GUIDELINES FOR ORGANIZING

Conferences Sponsored by IEEE Canada

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IEEE Canada Conference Advisory Committee (CONAC)

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1. IEEE Canada Conference Advisory Committee (CONAC)

Conferences shall be held in accordance with the IEEE Policy and Procedures Manual and the MGA Operations Manual. In addition to these requirements, the following shall govern the activities for conferences organized by IEEE Canada or IEEE Sections within Canada through the Conference Advisory Committee (CONAC).

(a) Approval of Conference Policies and Procedures
The Board may approve general conference policies and procedures that are additional to, but not conflicting with, IEEE policies. After approval by the President and subsequently by the Board, the President may invest the Executive Committee of an IEEE Canada organizational unit with authority to establish and operate a conference.

(b) Approval of Conferences
The Executive Committee of any organizational unit of IEEE Canada, with the approval of the organizational unit involved, shall request approval from the President for the organization of any Conference. The CONAC shall provide such information and/or assistance as directed by the President.

Approval of all activities that require administrative and/or financial support shall be sought first from the President who, having given approval, shall then transmit the request for final approval to the Board. The Chair of the Committee organizing a Board sponsored Conference, shall send one copy of the minutes of all Committee meetings to the Chair of CONAC. The Chair of a Conference Committee may correspond directly with the Chair of CONAC in all matters concerning the Conference once the approval for holding the Conference has been granted.

2. CONAC Membership

As per IEEE Canada Operations Manual (Item 3.9.2.4), CONAC will consist of the following 13 members:

(a) CONAC Chair as appointed by the IEEE Canada President
(b) Immediate Past, Current and Immediate Future General Chairs of CCECE and EPEC -- six members
(c) One representation from each Area (West, Central and East) -- three members
(d) IEEE Canada President-elect
(e) IEEE Canada Treasurer
(f) IEEE Canada President (ex-officio)

3. Conference Site Selection Process

The site selection process commences atleast 28 months prior to the proposed Conference dates. The site selection processes for the IEEE Canada Conferences (CCECE and EPEC) are as follows:

1) At least four months before the IEEE Canada Spring Board meeting, the Chair of CONAC sends an Expression of Interest (EOI) application form to the Area Chair (West, Central or East) where the CCECE/EPEC is scheduled to happen as per the rotational policy.
 2) Response to the EOI should be sent to the Chair of CONAC by Area Chair, at least six weeks before the IEEE Canada Spring Board meeting (for CCECE bids) and atleast six weeks before the IEEE Canada Fall Meeting (for EPEC bids). The EOIs should provide enough details so that a clear picture of the proposed conference is available for informed decision making.
 3) At the IEEE Canada Spring Board meeting (for CCECE) and at the IEEE Canada Fall Board meeting (for EPEC), short-listed EOIs by CONAC membership - are given each 15 minutes to present their proposals to the board. There will be no question and answer session, and therefore the presentation is expected to be clear and concise.
 4) A vote then takes place among the Board Members and all result details are disclosed immediately to the Board.
 5) The section which has the most votes win the bid to organize the CCECE/EPEC, and the winning bids are announced to the public by the IEEE Canada President or designate.

4. Conference Organizing Committee

One of the initial tasks will be to divide the tasks of organizing the conference into separate committees. The number of committees required will be based upon the scale of the conference. Early appointment of committees and their respective Chairs is essential to the success of the conference. Committees function independently but in close cooperation with each other.

The following list is the minimum proposed for this conference:
- Technical Program Committee
- Workshops & Tutorials Committee (when needed)
- Publications Committee
- Publicity and Public Relations Committee
- Finance Committee/Treasurer
- Registration Committee/Registrar
- Local Arrangements Committee
- Exhibits Committee (when needed)
- Hospitality Committee

5. General Chair

The General Chair, who serves as the chair of the Conference Committee, is appointed by the sponsoring entities. The General Chair must be a member of IEEE. The General Chair appoints working committee chairs who select the members of their respective committees. 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.

(α) Selection Criteria for Chairs: Members should be of sufficient stature within their organization, profession and IEEE. Individual talents relating to conference organization is helpful. Chairs should be competent managers, with energy, dedication, commitment, and attention to details.

(β) Conflict of Interest: Members of the Conference Committee should be concerned about conflict of interest when making decisions. The person in charge of the activity should be immediately notified of any conflict.

The General Chair will be responsible for appointing members of the Conference Committee. Most General Chairs will also appoint a Proceedings Chair and a Financial Chair/Treasurer. These chairs will report to the General Chair. The Conference Committee shall:

- Notify IEEE Canada and IEEE Conference Services of the dates. Location and conference organizing committee members.
- Completes and submits the Memorandum of Understanding to IEEE Canada.
- Completes and submits the Conference Information Schedule to IEEE Conference Publications.
- Signs and returns one copy of the Letter of Acquisition to IEEE Conference Publications.
- Hold regular meetings to ensure that satisfactory progress is being made.
- Report regularly to IEEE Canada on the progress of the conference organization.

6. Memorandum of Understanding (MoU)

An MoU is required when two or more organizational units (OU) agree to provide technical or financial co-sponsorship to a conference. These OUs may be IEEE organizational units or IEEE and non-IEEE organizations. Contracts valued over US$25K must be forwarded to IEEE for review & execution. IEEE Conferences staff will review your hotel/convention center contracts to ensure that your conference is receiving the best possible services and rates.

7. Finance Committee (or Treasurer)

The Finance Committee will have the responsibility of:
- Preparing the budget
- Determine the amount of the loan or seed money if required
- Submitting the budget & requests for loans to the sponsoring entities for review and approval
- Submitting budget to IEEE Conference Services for final approval
- Opening a bank account
- Obtaining a GST/Business number (if required)
- Recording all financial transactions
- Obtaining a Audit
- Repaying loans within one month after the conference
- Closing conference bank accounts
- Distributing surplus funds or physical assets as per MOU
- Preparing detailed final financial report - 6 months after conference

(a) Bank Account: Organizers interested in using IEEE Concentration Banking Program may send an e-mail to conference-finance@ieee.org to request the necessary forms and a Concentration Banking debit card, if desired. ~~Include~~ The conference record number should be included in the e-mail's subject line.

(b) Conference Budget: A conference budget with estimated income and expenses, approved by the sponsoring organizational unit(s), must be submitted at least 12 months prior to the conference. Budgets must be based on non-deficit expectations and be set to generate a minimum surplus of 20% over projected expenses. A revised budget may be submitted at any time during the planning process. Significant revisions must be approved by the sponsoring organizational unit.

(c) Final Finance Reporting: To close ~~your~~ a conference:
- Prepare a final report no later than six months after the end date. Submit to IEEE, and organizational unit sponsor(s).
- Repay all loans.
- Prepare a final report no later than six months after the end date. Submit to IEEE, and organizational unit sponsor(s).
- Confirm that all physical assets have been distributed (i.e., conference proceedings or digest).
- Complete an audit of the financial records of surplus, disposal of physical assets and loan repayment.
- Make final arrangements regarding conference proceedings. Contact IEEE Conference Publications for more information.

(d)   Audit : All Conferences where IEEE is the lead sponsor (greater than 50%), and where the actual or budgeted income or expense is US $100,000 or more, are

required to have an independent audit. Conferences where IEEE has greater than 50% financial responsibility with an actual or budgeted income or expense of less than US $100,000 will be audited on a periodic basis. The Conference Treasurer is responsible for ensuring that an audit of conference financial reports is completed by a representative independent from the conference. Conferences, where IEEE is not the lead sponsor (less than 51%), are encouraged to have their reports and records audited.

8. Technical Program Committee

The Technical Program Committee is responsible for ensuring a well-balanced, high-quality conference program. The committee shall handle all issues related to paper submission, review and selection and the establishment of the final conference technical program.

Committee members should be experts in their fields and ~~may~~ represent different areas within the domain of the Conference.   Primary duties of the Technical Program include:

- Determining the important dates and deadlines relating to the technical program. (i.e. paper submission, author notification, camera-ready copies) where necessary in cooperation with the publications committee to ensure that publication deadlines are met.
- Aiding the Conference Organizers in obtaining technical co-sponsorship if required.
- Determining strategic issues such as program composition, use of session tracks, acceptance rate of submitted papers, paper review system, etc.
- Overseeing the Call for Papers.
- Assigning appropriate reviewers to submitted papers and monitoring the Paper Review Process.
- Selecting papers to be presented at the conference.
- Organizing the accepted papers into appropriate sessions for presentation at the conference.
- Creating and maintaining the Technical Program Summary spreadsheet see Appendix E.
- Ensuring that all paper submissions adhere to the IEEE specifications outlined in Preparing Conference Content for the Xplore Digital Library.
- Ensuring all authors or their employers transfer copyright of their individual papers to IEEE prior to publication (IEEE Copyright Form).
- Selecting and recruiting Session Chairs.
- Providing instructions to authors and session chairs.
- Communicating with other groups of organizers regarding publicity, exhibits, and set-up.

- Coordinating with the Publications Comnmittee for the creation of the conference proceedings.

9. Publications Committee

- Completing and submitting the IEEE Conference Publication Form, which is required for inclusion in the IEEE Conference Publications Program (CPP). This form must be submitted at least six (6) months prior to the conference start date. The CPP handles conference content acquisition and exclusive post-conference distribution for conferences sponsored and co-sponsored by IEEE Organizational Units (Society/Council, Charter, Region, Section and/or Board).
- Ensuring adherence to the requirements outlined in the Letter of Acquisition received upon acceptance into the CPP.
- Working closely with the Technical Program Committee to ensure that authors receive proper instructions for final paper submission.
- Determining if Non-Presented Papers will be pulled from submission to IEEE Xplore.
- Ensuring that the IEEE Copyright Form has been submitted with each paper to be published.
- Checking each paper to ensure that it contains the appropriate copying/copyright notice and that it meets the specifications addressed in Preparing Conference Content for the IEEE Xplore Digital Library.
- Guaranteeing adherence to guidelines and policies within IEEE Intellectual Property Rights including use of copyright, Master Brand/Logo and trademarks.
- Preparing the design of the conference proceedings.
- Preparing the Author Index and the Table of Contents for inclusion in the proceedings.
- Evaluating and selecting vendors for the publication of Conference printed and electronic media.
- Collecting all front matter for the final program and conference proceedings from various organizers. Front matter may include: cover art, General Chair's Message, Program Chair's Message, listing of Conference Committee Chairs and members, conference sponsors, listing of sessions, photos, and other conference specific information.
- Preparing the conference Program and Proceedings for printing and electronic reproduction.
- Contracting for the printing/production of printed and electronic conference Program and Proceedings and other media as determined by the Committee.
- Determining price of on-site conference proceedings. Conference proceedings

may be included in the registration fee or sold separately at the conference. IEEE requires that IEEE members receive a discount from the price charged to non-members.

10. Registration Committee

Registration is the most visible function at a ~~your~~ conference, and sets the tone for the whole event. It is imperative that it ~~be~~ is well-run and friendly. The registration process is key to providing accurate and up-to-date information on anticipated attendance at all of the workshops, seminars, and social functions of the conference. This information guides projections and any necessary adjustments for budget, food, and beverage. The information gathered at registration also helps advise future conference committees.

- Create and maintain a Registration Summary spreadsheet which shall include as a minimum the following information for each registrant:
  - Surname & given names in separate fields
  - Country of origin.
  - Identification code in the paper submission system if applicable.
  - Amount they have paid in CAD and date money received.
  - Identification Number or code for each paper they have submitted.
  - IEEE membership code or specify non-IEEE
  - If they are a partner or have a partner attending the conference.
  - Flag if special dietary or other needs must be accommodated.
  - Flag if special Visa or other diplomatic requirements must handled.

- Review the design and content of the Registration Summary Spreadsheet at an early committee meeting to ensure that it meets the specific conference needs.
- Work with the Technical Program Committee to ensure that no paper is accepted for presentation or publication unless appropriate author registration is in place.
- Work with the local arrangements committee to ensure that special dietary/health/accommodation needs are met.
- Handle special Visa and other diplomatic requirements as necessary.
- Set up and supervise the on site registration system.
- Arrange for the recording of attendance at technical sessions and other events as required.
- Arrange for appropriate signage through out the conference venue.
- Arrange for the on site distribution of handouts, proceedings, programs, etc.
- Registration fees for non-members at IEEE sponsored conferences shall be at

least 20% above the IEEE member fee, the exact amount is set by each conference committee. IEEE Member/Non-Member fee poliocy covered in <u>IEEE policy 10.1.15</u>

- A reduced conference registration fee may be offered to students, unemployed IEEE members, retired and Life members and special VIP guests, at the discretion of the conference committee and sponsoring entity.
- The advance registration fee is generally set lower than the on-site registration fee in order to stimulate advance registration.
- A specific policy regarding refunds, including the Advance Program and other promotional material, should be established.

11 . Publicity and Promotions Committee

Promotion of the conference throughout the planning process is critical to the success of the conference. This committee gathers, maintains and utilizes lists of media contacts and past and potential attendees for targeted outreach; promotes the conference through placements in various publication calendars and advertisements in IEEE and non-IEEE publications and news media. This committee will also assist with the development of the website.

12. Exhibits Committee

When hosting an exhibit area, this committee ensures proper handling of contracts, floor space, exhibitor registration, security and other logistics. (An exhibits management company may be hired to take the place of an exhibits committee and report to a member of the Conference Committee.)

13. Local Arrangements Committee

Careful planning and location logistics are essential for the success of the ~~your~~ conference. This committee should work with local vendors, management companies, the conference and other committees in the planning of the conference space, including room set- up, hiring of entertainment, tours, and other local logistics. This committee also works with the local Convention & Visitors' Bureau, if applicable.

   (a) **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. This includes the arrangement of Audio-Visual equipment for all the conference needs. The committee is also responsible for 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

(b) 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.

(c) 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:

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. 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. Negotiations 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.

14. Key Documents

Memorandum of Understanding - General Chair (Appendix A)
Sample of Conference Information schedule - General Chair (Appendix B)
Budget Sheets - Finance committee/Treasurer (Appendix C)
Letter of Acquisition - Publications Committee (Appendix D)
Sample of Registration with IEEE eXpress Publications Cmtte (Appendix E)

Sample of Technical Program Summary - Technical Program Committee (Appendix F)
Cross reference of Papers, Authors, Paper Ids, No. Pages/paper - EDAS or other submission system. (Appendix G)
Registration Summary spreadsheet - Registrar (Appendix H)
IEEE eXplore submission - Publications Committee (Appendix I)

15. Help from IEEE Headquarters

Conference Business Services   +1 732 562 3878 conference-services@ieee.org
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Conference Publications   +1 732 562 3872 confpubs@ieee.org
Conference Contracts   +1 732 562 6826 conference-contracts@ieee.org
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