

# IEEE Computer Society Financially Sponsored Conference Benefits, Services, Requirements

## Benefits

All Computer Society financially sponsored conferences are eligible for the following benefits, subject to sponsorship, budgetary, and administrative fee requirements.\*

### IEEE Computer Society and IEEE Branding

Choose from seven topic channels with unique content:

- Cloud Computing
- Mobile Computing
- Networking
- High Performance Computing
- Software
- Security
- Professional Development

### Financial and Legal Support

- Interest free advance loans up to 15% of budgeted expenses (for expenses prior to receipt of patron, exhibit, and registration income)
- Negotiation power of IEEE and IEEE Computer Society experienced meeting planners to get the best rates and additional concessions from venues (hotels, conference centers, meeting management companies, exhibits managers, and so on)
- Financial line of credit and signature on large contracts >\$25,000 (hotel, conference center, management company)

- Tax-exempt coverage for conferences through IEEE 501c tax status (available in 14 states and the District of Columbia)
- Value Added Tax (VAT) and other tax compliance and accounting through IEEE International LLC for some countries
  - VAT services include support for rebate filing
- Insurance:
  - Risk of financial loss is carried by Computer Society and IEEE, not by the conference organizer or his/her employer
  - \$1M Liability insurance (where applicable) for all named organizers is covered by IEEE
  - Cancellation insurance for factors beyond organizers' control is covered by IEEE (weather, terrorism, epidemics, etc.)
  - Indemnification from legal action against conference organizers or attendees during an IEEE-sponsored event
- Legal coverage related to copyright/patent/plagiarism issues at no cost to the author/organizer/attendee

### Event Organization

- Handle hotel & vendor negotiations and contracting process at no cost
- Vendor/conference conflict resolution support

### Marketing/Promotional Support to Attract Authors, Attendees, and Patrons

Through the Computer Society (CS) web page:

- CS online "Conference Calendar" (uploaded by CS, no request needed)
- IEEE Calendar Search (uploaded by IEEE upon approval of sponsorship)

Through the CS online magazine Computing Now:

- Possibility to post the Call For Papers, Call For Participation, and post-conference textual report
- Possibility to post audio-video presentations of Keynote and Invited Speakers provided by the Conference

Free CS magazine advertising (based on available space) and discounted CS magazine advertising

Via e-mail, promote and publicize the conference to past attendees, CS membership and the larger marketplace (including IEEE membership and based upon availability)

E-mail membership and past attendees (based on availability; past attendees are typically only contacted directly based on a request by the conference's organizers)

- Meeting announcements
- Calls for papers
- Updates/Reminders/Follow-up messages

## Benefits (continued)

Free distribution of CS promotional materials to conferences (based on availability)

Video/audio recording support from CS Creative Services Team (based on availability; additional fees may apply)

The endorsing Technical Committee

(TC) may also provide additional marketing and promotional support

### Cross Check

Software tool for plagiarism cases' identification among submissions.

### Reinvestment

For conferences occurring in 2015 and earlier:

- 25% of surplus can be used for conference reinvestment and up

to 50% of surplus goes to the sponsoring TC, subject to closing requirements.

For conferences occurring in 2016 and later:

- 1/3 of surplus can be used for conference reinvestment and 1/3 of surplus goes to the sponsoring TC, subject to closing requirements.

## Services

In addition to the benefits listed above, Computer Society financially sponsored conferences qualify for the following fee-based services.

### Publications

- Discounted (50% discount) conference publishing through Conference Publishing Services (CPS)
- Completion of application and

submission of content for inclusion in both the Computer Society Digital Library (CSDL) and IEEE Xplore is done on behalf of the conference if publishing with CPS. Otherwise, conferences must reach out to [confpubs@ieee.org](mailto:confpubs@ieee.org) for submission requirements and application

- Legal coverage related to copyright/patent/plagiarism related issues

### IEEE Meetings, Conferences & Events (MCE)

- Discounted fee scale for most services
- Discounted registration services using CVent
- Financial management services
- Exhibition management services

## \*Requirements

### Conference Sponsorship

- IEEE Conference Application (ICA) should be submitted at least 12 months in advance: [www.ieee.org/conferences\\_events/conferences/organizers/conf\\_app.html](http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html)
- Conflict of Interest Form for General Chair and Finance Chair/Treasurer: [www.ieee.org/about/corporate/compliance/coiandpob.html](http://www.ieee.org/about/corporate/compliance/coiandpob.html)
- Complete listing of committee members is required for liability insurance coverage.

### Conference Publishing Services (CPS)

To work with CPS and receive the 50% discount, a conference must simply complete an inquiry form from [www.ieeeconfpublishing.org/cpir/inquiry/cps\\_inquiry.html](http://www.ieeeconfpublishing.org/cpir/inquiry/cps_inquiry.html) and sign a publication agreement.

### Conference Budget

- Submission should be made at least 6 months before conference start date.
- Standard CS budget template must be used.
- Budget must show break even

minimum, no surplus is required.

- Conference closing must be completed within 6 months from end date of conference.

### Administrative Fee

- 20% standard rate assessed on expenses in lieu of IEEE Required 20% budgeted surplus.
- Sliding scale starting at 16% for the first \$100,000 in expenses and reduced by 2% for each additional \$250,000.
- Grant and donation monies are exempt from administration fee assessment.

Contact Information:

Conference Support Services, [conferences@computer.org](mailto:conferences@computer.org)