

Conference Memorandum of Understanding (MOU): Policy Requirements

Please review, sign and return this MOU to: Bruce Worthman, Director, Conferences, Finance and Administration, IEEE ComSoc via: b.worthman@comsoc.org as a PDF file or fax to: +1.212.705.8999. Ph: +1.212.705.8909

Event Series Name	
Dates of next event	
Location of next event	
Steering Committee Contact	

Definitions: *The Steering Committee is the group responsible for the oversight of an individual conference and for all future conferences in the series. The Organizing Committee is the group responsible for managing an individual conference in the series.*

The above conference series, upon execution of this MOU, will be financially sponsored by the IEEE Communications Society until such time as the Steering Committee and ComSoc choose to terminate this agreement. The Steering Committee will provide ComSoc at least one year written notice of intention to terminate.

The Steering Committee agrees to abide by the following policy requirements as they conduct the business of each conference in the series.

Surplus Requirement

The conference budget will reflect a surplus equal or greater than 20% over total expenses, the required IEEE minimum¹.

IEEE/ComSoc tasks

Registration – IEEE MCE Registration Services handles all IEEE ComSoc conference registration; exceptions may be granted by the VP Conferences in consultation with the Executive Director. Fees are posted in US dollars, with the option to include a posting in local currency.

Site/Hotel selection process – ComSoc Staff is responsible for signing all contracts obligating IEEE and the IEEE Communications Society.

Financial Management and Accounting

Bank Account – A U.S. dollar concentration account will be opened under management of the ComSoc Manager, Finance and Administration and serve as the main source of financial transactions. A local account may be opened if needed to pay minor, immediate expenses or to allow deposits for patronage from vendors precluded from depositing into the U. S. dollar account.

Accounting – The ComSoc Manager, Finance and Administration will keep the books of account, and record the transactions

ComSoc Staff Support: Meeting and/or Project Management

A member of the ComSoc Meetings and Conference staff will be assigned to your conference. They serve as the meeting manager responsible for the logistics necessary to properly host your event. Their responsibility is to help the organizing committee complete conference organization tasks in a timely manner and coordinate with IEEE entities necessary for the conference such as registration. They attend and participate in periodic organizing committee meetings. If a volunteer or an outsourced contractor will be handling this function, then the assigned member of the ComSoc Meetings and Conference staff will serve, at a minimum, as a project manager.

IEEE ComSoc Conference Support Policy – Priority Order

Organizing committees are required to use qualified resources in the following priority order: (1) unpaid volunteers, (2) paid IEEE and/or ComSoc staff, and (3) outsourced contracted support².

Conference Proceedings

The event must be willing and able to publish its proceedings in IEEE Xplore®

IEEE Code of Ethics

The conference steering committee and organizing committee, both members and non-members of the IEEE Communications Society, agree to abide by the IEEE Code of Ethics³.

We the undersigned understand and agree to abide by the above requirements.

Signature _____ Date _____ Name (print/type): _____ Steering Committee role: _____ Title/Affiliation: _____	Signature _____ Date _____ Name (print/type): _____ Organizing Committee role: _____ Title/Affiliation: _____
Signature _____ Date _____ Susan M. Brooks, Executive Director IEEE Communications Society	Signature _____ Date _____ Bruce Worthman, Director, Conferences, Finance and Administration IEEE Communications Society

¹ See http://www.ieee.org/conferences_events/conferences/organizers/organizers_financial.html

² Outsourced contracted support could be an option if ComSoc staff resources are not available or if unique circumstances exist. Approval of the Director - Conferences Operations, V.P.- Conferences, and the ComSoc Executive Director is required.

³ See <http://www.ieee.org/portal/pages/iportals/aboutus/ethics/code.html>