



IEEE
COMPUTER
SOCIETY

ORGANIZE A CONFERENCE



REQUIRED CONFERENCE INFORMATION



MANDATORY ITEMS

There are multiple considerations and requirements to obtain financial approval. Below are the mandatory steps and additional information for working through sponsorship approval.

- Conference Application Submission and Approval
- COI Submission
- Conference Budget Submission and Approval
- Approved/compliant Conference Banking

CONFIRM WORKSHOPS AND CO-LOCATED EVENTS



For proceedings: If workshops or co-located events have separate proceedings, each requires its own conference application. If combined into one publication, only one additional application is needed.



CONTRACTS

We understand that you may not have contracts in place yet, but providing quotes and preliminary agreements will help in the budget review process. Additionally, as the Conference Financial Sponsor, the IEEE Computer Society accepts all financial and legal liability and owns all assets and must sign all contracts that have financial value. *Please provide supplier contact details and all contracts to your assigned TC staff contact for the IEEE review and approval, as applicable.* If you have not selected a venue at this time, we can offer venue sourcing and assistance, if needed. *Per IEEE Policy, any and all contracts over \$25k are required to be reviewed by IEEE Legal and to be signed by IEEE Management.*



CONFERENCE BANKING OPTIONS

- **Concentration (IEEE) Bank Account:** An IEEE-managed account can be opened.
- **Local Account:** Requires IEEE Finance Director approval and Director of Technical Activities as a signer. Monthly statements must be submitted for compliance.
- **University Account:** Allowed at no cost with a Fiscal MOU.
- **Co-Sponsor Account:** Scenario in which the co-sponsor manages funds
- **Third-Party Meeting Management Company Bank Account (for profit organization):**
 - » This option is possible only if the company is able to provide crime insurance (insurance against stolen funds) or a bank guarantee letter (a letter from the bank which guarantees a sum of money to a beneficiary, the sum is only paid if the opposing party does not fulfill the stipulated obligations under the contract.).
 - » Master Management Service Agreement (MMSA) and Statement of Work (SOW) must be signed between IEEE and this organization.

Stay organized with the
[IEEE CS Organizer Timeline.](#)



[IEEE LOGOS & POLICY](#)

[GDPR WEBSITE COMPLIANCE](#) [↓](#)

- GDPR Communication and Website Update
- GDPR Registration Communication
- GDPR Event Registration Process