



IEEE
Networking the World™

CONFERENCE 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

	<u>S</u>	<u>CS</u>	<u>Financial Percentage</u>	<u>T</u>	<u>C</u>
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:

	<u>S</u>	<u>CS</u>		<u>T</u>	<u>C</u>
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 _____

INSTRUCTIONS FOR COMPLETING THE REVERSE SIDE OF THIS FORM
(Conference Information Schedule)

1. **Conference Title.** Enter the **complete** title. IMPORTANT: If you are considering **any** change in the title of a conference that has been held in prior years, you must clear this title change with the IEEE Conference Services Office (at the address on the reverse side). Title changes are very upsetting to librarians and even a slight modification can necessitate the issuance of a new Library of Congress Catalog Number for the conference proceedings.

2. **Dates of Conference.** Spell out or abbreviate the month and use numerical designations 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. **Conference Maintaining a Home Page On WWW.** Indicate whether the conference is maintaining a Home Page on the World Wide Web. If Yes, provide WWW URL address.

5. **Estimated attendance.** Enter your expected attendance figure in this space.

6. **Exhibits.** Indicate whether or not there will be exhibits at the conference by checking the appropriate box.

7. **Will there be a conference publication?** Check the "yes" or "no" box and the "Conference Record" or "Other" box. "Other" could be a Digest, Abstracts or Summary, for example.

8. **Indicate the extent of IEEE involvement.** Check one box, after reading the definitions below:

Sponsorship: Indicates complete responsibility in the technical, financial, publicity and administrative areas of the conference.

Co-Sponsorship: Indicates a shared significant involvement in the technical, financial, publicity and administrative areas of the conference, as defined under sponsorship.

Technical Co-Sponsorship: Indicates direct involvement in the organization of the technical program (without the entity assuming credit for such action), encouraging members to submit papers and attend the conference through availability of the appropriate IEEE Society mailing list.

Cooperation: Indicates that an IEEE entity will assist with publicity and encourage individual members to submit papers and attend the conference.

If sponsored or cosponsored, list each involved entity and indicate its percentage share of financial involvement in the conference. If other than percentage, please explain.

If **Technical Co-Sponsor** or **Cooperating**, list each entity involved and its manner of involvement.

9. IEEE Policy requires notification of the section within whose geographical boundaries the conference is being held.

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

ADMINISTRATION AND COMMITTEE MEMBERS

It is important to provide IEEE Conference Services with the names, addresses and telephone numbers of the Chairmen and Committee Members requested on the reverse side. The name of the "Information Contact", for example, is included in the Conference listing that appears in **IEEE Technical Activities Guide**.

SUBMITTED BY

The name, address and telephone number of the individual completing this form must be included, along with his or her conference position. This person must also sign the form and enter the date that the form was forwarded to the IEEE Conference Services office.

(29 May 97)