

Handling Indirect Tax and Insurance for IEEE Conferences

Rich Jannuzz, CMA

Manager, IEEE Conference Finance Services

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Today's Objectives

- Indirect Tax
 - Define what it is, where/when it applies, and identify strategies for avoidance or administrative management
- Conference Insurance
 - Identify the types of coverage available to conference organizers, how to procure optional policies, and how to file claims

Indirect Tax

Overview

- What is an Indirect tax?
 - A levy based on the consumption of goods and services
 - the most common taxes for the IEEE conferences to pay
 - Typically Value Added Tax (VAT) and Goods and Services Tax (GST)

Indirect Tax

Overview

- Where does Indirect Tax apply?
 - Most of Europe, as well as Canada and Australia
 - Becoming more popular around the world, including India and China
- Who does it apply to?
 - All financially sponsored conferences must comply with the tax laws of the country in which the conference is held

Indirect Tax

Overview

- Who pays it?
 - VAT/GST has to be charged to individuals or organizations receiving goods and services by the conference and paid to the local tax authorities, unless entity managing VAT is exempt.
- VAT paid on purchases is used to offset payments due, and may be recoverable

Indirect Tax

Architecting Your Operation

- Start by asking the following questions:
 - Is IEEE a financial or technical sponsor?
 - Who will collect the receipts, including Registration?
 - Who will handle the overall financial management?

Indirect Tax

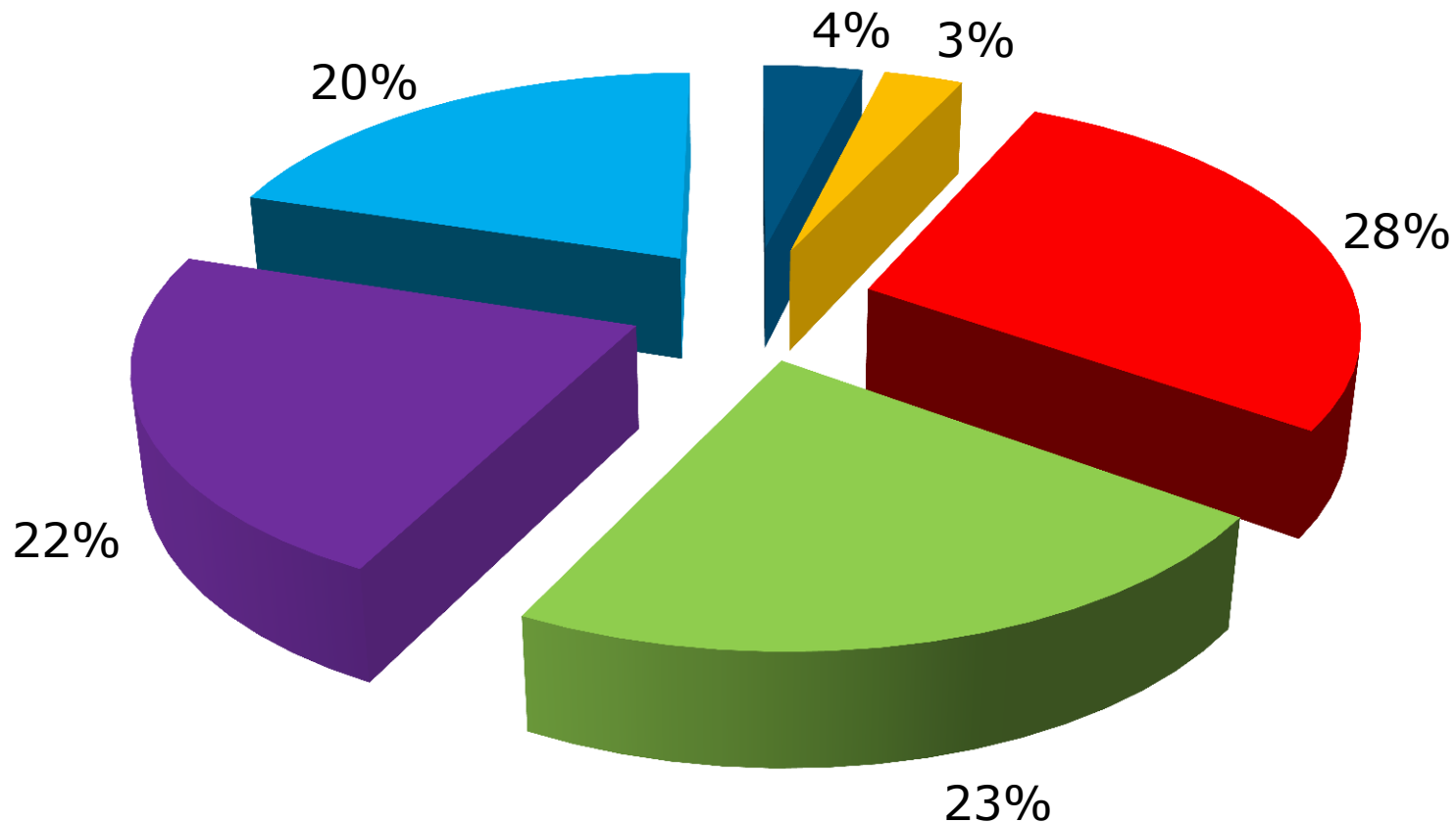
Architecting Your Operation

- Return Filing Options
 - IEEE International LLC
 - Financial CoSponsor*
 - Local University or other 3rd party*
- Only one party can be responsible for VAT/GST reporting to the tax authorities

*Requires a Fiscal Agent MoU

Indirect Tax

Current Statistics



- Co-Sponsor
- Geo Unit
- IEEE International LLC
- University
- Third Party Agency
- Information missing
- Incompliant

Indirect Tax

Using IEEE International LLC

- In conjunction with the Conference Finance team, IEEE's Indirect Tax group provides
 - Consulting for tax compliance
 - Tax return filing
- Assistance with budgeting for VAT/GST
- Our commitment is to provide guidance to all IEEE conferences

Indirect Tax

Using IEEE International LLC

- Full indirect compliance service is available for the following countries
 - Italy, France, the Netherlands, Portugal, Spain, the United Kingdom, Germany, Austria, Czech Republic, Ireland, Greece, Hungary, Australia
- Guidance and limited service for other countries is available



Questions?



INSURANCE FOR IEEE CONFERENCES

Insurance for IEEE Conferences

Overview

- Coverage available
 - General Liability & Property Damage
 - Event Cancellation
- Additional Insurance-related topics
 - Certificates of Insurance
 - Contacting IEEE & Filing a Claim

Insurance for IEEE Conferences

General Liability

- Covers all IEEE Volunteers
 - Section, Region, Society, Council, Conference, etc.
- Provided to all conferences as part of the approval process
- Proportionate to IEEE's financial share in the event

Insurance for IEEE Conferences

General Liability

- When does this apply?
 - While acting within the scope of their duly authorized duties.
- What coverage is provided?
 - Protection against personal liability arising out of the performance of authorized duties on behalf of IEEE is also be provided under IEEE Bylaw I-300.3 Indemnification.

[*All Volunteers should also be familiar with IEEE Bylaw I-300.3](#)

Insurance for IEEE Conferences

Event Cancellation

- Provides comprehensive coverage against unexpected disruption due to:
 - Natural Disasters
 - Hurricanes, Earthquakes, etc.
 - Communicable Diseases
 - SARS
 - Labor Disputes / Strikes
 - Acts of Terrorism

Insurance for IEEE Conferences

Event Cancellation

- What's covered?
 - Lost revenue and /or additional operating expenses incurred because of an unexpected disruption
 - Future marketing expenses
 - Hotel penalty charges

Insurance for IEEE Conferences

Event Cancellation

- How can you obtain a policy for your event?
 - Available for purchase at the discretion of the Organizing Committee
- Who is providing the coverage?
 - IEEE has partnered with Expo-Plus, and our staff will be able to guide you through the process of securing coverage

Insurance for IEEE Conferences

Event Cancellation

- How much does it cost?
 - The policy premium will depend on a number of factors, including:
 - Location
 - # of Participants
 - Budgeted Gross Revenue / Expense
- When should this decision be made?
 - Cancellation coverage will begin the day your premium is paid, and extend through the end of the event

Insurance for IEEE Conferences

Certificate of Insurance

- What is it for?
 - Used to verify that an organization maintains insurance coverage
- Who wants to know?
 - Third party organizations often request IEEE to provide evidence of coverage in connection with contractual agreements

Insurance for IEEE Conferences

Certificate of Insurance

- How do I obtain one, and how long will it take?
 - Certificates of insurance must be prepared by IEEE's Insurance Broker. The normal turnaround for routine requests is 1-2 business days.

Insurance for IEEE Conferences

Contacting IEEE & Filing a Claim

- IEEE's Office of Risk and Insurance Management Services (ORIMS)
 - Responsible for managing claims where it is alleged that IEEE may have caused others bodily injury or damage to property of third parties, as well as claims that involve loss of, or damage to, IEEE owned property.

Insurance for IEEE Conferences

Contacting IEEE & Filing a Claim

- Types of Claims managed:
 - General Liability
 - Property
 - Auto Liability (and Physical Damage)
 - Global Volunteer Travel Accident / Medical Expense
 - Professional Liability
 - Other Liability

Insurance for IEEE Conferences

Contacting IEEE & Filing a Claim

- When and how do I file a claim?
 - Any incident, which may result in a Property, Auto, or other Liability claim, should be immediately reported to ORIMS@ieee.org. ORIMS will investigate reported incidents and submit claims to the appropriate insurance carriers.



Questions?