

CONFERENCE & EVENT SERVICES

Financial Sponsorship for Conferences

Facts About Partnering with the IEEE Computer Society

Requirements for Obtaining Sponsorship

- IEEE Conference Application submitted at least 12 months in advance.
- Submit Conflict of Interest Form completed by General Chair and Finance Chair/Treasurer.
- Submit conference budget at least six months before conference start date.
- Conference financial closing must be completed within nine 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 20% for the first \$250,000 in expenses and reduced by 2% for each additional \$250,000.

Financial and Legal Support

- **Interest-free advance loans** up to 15% of budgeted expenses.
- **Negotiation power** of already established IEEE relationships and pre-negotiated rates and concessions with major hotel chains, conference centers, and pre-approved IEEE vendors.
- **Financial line of credit** and signature on large contracts >\$25,000 (hotel, conference center, management company).
- **Legal coverage** related to copyright/patent/plagiarism issues at no cost to the author/organizer/attendee.
- **Tax-exempt coverage** for conferences through IEEE 501c tax status (available in 14 states and the District of Columbia).
- **Value Added Tax (VAT) and tax compliance support** is offered. There is a fee associated with this service.
- **Reinvestment**—1/3 of surplus can be used for conference reinvestment and 1/3 of surplus goes to the sponsoring Technical Committee (TC), subject to closing requirements.

Insurance

- **Risk of financial loss is carried by IEEE Computer Society (IEEE CS) and IEEE**, not by the conference organizers or their employers.
- **Cancellation insurance** for factors beyond organizers' control is covered by IEEE (weather, terrorism, epidemics, etc.).
- **\$1M Liability insurance** (where applicable) for all named organizers is covered by IEEE.
- **Indemnification from legal action** against conference organizers or attendees during an IEEE-sponsored event.



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conferences@computer.org

Additional Conference Services

The IEEE Computer Society provides conference organizers with a variety of professional services that streamline the conference development process.

Event Organization

- **Pre-planning conference logistics:**
 - Timeline creation and development
 - Site selection services
 - Hotel, venue, and vendor contracting
 - Food and beverage planning
 - Audio/visual and production planning
 - Hotel room block management
- **Conference financial support and contracting:**
 - Budget creation, assistance, and management
 - Skilled negotiation and contracting (leveraging IEEE's buying power)
 - Invoicing and bill payment assistance
- **Onsite event logistical management:**
 - Liaison with hotel and vendors
 - Meeting space logistics (room set up and audio/visual details)
 - Onsite conference registration management
 - Assistance with student volunteer management
 - Special event venue lead (offsite conference banquet)
 - Transportation needs management, if applicable (group transportation)
- **Vendor/conference conflict resolution support**

Marketing

- **Promotion on IEEE CS and IEEE** conference calendars.
- **Email promotion** to publicize the conference to past attendees and IEEE CS membership.
- **Discounted IEEE CS magazine advertising** (based on available space).
- **Distribution of IEEE CS promotional** materials to conferences (based on availability).
- **Marketing tool kit** with customizable templates, suggested tactics, and plans.
- **Additional marketing support** may be provided by the endorsing Technical Committee and through the Computer Society's Enhanced Marketing Services program.

Publications

- **Completion of application and submission of content** for inclusion in both the IEEE CS Digital Library and IEEE Xplore is done on behalf of the conference if publishing with Conference Publishing Services (CPS). Otherwise, conferences must reach out to confpubs@ieee.org for submission requirements and application.
- **Discounted conference publishing** (50% discount) through CPS.
- **24/7 access** to find out the real-time status of your conference and access to all submitted files whenever you need them.

Registration

- **Cost-effective registration** with a dedicated registration manager to build your registration site.
- **Membership verification** on a weekly basis.
- **Compatible final report** for conference closing.
- **Automated weekly deposits** into US-based conference account.

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