

IEEE-USA Conference Organizers' Workshop

Understanding the IEEE Conference
Process

Friday / August 2 / 2:30-4:30

NEW and EXPERIENCED conference organizers :

- Demystify types of sponsorships
- Get a hands-on look at IEEE's new
Conference Application Tool (ICX)
- Have ample opportunity to dialogue and ask questions

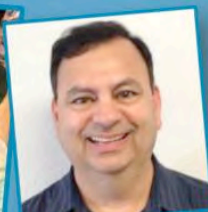
Workshop Leaders



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IEEE CONFERENCE ORGANIZER'S QUIZ

The IEEE-USA Conference Organizers' Workshop is designed for all IEEE-USA members, whether they have run a conference, intend on organizing a conference, or are just plain curious about organizing IEEE conferences. See if you can answer the following questions. (Answers provided in the workshop.)

Are the following statements True or False, and why?

1. IEEE organizational units can only sponsor IEEE meetings, symposia and conferences.
2. When creating opportunities for companies to support the conference they can be included as sponsors on all materials.
3. IEEE Conferences can have commercial companies as full financial partner/sponsors.
4. An IEEE Conference can only have IEEE sponsors.
5. Technical Co-sponsorship (TCS) is only available for schools and student groups.
6. The correct term for a for profit organizations contribution to cover the cost of a conference luncheon is "Patron" or "Donor."
7. Another not-for-profit organization can technically or financially co-sponsor IEEE events.
8. All sponsors are expected to contribute interest-free seed money loans to provide the conference with some working capital.
9. Technical co-sponsors only lend their name to a conference. They have no other obligations.
10. An MOU (Memoranda of Understanding) needs to be signed ONLY with technical co-sponsors.
11. An MOU needs to be signed ONLY with financial co-sponsors.
12. IEEE MOUs are only used when dealing with non-IEEE events.
13. IEEE MOUs are prepared by the ICX system and cannot be changed.
14. Anyone can be a conference co-sponsor if they contribute \$1000 to the conference.
15. Government and corporate grants are not accepted as revenue sources for IEEE conferences.
16. IEEE conference sponsors have no liability if the conference is not surplus producing.
17. IEEE Corporate covers all conference losses.
18. IEEE recommends conferences NOT include any grants or donations in their budget calculation which have not yet been received by the conference treasurer.
19. An IEEE conference must contain "IEEE" in the title

Can you answer the following questions?

1. When is an audit of a conference required?
2. When must conference organizers file a memorandum of understanding (MOU)?
3. What does POBC stand for?
4. What is needed to get OU approval for an IEEE conference?
5. Name the three types of IEEE meetings.
6. How many months are recommended for organizing a conference? Why?
7. What qualifications must a general conference chair hold? A finance chair?