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IEEE CONFERENCE NEWSLETTER PREVIEW

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WELCOME
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NAME THIS NEWSLETTER

WELCOME - Welcome to the preview issue of the newsletter for IEEE conference volunteers. Key topics to be covered in this and future issues include general conference policies, conference management issues, conference financials and concentration banking, IEEE copyright policy, conference tax issues, and reminders for conference planning deadlines.

The distribution of this newsletter includes all Conference Chairs, Conference Information Contacts, and Conference Treasurers/Financial Officers, as well as members of TAB, Society Presidents, Society Treasurers, and the Regional Conference Committee. The distribution list will be refreshed for each issue and will include only those volunteers involved with open conferences at the time of publication. This means that those with closed conference will automatically be removed from the distribution and those with newly opened conferences will be automatically added to the distribution. Additionally, any volunteers wishing to receive delivery of this newsletter regardless of their conference involvement status may opt-in at any time by sending a request to "MailTo:j.wettlaufer@ieee.org".

Regular distribution of this newsletter will begin in 2002 and is initially planned to be quarterly.

For additional information, CONTACT John Wettlaufer - IEEE Technical Activities - telephone +1 732 465 7809 or "MailTo:j.wettlaufer@ieee.org".

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IEEE COPYRIGHT FORM UPDATED - The IEEE Copyright Form has recently undergone a major revision, the first in 20 years. After working closely with legal counsel, the IEEE Intellectual Property Rights Office has developed this new Form to ensure the IEEE does not violate U.S. laws or restrictions pertaining to the dissemination of defense-related information. The new Form, entitled "IEEE Copyright Transfer and Export Control Compliance Form," is available at the IEEE IPR Office home page at <<http://www.ieee.org/copyright>> in .pdf, .html and .doc versions.

While the IEEE standard manuscript submission process has always required authors to represent that the necessary clearances and approvals have been obtained, the newly revised Form now requires the author's explicit affirmation that the manuscript does not violate U.S. export laws or restrictions. In addition, all staff and volunteers involved in the publication of manuscripts must ensure that a signed and unaltered Form accompanies each submission.

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EVENTS OF 11 SEPTEMBER CONFERENCE IMPACT ASSESSMENT - In order for us to accurately assess the impact of 11 Sep 2001 on conference and IEEE

finances, we are requesting that the following information be submitted ASAP for conferences occurring after 11 Sep 2001:

- budgeted attendance
- expected attendance
- actual attendance
- budgeted surplus
- expected surplus

This information should be submitted to Mary Ann DeWald - Conference Services - telephone +1 732 562 3873 or "MailTo:m.dewald@ieee.org".

IMPORTANT TAX IMPACTS FOR CONFERENCES AND SOCIETIES - The United States Internal Revenue Service (IRS) has determined, in an individual case, that an individual who had provided administrative services at an hourly rate for an IEEE Conference must be paid as an employee. As a result, IEEE will owe the IRS the employment taxes that were not withheld from this individual's pay. The IRS has hinted that it may review IEEE's documentation for other independent contractors - both at conferences and in other capacities. The IRS also suggested that Conferences should use the services of a Temporary Agency in the future.

As a result, IEEE strongly suggests that Conferences use Temporary Agency staff for administrative services whenever possible. If a Conference wishes to hire an independent contractor, the conference must determine if the worker is truly independent. The test for determining a worker's independent status and IEEE's Independent Contractor procedures can be found at

<<http://www.ieee.org/services/financial/tax/independentcontractors.html>>. The worker must provide proof of independent status. If approved, the worker can be paid as an independent contractor. If not approved, the worker must be paid as an IEEE employee (Temp 2 classification) and taxes will be deducted from their pay. The IEEE Payroll Department will process the payments to this employee.

This applies to conferences held in the United States and individuals who reside in the United States, even if the conference is held in another country. It also applies to other independent contractor agreements involving a Society, such as editorial and administrative work. If an individual is incorporated they do not need to complete an Independent Contractor Agreement if a W-9 form is submitted with the Corporation box checked off. But, IEEE would like some description of the type of work that is being performed for the files.

For additional information, CONTACT the IEEE Tax Compliance Department - telephone +1 732 5334 or "MailTo:d.galicki@ieee.org".

1099s FOR US CITIZENS AND 1042s FOR NON-US CITIZENS - Please remind conference treasurers to have W9s (US citizen) or W-8BEN (non-US citizen) Forms completed for all individuals and unincorporated businesses to whom the conference has made payments in excess of \$600 for goods or services rendered during the current year. The completed forms and a report, listing the sum of the total payment(s) made to the recipient, the purpose of the payment(s) and, if a service was rendered, the location where the

service was performed, should be forwarded to IEEE Accounts Payable (fax: +1 732 562 5455) by 10 January 2002.

For additional information, CONTACT Sue Olcsvary - Controllers Office - +1 732 562 5371 or "MailTo:s.olcsvary@ieee.org".

CHANGE TO ONLY FULL TEXT PDF FILES PROPOSED FOR IEEE XPLORE FOR 2003 - The IEEE Xplore system is our vehicle for electronic distribution and close to two-thirds of the material in that system consists of Conference Proceedings. Most of these proceedings have been submitted to the IEEE in paper form, which then have been scanned for inclusion in IEEE Xplore as bitmapped image PDF files.

Unfortunately, image PDF files are not adequate for electronic distribution since the results are documents that do not have searchable text, halftones, hyperlinks to references, or good screen display. In response to these shortcomings, the joint TAB/P2SB Electronic Products and Services Committee has recommended to the IEEE Publications Products and Services Board that full text PDF files will be required starting with the Proceedings of conferences held in 2003. The change to full text PDF will significantly add to the value of conference proceedings.

In order for proceedings to be IEEE Xplore compatible, authors will need to supply papers in electronic form or text re-entering will need to be done when an electronic copy cannot be provided. Services that publish our conference proceedings, besides outputting print versions, will be required to output to full text PDF files, a feature readily available in all modern publishing systems. The provided full text PDF files will have to meet a minimum set of specifications, as developed by the IEEE staff.

For additional information, CONTACT Kenneth Moore - IEEE Publications - +1 732 562 3954 or "MailTo:K.Moore@ieee.org".

IEEE HOMEPAGE SPACE FOR CONFERENCES - IEEE Corporate Communications staff maintain the IEEE Home Page, and are interested in publicizing new conferences, interesting keynote speakers, newsworthy announcements being made at conferences, and other types of special events. In order to be considered, conferences must have Web sites with the correct use of the IEEE Master Brand on the homepage.

For more information, contact Debra Schiff - IEEE Corporate Communications - telephone +1 732 562 5376 or "MailTo:d.schiff@ieee.org".

NAME THIS NEWSLETTER - Feeling creative? We invite you to help name our conference newsletter prior to its official distribution in 2002. Email suggestions to "MailTo:j.wettlaufer@ieee.org".

IEEE CONFERENCE NEWSLETTER PREVIEW

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(Note: This newsletter obtains information from a number of sources, including a pool of IEEE staff reporters. These reporters provide information for a variety of newsletters, and their articles may include extensive background information or results. We are trying to limit the length of each issue in order to make it quick and easy to read. Therefore, a summary of some information may be printed in this newsletter while a longer article is printed in another IEEE publication. In all cases, articles in this newsletter include a name and contact numbers for additional information. The postal address for most IEEE staff is IEEE, 445 Hoes Lane, Piscataway, New Jersey 08854 USA.)

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(This newsletter is intended for the interest of IEEE conference volunteers and may be shared with other volunteers. The newsletter, in its entirety or in part, should not be sent to public bulletin board systems.)

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* Enabling Members' Careers *
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