IEEE COMPUTER SOCIETY

Conference Financial Sponsorship

The IEEE Computer Society (IEEE CS) has a dedicated team of professional conference & event planning staff that can assist conference organizers with every detail of their conference. Computer Society staff will help organizers through every required step of the conference sponsorship process.

We understand that each conference is unique with specific goals, and our team provides timely responses and expert guidance throughout the entire conference cycle.

LEARN MORE

🖥 **www.computer.org/conferences /organize-a-conference**

✉ **conferences@computer.org**

◈**IEEE**

1 **Pre-Planning Logistics Management**
- Timeline creation and development
- Site selection services
- Virtual Conference Services
- Hotel, venue, and vendor contracting and room block management
- Event registration services
- F&B and AV/Production planning
- Social function planning

2 **Financial, Legal, and Contractual Support**
- Budget management
- Skilled negotiation for contracting with vendors with IEEE as legal/financial signatory of the contract
- Collection of Conference Sponsorship Funds
- Invoicing and bill payment assistance
- Conference closing assistance

3 **Marketing/Promotional Support to Attract Authors, Attendees, and Patrons**
- Inclusion on the IEEE CS Conference Calendar
- Listing on IEEE Conference Calendar
- Calls for papers promotions
- Opportunity to post content in the CS Video Library
- Discounted IEEE CS magazine advertising and cross-promotional opportunities
- Opportunity to submit content about your conference for promotion
- The endorsing Technical Community (TC) may also provide additional marketing and promotional support

All marketing requests should be submitted via the Conference Marketing Request form: https://bit.ly/cs-conference-marketing

4 **On-site Logistics Management**
- Liaison with hotel and vendors
- Meeting space logistics (room setup and AV details)
- F&B planning On-site conference registration management
- Assistance with student volunteer management
- Special event venue lead

5 **Reinvestment**
The conference's total surplus is divided evenly between the conference, sponsoring TC(s), and the Computer Society as long as the conference closes within 9 months.
- 33% of the total conference surplus will be applied as a reduction of the administrative fee in the conference budget for a future conference
- 33% is allocated to the sponsoring TC's reserves
- 33% goes into the Computer Society's general fund

Services

The IEEE Computer Society provides a variety of additional services to ensure your conference is a success.

*Additional fees apply

1 Conference Publishing Services (CPS)*

The CPS team has over 70 years of IEEE publishing experience, providing high-quality publishing services and first-rate customer experience. This includes:

- 24/7 access to your conference content during the production process
- Dedicated CPS editor
- Camera-ready paper collection and validation
- Submission to the IEEE Xplore® Digital Library

Contact cps@computer.org for more information or with any questions.

2 Conference Registration Services (CRS)*

Since 2018, the CRS team has provided first rate customer service and customized solutions for a variety of Computer Society conferences. Some of the services include:

- 24/7 access to standard and custom reports
- Customer service for conference registrants
- Automatic IEEE membership validation
- Final report in line with requirements for conference closing

Contact registration@computer.org for more information or with any questions.

3 Virtual Conference Services*

The IEEE Computer Society offers services and resources to help support conferences of all sizes and budgets in shifting to full-virtual or hybrid events, providing a strong experience for both on-site and remote attendees and presenters.

We offer virtual conference sites through the RD Mobile platform (www.rdmobile.com), coupled with Zoom accounts for live sessions. Please ask your meeting planner for more details about our virtual conference services.
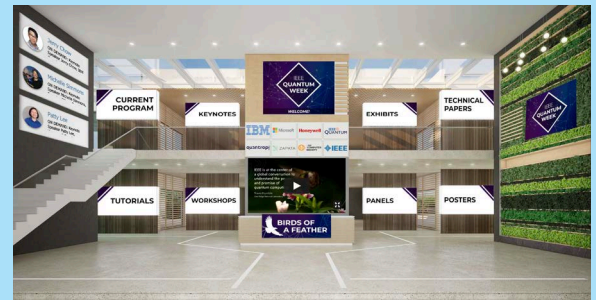
Requirements

Conference Sponsorship Application
- IEEE Conference Application should be submitted at least 12 months in advance
- Application is approved by the TC Chair and IEEE CS Management
- Conflict of Interest (COI) form must be signed for General Chair and Finance Chair/Treasurer

Conference Budget
- Budget submission should be made at least 6 months before conference start date
- Standard IEEE CS budget template must be used
- Budget must show break-even minimum or surplus
- Budget must be approved by IEEE CS Management and TC Chair
- Conference closing must be completed within 9 months from end date of conference

Administrative Fee
- Administrative fee is 20% or all conference expenses (less grants and donations) or a minimum of $5,000 (whichever is greater)
- Sliding scale starting at 20% for the first $250,000 in expenses and reduced by 2% for each additional $250,000
- Administrative fee is roughly equivalent to the IEEE requirement of a 20% budgeted surplus

Conference Contracts
- As the financial sponsor of the conference, the IEEE CS accepts all financial and legal liabilities for conference contracts
- Per policy, all conference contracts must be signed by IEEE
- Examples of conference services that will require a contract are: conference registration, virtual platform service, audiovisual, venue or hotel meeting space, hotel rooms, services for social functions, exhibitor services, financial management and conference management
- IEEE will not honor or accept contracts that are signed by individuals who are not legally authorized to do so by IEEE. If a conference chooses not to abide by this policy, they will be considered non-compliant.