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ANNOUNCING AN IEEE PANEL OF CONFERENCE ORGANIZERS: An IEEE Panel of Conference Organizers (POCO) will be convened 21-22 July 2006 in Montreal, Quebec, Canada. A detailed announcement will soon follow.

The objectives of POCO are to provide:

- a holistic conference education (from conference planning basics to an overview of the IEEE conference business and internal procedures) to all levels of conference organizers (first year workshop organizers to Conference Committee members)
- a collaborative environment that facilitates networking, information sharing, and idea generation at all levels of IEEE conference organizer, volunteer and staff positions

Travel and lodging will be paid by the attendees IEEE Organizational Unit. Please contact your OU's VP of Conferences or Region Conference Coordinator for additional details.

We are currently negotiating sleeping room and meeting space needs. To

assist us in planning appropriately, if you are interested in attending please CONTACT Samantha H. Padilla - Sr. Manager, IEEE Conference Services - telephone +1 732 465 5889; <MailTo:s.padilla@ieee.org>.

CHANGES TO CONFERENCE-RELATED IEEE POLICY: The following summary of changes to IEEE Bylaw Section 10 was approved by the IEEE Board of Directors at the 19 February 2006 meeting. These are the changes at the IEEE level that affect IEEE conference planning and management. Links to reach specific forms or other on-line information is included.

* TYPES OF MEETINGS: Under revised policy, any meeting, workshop, symposium or conference with \$25,000 USD or greater in revenues or expenses (including liabilities). All IEEE policies and procedures apply to such meetings, which are all termed "conferences" for policy definition.

* SPONSORSHIP: There are now three types of IEEE sponsorship for conferences: Sole sponsorship, in which the IEEE OU has the total financial, technical and management control; Co-sponsorship, in which the IEEE OU and other IEEE or non-IEEE not-for-profit organizations share in the financial, technical and management aspects of the conference; and Technical Co-sponsorship (OR Technical Cooperation, alternate term) in which another non-IEEE not-for-profit organization has the primary financial, technical and management responsibility and the IEEE OU has direct and substantial involvement solely in the technical aspects of the conference. The IEEE OU has no financial involvement in the conference. An IEEE OU may also allow technical co-sponsor from another non-IEEE not-for-profit organization as well."

* MEMORANDUM OF AGREEMENT (MOA) OR MEMORANDUM OF UNDERSTANDING (MOU): An MOA or MOU should also be used between two co-sponsors or technical co-sponsors to explicitly define the relationship and obligations of all parties.

* NAMING: All IEEE sponsored and co-sponsored conferences must include IEEE and the year in the conference name, e.g. 2006 IEEE AUTOTESTCON. A conference sponsored by a non-IEEE organization in which an IEEE OU is a technical co-sponsor may NOT use the IEEE designation in the official conference name but should use the official IEEE Master Brand (logo) on conference documents. The word "national" shall not be used in the name of an IEEE conference, but may include "international" if the attendance truly reflects multinational attendance. The IEEE Master Brand (logo) image files are available at
< <http://www.ieee.org/web/publications/rights/logos.html>>.

* FIELD OF INTEREST/GEOGRAPHICAL INTEREST AREA: IEEE OUs should only hold conferences that are within their official Field of Interest or Geographical Interest Area.

* BUDGETS: Conference budgets should be set to generate at least a 20% surplus (of expenses). This is not a firm requirement but is considered an essential practice to help IEEE OUs pay for their overhead costs. OUs may choose to allow smaller Workshops to run below the recommended 20% figure

but should then seek to balance their overall conference portfolio to generate an average of 20% surplus. All conference budgets must have the approval of IEEE Conference Services and must be submitted at least one year in advance (earlier is recommended). Budgets should be updated at 6-month intervals as conditions change. The automated conference budget forms are available at

<<http://www.ieee.org/web/conferences/organizers/financial.xml#budget>>.

* CONFERENCE DATA: To assure both knowledge of the conference by IEEE and to ensure that your conference is listed in the overall IEEE Conferences Database and so that your Call for Papers is also listed, the IEEE Conferences Information Form

<<http://www.ieee.org/web/conferences/organizers/infosched.html>> must be filled out and sent to IEEE as soon as the conference is initially planned.

* CONFLICT OF INTEREST: All conference organizers/chairpersons must fill out the IEEE Conflict of Interest (COI) Form

<http://www.ieee.org/web/conferences/organizers/required_documentation.html>.

IEEE policy specifically prohibits any member of the conference organizer staff from purchasing any conference services from an immediate family member unless there is a legitimate ongoing business, there is competitive bidding and committee persons independent of the family in question make the decision.

* CONFERENCE BANK ACCOUNTS: Either an IEEE Concentration Bank Account or an independent commercial account must be established for each conference.

Each account should have two conference committee volunteer signatures, plus a representative of IEEE Staff Director - Financial Services.

Alternate signatory arrangements may be required for conferences held outside the US. Please contact IEEE Conferences Services for options <[MailTo:conference-services.org](mailto:conference-services.org)>. A Conference Board established by IEEE OUs to manage a series of conferences may not open a bank account.

* ADVANCE LOANS: Conferences may obtain advances (loans) from the OU at any time after establishment. Such advances are arranged by the OU Treasurer through IEEE Conferences Services. Advance loans must be reimbursed within 30 days of the end of the conference.

* CONFERENCE CLOSINGS AND AUDITS: All conferences must close within 6 months of the end of the conference. If a conference has not closed within 12 months, a penalty fee will be assessed to the sponsoring OU. Conference closing requires that all advances be paid, a final conference budget report reflecting actuals is submitted, a copy of the commercial bank account statement reflecting zero balance is required (or the concentration bank account is zeroed), all surplus is distributed and an audit is completed. Formal Audits are required for any conference exceeding \$100,000 USD, and may be done by IEEE at a rate of 0.6% of conference revenue/expense with a maximum of \$6000.00, or by an outside auditor who must be a CPA, at the option of the conference.

* CONFERENCE PERSONNEL: For all IEEE Conferences, the Chair and Treasurer, as well as any conference committee member with authorization to obligate funds or directly manage the technical content, must be an IEEE member in good standing. These individuals are also required to complete a Conflict

of Interest Disclosure Statement (COI) prior to IEEE Conference Services approval of the conference budget
<http://www.ieee.org/web/conferences/organizers/required_documentation.html>.

* IEEE MEMBER REGISTRATION FEES: For all IEEE sponsored conferences, there shall be a lower registration fee offered to IEEE members vs. non-members. It is recommended that this be implemented by pricing the non-member registration fee at least 20% above the IEEE member fee, with the precise amounts as the option of the conference. The IEEE member fee may be granted to non-IEEE technical or full co-sponsors if desired. A further discount from the IEEE member fee may be established for the conference OU sponsor members, if desired, at the option of the conference.

* CONTRACT REVIEW & SIGNATURE BY IEEE: All contracts with a cost or liability in excess of \$25,000USD must be reviewed and signed by IEEE Procurement Services. The local committee, OU or Conference Board may also be an IEEE signatory. IEEE Procurement Services will ascertain that IEEE interests are protected and will offer useful advice on contract benefits that may be available. This applies to all contracts regardless of type, for hotels, caterers, conference venues, drayage or decorating companies, and other vendors. Such contracts are submitted for coordination to Vita Feuerstein in Conference Management Services at
<[MailTo:v.feuerstein@ieee.org](mailto:v.feuerstein@ieee.org)>.

* TECHNICAL REVIEW: All Submissions to IEEE conferences shall undergo a review process by independent referees who are conversant with the pertinent subject area, with the specific implementation defined by the sponsoring OU. The review process shall ensure that all authors have equal opportunity for publication of their papers. Conferences that are held in cooperation with non-IEEE organizations are encouraged to have a review process that is consistent with this policy.

* CONFERENCE PROCEEDINGS: In order to ensure worldwide access to IEEE conference publication via IEEE Xplore, as of 2005, all conferences MUST provide PDFs that are compatible with IEEE PDF requirements. Processing costs will be incurred for all files that do not meet these criteria. To assist conference organizers, IEEE has created PDF eXpress, a free IEEE-sponsored online tool available to help conference organizers and authors comply with the latest IEEE requirements for PDF files. Additional information on these items is available at
<<http://www.ieee.org/portal/pages/pubs/confpubcenter/instructions.html>>.

* INSURANCE: All conferences should arrange for the no-cost \$1.0 million USD IEEE liability insurance for its conferences. The application form is available at
<<http://www.ieee.org/web/conferences/organizers/financial.xml#insurance>>.

* OUTSIDE FINANCIAL SUPPORT: Many IEEE organizations obtain outside financial support from universities, governments, and industry for specific aspects of an IEEE conference. Such support must always be received in such a way as to be tax-free. Such support must not be termed "sponsorship" since the IRS defines sponsorship as having a share in the financial aspects including surplus and loss. The term "promotional partner", "patron" or similar may be used for such support.

* JOB RECRUITING: Job recruiting at IEEE conferences is inappropriate and actively discouraged. This means you should not have recruiting booths and similar overt activities. This does not prohibit the casual posting of opportunities or seekings if the conference allows same. This also would not apply if the conference itself is a formal Job Fair.

* IEEE CONFERENCES ORGANIZATION MANUAL: The IEEE Conferences Organization Manual is online at <<http://www.ieee.org/web/conferences/mom/index.html>> and contains information on all of the above plus much more, including selecting venues, meal planning, preparing Calls for Papers, and other important topics.

EXPANDED INDEXING & CITATION ANALYSIS COVERAGE OF IEEE CONTENT:

As part of an ongoing effort to ensure broad access to its published content and to increase value to authors, IEEE has been working to expand coverage in indexing and citation analysis products - especially for conference publications. An interdepartmental staff team was recently formed specifically to address requests by the IEEE community to have content included in various abstracting and indexing (A&I) publications.

All IEEE content has been included in INSPEC for many years. INSPEC is currently the indexing layer used for IEEE Xplore.

With input from volunteers, the team is working to identify key A&I publishers and to establish more formal relationships with them. For example, starting with 2005 proceedings, Elsevier will be receiving all conference titles for inclusion in its many databases, including Engineering Index (Ei) and Ei Compendex. Negotiations are currently underway with other index providers such as MEDLINE.

In terms of citation analysis, the team recently met with a representative from Thomson Scientific, formerly ISI, to discuss opportunities for including conference content in one or more of its publications. (Thomson Scientific products include the Journal Citation Reports, Science Citation Index and Web of Science.) As a result, IEEE is now partnering with this publisher to determine how to best track and report citations for conference material, an issue of importance to virtually all conference publishers.

An update on this program will be circulated after the June 2006 IEEE Meeting Series.

For more information on this project, please CONTACT Karen McLean, Sr. Product Manager, IEEE Electronic Products - +1 732 562 6333; <<mailto:k.mclean@ieee.org>>.

IMPORTANT REMINDER REGARDING CONFERENCE PDF SUBMISSIONS:

As more and more conferences work towards complying with the IEEE PDF Requirements for Creating PDF Documents for IEEE Xplore®, it has become

apparent that not everyone is familiar with all aspects of the submission requirements. For example, in addition to compatible PDFs of all technical papers, it is important that all proceedings content (front matter, indices, keynotes, etc.) be submitted for inclusion in IEEE Xplore. Also, it is very important that a packing list created with the IEEE Packing List Generator be provided with the files. The packing list provides the loading sequence for all content, identifies the editorial content, and is the key tool for facilitating the actual loading process. Without a packing list, content will take substantially longer to process. For more information on how to prepare and submit PDFs (including the packing list generator and information on content types), please visit <http://www.ieee.org/portal/pages/pubs/confpubcenter/instructions.html> or CONTACT the IEEE PDF Support Help Desk - +1 732 465 5888; <mailto:pdfsupport@ieee.org>.

ADDENDUM TO IEEE PDF SPECIFICATION: An addendum addressing several concerns regarding the creation of conference PDF files for IEEE Xplore was recently issued. The addendum announces that files can be any PDF or Acrobat version, rather than the previous requirement of PDF 1.3 or 1.4 (i.e., Acrobat 4 or 5). In addition, it describes how to check font embedding and subsetting in Acrobat 6 and 7, clarifies a misconception regarding page size requirements (there are none) and also clarifies the requirement that PDF files be distilled, not scanned. The spec addendum is available at <http://www.ieee.org/confstandards>. For more information, CONTACT the IEEE PDF Support Help Desk - +1 732 465 5888; <mailto:pdfsupport@ieee.org>.

ONLINE RESOURCES FOR CONFERENCE ORGANIZERS (PLEASE NOTE NEW WEB ADDRESS): All volunteers are encouraged to refer to the IEEE Conference Organizers Web Site <http://www.ieee.org/web/conferences/organizers/index.html> for current information regarding IEEE conferences, related policies, procedures and copies of required forms http://www.ieee.org/web/conferences/organizers/required_documentation.html.
** Please note that these web addresses have changed. Be sure to update your bookmarks.

IEEE CONFERENCE NEWSLETTER DISTRIBUTION: The distribution of this newsletter includes all Conference Chairs, Conference Information Contacts, Conference Treasurers/Financial Officers, TAB, Society Presidents, Society Treasurers, and Regional Conference Coordinators. The distribution list is refreshed for each issue and includes only those volunteers involved with open conferences. Additionally, any volunteer wishing to receive continued delivery of this newsletter may opt-in at any time by sending a request to [MailTo:b.dellasalla@ieee.org](mailto:b.dellasalla@ieee.org).

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format. The newsletter index can be accessed from the Conference Organizers Web Site <<http://www.ieee.org/web/conferences/organizers/index.html>>, or directly at <<http://www.ieee.org/web/conferences/organizers/newsletter.html>>.

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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.)

(Anyone wishing to opt-in or opt-out for this newsletter's distribution may do so at any time by sending a request to <[MailTo:b.dellasalla@ieee.org](mailto:b.dellasalla@ieee.org)>.)

(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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* Fostering Technological Innovation *
* Enabling Members' Careers *
* Promoting Community Worldwide *

IEEE CONFERENCE NEWSLETTER

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THE ELECTRONIC IEEE COPYRIGHT FORM IN SPANISH, FRENCH & GERMAN: The IEEE Intellectual Property Rights Office has released a new enhancement to the electronic IEEE Copyright Form (the eCF). In addition to English, the eCF now displays versions in Spanish, French and German.

The new versions of the eCF enable authors who use English as a second language to better understand copyright transfer and their rights and privileges as IEEE authors.

The enhanced eCF allows authors to select Spanish, French or German versions of the "Wizard" that prompts them through to completion of the form. Use of the Wizard ensures that the author will complete the appropriate IEEE Copyright Form. For example, an author who is employed by the US Government cannot sign the same form that an author in the private sector can sign. After responding to the eCF Wizard in Spanish, French or German, the author is brought to a reading copy of the IEEE Copyright Form in that corresponding language. The actual copyright form, as completed and signed by the author, will continue to be an English-language legal document.

Additional translation enhancements are planned to display the eCF and Wizard in Japanese, Chinese and Russian by the end of 2006.

The eCF was introduced to authors and volunteers a little over a year ago. Since its inception, the eCF has successfully proven itself to be a highly effective tool that not only accomplishes its main goal of digitally transferring ownership rights of the intellectual property to IEEE, but does so by also saving significant amounts of time and effort on the part of IEEE authors, volunteers and staff. More than 20,000 copyright transfers were signed and submitted through the online tool in 2005.

The eCF is available to all IEEE-copyrighted periodicals and conferences. Editors and conference organizers who wish to make the eCF available to their authors may register through a convenient web-based form at <http://ecopyright.ieee.org/registration/registration.html>. Please direct any questions/comments to Bill Hagen, IEEE IPR Office, telephone +1 732 562 3966; [MailTo:w.hagen@ieee.org](mailto:w.hagen@ieee.org).

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format. The newsletter index can be accessed from the Conference Organizers Web Site <<http://www.ieee.org/web/conferences/organizers/index.html>>, or directly at <<http://www.ieee.org/web/conferences/organizers/newsletter.html>>.

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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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* Fostering Technological Innovation *
* Enabling Members' Careers *
* Promoting Community Worldwide *
