

IEEE Event Cancellation Insurance FAQ'S

Q. What conferences are covered by the IEEE Event Cancellation Insurance Policy?

A. In order for a conference to qualify for coverage under the IEEE Event Cancellation Insurance Policy, the following conditions must be met:

1. The conference must be 100% financially sponsored by one or more IEEE Society and/or Organizational Unit;
2. The conference must be approved by IEEE and included in the IEEE Conference Database; and
3. A conference budget must be submitted and included in the IEEE Conference Database.

Q. Will the individual conference receive confirmation that it is covered under the IEEE Event Cancellation Insurance Policy?

A. Yes — notice of coverage will be provided to the conference organizers upon approval of the event by IEEE Meeting, Conferences & Events (MCE), subject to the submission of the conference budget.

Q. What is covered by the IEEE Event Cancellation Insurance Policy?

A. The policy provides valuable coverage for both the revenue lost and/or expenses the conference incurs resulting from an unforeseen event cancellation, postponement, curtailment, or other circumstances beyond the control of the conference, subject to terms and conditions of the policy.

Q. What is not covered by the IEEE Event Cancellation Insurance Policy?

A. The policy does not provide coverage for the lack of support of the conference (e.g. poor attendance due to lack of promotion or interest) or the financial failure of any party. Other specific scenarios excluded by the policy are acts of war, radioactive contamination, and claims for circumstances of which you are currently aware. Other exclusions may apply; this is only a short summary of coverage.

Q. How do I purchase the Event Cancellation Insurance Policy?

A. If the conference is approved by IEEE, 100% financially sponsored by IEEE, and the conference has submitted a budget, there is no action required in order for the coverage to apply.

If the conference is not 100% financially sponsored by IEEE, it will not automatically be covered under this program. Conferences that are not wholly owned by IEEE continue to have the option to purchase individual Event Cancellation Insurance policies. Please contact the IEEE Office of Risk and Insurance Management Services at orims@ieee.org in order to obtain an application.

Q. What is the cost of the Event Cancellation Insurance?

A. There is no direct cost to the conference. The policy premium will be allocated to the sponsoring Society and/or Organizational Unit using methodology similar to other insurance coverage(s) provided by IEEE.

Q. Does the Conference need to complete an application before the coverage applies?

A. No application is required in order for the coverage to apply. However, it is pertinent that the conference organizers review their budget information and ensure that IEEE has the most up- to-date

version on file. The amount of coverage available to the conference is based on the most recent budget information submitted to IEEE (and included in the IEEE Conference Database).

Q. Who underwrites the IEEE Event Cancellation Insurance Policy?

A. The policy is designed and administered by Marsh U.S. Consumer, a service of Seabury & Smith, Inc., an insurance broker and consultant specializing in designing and administering association-sponsored group event insurance policies. Lloyd's of London underwrites the IEEE Event Cancellation Insurance Policy.

Q. How much Event Cancellation Insurance applies to a specific IEEE conference?

A. The amount of coverage available to the individual conference is based on the budget information provided by the conference. Therefore, it is pertinent that the conference organizers review their budget information and ensure that IEEE has the most up-to-date version on file in the IEEE Conference Database.

Q. What if the conference's budgeted revenue changes?

A. The conference should contact the IEEE Meetings, Conferences & Events staff and request that their budget information on file be adjusted. IEEE MCE will need to provide notice of the budget increase or decrease to the Plan administrator in a timely manner. Any changes to the conference budget must be requested at least 4 weeks in advance of the conference in order for the change in coverage amount to apply.

Q. What are the steps to take in the event of possible cancellation or postponement?

A. The conference must contact the IEEE Event Emergency Response Team at eert@ieee.org as soon as any circumstance(s) becomes known which may give rise to a loss under the IEEE Event Cancellation Insurance Policy. This notification must take place before the conference organizers take any action in regard to postponement or cancellation of the conference.

It is a requirement of the Policy that the IEEE cooperate fully with the underwriters in the event of a potential loss. The underwriters have the legal right and option to take such action as they consider appropriate to prevent or minimize any potential loss. This may include identifying alternative facilities, venue, or personnel. *Not reporting the potential loss in a timely manner or not cooperating with the underwriters may result in nullifying the coverage.*

Q. Who shall I contact for additional information on the IEEE Event Cancellation Insurance Policy?

A. For questions on the IEEE Event Cancellation Insurance Policy, please contact the IEEE Office of Risk and Insurance Management Services at orims@ieee.org, or +1 732 562 5541.
