buses, and is in excess of any other collectible insurance.	\$1,000,000
UMBRELLA LIABILITY (Included in Domestic Umbrella) \$10,000 (Self-Insured Retention)	\$10,000,000 Aggregate

See special note regarding transportation rental.

CONFERENCE CHAIRPERSON OR TREASURER-Please type or print the following information and sign this form.

Name: _____

Conference Title: _____

Address: _____

Phone No. () _____

Fax No. () _____

Signature: _____

Date _____
(PLEASE MAKE A PHOTOCOPY AND RETAIN FOR YOUR RECORDS)

FOR OFFICIAL USE ONLY

Conf Date:

--	--	--

Day Mo. Yr.

Date Rcvd: _____

Date Ack _____

Off & Ctm List _____

INSURANCE CLAIM

FILE COMPLETE

Revised: 13 October 1997

CONFERENCE INSURANCE INFORMATION

These instructions are intended solely for the use of conference personnel. The explanation of insurance coverages relate specifically to their application for a conference and not for other activities of IEEE.

The insurance coverages obtained by IEEE protects the interests of IEEE and not necessarily the interests of individuals. Please review AINSURED≡ Coverage for information pertaining to individual coverage.

The coverage available for conferences is as follows:

EMPLOYEE DISHONESTY-

IEEE has \$1,000,000 fidelity bond coverage for the conference officers and personnel hired to process registration at a conference, which covers loss through fraud or embezzlement. Coverage is provided from the time funds are first available to close of conference books.

RENTAL OF EQUIPMENT-

If you are renting or borrowing audio-visual equipment, computers, typewriters, etc., and if such equipment is lost, stolen or damaged then you have \$125,000 worth of coverage.

MONEY & SECURITIES - IN AND OUT ROBBERY-

This coverage provides insurance in the event of hold up or robbery at registration, or while the money is being moved by an individual. In some cases you may be able to make arrangements with the hotel to take cash and give you a check that can be deposited.

BODILY INJURY AND PROPERTY DAMAGE & UMBRELLA LIABILITY-

IEEE carries a \$1,000,000 limit policy that covers personal injury, death and damage to real or personal property. In addition, a \$10,000,000 umbrella policy is carried which covers only IEEE, and not individuals, in the event of a suit.

HIRED BUS COVERAGE- (Excess of Local (Foreign) Required Insurance)

IEEE Carries - \$1,000,000 coverage applicable to hired or rented buses for tours and plant visits.

CHARTERS-

Do not charter boats or planes in the name of IEEE. IEEE does not carry any coverage for this type of activity.

AINSURED≡- (Limited Volunteer Liability Coverage)

This coverage is a part of our master International Liability Policy and covers all volunteers, officers and non-members who are engaged in management of an activity at a conference or meeting sponsored by an IEEE entity.

IEEE will protect the individual who may be sued as a result of activities associated with a conference or meeting. This coverage will apply only during the term of the conference or meeting. **You must maintain a record of all officers and committee members who are actively engaged in the management of a conference or meeting. This list must accompany this application and be on file in the Conference Insurance Office.**

If you have any questions regarding insurance, please contact the Conference Insurance Office at least three months prior to the conference.

10.0 CONFERENCE AUDITS

Audits of conference financial reports are the responsibility of the IEEE Operations Audit Department. They will be conducted for each conference with an income or expense budget in excess of \$100,000. Conferences with an income or expense budget of less than \$100,000 will be audited on a rotational basis. (See Section 9.5.3)

10.1 SELECTION OF AUDITORS

For all but a few of the largest conferences which will be audited by IEEE's external accounting firm, Coopers & Lybrand, audits of conference financials will be conducted by consultants under agreements negotiated by the Operations Audit Department.

10.2 Scope of Work

The evaluation of conference financials by either the external accounting firm or the consultants under contract to IEEE will be performed using a common set of criteria which has been developed to ensure that:

- 1) Conference receipts and disbursements are adequately controlled, and
- 2) Reports fairly represent the financial results of the conference.

10.3 AUDIT FEES

As noted in Section 9, conference budgets should include an amount for audit fees per the schedule included therein. Operations Audit Department will provide a memorandum to the subject conference, assessing the audit fee.

10.4 AUDITS CONDUCTED BY OUTSIDE ACCOUNTING FIRMS OR OTHER INDEPENDENT BODIES

Also, as noted in Section 9, where a conference has a continuing relationship with an outside accounting firm or another independent body for its financial audits, the conference may choose to have an agreed upon procedures review conducted by the outside firm or independent body, using the audit steps included in Section 2 of the Conference Financial Reporting System Manual (see page 10-3 for a summary of the areas to be tested in the review.). A copy of their audit report should be submitted to Conference Services for review by Operations Audit.

10.5 AUDITS CONDUCTED BY INTERNAL COMMITTEE

For those conferences not scheduled for a Operations Audit review in a given year, an audit should be conducted by a committee composed of individuals who have no direct or indirect responsibility for the financial transactions of the conference.

10.5.1 Selection of Data for Testing

Since the primary purpose of the audit is to insure that proper procedures are being followed, a representative sampling of at least 5% (preferably 10%) of the conference financial data is suggested. This sample could be taken from the entire data base or from a randomly selected time period. If the

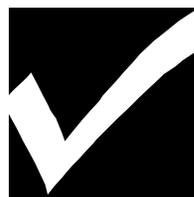
number of exceptions noted is above an acceptable level, the sample should be expanded to ascertain the total magnitude of the problem.

10.5.2 Suggested Procedures for Testing

While the audit tests listed in the Audit Section of the "Conference Financial Reporting System" manual would be preferable, the testing procedures listed on page 10-5 may be used. If the audit committee decides to use these procedures, they should be updated from year to year, based on findings noted in professional audit reports and audit committee review reports, covering prior year conferences.

10.5.3 Conference Audits

Audits of conference financial reports are the responsibility of the Operations Audit Department. They will be conducted for each conference with an income or expense budget in excess of \$100,000. Conferences with an income or expense budget of less than \$100,000 will be audited on a rotational basis.



Agreed Upon Procedures for Review of Conference Financials by Professional Auditors

1. Budget preparation and approval process
2. Conference registration figures vs. registration income reported
3. Conference exhibitor contracts vs. exhibitor revenue reported
4. Grants and sponsorship documentation vs. grants and sponsorships reported
5. Publication inventory records vs. publication sales reported
6. Conference bank account statements vs. conference receipts & disbursements (including timeliness of deposits)
7. IEEE credit card receivables collected vs. conference credit card collectibles forwarded to IEEE
8. Supporting documentation for disbursements vs. disbursements actually made
9. Conference social function registration vs. social function income
10. Mathematical accuracy of detailed income and expense schedules and agreement with corresponding summary reports
11. Institute cash receipt records vs. conference surplus/loss reported
12. Petty cash transactions vs. supporting documentation
13. Savings and money market account statements vs. interest reported
14. Conference loans and advances vs. repayments reported
15. Hotel/Conference center billing vs. details of services provided

SUGGESTED PROCEDURES FOR THE AUDIT COMMITTEE

I. Cash Receipts

- A. Are all checks restrictively endorsed to the bank as soon as received?
- B. Are deposits made frequently to avoid unapplied receipts and lost interest income?
- C. Are funds held to a minimum in checking accounts, with the majority placed in savings or money market accounts?
- D. Are receipts properly applied to income account?
- E. Are the books of accounts reconciled to the bank statements in a prompt manner?

II. Cash Disbursements

- A. Are checks pre-numbered and all issued and unissued numbers accounted for?
- B. Are invoices approved for payment by the individual authorized by the Conference Committee?
- C. Are payments made only on original invoices and not on photocopies or statements?
- D. Are all approved invoices stamped "paid" with date and check number to avoid possible resubmission for payment?
- E. Are canceled checks reviewed to be certain the endorsee is the party to whom the payment was made?

III. Registration at Conference

- A. Is there separation of cash handling from registration badge creation?
- B. Are there pre-numbered tickets used by Cashiers for each registration rate to provide method of auditing Cashier's activity?
- C. Are there guards posted to protect Cashiers from possible robbery?
- D. Are funds deposited daily and locked up overnight in a secure location (hotel safe, night depository, etc.)?

IV. Miscellaneous Fiscal Matters

- A. Does the Treasurer issue periodic reports to the Conference Committee?
- B. Has insurance coverage been arranged for liability and protection of assets?
- C. Has a budget been submitted to IEEE Conference Services and has it been approved?
- D. Has an interim Financial Report been submitted to IEEE Conference Services, as required, following the end of the conference?
- E. Has a Final Report been submitted to IEEE Conference Services as required?

11.0 THE EXHIBITS COMMITTEE

11.1 DUTIES

The Exhibits Committee is responsible, partially or entirely, for the following:

- Guidelines for Exhibits
- Exhibits Prospectus Preparation
- Exhibitor Contact
- Exhibit Prospectus Mailing and Follow-up
- Exhibit Technical Programs
- Promotion at Society and Other Conferences
- Exhibit Space Layout and Usage
- Drayage Firm Selection
- Exhibitor Registration
- Security
- At Conference Responsibilities
- Exhibit Guide

11.1.1 Selection of Chair

The Chair of the Exhibits Committee should be chosen on the basis of the individual's familiarity with the technical field covered by the conference and knowledge of firms which might support an exhibition in that technological area.

11.1.2 Arrangements for Exhibits

For most conferences, the Exhibits Committee will handle the sale of exhibit booth space and patron solicitations. In these instances, it is the Chair's responsibility to secure appropriate exhibition space in the conference hotel or at a nearby site. **A sample hotel contract for meetings with exhibit space appears at the end of this section.**

11.1.2.1 Space, Utilities & Access

The exhibition space should be reviewed for space and utility requirements. Adequate electric power, telephone and possibly water and compressed air service will be needed to satisfy exhibitors' displays. Provision for sufficient time and convenient access to set up and tear down exhibits should also be planned.

The Exhibits Hall may also be used for receptions, coffee breaks, and other social functions, and therefore, the hall must be large enough to accommodate the anticipated crowd, the exhibits themselves, aisle space, and space for food and beverage. These events are held in the hall to increase traffic flow, and to please the exhibitors. The hall itself should be adjacent to the Registration Area and the session rooms.

11.1.2.2 Cancellation Provision

Any arrangements for conference exhibition space should be provisional and permit cancellation without penalty up to one year in advance of the conference date.

11.1.3 Securing Exhibitors and Patrons

The Exhibits Committee should develop a list of prospective exhibitors and patrons, make the initial contacts and pursue the necessary follow-up action in order to secure exhibitors for the conference.

11.1.4 Acceptance Criteria for Exhibit Proposal

The Exhibits Committee should establish criteria for the acceptance of exhibit proposals to ensure that the exhibition complements the programs of the conference and submit them for approval to the Conference Committee.

11.1.5 Acceptance Criteria for Patrons

The Exhibits Committee should establish criteria for the acceptance of patron proposals. Generally, patrons are companies, organizations or individuals who cannot function as sponsors, co-sponsors, etc. (see Types of Conference Involvement, Section 2.0), but do desire to participate in the conference by more than just attendance or exhibiting. Patrons should be active in the conference technology or be of significant assistance to the Conference Committee. They may participate by hosting a specific function, such as a coffee break, or by performing a necessary service, such as gratis printing or mailing. The fees for hosting a function should be appropriate to the cost of that function.

11.1.6 Details of Educational Displays

When appropriate, educational displays -- such as those sponsored by educational or scientific institutions and governmental agencies -- may be set up at the conference. The logistics for these displays should be handled by the Exhibits Committee. Where exhibition space is to be donated on a complimentary basis to related educational, governmental or other non-profit scientific agencies, information concerning the availability of such free exhibition space should be widely publicized in advance.

11.1.7 Hiring an Exhibit Manager

Although the Exhibits Committee may handle the promotion and sales of exhibit space for most conferences, it may be advisable for the Conference Committee of large conferences to hire a professional exhibition manager. In such cases, all financial and contractual commitments must first be approved by the sponsoring entity.

The Committee may also hire a drayage company (also often a decorating company) which is responsible for storing, moving, and shipping exhibit equipment. The decorating company provides such items as chairs, plants, electrical needs, and signs. It is important to get bids from several companies, all of whom should cover the following items:

- Cost of storage and moving
- Shipping arrangements
- Layout, color scheme and overall arrangements
- Aisle carpeting
- Tables and chairs for a "lounge" area
- Wall drapes
- Sign-making capabilities

Decorating companies supply registration desks as well. If the hotel does not have desks to offer, it is necessary to rent them from a decorating company.

The drayage company and the committee must outline the set-up and tear-down times for exhibits. The committee should ask the drayage company for references, and follow up. Once the selection of the company is made, the contract should be reviewed very carefully, corrected, negotiated, and signed.

Approximately five months before the conference, the committee should review the packages to be sent to the exhibitors by the drayage/decorating company handling the conference. The package should include comprehensive information on electrical and telephone services, shipping instructions, labor and other costs.

11.2 ADVANCE APPROVAL AND PLANNING FOR EXHIBITS

11.2.1 Budgeting - Anticipated Income & Expenditures

Approval to hold an exhibition in connection with a conference must be obtained in advance from the sponsors. A conservative and practical budget must also be approved by the sponsoring entity. The conference budget should incorporate detailed information concerning the planned receipts and expenses for the exhibition.

The detailed budget for the exhibition is a part of the overall conference budget and should include:

- (1) The price schedule for booths and an estimate of the anticipated number of booth sales.
- (2) The projected costs to secure the necessary exhibition area and facilities.
- (3) Detailed financial arrangements regarding the commission schedule of the Exhibit Manager, if one is utilized.
- (4) Expenses related to the promotion of the exhibit, including printing and mailing of brochures, exhibitors' catalogs, handling and exhibit guide printing.
- (5) Anticipated travel expenses for the Exhibit Manager and staff, if utilized.
- (6) Service costs that are directly related to the exhibition, such as: decoration, storage or warehouse services, drayage, utilities, special guards and insurance fees.

11.2.2 Early Initiation of Plans

Experience has demonstrated the desirability of initiating plans for a conference exhibition two to three years before the date of the conference in order to allow adequate time to obtain suitable hotel and exhibition space.

11.2.3 Coordination with Other Conference Committees

The Exhibits Committee should work closely with the Registration, Meeting Facilities and Hospitality Subcommittees in coordinating plans for the exhibit's program. Financial aspects of the exhibit will be coordinated with the Conference Treasurer.

11.3 EXHIBIT MANAGER SELECTION AND CONTRACT

11.3.1 Selection

Extreme care should be taken by the Exhibits Committee and members of the Conference Committee in the selection of an Exhibit Manager, if one is to be utilized. IEEE Conference Services can be of assistance in recommending names of exhibit managers who have satisfactory performance records.

11.3.2 Contract Approval

The General Chair is empowered to sign a contract with an Exhibit Manager, provided terms are within the approved budget for the conference and have been approved by the sponsoring entity. A copy of the signed contract must be sent to IEEE for archival purposes.

For the case of totally IEEE sponsored meetings, all meeting contracts should be signed by the General Chair. Since meeting contracts usually involve large commitments that have the potential of producing significant losses to the sponsoring entity if something goes wrong, meeting contracts **must** have either the approval or the signature of the responsible officer of the sponsoring entity.

The sponsoring entity may delegate this authority. It is strongly recommended that delegation of authority be confirmed in writing for the protection of individual(s) involved.

For the case of meetings jointly sponsored by IEEE entities and non-IEEE entities, then the sponsoring organizations must decide before any commitments are made who will countersign contracts. However, it is strongly recommended that either all or none of the sponsoring entities countersign contracts. In this way no one organization will be held wholly responsible for all meeting debts incurred.

11.3.3 Contract Specifications

The contract with the Exhibit Manager should specify that all fees for the sale of exhibit space should be sent directly to the Conference Treasurer and all checks should be made payable to the conference.

11.4 EXHIBITION PROSPECTUS

When a meeting includes an exhibit, an invitation-to-exhibit is usually sent to prospective exhibitors. Since the details concerning exhibits vary greatly between meetings, no standard exhibitor's prospectus can be provided. Instead, an outline giving items that the Conference Committee should consider is provided below. Additional details can be obtained from IEEE Conference Services.

The Committee needs to prepare the Exhibits Prospectus at least a year prior to the conference, so that it is ready for dissemination at the previous conference. The Prospectus consists of:

- General Information on the Conference
- Letter of Invitation
- General Instructions and Information
- Exhibit Contract
- Exhibit Rules
- Patron Application
- Exhibit Hall Floor Plan
- Registration Form (added only six months before conference)
- Advance Program (added only three months before conference)

The Letter of Invitation is written by, and under the signature of the Exhibits Chair. It should state the theme of the conference, the benefits of exhibiting, the fact that receptions or coffee service or other functions take place in the Exhibit Hall, and give an address and telephone/fax number at which the Chair can be reached. It should state whether one free registration, which includes a conference record, is part of the exhibit fee. (All other exhibit personnel receive Exhibits Only badges.)

General Instructions and Information tell the prospective exhibitor the size of the booths, that he may reserve/contract multiple booths, that space is assigned on a first-come first-serve basis, and that orders may be taken on the exhibit floor.

The Prospectus should be approved by the General Chair.

The floor plan of the Exhibits Hall should be included in the package. Other items such as copies of the Call for Papers and conference information may be included. As the conference approaches, a registration form and an advance program may be added to the package.

The importance of early preparation cannot be overemphasized. Corporate exhibit/trade show budgets are approved at least one year or more in advance. The Exhibits Committee may think one year's lead time is sufficient in starting its selling efforts. However, companies' schedules and budgets are set by then, and it is not possible to add another show to their schedule. Another reason to sign up exhibitors as early as possible is to make future sales easier. A company is more likely to exhibit if it knows that its competition is exhibiting.

11.4.1

The Exhibit Space Application is to be used as a guide for developing an agreement with Exhibitors for space and regulations. **A sample contract for Exhibit Space Application appear at the end of this section.**

11.5 EXHIBITOR REGISTRATION

Advance registration packets should be sent to exhibitors approximately five months before the conference. They should include:

- Exhibitor Advance Registration Form
- Letter of appreciation for their participation
- List of Exhibitors to date, by name and address, and by booth number
- Hotel Layout, and Exhibits Hall layout
- List of Exhibitor action items

- Complimentary passes (if used)

The Exhibits Committee must coordinate with the Registration and Local Arrangements Committees regarding allocation of suites in the hotel.

11.6 SECURITY

It is necessary to hire security guards to control access into the Exhibits Hall, and to guard equipment in the Exhibit Hall after hours. Security is also needed during set-up and tear-down.

11.7 AT CONFERENCE RESPONSIBILITIES

It is important that at least one person from the Exhibits Committee be on duty during Exhibit hours, as well as for set-up and tear-down.

An Exhibitors wrap-up should be held on the last day of the conference, at which the Exhibits Chair thanks the exhibitors for their participation in the conference, and asks them their reactions to the exhibit. Exhibits Chairs from future conferences should be invited to the wrap-up. It may be held in the morning before the floor opens, and should include coffee and light refreshments.

**IEEE HOTEL CONTRACT
MEETINGS WITH EXHIBITS**

THIS AGREEMENT is made this _____ day of _____ 19____, between the IEEE
(the " _____ ") and (hotel) (the " _____ ").
name of conference *name of hotel*

The Society contact and authorized representative for purposes of this agreement is IEEE

(indicate entity here)

All references herein to the IEEE Phone/Fax include the Director of Conferences and specifically authorized representatives. The IEEE will provide a list to the Hotel of the representatives authorized to act on behalf of the IEEE; the Hotel should not accept instructions from any other persons.

I. THE MEETING

The Hotel hereby agrees to host the (meeting) of the IEEE over the dates of (day/dates of meeting) (the "Meeting"), by providing guest rooms and meeting rooms and certain services, as set forth herein.

II. ROOM BLOCK

A. The following represents the number of guest rooms the Hotel will hold for reservation by meeting attendees in accordance with this Agreement:

Days Dates					NO.OF	NO.OF	NO.
(days/dates)	SGLS	DBLS	1BDR	2BDR	APR	DEP	IN-HOUSE

However, specifying this block does not constitute a guarantee or representation by the IEEE that any or all the rooms held in the block will be reserved or occupied by meeting attendees. The Hotel shall, on a regular basis, advise the IEEE of the number of rooms reserved in the block and the number available, and the Society may reduce or request any increase in the number of such rooms, if available.

B. The Hotel will protect the IEEE for early arrivals and late departures in accordance with the expected arrival/departure pattern. In no case shall the minimum room commitment as stipulated in paragraph A be reduced except by subsequent mutual consent via written agreement between the IEEE and the Hotel.

III. GROUP ROOM RATES

Paragraph A Alternate 1: (For Agreements signed one (1) year or less prior to the Meeting)

A. The Hotel confirms the following special rates for the Meeting:

Single	\$ _____	Suites:	
Double	\$ _____	1 Bedroom	\$ _____
Govt.	\$ _____	2 Bedrooms	\$ _____

The current applicable sales/room tax is _____%. In addition, if applicable, the current occupancy tax of _____% will also be applied.

(Continue with Paragraph B-C)

Paragraph A Alternate 2: (For Agreements signed more than one (1) year prior to the Meeting)

A. Final room rates for the Meeting are to be established no later than one (1) year prior to the official opening day of the Meeting. The Hotel's current conference group convention room rates are:

Single \$ _____
Double \$ _____
Govt.. \$ _____

Suites:
1 Bedroom \$ _____
2 Bedrooms \$ _____

1. (In no event will the rates charged for rooms during the Meeting be more than _____% per year higher than the current conference or group rates.)

.....OR

2. (The rates will apply for the Meeting will be at least 15% less than the published rack rates or _____.)

The applicable sales/room tax will be added to the room rate. Rooms currently are subject to a _____% sales/room tax. In addition, the current occupancy tax of _____% if applicable, will also be applied.

B. The above special rates will apply at least three (3) days prior to and three (3) days after the Meeting dates to accommodate those who wish to extend their visits.

C. The Hotel will supply rooms as staff/committee rooms at the special rate of \$ _____ per room per night, in addition to the complimentary rooms discussed below.

IV. COMPLIMENTARY ROOMS

A. The Hotel will provide one (1) complimentary room to be used by the IEEE over the inclusive meeting dates, per 50 rooms picked up based on peak night occupancy. These may be allocated by the IEEE in any manner over the actual conference dates or immediately before or immediately after the dates. A single or double room is counted as one (1) room, one-bedroom suite as two (2) rooms, etc.

B. In addition, the Hotel will provide the IEEE with a one-bedroom suite over the inclusive meeting dates on a complimentary basis above and beyond the one per fifth complimentary allotment.

C. Any unused complimentary units will be deducted from the IEEE's Master Account based on the quoted unit rate times the number of unused room nights.

V. RESERVATIONS

A. All reservations will be made, at the IEEE's option, by way of the IEEE's housing form or by the use of reservation cards supplied by the Hotel. The Hotel will provide self-addressed reservation reply cards up to three (3) times the amount of the peak commitment at no charge. If the IEEE requires additional cards, the cards will be charged at the Hotel cost. If the IEEE's housing form is used, it will be sent to the Hotel for approval prior to publication. The reservation "cut-off date" will be (date) at 5:00 p.m., after which the parties will negotiate a staggered room release. Reservations received after this date will be accepted by the Hotel on a space available basis at the conference rates and will be credited to the room block. The Hotel will adhere to the policy and procedures of the IEEE in reserving rooms for attendees, as long as these procedures are consistent with normal operational methods of the Hotel. All cancellations received by the Hotel prior to the cut-off date will revert back to the IEEE's room block.

B. The Hotel will hold all guest reservations until 6:00 p.m. on the date of arrival. The Hotel may require a deposit in advance from the individual guest to guarantee a particular reservation for late arrival (i.e., arrival after 6:00 p.m.). To guarantee an individual reservation, a guest must either (1) send a check or money order covering the first night's room rate plus applicable sales tax, or (2) send a signed letter or card number authorizing the Hotel to charge the room deposit and applicable sales tax to the guest's major credit card. The IEEE will publicize the Hotel's advance deposit requirements to individuals planning to attend the meeting. Should guests cancel a reservation, deposits will be refunded by the Hotel if notice is received prior to 6:00 p.m. of the arrival date. The Hotel will allow name changes without any penalty.

C. If the Hotel cannot honor a guaranteed reservation for an attendee on the date specified, the Hotel will secure and assume the financial responsibility for ground transportation and comparable or better accommodations at the nearest hotel possible. Comparable or better accommodations and ground transportation to and from the alternate

accommodations shall be provided at the Hotel's expense for as many days as the Hotel is unable to accommodate the attendee. If the Hotel cannot honor a non-guaranteed reservation on the date specified, the Hotel will assist the attendee in finding alternate accommodations at the nearest hotel possible.

D. The Hotel's check in time is _____. Guests are permitted to check-in earlier subject to room availability. Hotel check-out time is _____.

VI. FACILITIES AND SERVICES

Paragraph A Alternate 1:

A. The Hotel will hold public meeting and function space for the IEEE as outlined at the conclusion of this section. This space will be provided at no charge to the IEEE. The Hotel will accommodate additional meeting or banquet space needs on an availability basis. The Hotel will not reassign contracted space unless it is approved by the IEEE.

(Continue with Paragraphs B-G)

Paragraph A Alternate 2:

A. The Hotel will reserve all of its public meeting and function rooms for the use of the IEEE for the duration of the meeting or until such rooms are expressly released back to the Hotel by the IEEE. This space will be provided at no charge to the IEEE. The IEEE will attempt to provide a tentative program of meeting rooms and events at least six (6) months prior to the Meeting and a definite program no later than two (2) months prior to the Meeting.

B. The Hotel will provide adequate space for a registration area and a minimum of two (2) six-foot publication and information tables.

C. There shall be no charge to the IEEE for the set-up of meeting rooms as directed by the IEEE. The Hotel will provide, at no charge, certain equipment usual to the types of meetings and events scheduled, including, but not limited to the following: standing lecterns, easels, pads and pencils for school room set-up, registration tables and chairs, permanent screen, water and glasses, and the house sound system.

D. The Hotel shall provide at least one (1) complimentary microphone per meeting room per day provided that the room has an in-house sound system. This microphone may be a table, lectern, or lavalier microphone, depending on instructions of the IEEE.

E. The Hotel shall not charge for storing the IEEE's conference materials, such as registration kits, conference proceedings and IEEE publications for up to four (4) days prior to the start of the Meeting and up to two (2) days after the Meeting ends. Hotel housemen will assist in moving these materials to the registration area at no charge.

F. The Hotel will provide a VIP amenity for the conference chair and will provide up to two (2) round trip limousine or shuttle van runs if such transportation is available.

G. The Hotel shall specify in writing all services provided by the Hotel for which there is a cost to the IEEE and shall identify any all exclusive service contracts. The Hotel shall also specify in writing any unions that are under contract in the hotel and if so, what are the jurisdiction and responsibilities of each union, any applicable rates and the expiration date for each union contract.

VII. FOOD AND BEVERAGE

Alternate 1: (For contracts signed one (1) year or less prior to the Meeting)

A. Current banquet food and beverage prices will be confirmed by the Hotel nine (9) months prior to the official opening day of the Meeting regardless of menu increases henceforth from that date. Should standard published banquet prices not be the norm for the Hotel, the Hotel agrees to produce a menu with published prices to be used by the IEEE as a standard reference with respect to budget pricing. The IEEE will supply the Hotel's Catering Department with a final guarantee of food requirements forty-eight (48) hours in advance. It is understood that the IEEE acknowledges payment based on this number as a guaranteed minimum. The Hotel will be prepared to serve at least five (5) percent over the minimum. The current gratuity charge is _____ percent and the gratuity is not taxed.

Alternate 2: (For contracts signed more than one (1) year prior to the Meeting)

A. Banquet food and beverage prices will be confirmed by the Hotel no later than nine (9) months prior to the official opening date of the conference. In no event will the prices be more than _____% higher than current food and beverage prices. Should standard published banquet prices not be the norm for the Hotel, the Hotel agrees to produce a menu with published prices to be used by the IEEE as a standard reference with respect to budget pricing. The IEEE will supply the Hotel's Catering Department with a final guarantee of food requirements 48 hours in advance. It is understood that the IEEE acknowledges payment based on this number as a guaranteed minimum. The Hotel will be prepared to serve at least five (5) percent over this minimum. The current gratuity charge is _____ percent and the gratuity is not taxed.

VIII. EXHIBITS

A. The Hotel shall reserve exhibit space to accommodate a minimum of _____ booths of (usually 8' x 10', or 10' x 10') dimension in (name of room).

Move-In: Decorator move-in will begin on (day/date/time). Exhibitor move-in will begin on (day/date/time).

Show Hours: To be determined.

Move-Out: Exhibit move-out will take place on (day/date) beginning at (time) and progress through to (day/date/time).

Paragraph B, Alternate 1:

B. All exhibit rental charges will be waived.

(Continue with Paragraphs C-D)

Paragraph B, Alternate 2:

B. Exhibit hall space rates will be charged on a net square foot basis (8' x 10' booth = 80 square feet x _____ cents per net square foot = _____). Only commercial exhibits not exhibits of the IEEE itself or of other non-profit organizations, will be levied with the above formula. Any minimum charges on exhibit space are not to exceed two-thirds (2/3's) of the projected net square footage charge.

The above rental charges include:

1. The exhibit facility as normally used for similar exhibits.
2. General Hotel maintenance, including but not limited to, cleaning of aisles, hotel lighting, heating, air conditioning, ventilation, etc.
3. Normal Hotel security.

The above rental charges do not include additional specific requirements that must be contracted for by the Society or individual exhibitors:

1. Drayage and placement of display equipment.
2. Decoration and related services.
3. Guard services.
4. Labor, i.e., carpenters, electricians and drapery men.
5. Storage of any exhibit related material.
6. Lighting and electrical power.
7. Natural gas, water supply, or compressed air.

C. The Hotel shall allow no exhibits in hotel guest rooms or signs not placed by the IEEE, unless authorized in writing by the IEEE.

D. The Hotel shall provide floor plans and information on exhibit size limitations, equipment restrictions, elevators, load levels, fire codes, drains, utilities, and labor requirements and types of services available as an attachment to this Agreement.

IX. BILLING

A. All room, tax and incidental charges are billed on an individual basis, with the exception of those specified to be applied to the Master Account. The Hotel shall establish a Master Account for the IEEE for those charges specified and authorized by the IEEE. Authorized group food and beverage charges are to be billed to the Master Account. At least three (3) weeks prior to the Meeting, the Hotel will receive the Master Account billing instruction to include the following: the names of those authorized to sign the Master Account; the names of individuals whose room charges are to be billed to the Master Account and what charges will be billed; and the names of those occupying complimentary rooms and what charges will be billed.

B. If the Hotel wishes, an IEEE representative will review all charges with the Hotel's Credit Manager or Comptroller in charge of accounts receivable prior to the IEEE's departure. The IEEE will make payment of all undisputed charges within 30 days after receipt of the Hotel's bill, provided such bill is completed with all supporting documentation and receipts.

X. CONFERENCE REPORT

The Hotel will provide a full report on the Meeting to the IEEE no later than one (1) month after the Meeting concludes. This should include number of rooms used (by date), cancellation and no-show factor, number and type of sleeping rooms used in each category (singles, doubles, suites, etc.) and the number of guaranteed versus the number of served at each meal function.

XI. OBLIGATIONS OF THE HOTEL

A. The Hotel agrees to give reasonable and adequate notification to the IEEE of any construction or remodeling to be performed in the Hotel which might interfere with the Meeting or the agreed upon housing of persons attending. In such event, the Hotel must provide equal alternate space within the Hotel for satisfactory conduct of the IEEE's program or housing of persons attending.

B. It may be incorporated within this Agreement that the Hotel is required to improve, remodel, or create certain rooms or add or acquire services prior to the Meeting. The nature and details of such changes shall be specified and mutually agreed upon by both parties in a signed writing.

C. The Hotel agrees to notify promptly the IEEE (i.e., within 10 days of booking) of any concurrent or overlapping meetings, conventions, special events, or other attractions planned to be held in the Hotel during the Meeting. The Hotel represents and warrants that there will be no such events or other outside distractions that could affect the ordinary use of the meeting rooms or other facilities to be used by the IEEE and its attendees.

D. The Hotel warrants that it is in compliance with all municipal, local, state and federal regulations which apply to its facilities and operations, including building codes, fire codes, etc., and will obtain all permits and licenses required to provide the services covered by this Agreement.

E. Failure of the Hotel to meet its obligations described above would, without limitation, be cause for a reduction in the IEEE's room block or termination of this Agreement.

XII. TERMINATION

This Agreement may be terminated by either party upon the giving of written notice at least (years) (months) (days) prior to the dates of the meeting or no later than (specific date). After such date, this Agreement may only be terminated for cause upon written notice given by either party to the other. "Cause" shall include, but not be limited to, a breach of the obligations under Section XI of this Agreement. It is further provided that there shall be no right of termination for the sole purpose of holding the same meeting in some other facility or city and/or for the sole purpose of booking another organization. In the event of any termination of this Agreement in accordance with the above provision, Hotel will immediately refund any deposit or money paid in advance by the IEEE or its attendees.

(CLAUSE TO BE USED WHEN MULTIPLE FACILITIES ARE BEING USED)

Further, the performance of this Agreement by the IEEE is contingent upon the availability of (name of facility) as the site for the IEEE 's (meeting). If for any reason beyond the control of the IEEE, the (name of facility) shall not be available, or shall not be in acceptable condition, this Agreement may be terminated by written notice from the IEEE to the Hotel.

XIII. INDEMNIFICATIONS AND INSURANCE

- A. The Hotel agrees to hold harmless the IEEE, its officers, directors, volunteer leaders, and employees, from any and all claims of liability arising from the holding of the Meeting at the Hotel, unless based on the intentional or negligent Acts of the IEEE or its authorized representatives, and shall indemnify the IEEE for all costs of defending such claims, including all expenses, damages awards, or settlement amounts.
- B. The Hotel and the IEEE each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the facility during the meeting.

XIV. MISCELLANEOUS

- A. This Agreement is binding on the parties, their successors, assigns, and transferee and constitutes the entire Agreement between them, superseding any and all previous agreements, oral or written. No modification or waiver of any term or amendment to this Agreement shall be effective unless signed in writing by both parties.
- B. This Agreement shall be interpreted in accordance with and governed by the laws of the State of New York.
- C. This Agreement may not be assigned or transferred to another party without the written consent of the other.
- D. The performance of this Agreement by either party may be affected by acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergency or event beyond the control of the parties making it inadvisable, illegal, or impossible to provide the accommodations and/or meeting facilities or to hold the Meeting. This Agreement may be terminated for any one or more of such reasons by written notice from one party to the other.

The authorized individual signing this Agreement on behalf of the Hotel hereby represents that he/she is an authorized representative of the Hotel and duly authorized to sign this Agreement and that signing this Agreement indicates that all arrangements as outlined are definite and confirmed. The authorized individual signing this Agreement on behalf of the IEEE represents that he/she is an authorized representative of the IEEE and duly authorized to sign this Agreement and that signing this Agreement indicates that all arrangements as outlined are definite and confirmed.

Accepted By:

Authorized Signature for IEEE

Name

Title

Date

Authorized Signature for Hotel

Name

Title

Date

EXHIBIT SPACE APPLICATION CONTRACT

<p><u>INSTRUCTIONS</u></p> <ol style="list-style-type: none"> 1. Please read both sides of this contract carefully and print or type all information requested. 2. Complete and sign original copy and send to: _____ A 50% deposit of the total rental will be due upon invoicing from the Exhibits Chair. 3. Confirmation of your booth assignment will be sent to you in the form of one signed copy of this contract. <p><u>BOOTH SPACE</u></p> <p>Please refer to the accompanying Exhibit Hall Floor Plan and select desired space in order of preference. BOOTH CHARGES ARE BASED ON A COST OF _____ PER SQUARE FOOT FOR CONTRACTS RECEIVED BEFORE _____ AND _____ PER SQUARE FOOT AFTER _____ Booth rental fee also includes one full registration for every Booths. Minimum-one full registration.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CHOICE</th> <th style="text-align: left;">BOOTH NO(S).</th> <th style="text-align: left;">TOTAL AMOUNT</th> </tr> </thead> <tbody> <tr> <td>First</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Second</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Third</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fourth</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Companies from which you desire separation: _____ _____</p> <p>Companies you wish to be near: _____ _____</p> <p>The Exhibit Chair, in its sole discretion, reserve the right to make changes in space assignments that it deems are in the overall best interests of the Exhibit.</p>	CHOICE	BOOTH NO(S).	TOTAL AMOUNT	First	_____	_____	Second	_____	_____	Third	_____	_____	Fourth	_____	_____	<p><u>PRODUCT DESCRIPTION</u></p> <p>The following is a description of the product and general information concerning what we plan to display: _____ _____ _____</p> <p><u>TECHNICAL LIAISON</u></p> <p>Name of person to be contacted for the technical aspect of your product. (Include address and telephone number if different from below): This person would also be our interface for the Exhibitor Technical Presentations. _____ _____ _____</p> <p><u>COMPANY LIAISON</u></p> <p>Name of person to be in charge of Exhibit, and to whom instructions should be sent (include address and telephone number if difference from below): _____ _____ _____</p>
CHOICE	BOOTH NO(S).	TOTAL AMOUNT														
First	_____	_____														
Second	_____	_____														
Third	_____	_____														
Fourth	_____	_____														
<p>A 50% deposit will be due upon invoicing. In accordance, the undersigned agrees to the following provisions: Space will be assigned by The Exhibits Chair on the basis of priority order and the order in which the Application/Contracts are received. If Exhibitor fails to pay the balance of space rental on or before _____, Exhibitor=s right to exhibit may be canceled without further notice or refund of any deposit. If exhibitor cancels its participation in the Exhibit. Such cancellation shall be considered on its part, and any monies paid hereunder shall be retained by the Conference as liquidated damages. EXHIBITOR AND THE CONFERENCE SHALL BE BOUND BY THE TERMS, CONDITIONS AND RULES for exhibiting in an IEEE TECHNICAL EXHIBIT.</p> <p>COMPANY/ORGANIZATION _____</p> <p>MAILING ADDRESS _____</p>																
<p style="text-align: right;">TELEPHONE () _____</p> <p>CITY _____ STATE _____ ZIP CODE: _____ FAX #: () _____</p> <p>BY _____ (Authorized Signature) DATE: _____</p> <p>NAME: _____ TITLE: _____ (Please Print)</p> <p style="text-align: center;">(Please Print) (Please Print)</p> <p style="text-align: center;">FOR MANAGEMENT=S USE ONLY</p> <p>Total Booth Space Rental _____ Contract Received _____</p>																

Total Amount Due _____	Date Space Confirmed _____
Deposit Due on Space Rental _____	Booth Assigned _____
Deposit on Space Rental Received _____	By _____

REGULATIONS AND CONDITIONS OF CONTRACT

This Agreement made this _____ day of _____ 19 ____ . By and Between, _____
(Company/Organization)

and IEEE _____ Conference hereinafter all _____ Collectively referred to as AThe Management, and _____
(Conference Name) (Sponsors/Management Co.)

1. PURPOSE AND ARRANGEMENT OF EXHIBITS

Exhibits are to educate an audience by dramatic demonstrations and presentations. They shall be so arranged as not to obstruct the general view nor hide the Exhibits of others. Plans for specially-built displays not in accordance with regulations should be submitted to The Management before construction is ordered.

Rental Space. Includes the following exhibit equipment: 12' high backwall, 48" high side rails, plus a 7" x 44" sign featuring the Exhibitor's name. General guard security and general aisle cleaning are provided. Aisle carpeting is also included.

Standard Exhibits. Regular and specially-built backwalls including signs may not exceed an overall height of 12'. The backwall height for wall locations may not exceed 12'. Low side dividers between exhibits should not exceed 48" in height. Any shared wall that ends at an aisle cannot be used as a full backwall 12' in height completely across. Instead it must drop to a 48" height at a point 5' from any aisle and remain at 48" to the aisle.

The exception to this rule are the smaller (10'x 10', 10'x 20', 10'x 30') linear booths with a common backwall touching an aisle. In this case the backwall may remain at 12' in height and the sidewalls must drop to 48", 5' from the aisle. Every exhibitor shall be allowed a backwall of at least 10'.

Crossover Area Displays. Crossover area displays will not be permitted.

Two Story Exhibits. The Management prohibits the use of 2 story exhibits.

Cubistic or Free-Form Displays. These may be constructed in any manner desired, within the areas designated, except the upper 40% of each display must be at least 50% open.

Island Exhibits. these have four open sides. This type of exhibit must limit any walls or other display items to 12' in height.

Note: Island exhibit space is limited.

Peninsula Exhibits. These face on three aisles. This type of exhibit must adhere to the backwall rule stated in "Standard Exhibits" above. No item may be more than 12' in height.

Equipment. All equipment must adhere to the 12' height restriction.

Finished Surfaces. All exposed areas of the Exhibit must be finished or draped surfaces including the back and sides. No graphics, logos or print facing into another booth will be allowed. All such material must face into the aisle or into the Exhibitor's own booth.

Any part of any booth needing a finished surface at 3:00 PM the day prior to show opening will be draped at the expense of the Exhibitor. Show Management will decide whether such drape is needed.

2. INSTALLATION AND DISMANTLING OF EXHIBITS

Information for installation and dismantling of exhibits will be sent to you via comprehensive instruction bulletins in ample time to prepare for these activities.

3. FIRE, SAFETY AND HEALTH

The Exhibitor assumes all responsibility for compliance with local, City and State ordinances and regulations covering fire, safety and health. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the Exhibitor.

No children under the age of fourteen (14) shall be allowed in the Exhibit Hall.

4. UNION LABOR

Exhibitor must comply with all union regulations applicable to installing, dismantling and display of the Exhibits.

5. FILM, SOUND DEVICES AND LIGHTING

If moving pictures are used, the Exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors.

If loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. Sound will be checked with a decibel meter.

Operating equipment that emits excessive noise must be run before or after exhibit hours for specific demonstrations only.

The Management reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which are offensive or otherwise distract from the exposition as a whole.

6. SUBLETTING OF SPACE

The Exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from other firms than his own in the exhibit space without written consent of The Management. Only one company shall be considered as The Exhibitor, any other company or unit in the space shall be considered a subsidiary or affiliate.

7. EXHIBITOR'S PERSONNEL AND OTHER CONSIDERATIONS

Distribution of advertising matter and souvenirs must be confined to exhibitor's spaces. Undignified methods of attracting attention will not be permitted. The Management does not permit any sales or order-taking on the Exhibit floor. The Management reserves the right to prohibit an exhibit or part of an exhibit, which in its judgement may detract from the character of or may be considered objectionable to the exposition as a whole. The use and distribution of balloons of any type is prohibited in the Exhibit Hall.

Signs showing the name of a firm to which a piece of equipment is being shipped may be displayed provided that the words "Being Shipped To" are over the name of the recipient and the word "Sold" is not used. Prices may not be displayed on equipment or in the booth.

Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form is not permitted.

Vehicles, vans, trailers or any other vehicles used for advertisement and display may not be parked on the Exhibit property or any property contiguous to or abutting on the Exhibit property.

PROFESSIONAL DRESS CODE. Models, demonstrators, hostesses and other employees and personnel in the Exhibit hall must be attired in a businesslike, professional, tasteful manner. Costumes are not allowed. Failure of an exhibitor to meet this requirement is grounds for immediate removal of the offending person from the Exhibit hall. The Management shall have the sole and complete authority in the interpretation of this policy.

All promotional plans must be submitted to The Management for approval. Exhibitors are prohibited from bringing or distributing food or beverages into the Exhibit area.

8. OFFICIAL CONTRACTORS

An official Contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, cleaning or any other service. No exhibitor or representative shall contract for such services with other than the said official Contractor without the express written consent of The Management, which, for reasons of security, in its sole discretion can deny such permission.

9. LIABILITY AND INSURANCE

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and same, The Management, _____, and its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of _____, its employees and agents.

In addition, Exhibitors acknowledge that The Management and _____ do not maintain insurance covering exhibit property and that it is the responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.

10. STORAGE

Included in space rental is the storage of packaging boxes and crates during the Exhibit. Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, The Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, The Management assumes no responsibility for damages or loss of boxes or crates.

11. UNOCCUPIED SPACE

The Management reserves the right, should any rented exhibitors space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent any space to any other exhibitor, or use said space in any other manner, but this clause shall not be construed as affecting the obligation of the Exhibitor to pay the full amount specified in his invoice for space rental under the terms of the contract.

12. INABILITY TO PERFORM

If The Management should be prevented from holding the exposition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the Exhibit or to occupy his space due to circumstances beyond its control, The Management will refund to the Exhibitor the amount of the rental paid by him, less a proportionate share of the exposition expenses, and The Management shall have no further obligation or liability to the Exhibitor. If the Exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

13. OBSERVANCE OF LAWS

Exhibitor shall abide by and observe all laws, regulations and ordinances of any applicable government authority and all rules of _____.

14. ASSIGNMENT OF EXHIBIT SPACE

The Management shall assign the Exhibit Space to the Exhibitor for the period of the Exhibit (provided the Exhibit Building is made available to The Management) in priority order based on the Design Automation Conference priority rules and/or receipt of contract. Such assignment is made for the period of this Exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the Exhibitor's space choices whenever possible, but The Management's decision will be final. The Management reserves the right to transfer assignments where such action is deemed to be in the best interest of the total exhibition. The Management reserves the right to withdraw its acceptance of this Application/Contract if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product or services is not eligible to participate or the Exhibitor's product or services is not eligible to be displayed in this Exhibit.

15. AMENDMENTS

The regulations have been formulated for the best interest of the Exhibitors as well as this Exposition and The Management. All matters and questions not covered by these regulations are subject to the decisions of The Management. The regulations may be amended at any time by The Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

16. MISCELLANEOUS

This contract shall be subject to interpretation by Colorado law and the venue for all legal proceedings involving or arising from this contract shall be in the District Court for Boulder County, Colorado.

No waiver of any term or condition of this contract by either party shall be deemed to imply or constitute a further waiver of the same term or condition or any other term or condition of this contract.

RENTAL INFORMATION

Our charge for display space at the _____ Exhibits is \$ _____ per square foot for 100 square foot increments (10' x 10'). **HOWEVER, IF YOUR APPLICATION IS RECEIVED PRIOR TO _____ THE COST TO YOU WOULD BE AT \$ _____ PER SQUARE FOOT. MAKE YOUR PLANS NOW TO PARTICIPATE AND TAKE ADVANTAGE OF THESE SAVINGS.**

BOOTH RENTAL INCLUDES:

- ☑ Illuminated exhibit space with 12'-backwall drape if needed and 4'-high side rails.
- ☑ A 7" x 44" identification sign with your company's name, city, state and booth number.
- ☑ General exhibit hall security service.
- ☑ Daily aisle cleaning service.

☒ An Exhibitor's Manual which, in addition to pertinent and updated marketing information, supplies forms you'll be needing to order equipment and services.

EXTRA PRIVILEGES

- ☒ A descriptive listing in our official Exhibits Guide, which can later serve your prospective buyers as a product directory. You will be given an opportunity to advertise in this publication. This will give your _____ marketing objectives added impact.
- ☒ Priority space selection for _____.
- ☒ First choice of hotel accommodations, including hospitality suites.
- ☒ A complimentary list of _____ registrants, after the show for post-conference follow-up.
- ☒ ONE free conference registration for every 5 booths. Minimum: One full registration.

CANCELLATION/REDUCTION OF SPACE POLICY

Based on the refund schedule below, the portion of credit that you will receive for the amount of space reduced, will be applied to the total amount due for the smaller space. Furthermore, cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of The Management and again only based on the following schedule.

CANCELLATION AFTER DATE

After _____ but before _____

SCHEDULE OF REFUND/CREDIT

80% of the total amount paid as of the date of cancellation or reduction of space.

After _____ but before _____

50% of the total amount paid as of the date of cancellation or reduction of space.

After _____ NO REFUND OR CREDIT at any time.

In the case of a merger, payments received will be transferred to the parent company. However, a 20% administrative charge based upon booth space rental of the merged company will be assessed. This clause will remain in effect thru _____. After that date the parent company will not receive any payment credits accrued by the acquired company.

The Exhibitor assumes entire responsibility and hereby agrees to indemnify The Management for the loss of any sales, present or future, which may result from the cancellation or reduction of space.

Hotel rooms and suites at _____ participating hotels shall be canceled immediately upon notification of cancellation of booth space at the _____. The participating hotels have contractually agreed to, and are bound by, this provision. There are no exceptions to this cancellation rule.

12.0 THE LOCAL ARRANGEMENTS COMMITTEE

12.1 CHAIR

It is highly desirable that the Local Arrangements Chair be recruited from the IEEE local geographic entity.

12.1.1 General Responsibilities

The Local Arrangements Chair should be a member of the Conference Committee and may appoint various subcommittees, as necessary, to assist in effectively coordinating the implementation of conference plans at the local level. Subcommittees may be appointed to carry out responsibilities in the following areas:

- (1) Meeting facilities
 - ☐ Signage
 - ☐ Audio/Visual Arrangements
 - ☐ Committee Meeting Arrangements
 - ☐ Operations and Message Center
 - ☐ Monitor Coordination
 - ☐ Communications

- (2) Hospitality and guest activities.
 - ☐ Function Planning
 - ☐ Social Program
 - ☐ Hotel Arrangements (including room assignments)
 - ☐ Airline and Rental Car Agreements
 - ☐ Security

- (3) Inspection trips and tours
 - ☐ Hotel Selection and Negotiations

In some cases, the hotel reservation and air-fare agreements are handled by a separate subcommittee for Hotel Reservations. IEEE Conference Management & Travel Services may provide assistance in the above functions.

12.1.2 Specific Duties

Specific duties assigned to the Local Arrangements Chair and the chairs of the appointed subcommittees who assist him are:

- (1) Coordinate with the local officers the preparation of all local arrangements.

- (2) Secure the necessary clerical assistance and supplies needed for registration.

- (3) Secure the services of individuals to help at the conference sessions, e.g., audio/visual operators, hotel maintenance personnel.

- (4) Make all arrangements involving entertainment, including guest programs, and obtain additional insurance coverage for tours.
- (5) Space for meetings: room set-ups, acoustic insulation, audio/visual facilities, cost of rooms and equipment, storing of pre-conference material.
- (6) Issue a schedule of preparatory activities, including deadlines for printing and distributing local publicity material.
- (7) Contact local Convention Bureau for suggestions and assistance.

12.1.3 Guidelines - Site Selection & Hotel Contracts

This area should be dealt with two to three years prior to the conference. Please refer to section 5.2

12.2 MEETING FACILITIES SUBCOMMITTEE

12.2.1 Responsibilities

The Meeting Facilities Subcommittee Chair and assistants are responsible for ensuring the following arrangements:

- (1) General conference space arrangements, including session, committee, luncheon, banquet and hospitality rooms and registration area.
- (2) Registration facilities, including complete layout plans for registration (tables, chairs, telephone extensions, cash boxes, hotel facilities for overnight storage of registration materials.)
- (3) Luncheon/dinner facilities, including arrangements for suitable decorations, preparation of menus and installation of a lectern and public address system for banquet speakers; if required, morning and afternoon breaks.
- (4) Audio/visual support for technical sessions, including standardization of sizes of visual presentations, appropriate A/V equipment, projectionists and other follow-up activities. The quality of the audio/visuals are directly related to the quality and the success of the conference.

It is important to obtain references and recommendations from other users before selecting an audio/visual contractor. Most hotels have an on-premise A/V contractor that may be more expensive than an outside supplier, but offers the convenience of on-site staff and equipment. In some hotels, basic A/V, such as one microphone per session room, is complimentary. It is recommended that requirements for A/V,

including room names and the time needed, be submitted to the contractor well before the conference.

Each session room should be equipped with a podium, a table microphone for the session chair, a lapel mike for the speaker (speakers have a tendency to wander away from a standing mike and leave their audience wondering what is being said), a pointer, an overhead projector, a slide projector, an extra carousel, an extra bulb for the projector, and a screen.

- (5) Individual technical session requirements, including preparation of necessary signs for the sessions, arrangements for additional table and chairs for panel discussions, supply of audience question cards and individual arrangements for speakers (lapel microphones, light-weight rod or light pen pointers, etc.). These requirements should be coordinated with the Program Committee 4 to 6 weeks prior to conference.
- (6) Guard services (if required): Security is usually needed around the clock in the Exhibit Hall. One or two guards control access into the Exhibits Hall to attendees only, and guard the equipment therein after hours. Additional security should be contracted for the Registration Area after conference hours to ensure protection of the computer equipment in this area.
- (7) Post-conference clean-up, including return of all rented A/V equipment and approval and submission of all proper invoices for facility or services to Conference Treasurer.
- (8) Establish an on-call hotel contact during conference.
- (9) Message Center: An office, or operations center, must be arranged for on-site for the duration of the conference, and possibly, a day or two before the conference starts. Telephones must be installed, as well as copiers, computers and typewriters, and work stations set up for the committee members who will staff the center. It should be stocked with all types of office supplies, transparencies, signmaking supplies and sign holders, and be large enough to accommodate breakfast and lunch service for staff. The room should be locked in the evening. The Message Center must be centrally located and manned during the hours of the conference. A telephone line must be installed prior to the conference, and the number given to the switchboard operators in the hotel. The message board should be alphabetized, and the telephone message cards may be standard issue, or customized.
- (10) Communications: Telephones must be provided in the Operations Room, the Press Room, the Registration Desk, and the Message Desk. At least a few phones should have outside lines (not connected to the switchboard). All lines in meeting and function rooms should be restricted to local usage. This must be arranged by the hotel. It is

highly recommended that walkie-talkies and pagers be provided to key committee personnel, and to the convention service manager assigned to the conference. Walkie-talkies are extremely handy, and truly essential in a large facility, in that they eliminate the need to go through the hotel switchboard, which is often slow to answer and inefficient. The walkie-talkies are usually donated by a manufacturer of such equipment.

12.2.2 Billing System

The billing system decided upon should be useful to the hotel and the conference committee alike. The committee must be very firm with the hotel regarding format for committee meeting food and beverage charges, authorized signatories, and terms and conditions for disputed items. A running record of all expenses will help considerably when reviewing the final bill.

For safety and convenience, the Registration Chair may wish to make daily cash deposits to the Master Account. This transaction should be coordinated through a Hotel Coordinator.

12.2.3 Hotel Space Assignment

Close coordination with other committees is required when assigning hotel space to different functions and sessions. The Registration Committee and the Program Committee must work with the Hotel Coordinator to analyze the expected session attendance for session rooms assignment. The hotel coordinator must supply the hotel with layouts of room, allowing for aisles, access to exit, and standing room near the exit.

The Exhibits Hall must be assigned with traffic flow, security, and proximity to sessions in mind.

12.2.4 Conference Logistics "Notebook"

A great aid in communicating with the hotel is a conference logistics notebook. It is meant to provide the hotel with detailed information about conference logistics. It may be in loose leaf form and have tabbed sections covering the following subjects:

- ☐ Key Conference Personnel
- ☐ Master Account and Billing Arrangements
- ☐ Background on the Conference, including statistics from prior conferences
- ☐ Copy of Advance Program from prior conference
- ☐ Food and Beverage, including menus, quantities, and schedules
- ☐ Meeting Rooms, including hourly and daily schedules of usage of rooms
- ☐ Audio/Visual Requirements for all rooms and functions
- ☐ Communications Requirements, including telephones, pagers, and walkie-talkies
- ☐ Security, including description of contracted security and key control arrangements

The information in this notebook comes from the various other subcommittees. It is greatly appreciated by the hotel, and eliminates many potential problems later in the planning process. Any changes made to the notebook must be communicated to the hotel. The hotel often converts the information into a notebook of its own, using its own forms, and gives key people on the committee copies of it just prior to the conference.

The Hotel Coordinator should work with the Publicity Committee to ensure that pertinent information is aired on the hotel's closed circuit TV at the appropriate time.

12.2.5 Signage

Signs are very important to traffic flow at the conference. Each committee must submit its requirements to this subcommittee, which, in turn, will work with the Publications Committee to produce graphically consistent and readable signs. The conference logo should appear on all signs. If arrows are used on signs, it is suggested that they be attached to the sign by using a Velcro strip; in this way a sign may be used in different locations, and the arrow attached to indicate the correct direction. Velcro arrows can also be used on the technical session signs. Table tent signs for the Luncheon or Banquet are also the responsibility of this committee.

Several large and prominently displayed signs of the session overview, and the floor plan of the hotel, are very useful to attendees, and may help to eliminate the most commonly asked questions.

It is sometimes difficult to assess Signage needs, particularly if those working on the requirements know the hotel well. Remember that most attendees are visiting the property for the first time, and are rather lost in their new surroundings. However, also remember that too many signs can be as confusing as too few.

Supplies should be kept on-site during the conference for last-minute or overlooked signage needs. It is a must to have supplies to make signs at the conference in order to give directions or just to communicate in general to the attendees since most facilities do not have a means to audibly communicate throughout the facility.

12.3 HOSPITALITY SUBCOMMITTEE

The major responsibilities of the Hospitality Subcommittee are in the areas of coordinating hotel reservations, planning social functions and arranging for hospitality facilities. It is the responsibility of this subcommittee to make the arrangements for all food and beverage functions that take place during the conference, which may include:

- ☐ VIP Reception
- ☐ Welcome Reception
- ☐ Speakers' Breakfasts
- ☐ Awards Luncheon or Banquet
- ☐ Coffee Breaks
- ☐ Off-Premise Social Events
- ☐ Banquet Speaker's or Awards Reception
- ☐ Wrap-Up Session
- ☐ Workers' Lunches

12.3.1 Hotel Reservations

The reservation of rooms for registrants may be delegated to a Hotel Reservations Subcommittee, or may be one of the primary responsibilities of the Chair of the Hospitality Subcommittee. Whomever is assigned reservations responsibility should arrange for a block of rooms in the conference headquarters hotel for the expected number of out-of-town registrants. In addition, tentative overflow arrangements should be made and a procedure set up with the conference headquarters hotel for routing overflow reservation applications to other acceptable hotels. Personal attention should be given to reservations for speakers and special guests and they should normally be housed in the host hotels. The responsible chair should be in attendance in the registration area during the conference in order to answer questions, cope with reservation emergencies and assist in the resolution of other logistical problems.

It should be pointed out that more and more cities either through the Chamber of Commerce, other organizations, or the IEEE Conference Management & Travel Services provide a hotel reservation services. In fact, quite often that is the only way that hotels will operate.

12.3.2 Airline Special Fares

It is desirable to offer your meeting attendees, staff, committee, and participants an opportunity for reduced air plane fares. To make this happen, you must make a contract with an airline about 9 months before your meeting. This early contract is necessary so the proper information can be placed with the registration information in the advanced program. The selection of the proper airline is crucial to make it successful. The airline should be the nearby hub airport airline and also provide good coverage to the cities where the attendees come from. If you have significant meeting participation by people from outside the United States, then you should consider an airline with appropriate international flights.

The following are some of the benefits that can be derived by having an airline contract:

- ⊘ All flyers using the service can get reduced fares which may not normally be available to them.
- ⊘ The Committee can get complimentary tickets for their use based on the use of this service by participants. The usual complimentary ticket is one for 50 flights taken.
- ⊘ The airline will provide a listing of the arrival and departure flights of participants in the program. This will allow the committee to schedule transportation to and from the airport if desired.
- ⊘ It is possible to get reduced and special rates for overseas people desiring to see additional cities within the United States.
- ⊘ It may be possible to negotiate complimentary or reduced rates for Committee cargo being sent to the meeting.

The following are some of the problems that may reduce the effectiveness of this program:

- ⊘ Many times companies will not allow employees to use the special direct dial telephone number to make reservations.
- ⊘ There may be significant restrictions when tickets must be purchased.

- ∃ Ticket purchase must be done with credit card unless other methods of credit are approved in advance.

When the program is listed in the advanced program, care must be taken to not advertise the airline as the OFFICIAL or AUTHORIZED airline. It must be listed as the PREFERRED, SELECTED, etc. airline.

For additional information and airline contacts, contact IEEE Conference Management & Travel Services.

12.3.3 Social Functions

The Hospitality Subcommittee Chair is primarily charged with the responsibility for coordinating any social functions which may be planned, i.e., securing entertainment and coordinating food arrangements with the Registration and the Meeting Facilities Subcommittees.

12.3.4 Luncheons and Banquets

The Hospitality Subcommittee should work with the Meeting Facilities Subcommittee and the hotel in arranging luncheon and banquet space and in the selection of menus. The Hospitality Subcommittee should also ensure that the following activities are performed:

- (1) Securing tickets for meals from hotel or arranging to have tickets printed. Tickets for each meal should be of different colors, dated, numbered and, if known, indicate room name for function.
- (2) In regard to scheduling authors' breakfasts or luncheons, the Committee should arrange for suitable facilities and meals and notify authors ahead of time by invitation letter. Such functions for authors can normally be used to check out the sequence of audio/visual presentations.
- (3) Negotiating necessary guarantees with hotel Banquet Manager for number of places to be set up for each meal.

Caution should be taken against overestimating the number who will attend. Normally, Banquet Managers will set up for 10-15% more than the number guarantee. Therefore, guarantees should be on the conservative side, and the price of the tickets should exceed the cost of the meal by a reasonable margin. Any guarantee should contain an escape clause that stipulates that in case the number of attendees is less than estimated, only set-up charges will be incurred and not the full cost of the meal. It is in the interest of the conference to provide these guarantees for as late a date as is practical.

12.4 INSPECTION TRIPS AND TOURS

If the Conference Committee decides to have inspection trips as part of the conference program, a competent individual -- who is well-acquainted with local area sites that might be of interest -- should

be selected by the Local Arrangements Committee. The planned program for inspection trips should be submitted to the Conference Committee for approval.

12.4.1 Guest Activities

Because of the geographical location of some conferences, there will be instances where registrants will want to bring their spouses and family. Plans for arranging a guest program for spouses or family should be made well in advance so that appropriate information concerning guest programs may be included in the Advance Program. The Conference Committee should decide if a guest registration fee for these special activities will be charged. All tours and social functions should be planned on a self-sustaining basis. A Spouses' Hospitality Suite should be provided, and staffed during the hours of the conference. It is recommended that it be located away from the Registration and Technical Session area, but easy to find. The Suite should be stocked with maps, brochures on local attractions, and local magazines that list events taking place during the week of the conference. A small gift item, or "goodie" bag with giveaway items from local merchants, is always well-received. Though a small number of people benefit from the services provided by the Hospitality Suite, it is worth the effort to have one for the goodwill it generates.

Tours for attendees and spouses should be arranged with the help of a local tour company or IEEE Conference Management & Travel Services. It is recommended that no more than one major tour be planned on each day of the conference. When more than one is planned, it is often difficult to meet the minimum guarantees required by the tour company. Preregistration figures are unfortunately unreliable for the purpose of estimating tour participation; there are many no-shows, and many last minute sign-ups. Tours are not intended to make a profit, but should be priced 5% above costs to minimize liability. A break-even number of participants should be established which is well below the capacity of the tour bus. This allows an under subscribed tour to operate.

Prices for tours should be on a per head basis, versus a per bus load basis. Cancellation and refund policy should be clearly stated and carefully reviewed. Insurance is necessary for all transportation and facilities, especially boats.

12.4.2 Additional Insurance Coverage

It is the responsibility of the Local Arrangements Committee to coordinate with the Finance Committee the securing of appropriate additional insurance coverage for inspection trips, tours or cruises. IEEE insurance does not normally cover these activities.

12.5 PUBLICATION SALES

It is the responsibility of the Local Arrangements Committee to assist the Publications Committee in arranging to receive and inventory copies of Conference Proceedings and to provide a suitable place for the sale and distribution of the Conference Proceedings during the conference. In addition, the Local Arrangements Committee should coordinate with the Publicity and Public Relations Committee the display of related technical materials of the sponsoring entities.

In addition, it is the responsibility of the committee to distribute and ship the Conference Proceedings. One approach is to pack the conference Proceedings in jiffy bags or boxes (boxes slightly larger than the record are preferred by attendees because they can ship other material in the same box with the record), label them (let the individual write his own label), and have the postal service pick up the

boxes at the close of the conference. As a good number of attendees retrieve their records and immediately ship them home, some records can be prepacked.

Whatever method is used, the attendee should pay for the record and mailing at the Registration Desk. The attendee should receive a ticket for one or both items, and turns in the ticket(s) at the Distribution/Shipping Desk.

12.6 EXHIBITIONS

It is the responsibility of the Local Arrangements Committee to provide the necessary logistical support to the Exhibits Committee, if so required.

12.7 FINANCIAL REPORTING

The responsible chairs must submit a complete financial accounting to the Conference Finance Chair of income and expenses for all functions, i.e., registration, luncheons and banquets, trips and tours, hospitality suites and local publicity. A complete detailed account of income and expenditures should be submitted to the Finance Committee within one month after the close of the conference.

13.0 THE REGISTRATION COMMITTEE

The overall responsibilities of the Registration Committee are the following:

- Registration Form
- Registration Information Contact
- Payment Policy
- Payment Method and Currency
- Administrative Responsibilities
- Name Badges
- Assembly of Registration Packets
- Layout of Registration Area
- VIP Handling
- Supplies
- Registration Hours
- Staffing and Training
- Reports
- On-Site Registration Operation and Management
- Security
- Final Report

In addition to the Chair, the Registration Committee should have at least one or two secretarial or clerical assistants. The Chair and his assistants will be bonded for the duration of the conference via the IEEE Insurance Plan. Their duties are to handle advance registration and registration and ticket sales at the conference. Procedures for the processing of cash and other receipts will be prescribed by the Conference Treasurer.

The primary purpose of the registration committee is to insure the registration process runs smoothly. It is the most visible of functions, and the first that the attendee encounters. Therefore, it is imperative that registration be efficient, orderly and friendly, as it tends to set the tone for the conference.

A second and very important function of the registration process is to give accurate and up-to-date information on anticipated attendance at all the social functions that will take place at the conference. The Local Arrangements Committee depends heavily on the Registration Committee for its food and beverage guarantees for all the social functions. The Finance Committee also depends on the numbers and projections of the Registration Committee to make forecasts, and adjustments to the budget, if necessary.

A third purpose of the registration function is to gather data on the attendees for future use. The information is used for member solicitation purposes and future conference mailings. Statistics on registration patterns are used by future conference committees.

13.1 SPECIFIC ASSIGNMENTS

- (1) Account for all advance mail registration, record data in convenient form, remit all funds to Conference Treasurer on regular subaccounts (Advance Registration, Luncheons, Banquets, Inspection Trips, etc.). A tally of each subaccount in terms of numbers of persons, as well as dollars, should be kept.

- (2) Coordinate routing and confirmation of hotel reservations with the Hospitality Chair or directly with hotel management.
- (3) Type name badges for inclusion with registration packages provided for each advance registrant, along with appropriate banquet and luncheon tickets.
- (4) Confirm registration space requirements, including desired number of chairs and tables, with Meeting Facilities Chair.
- (5) Provide for necessary supplies for registration desk, including blank badges, badges and ribbons for committee and staff members, programs and standard desk items (pencils, paper clips, staples, typing and carbon paper, envelopes, message pads and cash receipt forms).
- (6) Develop detail plan of action for entire registration procedure at the conference covering the following:
 - a. Provision should be made for at least one registration team to be at desk on evening preceding the conference in order to process early registrants.
 - b. Separate provisions should be made to process advance registrants in order to minimize waiting time.
 - c. The assignment of a Cashier to registration desk should be confirmed with the Finance Chair. The Cashier's responsibilities is to make up individual cash boxes with adequate small change for each registration clerk, to check cash boxes in and out, to distribute meal tickets to appropriate clerks, to disburse petty cash on the authority of the Treasurer and to keep accurate current financial records of each account.
 - d. Provision for typing assistance in preparation of registration cards, badges, messages, assignment lists of relief personnel; arrangements for messenger service.

Details of some of these functions are given in subsequent sections.

13.2 REGISTRATION FORM

The most difficult and important task to be accomplished early on by the Registration Committee, and the task that requires the most interaction with other committees, is the development and design of the registration form. The deadline for the production of the registration form forces all other committees with input to the form to define, schedule, and price events that will take place at the conference. The Program committee has input regarding technical events. The Local Arrangements Committee has obvious input regarding all the social events that are available to attendees. The Publicity Committee is responsible for the dissemination of the form, and its schedule in part determines the deadline for

production of the form. It is advisable that the entire committee proofread the form very carefully, as small errors can prove time-consuming and costly. The items below are should appear in the registration form:

- Name (Last Name, First Name)
- Company
- Address
- Phone
- Fax
- e-mail
- Member #
- Dates of Conference
- Location of Conference
- Purpose of Conference
- Content of Conference
- Sponsorship
- Committee Members
- Registration
 - Advance
 - On-site
- Hotel Information
- Transportation
- Special Air fare arrangements
- Workshops
- Tutorials
- Exhibits
- Tours
- Social Events

Some guidelines for the form design: Separating first and last name character boxes greatly reduces the possibility of transposing first and last name, also reducing the likelihood of printing an incorrect name badge. An incorrectly inputted name in the computer causes delays at the registration desk on-site, because the registration packet will not be easily found, and the attendee will rightfully request that his name badge be reprinted with his correct name. Most fields have a reason for being formatted in the way they are formatted, and should not be altered. It is recommended that all published registration forms be identical (the only exception to this is the on-site registration form from which the early registration rates should be deleted), and coded to identify source -- that is, early publicity, various publications, the advance program. Interaction with the publicity committee is required.

All events and items on the form that require payment should be priced in round currency units. This makes calculations simpler and precludes the need for coins during the conference.

13.3 PAYMENT METHOD AND CURRENCY

At most conferences, cash, checks and credit cards are accepted. The IEEE accepts American Express, Visa, MasterCard, and Diner's Club. Although a fee must be paid to a credit card company, it is strongly recommended that some credit card be accepted by the conference, for the convenience of the attendees. An attendee may fax his registration and payment only with a credit card.

Visa and MasterCard have been on-line with the IEEE for several years, and the turnaround time on payments to the conference committee has been approximately two weeks. American Express recently went on-line with the IEEE, and the traditional delay in payment to the conference should be significantly reduced.

Instructions on procedures for handling credit card transactions are contained in an information packet that is sent upon request to the conference chair from IEEE Financial Services Department (732-562-6357).

13.4 NAME BADGES

The name badge for any conference should be easily readable, with letters large enough to read without squinting. Although this seems an obvious point, badges are rarely printed in this way. The badge itself should be large enough to accommodate the logo of the conference (which should NOT take up a significant portion of the badge), a bold and large-lettered name (24 pt. size), under which should be printed the individual's company name (in 12 pt. bold). The large-lettered name is a great help to many attendees who only see colleagues infrequently, and to exhibitors who wish to address an attendee. It would help if the attendee's registration number appears in the lower left corner of the badge.

Clear plastic clip-on badge holders are the most commonly used type, and can be used by both men and women. However, a few pin back holders should be available for those people who may not be wearing a jacket or lapelled blouse or dress. Both types of holders must, of course, fit the size of the badge.

If identifying ribbons are to be used, the different colors and categories must be decided early in the planning phase. Coordination with other committee members on the types of ribbons required is essential. It is recommended that the quantities ordered of each type of ribbon be greater than the anticipated need, particularly if the ribbons are not being supplied locally.

13.5 ASSEMBLY OF REGISTRATION PACKETS

Assembling the registration packets is a very labor intensive task. To avoid rushing this process and the concomitant paper cuts on workers' hands, it is essential to plan for this workload well in advance. Workers must be scheduled and prepared to stuff many empty manila envelopes. The preregistered attendees packets should be physically verified and double-checked against the original pre-registration form to catch any problems prior to the conference. This takes a great deal of time but the results are worth the extra effort. If it is done, there will be very few problems encountered with misspelled name badges or incorrect tickets with the pre-registered attendees.

Invariably, there will be material from other committees that will need to be stuffed in the pre-registrants packets, and in some cases in the packets of the on-site registrants. Deadlines for submission of material from other committees should be communicated well in advance so as to avoid an extra round of stuffing envelopes. Items such as Spouse's Hospitality information, Speakers' Breakfast information, and various invitations can and should be prepared well in advance and not given to the Registration committee at the last minute.

It is important that the name of the attendee appear in the upper right corner of the packet, so that when the packets are assembled in cartons or bins (easily transportable to the conference site), the name will be easily readable. Packets should be arranged alphabetically.

13.6 SUPPLIES

Office supplies such as scissors, paper clips, staplers, pens and pencils will be needed at the pre- and on-site registration stations. Other items that must be transported to the conference site are:

- Final programs
- Preregistration packets
- Binders with advance registration forms
- Committee meeting schedules
- Credit card imprinters and charge forms
- Ticket and badge card stock, badge holders, and ribbons
- Computer paper for reports
- Telephones (for credit verification)
- Blank registration forms
- Other printed material for distribution

13.7 ASSIGNMENTS CARRIED OUT DURING CONFERENCE

The Registration Chair or assistant(s) should be on hand at all times to answer questions and resolve problems that may arise during the conference. Approval of the Registration Chair is always required for issuance of session badges for the working press which should be furnished, without charge, on presentation of credentials. Also, the list of names of any VIP registrants who are to receive badges without payment of a fee should be approved by the Conference Chair.

The registration system must be tested, the registration personnel trained, and the registration materials double-checked by the time registration opens, preferably one day prior to opening day of the conference. The registration area must be organized for ease of access, and a mock run-through carried out to see how well traffic flows behind the registration desk. The registration packets and other materials should be arranged in such a way as to facilitate movement and access.

The advance registration area could have several queues, alphabetically separated. Appropriate registration packets should be located at each queue position. The on-site registration desk may have one queue, as in a bank, to allow the registrant to proceed to the next available on-site station.

A special information desk should be set up in the registration area, and be highly visible, and preferably be situated in such a way that the attendee sees this desk before the registration desk. If this is not possible, questions about sessions, tours, the social events and the like can be referred to the information desk by the registration staff. This will lessen the amount of time it takes to process each registrant.

The screeners should roam the lines to assist and answer any questions that attendees may have, and to insure that the attendee is waiting in the right line. A printout of all attendees by last name, first name, and company should be given to the screeners, who can check names of attendees.

The busiest times at the registration desk are the opening evening and the following morning, with a sharp drop-off after that. It is critical that the desk is fully staffed at both times. When the area is busy, the screeners and other registration personnel should be advised to politely ask registrants whose needs are not immediate (name changes, refunds) to return when it is less busy.

13.8 FEEDBACK FORM

The registration package should include a conference evaluation form. This would help the sponsoring entity to make improvements based on attendee's feedback. A sample of such form is shown on page 13-7.

13.9 ASSIGNMENTS CARRIED OUT AFTER CONFERENCE

Registration lists and tabulations should be prepared as requested by the sponsoring entities. These lists should show if each attendee is a member of IEEE and/or a member of any of the sponsoring entities. Copies of registration lists should be furnished to the Conference General Chair for inclusion in the Final Report.

Conference Name
Date, Location

Attendee Feedback

Please evaluate the following:

◆ Technical contents of the meeting:

Circle one: EXCELLENT VERY GOOD GOOD FAIR POOR

◆ Non-technical aspects (hotel, meeting rooms, food, etc.)

Circle one: EXCELLENT VERY GOOD GOOD FAIR POOR

◆ Indicate your overall evaluation of the meeting:

Circle one: EXCELLENT VERY GOOD GOOD FAIR POOR

◆ Benchmark this meeting against other similar meetings:

Circle one: EXCELLENT VERY GOOD GOOD FAIR POOR

⑩ What are the best aspects of the meeting?

⑩ What areas need to be improved (and how)?

PLEASE RETURN THIS FORM AT THE MEETING, or MAIL, or FAX TO:
Name/Address/Fax Number

14.0 TRANSNATIONAL PARTICIPATION

14.1 OBJECTIVE

In order to increase Regions 7-10 participation at Technical Meetings held in Regions 1-6, a Transnational Committee may be appointed as part of the Conference Committee.

The recommendations and suggestions provided in the following sections should be considered carefully. The Committee is responsible to oversee that these recommendations and suggestions are carried out.

The recommendations address two major areas:

- Involvement -- representatives from Regions 7-10 and response to inquiries.
- Convenience -- activities for Regions 7-10 participants.

In addition the Committee should also collect information on Regions 7-10 attendance and comments on the conference survey form in order to continue to improve such participation.

14.2 INVOLVEMENT

In order to increase involvement of participants from Regions 7-10 in the Technical Meetings held in Regions 1-6 the recommendations in the following subsections should be considered.

14.2.1 Appoint Representatives from Regions 7-10 on the Operating Committee

In addition to becoming full participants in the management of the Meeting, the Regions become part intellectual "owners" of the event, thus having greater interest in promoting the Meeting and helping it succeed. These representatives should be able to assist the steering committees in the following areas:

1. Address Regions 7-10 participation.
2. Enhance Call for Papers in all world areas.
3. Provide mailing lists in Regions 7-10.
4. Provide focal point for distribution of mailings.
5. Provide focal point for submission of papers and communications.
6. Establish additional society and professional contacts.
7. Establish connections to non IEEE societies.

It is the Chair's responsibility to initiate contact with the regional representatives early in the conference planning process. It is advisable that a committee member have access to a fax machine, as much communication takes place by fax, due to time differences and language difficulties.

One of the first activities of the committee is to distribute the Call for Papers to the regional representatives. They, in turn, may mail the Call locally. The Chair should apprise the regional representatives of any changes in the Call and the representatives should apprise the Chair of the response to the Call.

It is the committee's function to aid in publicizing the conference internationally. Photostats of ads placed in IEEE Magazines should be sent to the various regions, and placed in local publications that reach the conference audience, if cost-efficient. Appropriate information about the conference may be

sent to the conference calendar editors of local publications. If conference posters are produced, an adequate supply should be sent to the regional representatives, and distributed to local companies and people in the technical community. All forms of local publicity should have a local telephone number or fax number to call for further information on the conference.

14.2.2 Appoint Regions 7-10 Representatives on the Program Committee

This helps to identify scientists/engineers with similar technical interests and make them equal partners in setting up the technical sessions. The representatives should be able to assist the program committee in the following areas:

1. Provide suggestions for Session Chairs and Program organizers.
2. Initiate invited papers and stimulate technical paper submission from Regions 7-10.
3. Critique technical program from a world point of view.
4. Communicate acceptance/rejection of papers to Regions 7-10.
5. Establish focal point for submission of papers from Regions 7-10.

Due to the fact that English is the official language of the IEEE, the Regional Reps may also be of value in reviewing final papers for English quality in their regions and communicating with authors from that region/country. This can be of great help.

The committee should be knowledgeable about the technical program, and the logistics of the conference, in order to be able to answer any questions of prospective attendees. It is recommended that the Chair have a supply of Calls and Advance Programs to mail to anyone who requests information.

14.2.3 Expand Mailing Lists to Regions 7-10

1. Increase amount of mailings (find cost reduction methods).
2. Consider using a central point outside Regions 1-6 to reduce costs for mail distribution.
3. Use Regions 7-10 mailing lists.
4. Speed up mailings to Regions 7-10 destinations.
5. Exploit fax, E-mail, and conference call communications to achieve full transnational involvement.

The transnational chair is responsible for coordinating a convenient and efficient drop point for Advance Programs. Also, a supply of Author Kits (back-ups) should be kept for distribution via contacts to Regions 7-10.

14.2.4 Invitation Letters for Participants from Regions 7-10

Frequently, a special letter of invitation is requested by a prospective attendee in order to obtain a visa, or permission to travel. The committee however, is not responsible for visas, negotiations with foreign governments, conflicts between governments, or security problems. No participant may be precluded from attending because hostility between governments, nor will the conference committee adjudicate such matters.

14.3 CONVENIENCE

The following recommendations will help make the attendance of participants from Regions 7-10 in technical meetings held in Regions 1-6 more trouble free and pleasant as well as avoid difficulties such as foreign currency transactions.

In addition attention should be paid to improve how the Technical Meeting organizers handle all of their customers, attendees, and participants, and provide convenience to meet special needs along with a quality technical program.

14.3.1 Establish Clear and Simple Means for Regions 7-10 Registration

1. Use credit cards.
2. Communicate restrictions and types of travelers checks.
3. State restrictions on use of checks from Regions 7-10.
4. Separate registration line for Regions 7-10 participants.
5. Make attendees from Regions 7-10 feel welcomed (welcome package).
 - a. Encourage "new" unseasoned attendees.
 - b. Arrange mailing proceedings.
 - c. Place at top of list to obtain extra Proceedings.
 - d. Provide HELP desk and a contact at the meeting.
 - e. Transnational hospitality room and/or help desk.

14.3.2 Provide Clear Instructions on Presentations/Paper Submission/Writing

1. Encourage/require English review of paper in Regions 7-10 country.
2. Initiate that quality objectives written by Regions 7-10 person.
3. Ask if need for language help is needed during Q's and A's.

14.3.3 Compile a List of Regions 7-10 Attendees and Participants by Country

14.3.4 Make Technical Meeting Committee Members Sensitive to Making Regions 7-10 Attendees Welcomed

1. Have committee members talk to attendees/participants.
2. Invite for breakfast (build up future base as well).
3. Provide a special souvenir for Regions 7-10 participants.

14.3.5 Provide Help for Regions 7-10 Attendees/Participants

1. Include information on the local area for accompanying persons and attendees.
2. Provide local travel connections and travel agencies lists.
3. List possible tours.
4. Collect possible Regions 1-6 industry tours.
5. Establish items and practices to watch out for in Regions 1-6 travels.

In general it is essential to improve the ways by which IEEE Technical Meeting organizers handle all of their customers, attendees, and participants. The aim is to provide convenience and meet special needs without compromising the quality of the technical program.

15.0 POST CONFERENCE RESPONSIBILITIES

The post-conference activities of the General Chair and the Conference Committee include the completion of the financial and administrative commitments of the conference, production of the Final Report, and notification to the sponsoring entity of the final results within a reasonable time following the conference, i.e. six months.

The purpose of several of the post-conference tasks is to produce a history of the conference, in a format that allows comparison with other conferences, and produces statistics that are useful to future conference committees.

15.1 POST-CONFERENCE DUTIES

Post-conference duties may include the following:

- Wrap-Up Session
- Preparation of Final Report
- Financial Accounting, including return of loans, surplus and audit
- Letters of Appreciation
- Conference Article
- Conference Statistics

Each activity will be discussed in the sections ahead.

15.2 WRAP-UP SESSION

The first official "post-conference" activity which occurs is the wrap-up session. It is traditionally held during the afternoon of the last day of the conference. It is generally an informal activity with food and beverage provided. Each committee chair should have already met during the conference with his/her peers from succeeding conferences and discussed problems and successes that occurred during the conference. At the wrap-up, an abbreviated version of the conference activities should be presented so that attending future conference chairs can get an overall picture of conference activities with the attendant caveats. Presentations should be limited in length to prevent those scheduled at the end of the session from being cut off or, in extreme cases, having no audience to speak to.

15.3 PREPARATION OF THE FINAL REPORT

As mentioned in the lists of responsibilities in prior chapters, each committee chair must contribute a section on his/her activities preceding, during and following the conference. These sections should be descriptive and helpful to the committees of succeeding conferences, as well as serve as a permanent record of the conference itself.

Each section may contain:

- A narrative portion containing innovations, caveats, etc.
- A time line showing the major activities of the committee
- A chronological narrative which parallels the time line, and covers major activities, problems, and solutions

- Exhibits showing any relevant forms, artwork, printouts, etc.
- A list of committee members who can be contacted for more detailed information
- A list of participants in electronic form to assist future conferences

In general, the report tends to be, and should be, an expansion of the information given verbally at the wrap-up session. It should not contain all the detailed information used by the committee during the course of the conference, but neither should it be so brief that it will be useless to members of succeeding conferences. The more detailed information should be retained for some time after the conference, in order to answer questions of the succeeding conference chairs.

15.3.1 Archival Information

The report should include information of an archival nature that should be retained by the sponsoring entity to continue to improve the planning process. A sample of the minimum information needed to be retained is shown on page 15-5.

The report and the archival information should be sent to the sponsoring entities and to the appropriate IEEE office.

15.4 FINANCIAL ACTIVITIES

The following activities take place after the conference:

- Return of Conference Loans
- Financial Final Report
- Financial Distribution of Surplus
- Audit

The above items are discussed only briefly in this chapter; they are covered in greater detail in the Finance Chapter.

15.4.1 Return of Conference Loans

The IRS regulations require that the non-interest bearing loans which conferences receive from the IEEE be returned **within thirty days** of the close of the conference.

****Please identify checks by indicating the name and dates of the conference.****

15.4.2 Financial Audit

Audits are discussed at length in the Finance Chapter and the Audit Chapter. Upon completion of the audit, the audit certification, a final check and final financial report should be sent to the sponsoring entity.

15.5 LETTERS OF APPRECIATION

As soon as possible following the close of the conference, the General Chair and Conference Committee Chairs should send letters of appreciation to all who have contributed to the success of the conference. Letters should be written to workers, volunteer groups, supervisors of individuals who have made significant contributions, speakers, exhibitors, patrons, session organizers, etc. It

is important to thank all those who have contributed time, effort and money to the success of the conference. Though the letters should be personal to the extent possible, many can be prepared in advance of the conference, and sent immediately following.

15.6 CONFERENCE ARTICLE

As soon as possible after the conference, the Publicity committee should have available for publication in IEEE Magazines an article and related photos. Much of the article may be written in advance of the conference, and statistics added after the conference closes. Reference should be made to the dates and location of the next conference.

Information to be Retained by Meetings

Conference Title: _____

Dates: _____

Location: _____

Facility (hotel, etc.) City, (Country)

Sponsors:

Financial Share

Papers:

Number Submitted: _____

Geographic distribution

Number Accepted: _____

Geographic distribution

Invited Talks: _____

Titles and Authors

Attendance:

Estimated: _____

Actual: _____

Geographic distribution

Other:

Panel/Discussion Sessions _____

Short Course(s)/Tutorials _____

Exhibits _____

Financial:

Budget

Actual

Income: _____
(with breakdown)

Income: _____
(with breakdown)

Expenses: _____
(with breakdown)

Expenses: _____
(with breakdown)

Net _____

Net _____

Registration Fees: _____