

# **IEEE Communications Society Meetings & Conferences Department**

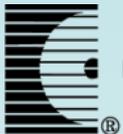
## **Chapter Support for Local Conferences & Workshops**

Chih-Lin I,  
Director of Meetings & Conferences



# **Levels of Event Sponsorship IEEE Communications Society Provides:**

- 1. Full Financial Sponsorship (100%)**
- 2. Financial Co-Sponsorship**
- 3. Technical Co-Sponsorship**
- 4. Cooperative Sponsorship**



# Definition of Full Financial Sponsorship

- ComSoc assumes 100% responsibility for any financial surplus or loss.
- Event must use name of IEEE in event title.
- Event must budget to make 20% surplus.
- ComSoc staff provides logistical support, contract negotiation, marketing, budget development, etc.
- Event's technical program must be endorsed and supported by at least one ComSoc technical committee.
- The event must use both the IEEE and ComSoc logos on its publications, website and marketing materials.



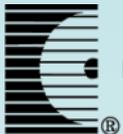
# Definition of Financial Co-Sponsorship

- ComSoc shares financial responsibility for surplus or loss with other non-profit organization(s), i.e. a ComSoc chapter, university, etc.
- Event may not use IEEE in event title if a non-IEEE entity shares financial sponsorship.
- Event must budget to make 20% surplus.
- ComSoc staff may provide logistical support, contract negotiation, marketing, budget development.
- Event's technical program must be endorsed and supported by at least one ComSoc technical committee.



# Definition of Technical Co-Sponsorship

- ComSoc assumes no financial liability or support of event.
- Event may not use IEEE or ComSoc name in event title.
- Event's technical program must be endorsed and supported by at least one ComSoc technical committee.
- Event may use IEEE and ComSoc logos on publications, websites and marketing materials.
- Financial sponsors of events must be non-profit organizations, (i.e. Chapter, educational institutions, research centers, etc.).



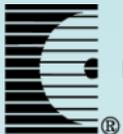
# Definition of Cooperative Sponsorship

- ComSoc assumes no financial liability or support of event.
- Event may not use IEEE or ComSoc name in event title.
- ComSoc technical committee endorsement is not required.
- Event may **not** use IEEE and ComSoc logos on publications and marketing materials.
- Financial sponsors of events must be non-profit organizations, (i.e. Chapters, educational institutions, research centers, etc.).
- Event must identify in its promotional materials that it is “*in cooperation with IEEE Communications Society.*”



# Benefits of Financial Sponsorship and Co-Sponsorship

- Discounted advertising rates in ComSoc magazines.
- Staff assistance with contract negotiation, site selection, on-site logistics, budgeting, etc.
- Marketing through e-blasts to ComSoc membership, distribution of Call for Papers at industry events, multiple calendar listings in magazines, and on websites.



# How to Apply for Sponsorship:

All application materials are available on-line at:

[http://www.comsoc.org/bin/CIS/on-line approval appl for WEB2.doc](http://www.comsoc.org/bin/CIS/on-line_approval_appl_for_WEB2.doc)



# Definition of Technical Committee Endorsement:

A representative of the appropriate Communications Society technical committee must assume an active role in the development of the technical program and have significant responsibility for the overall quality of that program.

*Further information can be found at:*

<http://www.comsoc.org/socstr/org/operation/techcom/committees.html>



# Monthly Chapter Chair Report

Commencing in July 2003, the IEEE Communications Society began distributing to all ComSoc Chapter Chairs a report of those events that it sponsors on all of the 4 available levels.

The purpose of this monthly report is to illustrate the types of events that ComSoc is currently supporting by technical and geographic area.



# IEEE Publishing Services

**IEEE Custom and Conference Publishing Department can assist you with your event's paper processing and publishing needs.**

**Representatives from IEEE Custom and Conference Publishing, Ann Burgmeyer and Laura Hyslop, will be at GLOBECOM 2003 to present their author review and paper processing systems.**

**We encourage you to make time for this special opportunity to learn more about their services.**

**There are three time slots available for you to fully view these systems.**

**Tuesday, 2 December 10:30-11:30, Room: Pacific B, 4th Floor**

**Wednesday, 3 December 8:30 - 9:30, Room: Pacific C, 4th Floor**

**Thursday, 4 December 11:00 - 12:00, Room: Pacific E, 4th Floor**



# Chapter Support of ComSoc Events

- Assist Event Committee with local arrangements.
- Identify potential event patrons.
- Provide volunteers for on-site event management.
- Recommend local vendors.
- Market and encourage local attendance.



# ComSoc Meetings & Conferences Department Staff:

