



IEEE Conference Contracting Quick Reference Guide

Contract guidelines

The following guidelines can help you navigate the review, approval, and execution of IEEE conference-related contracts and purchase orders. Additional details of IEEE’s contracting policies, established by the IEEE Finance Committee are available in the [IEEE Finance Operations Manual](#).

Your Transaction		IEEE Guidelines			
Purchase value?	High risk?*	Contract required	Legal review Required	Purchase Order (PO) required	MCE engagement required
Under US\$1000	No	Recommended	No	No	No
US\$1000 to US\$4,999	No	Recommended	No	Yes	Yes
US\$5,000 to US\$24,999	No	Yes	No	Yes	Yes
Over US\$25,000	No	Yes	Yes	Yes	Yes
Any value	Yes	Yes	Yes	Yes	Yes

*High-risk contracts

In addition to the specific examples listed in policy (e.g. chartered transportation, childcare, etc.), a contract may be considered high risk if there are concerns regarding inadequate or unusual terms and conditions that do not meet our professional, legal, privacy or insurance standards. Professional subject matter experts assess risk when reviewing materials during the process.

Contract signing

Only an authorized signatory may enter into a binding contract on behalf of IEEE. Signatures are generally obtained through IEEE’s centralized electronic process. Please note that contracts signed by an individual without proper signing authority may result in personal liability for the person signing the contract.

Business decisions

Some proposed contracts may have provisions that the IEEE Legal Department is unwilling to approve and the vendor is unwilling to change. In such cases, the conference may be authorized by IEEE to make a “business decision,” to accept the risks and proceed without legal approval. In order to request such an exception, written approval from the leadership of the sponsoring society/OU is required.

Available resources

- **IEEE Conference Application:** Approved IEEE conferences may have contracts submitted for signature. We recommend starting the approval process early via the IEEE Conference Application: <https://bit.ly/2Sz5xBH>
- **Budgets:** Conferences shall receive approval on their budgets in advance of incurring any financial liabilities. Help is available via your Business Analyst or the Business Operations Team: conference-finance@ieee.org
- **Online contract templates and guides:** <https://bit.ly/2UX7mFt>
- **On-demand training modules - IEEE’s Center for Leadership Excellence (CLE):** <https://ieee-elearning.org/CLE/>
- **Legal & Compliance Contract Review Process Guide (IEEE Members):** <https://bit.ly/2BBjBQB>
- **General conference assistance:** Contact the Customer Relationship Management team at ieee-mce@ieee.org

We are here to help

- Any questions, please contact the **Conference Contracts team** at conference-contracts@ieee.org.