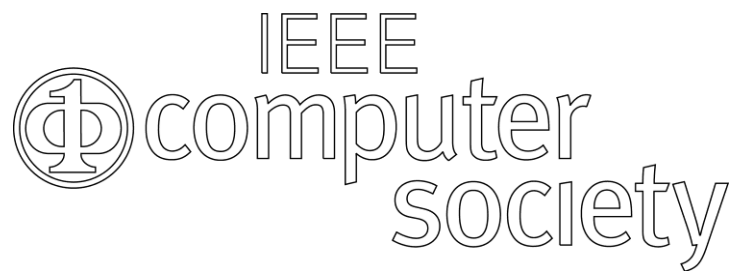


IEEE Computer Society
2014
Technical Meetings Handbook
(Updated September 2014)



Forward

The IEEE Computer Society strives to offer the best possible meetings that advance the current technology in the computer engineering field. Organizing outstanding meetings relies on the effort of willing volunteers like you and your committee members.

This handbook is a guide providing information on how to organize a meeting in conjunction with the policies and procedures of the IEEE and IEEE Computer Society. Policy statements are indicated by *italics* or referenced in the form of Web links. To maintain your technical meeting in good standing with the *IEEE Computer Society* and the *Technical and Conference Activities Board*, these policies must be followed.

On behalf of the *IEEE Computer Society*, we would like to thank you for your organizing efforts and wish you success in planning your meeting.

*Technical and Conference Activities (T&C) Board
IEEE Computer Society*

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1 IEEE COMPUTER SOCIETY CONTACT INFORMATION

1.1 2014 Technical and Conferences Activities Board (T&C)

T&C Executive Committee.....tc-excom@computer.org
Vice President Cecilia Metra
Secretary Bryan Morse
Treasurer Frank Huebner
Past Chair Paul Croll
Technical Activities Committee (TAC) Vice Chair Sven Dietrich
Conference Advisory Committee (CAC) Vice Chair David Lomet & Hausi Müller
Technical Meeting Request Committee (TMRC) Vice Chair Bill Pitts
Members-at-Large Bruce McMillin, André Ivanov, John Walz, Yervant Zorian

IEEE Computer Society Staff

Lynne Harris, CMP Sr. Manager, Conference Support Services
Brookes Little, CMP Sr. Program Specialist, Technical & Conference Activities
Patrick Kellenberger Supervisor, Conference Publishing Services Business Development

Technical Activities Committee (TAC).....tac-group@computer.org
Chair Sven Dietrich
At Large Members Steve Goddard, Hilarie Orman, Burkhard Stiller
Ex Officio Member Elliot Chikofsky
Members All TC Chairs

Conference Advisory Committee (CAC).....cac-members@computer.org
Chairs David Lomet & Hausi Müller
Members Bojan Cucic, Zhenjiang Hu, Marin Litoiu, Erich Neuhold

Technical Meeting Request Committee (TMRC).....tmrc@computer.org
Chair Bill Pitts
Members Alfredo Benso, Ajay Gupta, Frank Huebner, Alberto Nannarelli, Chris Schober

1.2 IEEE Computer Society Conference and Related Staff

Conference Support Services (CSS)

Lynne Harris, CMP, *Sr. Manager, Conference Support Services* (lharris@computer.org)

Silvia Ceballos, *Conference Operations Manager* (sceballos@computer.org)

Carmen Saliba, CMP, *Supervisor, Conference Support Services* (csaliba@computer.org)

Operations - Budget Review / Hotel and Vendor Contracting / Meeting Planning

Paula Anderson, *Sr. Conference Planner* (pjanderson@computer.org)

Hazel Harrison, *Conference Planner* (hharrison@computer.org)

Monique Rice, *Conference Planner* (monique.rice@computer.org)

Erin Bae, *Customer Relations & Project Specialist* (e.bae@ieee.org)

Technical Activities and Technical Committees

Brookes Little, CMP, *Sr. Program Specialist* (eblittle@computer.org)

Certificates of Appreciation

<http://awards.computer.org/ana/award/view.action?id=2> (IEEE Web account is required)

Technical Meeting Requests / Conference Sponsorship Requests - conferences@computer.org

Technical Co-Sponsorship (TCS) Requests - tcsrequest@computer.org

Financial / Closing Matters

Contact your [assigned Conference Planner](#) or email conferences@computer.org

Conference Publishing Services

Patrick Kellenberger, *Supervisor, Conference Publishing Services* (pkellenberger@computer.org)

Lisa O'Conner, *Proceedings Production Editor* (loconner@computer.org)

Juan Guerrero, *Proceedings Production Editor* (jeguerrero@computer.org)

Computer Society Magazine Advertising

Marian B. Anderson, *Press Advertising Coordinator* (manderson@computer.org)

2 INTRODUCTION

This handbook is organized by topic and features URL links to information that will assist you in preparing for a successful technical event. Please keep in mind that this handbook is not comprehensive and is intended to provide basic guidelines for organizing an IEEE CS-sponsored meeting. If this is your first sponsored event or you are new to IEEE CS conference organizing, you will work with an IEEE CS staff Meeting Planner, who will remain assigned to your meeting throughout the process.

2.1 Technical Meetings Policy and Procedures

Please review the IEEE-CS Policies and Procedures Manual Section 6.4 (TECHNICAL MEETINGS). The manual may be accessed online: <http://www.computer.org/portal/web/volunteercenter/ppm6>

Requests for sponsorship or co-sponsorship require the submission of sponsorship documentation to be reviewed and approved by IEEE CS.

Please send any questions about sponsorship to conferences@computer.org.

2.2 IEEE Computer Society Name/Logo and Technical Committee Linking

After receiving written sponsorship approval, sponsored and co-sponsored meetings must use the name and logo of the IEEE CS and the logo of the IEEE on all meeting material including websites, announcements, calls for papers, stationery, advance programs and final programs. In addition, please note the following:

- For new conferences, IEEE must be at least a 50% financial co-sponsor (total) before the IEEE acronym may be used in a conference title or name.
- If the IEEE CS is a sponsor, then the name "IEEE Computer Society" must appear in the list of sponsors.
- *The name and logo may not be used in any fashion before written sponsorship approval is obtained.*¹
- In addition, conference websites must list and link to the endorsing Technical Committee/Council(s) (TCs) along with a link to the TC home page.
- In published Conference Proceedings, a page describing the endorsing Technical Committee/Council(s) must also be included.

3 APPLYING FOR SPONSORSHIP

3.1 Sponsorship Defined

All forms of sponsorship require endorsement through the Technical Committees (TCs), who are the subject matter experts. The list of Technical Committees can be found on the IEEE Computer Society's Web site (<http://www.computer.org/portal/web/tandc/tclist>). See Section 13.4 for an explanation of TC's role in endorsing sponsorship of conferences.

<p>Sponsorship</p>	<p>Full Financial Sponsorship defined: The IEEE CS is the sole financial sponsor of the meeting, accepting all financial and legal liability. All assets, tangible and intangible, including the name, shall be the property of the IEEE CS. In addition, the TC Chair(s) or designate will serve as an ex officio (by virtue of office) voting member of the Conference Steering Committee.</p>
<p>Co-sponsorship</p>	<p>Financial Co-sponsorship defined: The IEEE CS shares in the financial and legal liabilities according to the applicable percentage of sponsorship. All assets, tangible and intangible, including the name, shall be the property of the sponsors in proportion to their respective share of meeting sponsorship. Advance loans and any surplus or loss must be shared in proportion to the percentage of sponsorship. In addition, the TC Chair(s) or designate will serve as an ex officio voting member of the Conference Steering Committee.</p>
<p>Technical Co-sponsorship* (Non-Financial)</p>	<p>Technical Co-sponsorship (TCS) defined: The IEEE CS participates and will be directly and substantially involved in the technical program. However, IEEE CS has no financial or legal responsibility for the meeting.</p> <p>To request Technical Co-sponsorship, please contact tcsrequest@computer.org to obtain the necessary application form and instructions. A nonrefundable application processing fee will apply.</p> <p>Criteria for Technical Co-Sponsorship</p> <p>For TC Chairs: Consideration for Technical Co-Sponsorship should take into account tangible benefits that will result from non-financial collaborations with other entities. These include, but are not limited to the following:</p> <ul style="list-style-type: none"> • The meeting is attempting to coordinate with, and has received permission from, a CS-sponsored meeting to share a venue and coordinate programs; • The meeting’s scope addresses a new technical area in which the IEEE CS is interested but not currently involved; • The meeting’s deliverables will provide a measurable contribution to the profession and the IEEE CS; • The meeting honors a person or an event representing a highly recognized contribution to the profession; • The meeting’s organizing and program committees include a significant representation of the IEEE CS’s membership;

	<ul style="list-style-type: none"> • The meeting agrees to the posting of presented works or authored materials in the IEEE’s digital library by assigning copyright to the IEEE. In lieu of copyright assignment to IEEE, the meeting will grant the IEEE rights use permission. These works and materials include, but are not limited to, any conference publications, presentation materials, multimedia files, etc.; • The meeting provides discounted registration fees to the IEEE CS’s membership not greater than the Member rate of the Financial Sponsor(s).
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***NOTE:** The APPLICATION FOR TECHNICAL CO-SPONSORSHIP may be found at:

<http://www.computer.org/portal/web/conferences/tcs-information>

or contact tcsrequest@computer.org to obtain the current version of the TCS Application form.

3.2 **New Conferences: Sponsorship Review and Approval Process**

3.2.1 **Steps to Obtain Sponsorship Approval of NEW Conference**

1.	<p>The General Chair or other member of the conference committee contacts conferences@computer.org with the following information:</p> <ul style="list-style-type: none"> • Full name of conference • Acronym • Dates • Location • Name, email address, mailing address of General and Finance Chairs.
2.	<p>The conference committee identifies one or two Technical Committees in the scope of the conference to act as the endorsing body for the conference (see List of TCs: http://www.computer.org/portal/web/tandc/tclist). Contact the TC Chair to obtain pre-endorsement.</p>
3.	<p>A copy of the TC Chair’s endorsement email is sent to conferences@computer.org. The conference will then be assigned to the TC’s Conference Planner http://www.computer.org/portal/web/tandc/TC_MP-Assignments</p>
4.	<p>The conference will use the Technical Meeting System (TMS) to navigate the phases in the sponsorship approval process: http://www.computer.org/tms. The <i>Customer Relations & Project Specialist</i> will set up the conference in the TMS and the conference committee will complete all requirements needed to obtain sponsorship approval.</p> <p>These include (among others):</p> <ul style="list-style-type: none"> • Conference record in IEEE Conference Exchange (ICX): http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html see also, Checklist: http://www.ieee.org/conferences_events/conferences/organizers/icx_required_information_checklist.pdf • Call for Papers

	<ul style="list-style-type: none"> • Official TC Endorsement <ul style="list-style-type: none"> • <i>Customer Relations & Project Specialist</i> will request, via the TMS, the formal TC endorsement in the system <p>Conflict of Interest Disclosure (COI) forms for both the General and Finance Chairs: http://www.ieee.org/about/corporate/compliance/coiandpob.html</p>
5.	<p>The assigned Conference Planner will work directly with the Conference Treasurer to obtain the budget and banking information.</p> <ul style="list-style-type: none"> • Budget submission: http://www.computer.org/tms • Banking Information/MOUs: http://www.ieee.org/conferences_events/conferences/organizers/mou.html <p>NOTE: <i>New conferences must budget 15% contingency (for unplanned expenses, etc.) into the conference budget. The budget will be reviewed for approval by the Technical Meeting Request Committee</i></p>
6.	<p>Once all requirements and documents are completed and uploaded into the TMS, the Conference Planner will request Sponsorship/Budget approval from IEEE CS staff management. Please allow 5-7 business days for review and approval.</p>
7.	<p>Once final sponsorship/budget approval is given, the conference organizers will receive an official approval email from IEEE CS and the IEEE: CONFERENCES@COMPUTER.ORG and conference-ops@computer.org.</p>

3.2.2 Policies for New Conferences

NOTE: *The minimum percentage of CS sponsorship required is 50% for new meetings. Expected attendance for a new meeting must be at least 50 paid attendees.*

- **Deadlines** – The conference committee should contact the IEEE CS and initiate the sponsorship approval process at least **12-18 months** prior to the proposed meeting start date. This allows sufficient time for the TC review and endorsement, IEEE CS negotiations of hotel contracts, review and approval of the budget, paper submission and review process, and advertising for the event.
- **TC Endorsement Criteria** -- The TC will evaluate new conferences in the context of the value to the TC, current sponsored conferences and competing events, the ability of the conference and its organizational structure to sustain itself, as well as the conference leadership. The decision to endorse a conference for IEEE CS sponsorship is made by the TC Chair.
- **Budget by Appointment** -- The “Budget by Appointment” option provides assistance to conference organizers in developing a strong budget for their conference. To schedule a Budget by Appointment teleconference, please contact your assigned Meeting Planner (you can look up assigned planners based on the endorsing TC(s) -- http://www.computer.org/portal/web/tandc/TC_MP-Assignments).
NOTE: *Sponsorship is subject to revocation if the budget is not approved on time, based on the budgeting schedule provided. See Section 5 below for more information on budgeting.*
- **IEEE CS Conference Calendar** -- The conference is added to the IEEE CS conference calendar only and after sponsorship is approved.

Future Instances of the Conference (See Renewing Conferences below) -- After the initial approval process, following years' conferences will need to follow the sponsorship renewal process described below.

3.3 **Renewing Conferences: Sponsorship Review and Approval Process**

NOTE: Any proposed change in sponsorship percentage for a renewing conference must be reviewed and approved by the T&C Board. Where sponsorship changes to a non-IEEE CS entity, the IEEE requires a co-sponsorship Memorandum of Understanding (MOU)

http://www.ieee.org/conferences_events/conferences/organizers/mou.html. During this process, the T&C Board will also review the conference's Steering Committee charter and may recommend changes.

3.3.1 **Steps for Review/Approval of RENEWING Conference**

1.	<p>The General Chair or other member of the conference committee contacts the assigned Meeting Planner (assigned by TC: http://www.computer.org/portal/web/tandc/TC_MP-Assignments) for set up in the Technical Meeting System (TMS). Please email the following details to conferences@computer.org:</p> <ul style="list-style-type: none"> • Full Name of Conference • Acronym • Dates • Location • Name, Email address, mailing address of General and Finance Chairs.
2.	<p>The conference chairs will use the Technical Meeting System (TMS) to navigate the phases in the sponsorship approval process: http://www.computer.org/tms</p> <p>The <i>Customer Relations & Project Specialist</i> will set up the conference in the TMS and the conference committee will complete all requirements needed to obtain Part 1-Sponsorship Approval.</p> <p>These include (among others):</p> <ul style="list-style-type: none"> • Conference Record setup in IEEE Conference Exchange (ICX) : http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html See also, Checklist: http://www.ieee.org/conferences_events/conferences/organizers/icx_required_information_checklist.pdf • Call for Papers • Official TC Endorsement <ul style="list-style-type: none"> • Conflict of Interest Disclosure forms for both the General and Finance Chairs: http://www.ieee.org/about/corporate/compliance/coiandpob.html • Banking Information/MOUs: http://www.ieee.org/conferences_events/conferences/organizers/mou.html • Budget Submission: http://www.computer.org/tms
3.	<p>For budgets with a total expense or income of \$50K USD or greater or if the conference closed in a deficit in the past 2 years, the Technical Meeting Request Committee (TMRC), tmrc@computer.org, must review the conference budget for approval.</p>

4.	Once all requirements and documents are completed and uploaded into the TMS, the Conference Planner will route the conference packet to IEEE CS staff management for final sponsorship/budget approval. Please allow 5-7 business days for review and approval.
5.	Once final sponsorship/budget approval is given, the conference organizers will receive an official approval email from IEEE CS and the IEEE: CONFERENCES@COMPUTER.ORG and conference-ops@ieee.org .

3.3.2 **Sponsorship Approval in Advance of Budget Approval (the Two-Part Approval Process)**

If previous consecutive instances have been approved for IEEE CS financial sponsorship, and these same conferences have not closed in a deficit, the renewing conference is eligible to participate in the Two-Part Approval Process (sponsorship and then budget approvals).

Sponsorship Approval Requirements:

- Previous Conference Years are financially closed
- IEEE Conference Record in ICX
 - Conflict of Interest Disclosure (The General Chair, General Co-Chair, and Finance Chair must each complete the form) :
<http://www.ieee.org/about/corporate/compliance/coiandpob.html>
- TC Endorsement
- Call for Papers: (may use previous year and update with current year's CFP when issued.)
- Committee List: General Chair, Technical Program Chair, Treasurer or Finance Chair, Publication Chair (if any) and Information Contact. Complete contact information including home or work address, phones (work, home or mobile), fax (if any), and preferred Email are required. If and when available, additional committee members who serve in a critical role may be added to the list so that they will enjoy the standard liability insurance coverage provided to all conferences by IEEE. Examples include: Local Arrangements Chair(s), Exhibit Chair(s), Publicity Chair(s), Program Committee Vice Chairs, Workshop Chair(s), and Steering Committee Chair(s) and Members.
- Co-sponsorship Memorandum of Understanding (MOU), if applicable:
http://www.ieee.org/conferences_events/conferences/organizers/mou.html

Budget Approval Requirements (budgets are due 6 months prior to conference):

- Publishing Quotes
- Bank Account (we recommend [IEEE Concentration Banking](#))
- Budget Submission: <http://www.computer.org/tms>
- [Fiscal Memorandum of Understanding](#), if applicable
- Hotel/Convention Center and all contracts have been negotiated: (Please note. IEEE Strategic Sourcing will not approve and sign hotel or venue contracts prior to completion of the IEEE Conference Exchange Application (ICX), completion of the Conflict of Interest by the General Chair and Treasurer / Finance Chair, completion of any Co-Sponsorship MoUs if applicable, and approval of the IEEE Organization Unit (OU). In this case the Computer Society. So plan ahead if you require a hotel or venue contract several years out.)

3.3.3 **Accessing the Technical Meeting System (TMS)**

The Technical Meeting System (TMS) is located at <http://www.computer.org/TMS>. If you do not have an IEEE Web account, please do the following:

1. Set up your IEEE Web account at http://www.ieee.org/go/create_web_account

2. Log in to TMS using your IEEE Web account login. Please contact your Meeting Planner to request set up or access to your conference (see step 1 above).

3.3.4 IEEE Conference Xchange system (ICX) (deployed Q3 2012)

All conferences must be established in the IEEE Conference Exchange (ICX) effective Q3 2012, to register the conference in the IEEE database (approvals still follow the Computer Society process).

http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html

Organizers can submit conference information up to three years in advance through ICX. The system requires information on technical program and conference organization, so organizers are encouraged to review the Checklist before beginning in ICX.

Checklist:

http://www.ieee.org/conferences_events/conferences/organizers/icx_required_information_checklist.pdf

Upon submission of the ICX form, you will receive a confirmation email from IEEE. Forward this e-mail to your Meeting Planner for follow-up with the IEEE and processing the official IEEE sponsorship approval.

3.4 Watch List (Deficit) Conferences Requirements:

The IEEE CS assumes sponsored conferences' financial risk. As a result, conferences operating in a deficit have a negative impact on the conference as well as the overall organization. Conferences closing in a deficit will be placed on a "Watch List" and will be carefully monitored to mitigate or eliminate further financial risk/liability. These conferences will be subject to financial management assistance by staff, greater TC program involvement, organizational restructuring assistance, etc. Conferences can remain on the Watch List for no longer than two cycles; after that, if the conference cannot demonstrate evidence of strong improvement, sponsorship will be revoked. The TMRC, with input from the TC and staff, will make the determination.

- A. If the conference was moved to the Watch List due to a closing deficit, the TC will provide oversight for the planning and budgeting of the Watch List conference.
- B. Watch List conferences are required to use the CS Budget by Appointment process, and the budgeted contingency will be increased to 15% (from 10%). Staff support is also required for all vendor RFPs and contract negotiations and execution.
- C. The Conference Chair must submit the budget for T&C review no later than 6 months prior to the start date of the conference, or sponsorship will not be approved.
- D. The official IEEE closing of the meeting must be completed within 6 months of the conference end date. (This is an IRS requirement.)
- E. Failure to adhere to any of the required procedures will result in revocation of sponsorship immediately upon written notification to the conference's Steering Committee Chair or General Chair(s) without further due process.

- F. Conferences unable to move off the Watch List may co-locate and co-budget with a more successful IEEE event.

4 CONFERENCE BUDGET REQUIREMENTS

4.1 Budget Review

IEEE CS Meeting Planners are aware of industry trends and practices and can help organizers leverage the IEEE buying power in their conference budgets. All new conferences will complete the full budget spreadsheet within the TMS and will undergo a detailed budget review.

4.1.1 Administration Fee - General

All IEEE CS Sponsored or Co-Sponsored meetings must budget for a CS administration fee of 20% of all expenses, or a minimum fee of \$5,000, whichever is greater. The fee is proportionate to the percentage of IEEE CS sponsorship.

4.1.2 Administration Fee – Large Conferences

For conferences where IEEE CS portion of budgeted or actual expenses are \$100K or greater, the IEEE CS admin fee is calculated on a sliding scale starting at 16% and reduced by 2.0% for each additional \$250K of expenses, with a minimum of 6%, starting with 2013 conferences.

The admin fee is reinvested in the IEEE CS and funds the following: actual costs of conference program, TC allocation, and other non-surplus-generating cost centers (eg, Awards, Education, etc.).

NOTE: *The 20% CS Administration Fee is roughly equivalent to the IEEE requirement of a 20% budgeted surplus.*

4.1.3 Grant or Donor Income Exemption from Admin Fee

Conferences that provide documentation of grant income, may spend the grant funds without applying the Admin Fee. Normally, all conference expenses are subject to the Computer Society Admin Fee, but this new policy, effective for all 2013 conferences and beyond, will remove admin fee from grant income. All grant income must be substantiated with a letter verifying the award.

4.1.4 Contingency for New and Renewing Conferences

Renewing conferences must budget for 10% contingency. New conferences must budget for 15%. Best practice recommends increased registration fees and a 20% contingency for conferences moving from IEEE Regions 1 – 6 to 7 – 10 (to account for, VAT or other consumption tax, meeting space cost, increased committee travel, and head-count-based attendee food and beverage guarantees negotiated in many international hotel / venue contracts.)

4.1.5 Budget Variance

Any proposed changes to a previously approved budget's revenue or expense line items representing an amount over \$25K requires additional approval by the T&C Board. When such variances occur, the conference must immediately notify their Meeting Planner, who will bring it to the T&C Board or IEEE CS Leadership for review and subsequent approval.

4.1.6 Registration Fees

- The registration fee for any IEEE or IEEE CS member must be the lowest fee offered to any attendee, with the exception of the discounted fee offered to full-time student member of Financial Sponsor organization(s), retired members, life members, or other special fees: (such

as subsidy of registration fee(s) by grants or patron donations by other not-for-profit or commercial organizations for low income attendees in IEEE Regions 7-10).

- For those meetings for which the IEEE CS is a sponsor, the registration fee for non-members including student non-members should be a minimum of 20% higher than the fee for an attendee who is a member of the IEEE, the IEEE CS, or any other cosponsoring or cooperating entity.
- Full-time student registration fees should cover cost of meals and proceedings and other variable expenses if applicable.
- There must be separate rates for student members and student non-members. They should follow the same guidelines as member/non-member rates.

4.1.7 Financial Closing Policies – Past Conferences Can Affect Your Budget

All IEEE CS sponsored or cosponsored meetings are required to complete the closing process. All closing documentation, including the Computer Society's Administrative fee and its share of the surplus, if any, must be submitted no later than six (6) months after the meeting's end date. Advance loans must be returned within 30 days of the conference's conclusion.

All financial accounts must be closed within six (6) months after the meeting. The current budget will not be approved if (a) there is an outstanding Final Report from a previous instance of the conference, or (b) the budget is submitted less than four (4) months prior to the event.

NOTE: *IEEE charges the CS a penalty fee for conferences that are not officially closed, starting in the 13th month after the conference end date.*

4.1.8 Surplus

Surplus is defined as the balance of revenue remaining after covering all conference expenses, including the IEEE CS administration fee, conference publishing fees, and auditing fee: (if required. See: http://www.ieee.org/conferences_events/conferences/organizers/audit.html). To encourage efficient and timely closing of conferences, CS policy specifies that the sponsoring TC(s)'s surplus allocation is based on the timely submission of the conference's Final Report and conference closing. For conferences submitting the Final Report before the 6-month deadline, the sponsoring TC receives 50% of the surplus; for conferences closing 7 to 9 months after the conference, the sponsoring TC receives 35% of the surplus. For conferences closing 10 to 12 months, the TC will receive 20% of any surplus. For conferences closing after 12 months, the sponsoring TC will not receive any share of the surplus. These percentages are reversed for conferences closing in deficit (see the [T&C Activities Handbook](#) Section 3.7.1).

4.1.9 Surplus Reinvestment for Qualifying Conferences

Computer Society conferences that meet both the following qualifications can reinvest a portion of conference surplus in a future-year conference: 1) Conference must produce at least a \$5K surplus (Computer Society share), after repayment of loans and payment of admin fee; 2) Conference must close financially within 6 months of the conference end date (this excludes any financial steps not under control of the conference (eg, completion of IEEE audit).

For qualifying conferences, 25% of the conference surplus will be made available by the Computer Society to be reinvested in the conference in the next available budget year (reinvestment funds are available for a single conference year, so may not be spread across multiple future instances). After a conference (year x) is financially closed and the conference surplus is known, staff will let the General/Finance Chair of the next yet-to-be-approved conference (for year x+1 or year x+2, depending on timing) know the amount available as "IEEE CS reinvestment" to the next TMS application. The timing between when a conference closes its financials and when the future-year TMS application is being filed will determine which year's conference will receive the surplus reinvestment credited to its TMS application.

NOTE: Computer Society already credits 50% of the conference surplus to the sponsoring TC's annual allocation when the conference closes within 6 months.

The remaining balance of the surplus goes into the IEEE CS's general funds to support a wide range of non-revenue generating activities, including grants, educational, standards, chapter and regional activities.

4.1.10 IEEE Access to Conference Bank Accounts

If the IEEE CS is a sponsor or co-sponsor, the IEEE Staff Director of Finance Services, or his/her designee, or an executive of one of the co-sponsors, if any, must have independent access to all bank accounts. If the above is not possible, a [Fiscal Agent MOU](#) is required.

5 Hotel & Exhibit Contracts

The IEEE CS utilizes IEEE standard hotel contract templates that include pre-negotiated standardized contractual clauses to help streamline negotiations with most major hotel chains and are particularly useful for IEEE Regions 1-7, but may also be useful when opening negotiations with hotels and venues in IEEE Regions 8-10.

NOTE: *Volunteers should not sign a hotel or exhibit contract. If a volunteer signs a contract, legal and financial responsibility for the contract may rest with the signing individual or with the individual's affiliated organization instead of the IEEE CS. Please contact your Meeting Planner before signing any contracts.*

IEEE Procurement Manager must review, approve, and sign all contracts valued at \$25,000 or greater for sponsored conferences. IEEE CS staff management will review, approve, and sign all contracts valued under \$25,000 USD. In the case of a meeting cosponsored by the IEEE CS, the IEEE CS will accept the signature of an appropriate executive of a cosponsor.²

6 Copyrights

If a meeting is 100% sponsored by the IEEE CS, or the IEEE CS and another IEEE society, IEEE must hold the copyright to the proceedings. Organizers for conferences with less than full (100%) IEEE sponsorship are encouraged to have IEEE hold the copyright.

6.1.1 Conference Publishing and Intellectual Property

Conferences with peer-reviewed papers (intellectual property or IP) are required to offer the papers for inclusion in the CS Digital Library (CSDL) and the IEEE Electronic Library called IEEE Xplore (IEL). This

² "Section 6.4.9.1, Hotel and Facility Contract", IEEE Computer Society Policies and Procedures (June 2010)

is handled automatically when publishing through IEEE-CS Conference Publishing Services (CPS). For conferences without peer-reviewed IP in Xplore, a fee may be instituted to cover lack of IP revenues.

7 Advertising and Marketing

Your Marketing Chair as well as other committee members should be encouraged to work with the IEEE CS Sr. Manager for Conference Marketing.

8 Conference Titles and Naming Conventions

Rules and policies have been established regarding conference titles. Consistency in naming is essential for reference, publications, and help in branding your event.

1. The term “conference” implies a technical meeting in which expected attendance will exceed 300 attendees; the term “symposium,” 100 to 300 attendees; and “workshop,” fewer than 100 attendees. (Workshops or Symposium that have grown over the years are not required to change their name to Symposium or Conference to reflect the increased attendance).
2. Whenever a technical meeting is sponsored solely by an IEEE entity or entities, “IEEE” must be used in the title.
3. “International” may be used in the title of the meeting only when the meeting will reflect an international character to a significant degree. Ordinarily this would require an active participation of the technical program committee of members from at least two nations (three nations in the case of U.S. or Canadian meetings) and a reasonable expectation that the technical program will include a significant number of papers from at least one other nation.
4. The word “national” may not be used in the title of an IEEE-sponsored meeting.
5. After a meeting has been approved with a given title, only that title may be used. The Vice President for Technical & Conference Activities Board must approve subsequent title or subtitle changes.
6. Title format should follow this schema:
 - Year (4 digits)
 - IEEE (as applicable)
 - Sequence Number (as applicable)
 - International (if conference reflects a significant degree of international character)
 - Remainder of Title
 - Acronym

Examples:

- 2011 IEEE International Conference on Requirements Engineering (RE'11)
- 2011 IEEE 23rd International Conference on Data Engineering
- 2011 35th International Symposium on Computer Architecture
- COMPSAC 2011 (acronym)

9 Managing the Conference Finances

Managing a meeting's finances effectively is essential to the success of the event. For further information or specific questions, please contact your Meeting Planner.

9.1 Advance Loans

An advance loan may be requested to cover expenses paid (up to 15% of EXPENSES Subtotal - Line #228, multiplied by Percentage CS Sponsorship - Line #230, on the TMSBudget.xlsx spreadsheet) before registration income is available. Loans are given after receipt of the bank signature cards or the Memorandum of Understanding (if using a university account) and sponsorship approval. The amount of the advance requested from each sponsor should be proportional to the percentage of a sponsor's financial commitment. Requests for advance loans should be included in the budgeting process and will be processed by your assigned Meeting Planner once budget approval is granted.

IEEE CS policy requires advance loans to be repaid within 30 days after the meeting or sooner.

9.2 IEEE Concentration Banking

We strongly advise US- and Canada-based conferences and any international conference subject VAT output tax collection and reporting (see: http://www.ieee.org/about/volunteers/tax-administration/vat_gst_info.html) to utilize an IEEE Concentration Banking Account. A Concentration Banking Account is a checking account that allows unlimited check writing with no per check charges that does not levy monthly service fees and pays a higher interest rate than traditional business checking accounts. The interest rate changes monthly and is the 6-month Certificate of Deposit rate (published in Wall Street Journal in the "Money Rates" Section at month end). Interest is payable from day of deposit to day of withdrawal.

Concentration Banking has no service charges or bank fees. Like any other account, the conference will pay fees for any returned deposited checks and wire transfers.

You have the ability to access and download monthly Concentration Banking statements online. For more information about the IEEE Concentration Banking account, please visit http://www.ieee.org/membership_services/services/financial/treasury/concentration.html

If you are using an independent or university account, a Fiscal Agent Memorandum of Understanding is required. IEEE CS staff will assist you with completing this document. For more information about the Memorandum of Understanding requirement, please visit http://www.ieee.org/conferences_events/conferences/organizers/mou.html

9.3 Conference Audit

IEEE policy states that a financial audit is required where the sponsorship of the IEEE CS or a combination of IEEE entities is more than 50%, and the budgeted expenses exceed \$250,000 USD for the IEEE's combined share of sponsorship. Further to this policy, the IEEE CS reserves the right to require an audit --- to be performed by an independent, professional source, or the IEEE Operations Audit Department (OA) --- for any conference the IEEE CS sponsors. See: http://www.ieee.org/conferences_events/conferences/organizers/audit.html

When an audit is required, the conference may choose to use the IEEE Operations Audit Department, or an independent professional auditor.

9.4 Distribution of Funds

Distribution of surplus or payment of loss will be the responsibility of all financial co-sponsors based on the percentage of sponsorship as represented in the Co-Sponsorship MOU. In the event that the IEEE-CS is the sole sponsor, surpluses will be distributed 100% to IEEE-CS, and any payment of loss in turn will be the IEEE-CS responsibility.

9.5 Maintaining Expenditure Records/Receipts

All expenses must be approved by either the Treasurer / Finance and/or the General Chair. Any expense submitted to the Finance Chair for payment must have a sufficient invoice (sequence number, vendor name, address, phone, email, description, quantity, unit price, total price per item, subtotal, tax, discount, etc.) The receipt for a reimbursement (required for expenses over \$25.00) and copies must be kept on file by the conference for subsequent internal or external audit. Deferred payment can be used for invoices submitted by the IEEE CS for services performed, though the society will expect payment one month after the meeting. Examples include invoices for Advertising in Computer Society Periodicals, such as Computer and CPS invoices for Proceedings.

9.6 Closing the Conference

The Finance Chair is responsible for preparing and submitting a Final Report no later than 6 months after the meeting.

The following documents must be submitted directly to your Meeting Planner:

- Return of the Advance Loan funds (within 30 days of conference conclusion)
- Return of the Admin Fee and Surplus
- Submission of the Final Report defined as the entry and balancing of all “actual” income and expenses in the appropriate cells within the TMS Budget.

The following documents should be submitted directly to the IEEE (referencing the 5-digit conference ID number) at conference-finance@ieee.org:

- Proof of Bank Closure
- Certification of Accuracy
- 1099 and/or 1042 Report
- Tax Compliance Documents (typically where VAT or GST filings have occurred)
- Concentration Banking Check Destroy Form (if applicable)
- Performance of an audit/submission of audit materials if requested or required by IEEE Policy

We strongly recommend starting the conference closing process immediately upon conclusion of the conference, as timely submission of the Final Report yields the greatest benefit to future conference organizers and sponsoring TCs.

IMPORTANT: *The Final Report is due no later than six (6) months after the meeting, and conferences closing after this deadline will negatively impact the sponsoring TC’s annual budget.*

Once the Final Report is reviewed by the IEEE CS, the conference will receive an invoice for the total amount due to the IEEE CS (CS administrative fee, surplus).

10 IEEE Insurance Information

IEEE provides insurance coverage for bonding, rental of equipment, liability and property damage, and limited volunteer liability coverage. The administrative services fee pays for standard insurance coverage. "On-site Robbery" insurance coverage provides insurance in the event of hold up or robbery at registration, and is available for an additional fee.

The current IEEE insurance policy provides up to \$500,000 worth of coverage (with a \$5,000 deductible) for rented or borrowed audio-visual equipment, computers, and other equipment within the US (including Canada, Puerto Rico, and U.S. Territories). If you plan to rent or borrow equipment, and the value is greater than \$100,000, please contact your IEEE-CS Meeting Planner. Additional insurance coverage may need to be obtained at an added cost to the meeting. This additional coverage protects the meeting if any equipment is lost or stolen and is not otherwise covered or insured.

Please contact your Meeting Planner for further information.

All coverage in Regions 1-6 (conferences held in the USA) is automatic except "On-site Robbery." You must request "On-site Robbery" coverage through the IEEE Insurance Office.

http://www.ieee.org/conferences_events/conferences/organizers/organizers_insurance.html

You will be billed separately for "On-site Robbery" by our insurance brokers. All other coverage reviewed below will be furnished to the conference for its scheduled dates upon receipt of the "Request for Certificate of Insurance" form by the IEEE Insurance Office. The form must be received at least 90 days before the event. The charge will be allocated to all conferences and charged to the conference sponsor.

Should you have any questions or wish to receive information pertaining to additional coverage available, please contact your Meeting Planner or the IEEE Insurance Office at +1 732 562 5541.

10.1 Liability and Property Damage

IEEE carries a \$1,000,000 limit policy that covers personal injury, death, and damage to property, real or personal. IEEE carries a \$50,000,000 umbrella policy. This covers only IEEE in the event of a suit and does not cover individuals.

10.2 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 volunteer if sued because of his/her 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 the insurance form and be on file in the IEEE Insurance office.*

10.3 Equipment Rental

If you are renting or borrowing audio-visual equipment, typewriters, etc., and should any of this equipment be lost or stolen, then you will have \$500,000 worth of coverage, less a \$5,000 deductible. Additional coverage can be obtained at an additional cost to the conference.

10.4 Charter

If you plan to charter buses for attendee transportation, inform your Meeting Planner. The bus company will need to provide a copy of its **Certificate of Insurance** indicating what coverage it carries for liability and property damage and indicating IEEE as the user. The certificate of insurance will be sent to the IEEE Insurance Office. Ascertain if the bus company has umbrella or excess coverage.

Do not charter boats or planes in the name of IEEE. Rather than charter, organizers should request to purchase tickets for each attendee or guest. If this is not possible, please contact your Meeting Planner for further assistance. **IEEE liability coverage does not apply to boats or planes.**

10.5 Certificates of Insurance

At times, you may be required to furnish evidence of IEEE insurance to a third party. Notify your assigned Meeting Planner with the complete circumstances and requirements, and IEEE will attempt to obtain what you need. Usually there is no charge for this, but there are some special circumstances where a charge will be made to the conference.

10.6 Co-sponsored Conferences

In order to be considered "co-sponsored" there must be significant financial involvement with an entity outside of IEEE. Certificates of insurance from financial co-sponsors indicating what type and limits of coverage they carry may be required. Co-sponsored conferences are reviewed on an individual basis to determine if IEEE insurance will be furnished.

11 IRS, GST, and VAT Tax Considerations

Please see http://www.ieee.org/about/volunteers/tax-administration/vat_gst_info.html

11.1 IRS Employer Identification Number

The Uniform Employer Identification Number assigned to the Institute of Electrical and Electronics Engineers, Inc. is 13-1656633. A meeting uses this number as the taxpayer identification number in accordance with Section 6109 of the 1954 Internal Revenue Code.

11.2 Sales Tax Exemption

As an organization exempt from U.S. income taxes under Section 501(c)(3) of the Internal Revenue Code, the IEEE has applied for sales tax exemptions in a number of states across the country. The 501(c)(3) tax status is beneficial for a number of reasons. It allows for possible exemption from various state sales and use taxes for which 501(c)(6) organizations are not eligible; it also provides additional protection for the IEEE's nonprofit postal permit and benefits the IEEE and its societies by allowing individuals to make tax deductible contributions.

Those states in which the IEEE has received sales tax exemption include: Colorado, Florida, Maryland, Massachusetts, Michigan, Missouri, New Jersey, New Mexico, New York, Texas, Utah, Vermont, and Wisconsin. The District of Columbia has also granted sales tax exemption. To obtain copies of state sales tax certificates, please contact your Meeting Planner, or see <http://www.ieee.org/about/volunteers/tax-administration/exemptions.html>. Best practice recommends that organizers locate their conference where IEEE has received the sales tax exemption. You will be able to lower registration fees or offer additional services or return a greater surplus to the sponsoring organizations resulting in a higher allocation to the TC or STC. In many but not all cases these states offer lower food and beverage and hotel sleeping room rates.

To avoid sales and use tax charges, an exempt organization permit must be submitted to the vendor before purchases; some vendors will accept the IRS letter of exemption in place of the permit. If the vendor does not accept the IRS letter, the tax must be paid, but once the permit is obtained, a refund request can be filed.

For additional information, please contact your Meeting Planner or the IEEE Tax Administrator at +1 732 562 5334.

11.3 IRS Form 1099/1098/1042 for Reporting Honorarium Payments

The IEEE and its societies are required by U.S. tax law to report any income paid to U.S. citizens including honorarium payments to tutorial speakers. If the IEEE CS is at least a 50% cosponsor or more, please complete the [IEEE 1099/1098/1042 schedule of payments form](#), and submit to IEEE Conference Services (conference-finance@ieee.org). This payment amount should not include travel expenses, only honorarium. This information must be collected by year-end and reported at the beginning of January for conferences of the preceding year, and it must be reported regardless of where the conference was held. It is recommended that you obtain a copy of the passport or government issued photo ID and make a notation of current address if appropriate.

11.4 Value Added Tax/Goods and Services Tax (VAT/GST)

Special considerations will need to be addressed when planning a non-US meeting. Please refer to the IEEE Services page which provides additional detail to assist the conference committee (http://www.ieee.org/about/volunteers/tax-administration/vat_gst_info.html).

VAT (Value Added Tax) and GST (Goods and Services Tax) are typically non-U.S. consumption taxes imposed on sales of goods by businesses at each stage of production and distribution, and on sales of services as they are rendered. Sales of services include registration, tutorial, workshop, and exhibitor fees. For purposes of the VAT or GST tax, the term "business" includes any activity carried on, whether for-profit or not-for-profit, that involves or is intended to involve the sale of property or services.

12 Conference Publishing Services (CPS)

The IEEE CS's *Conference Publishing Services* (CPS) produces high-quality, peer-reviewed conference publications in print, digital and online products. Our goal is to make the publishing process as effortless as possible for both organizers and authors.

Publishing with the IEEE CS's *Conference Publishing Services* (CPS) provides you with:

- Professional support throughout the total publishing process
- High-quality production and printing services
- Efficient scheduling and on-time delivery
- Professional marketing
- Indexing services
- Library subscription plans (CSLSP, CSPSP, SSP)
- Digital libraries (CSDL, IEEE Xplore, IEEE IEL)
- Post-conference sales
- IEEE and IEEE CS Branding
- Copyright/Liability protection

Conferences can receive a quote by going to www.computer.org/cps, or contacting cps@computer.org.

12.1 Taking Care of Your Conference: Experienced and Professional Editors

The CPS editors are here to make sure the publishing process runs smoothly. They will take care of the details so that you can focus on the big picture. Editors provide full communication and assistance to both authors and organizers throughout the publication process. They act as the conference organizer's liaison to the authors, taking on the day-to-day hassles that come with collecting numerous files and meeting all deadlines.

12.2 CPS Online™: All You Need, Anytime You Need It

CPS Online™ is the IEEE Computer Society's online collaborative conference publishing system, which is a web-based project management tool, and provides real-time online access to the status of each project.

CPS Online™

- Speeds the delivery of publishing quotes, including up to six variations in page count, quantity and media type
- Provides the conference's "Primary Contact" person with real-time internet access to all the project's publication materials during production, including final submitted papers
- Gives conference organizers and authors the opportunity to upload files through any Web browser
- Check scheduling on a project
- Make changes to the Table of Contents and Front Matter
- Approve editorial changes and proofs
- Communicate with the CPS editor through discussion forums, chat tools, commenting tools and e-mail
- Access to "Author's Final Paper Formatting and Submission Instructions" Webpage (Online Author Kit) for collection of accepted papers, copyright forms and metadata information
- Access to IEEE PDF eXpress™, the online source file conversion / PDF validation tool that assists in the creation of IEEE-Xplore™ compliant PDF files for final submission

12.3 Preprint Assessment

CPS has trained staff that will take care of any errors on submitted PDF files. Papers submitted through the Online Author Kit are all put through a rigorous Quality Control process so that they are both print and Xplore™ compliant.

12.4 The CSDL and Xplore™

CPS prides itself on the timely posting of conference media to the CSDL and Xplore™. Conference organizers and authors do not want to wait months for papers to appear in these digital libraries. CPS conference proceedings meeting the current IEEE requirements for inclusion in Xplore will have the papers be posted to the CSDL and Xplore™ no later than 30 days after the close of the conference.

12.5 Indexing

CPS understands the importance of indexing to the long-term success of a conference. CPS arranges for indexing through INSPEC, EI (Compendex), Thomson ISI, and other indexing services.

12.6 Reprints

If you wish to order reprints of your paper, please go to the Publications Reprints web page (<http://www.computer.org/portal/web/cscps/submission#reprints>) and fill out the conference proceedings reprint order form.

12.7 Sweating the Details: Paperwork

CPS editors make sure all of the necessary paperwork is filed and that the conference has all of the necessary information for inclusion in the CSDL, IEEE Xplore™, and indexing.

CPS obtains:

- All required copyrights
- Library of Congress/ISSN
- ISBN and other bibliographical registration details

All of the author papers in your publication will have a Digital Object Identification Number (DOI), allowing for easy searches and protection against plagiarism.

12.8 Protecting the Integrity of a Conference: No-shows

CPS understands how important the perception of a conference is to the organizers, authors, and community in which that conference resides. This is why any conference published by CPS has the protection of the IEEE No-show policy. If a presenter does not attend a conference without legitimate reason, the conference organizer has the right to pull his or her paper from final posting to the CSDL, Xplore™, and indexing. This gives organizers another tool to protect their conference and to make sure it never picks up the reputation as a paper mill event.

12.9 Content Delivered: Shipping

All the work that goes into creating a conference publication can be undone by one simple word: Customs. CPS recognizes the importance of staying on top of shipping and works extensively with international shipping representatives to make sure conference media is delivered on time, every time.

12.10 Looking Good on the Outside: Cover Art and CD Design

CPS has highly skilled graphic artists on staff to make sure your conference publication looks as professional as the work inside. They will work with the editor and conference organizer to give each conference a unique look for all media types. To save conferences money in these economic times, there is no additional charge for 4-color cover art.

13 Committees

13.1 Steering Committees

Steering committees provide continuity of leadership for annual meetings and steering charter's offer guidance to future committees, particularly if several sponsors are involved.

The steering committee is responsible for the general oversight of and setting policy for a meeting. The membership of the steering committee usually remains unchanged or relatively unchanged over a period of several years, usually three. The steering committee is normally responsible for making the major strategic decisions, namely, the appointment of the General Chair, selection of dates and locations, major theme, and coordination among the sponsors. In addition, the steering committee

may review and approve the budget before it is sent to the sponsors. The steering committee typically meets one to three times a year. Although it is desirable to have a separate steering committee, it is not essential; some meetings have successfully combined the steering and conference committees into one group.

13.1.1 CS Participation on Conference Steering Committees

For CS-sponsored or co-sponsored meetings, the Sponsoring TC Chair or designee shall be an ex officio voting member of the Conference Steering Committee.

13.1.2 Steering Committee Charters

The IEEE CS's Periodic meetings (meetings held no more than two years apart) shall have a steering committee and a steering committee charter. *The charter shall include the meeting scope, committee membership, sponsor(s) financial commitment, and procedures for amendment, withdrawal, and termination. Steering committee charters for meetings with expense budgets that exceed two percent of the IEEE CS's annual expense budget require the Board of Governors' approval. All other steering committee charters require approval by the Technical & Conference Activities Board. Meetings that are sponsored by a technical committee need technical committee approval for the initial steering committee charter and any subsequent changes.* A steering committee charter template is available through your assigned Meeting Planner.

13.2 Organizing Committee

Each instance of a conference is planned and executed under the direction of the Organizing Committee. This committee plays a direct role in the meeting. Whereas the Steering Committee provides longevity and strategic planning, the Organizing Committee provides the hands on tactical planning and running of the meeting.

The following describe the common roles of the Conference Organizing Committee:

General Chair

Responsible for all aspects of the meeting and is accountable to the steering committee and the sponsors with respect to the discharge of that responsibility.

- Submit IEEE's required Principles of Business Conduct and Conflict of Interest form:
<http://www.ieee.org/about/corporate/compliance/index.html>

Finance Chair (*see the Section on "Finances"*)

Responsible for all of the financial aspects of the meeting:

- Prepares and monitors budget;
- Opens and closes any bank accounts and credit cards before the conference is closed;
- Approves expenditures;
- Insures that the conference achieves the 20% CS Administration Fee;
- Maintains proper financial records;
- Sees that the approved registration fees are charged;
- Prepares the Final Report;
- Request an audit if required by IEEE Policy
- Submit IEEE's required Principles of Business Conduct and Conflict of Interest:
<http://www.ieee.org/about/corporate/compliance/index.html>

Program Chair

Responsible for the program committee:

- Plans the technical program and Call For Papers (CFP);
- Invites speakers;
- Establishes paper reviews or referee procedures;
- Organizes the technical sessions.

Tutorials Chair (*see the Section on "General Information - Tutorials"*)

Responsible for the tutorials program:

- Selects speakers and coordinates speaker arrangements;
- Prepares tutorial contracts;
- Oversees printing of tutorial notes
- Requests payment of speaker fees and travel expenses.

Exhibits Chair (*see the Sections on "Hotel & Facilities" and "Local Arrangements"*)

Responsible for making exhibit arrangements:

- Creates the Exhibit Contract and has it reviewed by assigned Meeting Planner;
- Solicits, sends contracts to exhibitors;
- Completes exhibit space layout;
- Obtains bids from exhibit service contractors;
- Manages on-site exhibits.

Publicity Chair (*see the Section on "Advertising & Promotion"*)

Responsible for all aspects of publicity:

- Prepares and distributes call for papers, advance program, final program;
- Places magazine advertisements
- Prepares and distributes Announcement(s) using Sponsoring TC(s) and previous conferences email addresses.

Registration Chair (*see the section on "Registration"*)

Responsible for registration procedures:

- Collects registration money and provides reports to the Finance Chair;
- Manages on-site registration;
- Provides an attendee list to the IEEE CS after the meeting.

Local Arrangements Chair (*see the sections on "Hotels & Facilities" and "Local Arrangements"*)

Responsible for meeting arrangements at the conference location:

- Manages all hotel or facility arrangements, including meeting space assignments and food and beverage functions;
- Handles audio-visual equipment requirements unless there is an audio-visual Chair;
- Can negotiate but cannot sign the hotel contract (all hotel contracts must be sent to your assigned Meeting Planner and be signed by the IEEE Director of Strategic Sourcing.

Publications Chair (*see the section on "Proceedings"*)

Responsible for overseeing proceedings production:

- Determines publisher for production of proceedings;
- Communicates with author(s) concerning text preparation and deadlines;

- Obtains signed IEEE Copyright form from each author / speaker if not automatically collected during the paper submission and peer-review and acceptance process.

13.3 The Program Committee

13.3.1 Responsibilities

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:

- Select a Program Committee
- Prepare the Call for Papers
- Receive and track submitted papers
- Review papers for presentation
- Select papers to be presented
- Organize sessions and select session chairs
- Determine conference schedule
- Correspond with authors on acceptance/rejection
- Determine content of author kits, including page limits
- Make room assignments with Local Arrangements Committee
- Work with Publications Committee on Advance Program
- Work with Publications Committee on Conference Proceedings
- Provide instructions to speakers and session chairs
- Work with Publicity Committee on key content of program for publicity
- Work with Exhibits Committee to coordinate exhibits with program content
- Provide last-minute instructions to speakers and session Chairs at Speakers' Breakfast or other pre-conference activities.

The T&C Board will conduct random technical audits of the paper review process based on the technical audit procedures approved by the T&C Board.

13.4 IEEE CS Sponsoring Technical Committees and Councils (TCs)

IEEE CS Technical Committees and Councils (TCs) are networks of professionals with common interests in computer hardware, software, applications, and interdisciplinary fields. TCs directly influence society standards, publications, conferences, workshops, education, and chapter activities. They serve as the focal point for the society's activities within a technical discipline. Activities typically include organizing workshops, symposia, and technical sessions at IEEE CS conferences.

TCs make critical contributions to IEEE CS meetings. TCs initiate new meetings and foster and support ongoing meetings. TC members typically serve on program and conference committees to ensure the technical quality of the meetings. *In addition, for CS-Sponsored or Co-Sponsored meetings, the Sponsoring TC Chair or designate must be an ex officio voting member of the Conference Steering Committee.*

The TC Chair coordinates all sponsored, co-sponsored, and technically co-sponsored conferences, symposia, and workshops. The Chair actively encourages the creation and organization of new

conferences as well as ensures the success of existing conferences. The TC Chair is responsible for the overall administration of the technical committee. This includes providing technical direction and leadership. The Chair maintains the vitality of the committee by coordinating activities such as conferences, standards, newsletters, etc.

TC Chairs also serve an important role in reviewing budgets that are sponsored by the technical committee, and reviewing technical quality of applications for technical co-sponsorship.

For more information and a list of all Technical Councils, Committees, and Task Forces please see our [website](#).

14 Additional Important Considerations

This section covers topics important for meeting arrangements. For questions about any of these areas, contact your Meeting Planner.

14.1 Americans with Disabilities Act

The Americans with Disabilities Act (ADA) became U.S. law in January 1992. A sweeping new law intended to ensure that persons with disabilities are not subject to discrimination, the ADA has significant implications for society-sponsored meetings.

The ADA requires that any activity or service open to the public, such as workshops and conferences, be physically accessible to persons with disabilities. In addition, "auxiliary aids" must be provided to assist persons with disabilities to actively take part in the conference. Auxiliary aids include qualified interpreters and Braille and large print materials and must be provided. It is generally thought that the conference facility should be responsible for making modifications to its building and otherwise eliminating physical barriers to access, while conference sponsors should be responsible for providing any necessary auxiliary aids. However, the ADA holds both facility providers and conference organizers responsible for meeting its legal requirements. Therefore, the meeting facility contract should allocate the law's requirements between the society and the meeting facility. The society's standard hotel contract includes such a provision.

To comply with the ADA:

1. When selecting sites for conferences, organizers should consider whether the site is accessible. Please consult the IEEE Resource Page on this topic:
http://www.ieee.org/conferences_events/conferences/organizers/organizers_attendees.
2. All contracts with hotels and other meeting facilities should allocate the accessibility and other requirements of the ADA equitably between the meeting facility and the conference sponsor.
3. Ask conference attendees on the registration form whether they have any "special needs." Conference organizers should be prepared to make accommodations to meet those needs if at all possible. However, do not ask conference attendees specifically if they have disabilities.

14.2 Awards and Certificates

The General Chair should recommend appropriate IEEE CS service awards for committee members, but anyone may recommend awards. An award nomination form is available online:
<http://awards.computer.org/ana/award/viewHomepage.action> The General Chair may sign and issue a Computer Society Certificate of Appreciation without obtaining the Computer Society Awards

Committee approval, but the nominator must first receive the signatory's approval. Awards to honor major technical achievement should be coordinated with the Computer Society Awards Committee to obtain maximum benefit to the award recipient and avoid conflict.

Certificates of Appreciation

The conference committee may present awards on its own authority for categories such as best or outstanding paper, best or outstanding presentation, or service to the conference. A list of Service Awards can be found online at: <http://awards.computer.org/ana/award/view.action?id=2> (IEEE Web Account is required)

Other information that should be included: whether the certificate will be framed, who should be charged for the certificate, and an address to ship the certificate to if other than to the person requesting the certificates. It normally takes about five weeks for a certificate to be printed, framed, and mailed.

14.3 Classified Sessions/Technology Export

If any government agency raises questions about technology transfer or clearance, particularly about the proceedings or the conduct of the meeting, and the meeting is sponsored or cosponsored by the IEEE CS, one of the following IEEE CS individuals must be contacted before any response is given or action is taken: the Associate Executive Director, the Executive Director, the Vice President for Technical and Conference Activities, or the President.

All IEEE members, regardless of grades or any similar consideration, shall be admitted (upon payment of appropriate registration fees, if any) to any and all meetings, conferences, conventions, discussion groups, lecture series, tours, or other assemblages of which IEEE is a sponsor or cosponsor. In furtherance of this policy, IEEE will not act as a sponsor or cosponsor for any assemblage in which participation is subject to security/export clearance or any other restriction of either governmental or industrial nature. Contact your assigned Meeting Planner for further information.

14.4 Exhibit Contracts

For meetings sponsored solely by the IEEE CS, the exhibit contract is negotiated by your Meeting Planner with advice from the Exhibits Chair. *The exhibit contract must be signed either by the Executive Director or his/her designee, or the society may refuse to accept liability. In the case of a cosponsored meeting, the signature of an executive of a cosponsor will be accepted.*

Conferences with full-booth exhibits or tabletop exhibits must prepare a contract to be signed by exhibiting companies. The contract covers issues such as exhibit rules and regulations, payment, cancellation/refund policy, installation and dismantling of exhibits, safety, security, insurance, and indemnification and liability. The *IEEE-CS Conference Support Services* Department has sample copies for review.

14.5 IEEE Regions and Sections

The IEEE CS encourages conference organizers to cooperate with the IEEE Regions and Sections in planning a technical meeting; they can be particularly helpful in local arrangements. IEEE Regional Directors should receive information on, and invitations to, technical meetings taking place in their regions. Information on the Regional Directors is available from IEEE: http://www.ieee.org/societies_communities/geo_activities/regional_world_map.html. IEEE Regions and Sections should be invited to participate in IEEE CS technical meetings.

14.6 Music Licensing

Meetings that play taped or live music at any function are required by U.S. copyright law to pay royalty fees to the two major music licensing organizations, the American Society of Composers, Authors and Publishers (ASCAP), and Broadcast Music, Inc. (BMI). These organizations hold most of the licenses for publicly copyrighted musical compositions. According to United States copyright law, public performance of copyrighted music requires permission from the copyright owners or licensing agent, either ASCAP or BMI. Obtaining permission requires paying a fee to both organizations. Since each organization's repertoire is different, and no copyrighted music appears in both, fees must be paid to both. A fee must be paid to both unless someone determines which organization holds a copyright for each particular music piece. The IEEE CS has a license agreement with both organizations and files regular reports on meetings.

What does this mean for conference organizers? If any taped or live music was played during your meeting, both ASCAP and BMI require a fee payment. This includes taped or live music at receptions, general session or exhibit hall events, and taped music on videotapes.

14.7 Use of Attendee Lists

Organizers and Staff are allowed to use attendee lists for conference related purposes, including but not limited to:

- During an emergency to contact an attendee or their designated contact
- Solicit or confirm attendance, speaking, or leadership at a conference session
- Reconcile registration statistics and revenue

However, these lists cannot be sold or used for the purpose of commercial solicitation by Sponsors, Patrons, or Vendors.

15 Planning and Execution Schedule

The following links provide a suggested timeline for three sample conference types: large with exhibits, medium, and small.

- Large Conference Timeline: <http://www.computer.org/portal/web/conferences/timeline-large>
- Mid-Size Conference Timeline: <http://www.computer.org/portal/web/conferences/timeline-medium>
- Small Conference Timeline: <http://www.computer.org/portal/web/conferences/timeline-small>

16 IEEE Computer Society Travel Policies

For guidance on the IEEE Computer Society Travel Policies, please see Section 15.3 of the Policies and Procedures Manual:

http://www.computer.org/portal/c/document_library/get_file?uuid=412dac43-194e-4af5-84e5-03f5edfcc055&groupId=115328