Getting Started

IEEE MTT-S Resources for Conference Organizers

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Topics

- Conference Organizer's Timeline
- Conference Sponsorship Approval Process
- MTT Budget Approval Process
- IEEE Conference Publications Application
- IEEE Conference Finance - preconference requirements
- IEEE Conference Contracts
- MTT-S Conference Website Template
- IEEE Conference Organizer Education

Conference Timeline

IEEE Conference Organzier Timeline

Conference Sponsorship Approval Process – Financially Sponsored Conferences

Submit IEEE Conference Application

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Submit Conference Budget for Review and Approval to mtt-budget@ieee.org

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Conference Application is reviewed by the MTT-S Meetings & Symposia (M&S) Committee and the Budget is reviewed by the Budget Committee

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Develop Memorandum of Understanding (MOU)

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If applicable IEEE Conference Application and the MOU are sent to MTT-S AdCom for final review and approval

Check the status of the IEEE Conference Application

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Conference Sponsorship Approval Process – Technically Sponsored Conferences

Submit IEEE Conference Application

MTT-S Meetings & Symposia (M&S) Committee Reviews the Sponsorship Requests

Develop Memorandum of Understanding (MOU

IEEE Conference Application and the MOU Approved

Check the status of the IEEE Conference Application

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MTT-S Conference Budget Approval Process

Conference Budget Reviewed by MTT-S Assistant Treasurer

Conference Budget Reviewed and Approved by MTT-S Budget Committee

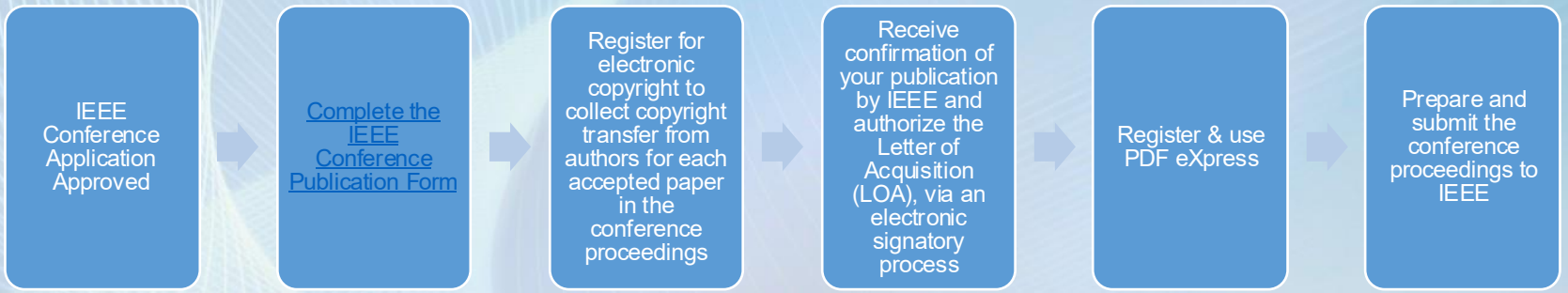
If Applicable Conference Approved by MTT-S AdCom

Approved Budget Forwarded to IEEE Conference Finance

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MTT-S Publications Process



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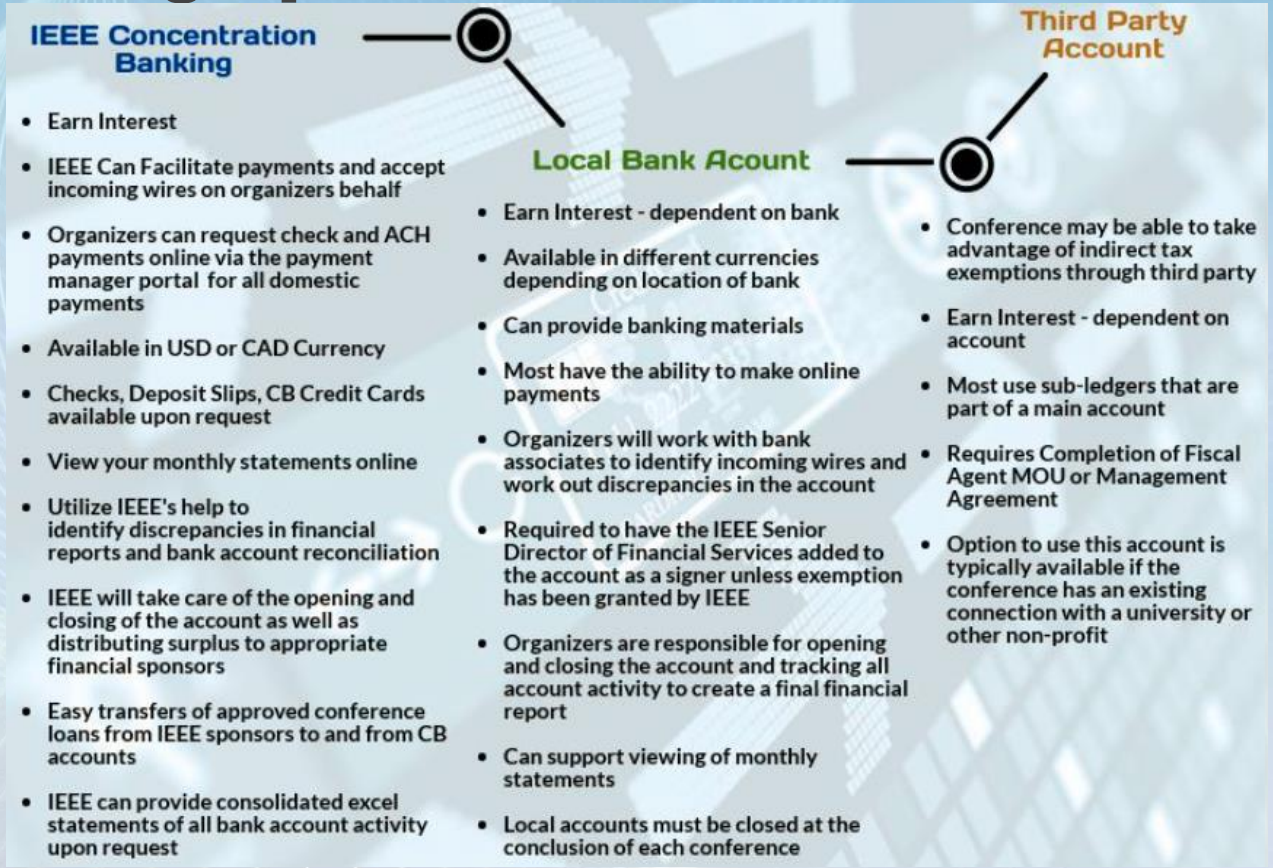
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Conference Publications Tools and Resources

- Electronic IEEE Copyright Form – eCopyright
  https://www.ieee.org/publications/rights/ecf-registration-intro.html
- Plagiarism detection systems - CrossCheck
  https://www.ieee.org/publications/rights/cross-check-portal.html
- PDF eXpress - The Conference Organizer requests a PDF or a PDF eXpress Plus site when completing the IEEE Conference Publication Form.
- Manuscript Templates
  https://www.ieee.org/conferences/publishing/templates.html

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Banking Options



Please visit Opening a Conference Bank Account for additional information.

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Tax Compliance Options

- **Handle the tax thorough Third Party/Agency (Not financially Involved/Not a technical sponsor)**

In this case, Agency would assume the responsibility for the compliance and would most likely want to have control over the finances. Many IEEE conferences operate this way so they don't have to deal with the complex compliance issues. This would require a fully executed Management Agreement (completed through our Conference Contracts team) to outline the arrangement between the Conference and the Agency. This agreement will state the responsibilities (handling finances, VAT preparation/filing, etc.) and exchanges for the stated services. The fully executed document must include the name and VAT number of the registered filing entity.

Benefit: not dealing with complex legal and financial issues and focus on the conference content.

- **Handle the tax through a local University (either as a co-sponsor or third party)**

Again, many conferences operate that way and run their accounts through the University. However, it is up to University to decide if they are comfortable with handling the compliance for the conference and what kind of arrangements they haw with the local tax authorities. If University agrees to handle the compliance and finances for your conference, we will need Fiscal Agent MOU from the University. Again either a VAT number or VAT Exemption Number or Certificate would be provided by the University along with the MOU.

Benefit: in most cases, Universities are VAT exempt. Conference would not haw to raise registration fee and collect VAT.

- **Other Co-sponsor (If Applicable)**

In most cases two MOU's (Co-Sponsor and Financial - Provided by IEEE) would be required to be completed by the party handling the VAT. They would again need to provide either a VAT number or a VAT Exemption number or Certificate.

Benefit: Usually co-sponsor has an established internal process for VAT compliance.

- **IEEE International LLC.**

IEEE, LLC along with our tax advisors would handle the VAT for the conference. The conference committee would assign one person (usually the treasurer) as a "DOL (Deloitte) contact". This contact would be responsible for all correspondence with our team. Also, the DOL Contact is responsible for uploading all invoices and purchase and sales ledgers to our tax advisors website on a regular basis. Please note: IEEE International LLC is not recognized as the VAT exempt entity in Europe.

Benefit: full visibility and access to finances.

Con: Requires regular completion and updating of the invoices and ledgers.

Please email VAT-compliance@ieee.org with additional inquiries.

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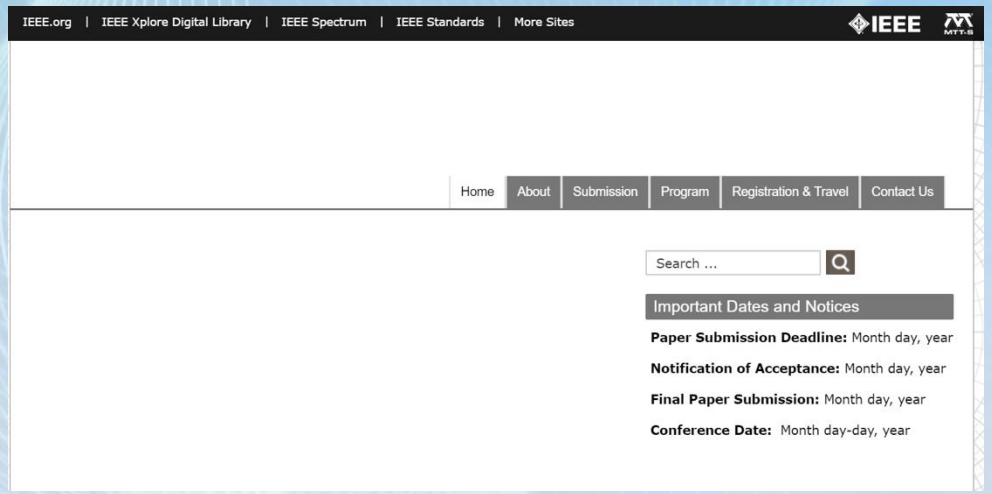
Conference Contracts

Your Transaction		IEEE Guidelines			
Purchase value?	High risk?*	Contract required	Legal review Required	Purchase Order (PO) required	MCE engagement required
Under US$1000	No	Recommended	No	No	No
US$1000 to US$4,999	No	Recommended	No	Yes	Yes
US$5,000 to US$24,999	No	Yes	No	Yes	Yes
Over US$25,000	No	Yes	Yes	Yes	Yes
Any value	Yes	Yes	Yes	Yes	Yes

The IEEE Financial Operations Manual (FOM) stipulates that any payment(s) to a third-party that exceed an aggregate value of $5,000 USD should have a supporting contract. All contracts must be submitted to Conference Contracts for review prior to signature.

More information on conference contracts guidelines & templates can be found here.

Conference Website Templates

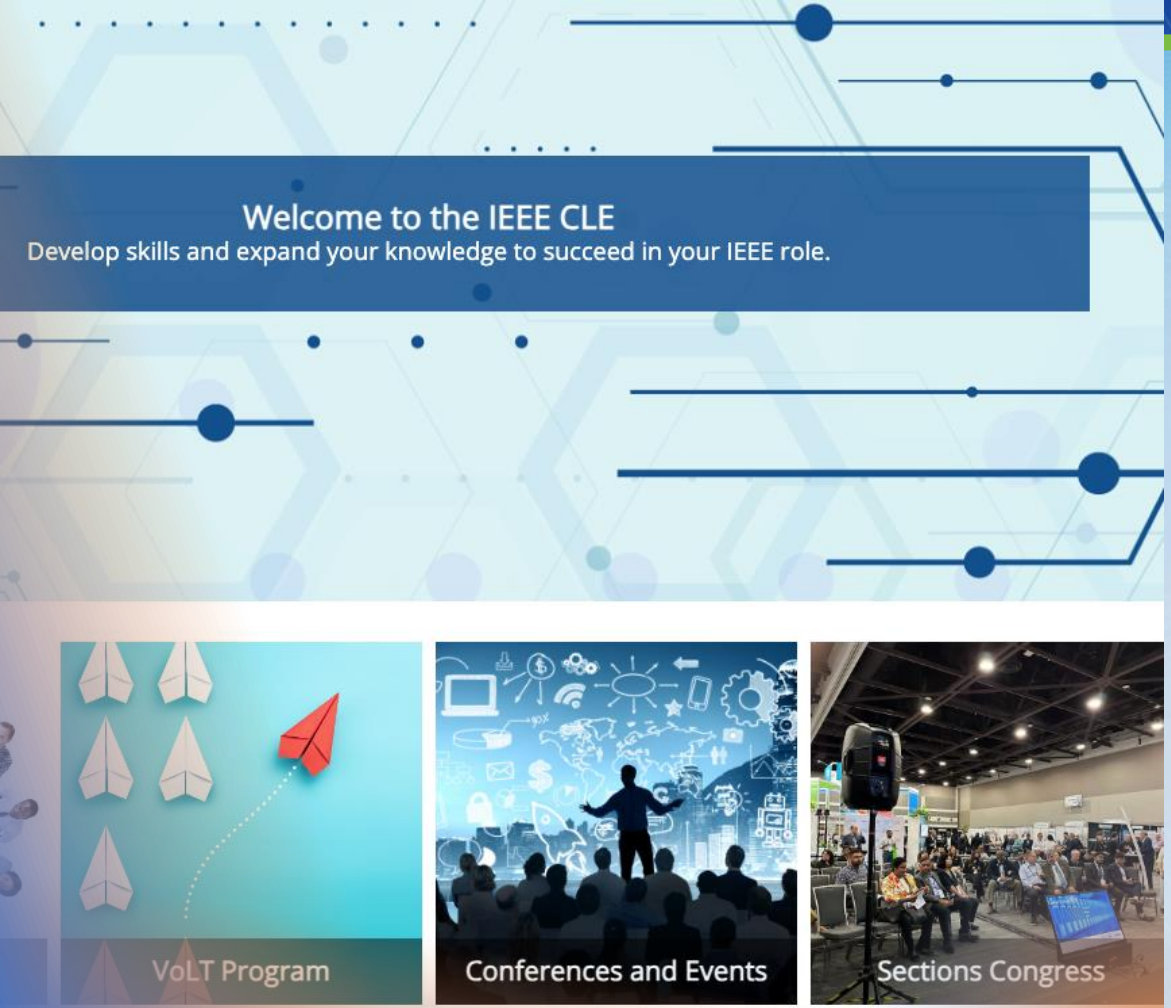


MTT-S provides website template and hosting service to the conferences that are financially sponsored by MTT-S.

Please contact the Electronic Information Committee Chair, Prof. Xun Gong, for more details.

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IEEE Conference Organizer Education

You can find courses to support organizing committee roles by visiting [IEEE Center for Leadership Excellence]

Questions:
Please contact

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Event Director

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