Conference Start-Up Kit

Ver. August 3, 2023

Contents

- Forms
- Organizing Committee
- Budget
- Website
- Patron Packages
- Contracts
- ComSoc Conference Team
- Conference Assignment

Use these materials as guidance to planning your conference. For assistance, refer to the ComSoc Staff List for the conference you are organizing.

STEP ONE: Forms

- Conference Application: https://www.ieee.org/conferences/organizers/conf-app.html

- Compliance Form (must be completed by the **Conference General Chair(s)** and **Conference Finance Chair)**: https://www.ieee.org/about/compliance/conflict-of-interest/coiandpob.html
    - Note: Where it says to select one of the following group names, please select: *Conference Business Operations*

- Publication Form (must be completed by the **Publications Chair** after application is approved): https://www.ieee.org/conferences/organizers/conf-app.html?appName=Publication

3

STEP TWO: Organizing Committee

Below is a template to provide your conference planner and IEEE with your Organizing Committee roster and contact information. We request gender and country information to acknowledge committee diversity. Please note you may edit the committee roles how you see fit.

- Organizing Committee Contact List template

STEP THREE: Budget – Part 1

Complete the [Budget Template](#), provided by your conference planner.

- Please answer the questions in the Questionnaire tab first.

- On the Budget Details tab, enter the Local Currency Exchange Rate Information in box P3 and Q3. You may override/edit expenses on this tab.

- Please remember to include information about VAT, GST, etc. in the budget, especially for registration fees.

- On the Summary tab, review the surplus target. ComSoc requires a surplus of 20%.

- Please keep in mind this is a draft of the budget that will be reviewed by IEEE/ComSoc to have on file. Ongoing budget updates can be submitted later.

- NOTE: All registration set up must be managed by IEEE.

STEP THREE: Budget – Part 2

Conference Credit Card

- This credit card should be given to a current IEEE member on the conference organizing committee who is based in the country where the conference will take place.

- Credit card should be used to take care of small or last-minute expenses.

- Credit card limit is US$5,000.00 but you may talk to your conference planner about increasing the limit.

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STEP FOUR: Web Site

Website Requests cannot be made until the Conference Application has been submitted and **approved**.

Once website is created by ICT, they will schedule training for **your assigned Web Chair**.

These elements are **required** before the website can go live:

- Important Dates (for Call for Papers) on Home Page*

- Call for Papers and Submissions Guidelines on Authors Page

- Organizing Committee List (Photos optional and will require a consent form from all)

- Content on "About Page"

- Welcome Message on Home Page

CFP flyer templates to be provided by your conference planner

Other Website Requirements

Banner Slides on Home Page - 3 destination images and 2 tech images

- You can search for such images on www.shutterstock.com so long as the image does NOT say "**Editorial Use Only**". Please send the URLs of your choices to your conference planner.

- If you plan to use your own images, please provide credit information for each photo. For example: "Photo courtesy of John Smith". Also, please obtain confirmation/proof of permission to use.

Organizing Committee List Page

ComSoc must post a complete list of Organizing Committee members. You can list them on the website either way below:

- Option 1: List Only - Please list name, affiliation, country.

- Option 2: List and Photos - Photos may be added after the launch of the web site. For all photos or images, please ask your ComSoc Conference Planner for the **Photo Consent Form**. NOTE: Photos should be high-resolution.

Patron Packages

You can develop your packages based on the previous year's conference. Please share it with you ComSoc Conference Planner on post it on the conference website.

Once you have secured a patron:

- Provide your ComSoc Conference Planner with contact name and information, as well as patronage level so that an agreement can be created either by ComSoc Staff (or the PCO).

- Request from patron their logos in JPEG AND EPS/Vector format for website and marketing materials

Contracts

As soon as you have a confirmed supplier, let your conference planner know to start the contract process. IEEE requires purchases with a value great than $1,000 US to have an approved purchase requisition prior to execution (an approved contract is required. Contracts are signed only by IEEE Staff.
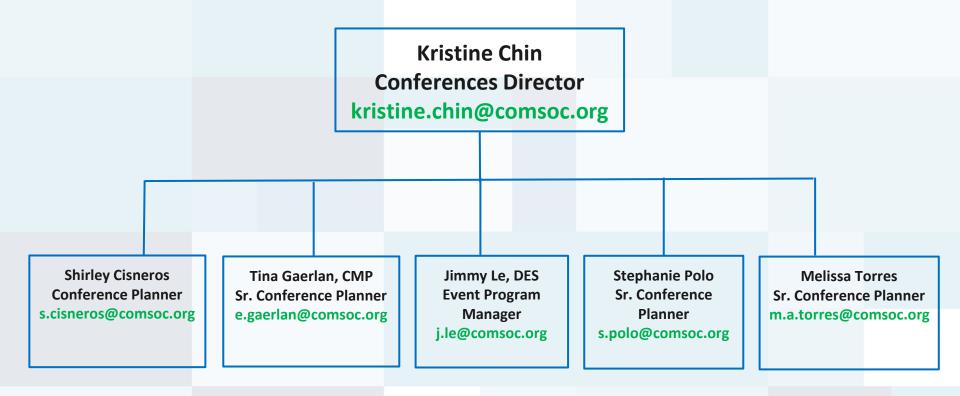
- Conference Venue, including universities
- Banquet Venue and/or restaurants
- Catering
- Hotels
- Entertainment/ AV
- Transportation
- Patronage
- PCOs

Post Conference Activities

After the conference:

- Please complete final steps in the publication process for inclusion in IEEE Xplore (such as formatting, marking no-shows, etc.) **within 1 month after the conference.** For assistance, please email conference-ops@ieee.org

- If a post-conference survey is requested, please ask your conference planner to set it up.

ComSoc Conferences Team

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Conference Assignment

Shirley Cisneros Conference Planner	Tina Gaerlan Sr. Conference Planner	Jimmy Le Event Program Manager	Stephanie Polo Sr. Conference Planner	Melissa Torres Sr. Conference Planner
ATC	Opcom	DYSPAN	CloudNet	CCNC
ANTS	Management Retreat	CIC ICCC	CSCN	Healthcom
CAMAD	BlackSeaCom	CNS	CTW	ICC
HPSR	LatinCom	GLOBECOM	CQR	PIMRC
ICMLCN	MeditCom	ICBC	ICME	SmartGridComm
ISPLC	MECom	INFOCOM	LanMan	MILCOM
FNWF	NFV/SDN	IWQOS	NetSoft	
ICME	Student Leadership		OFC	
ICSOS	VCC		MILCOM	
ISPLC	WCNC		TCS	
NOMS			WFIoT	
SECON				
VNC				
TCS				

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