



Understanding MGA Technical Co-Sponsorship (TCS) Costs

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IEEE MCE



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AGENDA

- ▶ Audiences Impacted
- ▶ Member and Geographic Activities (MGA)
Change to Technical Co-Sponsorship (TCS)
Cost Allocation - Overview
- ▶ Cost Example
- ▶ Decision Making
- ▶ Billing Process
- ▶ Support from MGA and Meetings,
Conferences & Events (MCE)



Technical Co-Sponsorship (TCS) Allocation

Overview



Technical Co-Sponsor (TCS) Conference Fee Overview

MGA TCS Allocation – Effective date: 1 January 2018

Approved Motion

- ▶ For any technically co-sponsored conference in which there is no (0%) IEEE financial interest the MGA co-sponsor shall arrange (via an approved MoU) for recovery of IEEE operation costs in the form of TCS fees.
- ▶ Effective for conferences for which the creation of the MoU starts after 1 January 2018, the fees are \$1000 per event plus \$15 for each paper that is optionally published in Xplore. As an exception to this general policy, MGA will continue to pay those fees if the external (non-IEEE) financial sponsor has a National Society Agreement with IEEE or has a Sister Society Agreement with one or more of the IEEE Societies.
- ▶ MGA absorbed TCS fees on behalf of GeoUnits from 1 January 2016 through 31 December 2017

Technical Co-Sponsor (TCS)

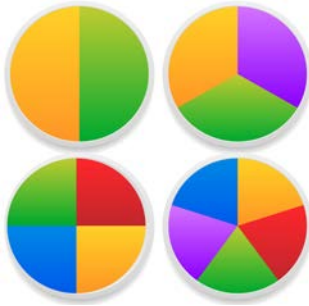
Conference Fee Overview

- ▶ Applies to any technically co-sponsored conference in which there is no (0%) IEEE financial interest
- ▶ IEEE Geographic Units (GeoUnits) who technically co-sponsor the conference will be charged a fee
- ▶ This fee will be \$1,000 per conference, plus \$15 per paper sent to (IEEE *Xplore*®)
- ▶ **EXAMPLE – Conference Proceedings**
 - **100 papers X \$15 = \$1,500**
 - **\$1,000 per conference**
 - **Total Cost = \$2,500**



Technical Co-Sponsor (TCS)

Conference Fee Overview



IEEE MEETINGS, CONFERENCES & EVENTS / GEO UNITS



- ▶ Multiple sponsoring IEEE OUs - the TCS co-sponsorship charge is divided equally
- ▶ IEEE will bill the GeoUnit or Conference based on the terms agreed upon during onboarding process
- ▶ Other fees charged by GeoUnits are at their discretion and not affected by this policy change

Making a Decision on Allocating TCS Fees

- ▶ You will have the option to decide how to charge the fee on a conference by conference basis
- ▶ Choices on how to allocate this fee
 - ▶ You may charge your Geo Unit for all fees
 - ▶ You may charge the conference for all fees
 - ▶ You may decide on an allocation model which splits the fee among the Geo Unit and conference
- ▶ **Who in your GeoUnit (the Sponsor) will make the decision on how to allocate the fee?**



PORTFOLIO MANAGER



Communication Plan

Communications on Allocating TCS Fees

Two Levels of Communication

1) MGA & MCE Plan

- ▶ MGA & MCE will be communicating the new policy to GeoUnit & Region Leadership via various outlets throughout 2018
 - Examples: MGA Scoop, IEEE.org, IEEE Conference Organizers' Newsletter, Webinars



COMMUNICATION

Audiences Impacted by Policy Change

Spread the Word - Audiences We Need to Communicate With

2) GeoUnit Communications within the OU

- ▶ Communicate these changes immediately, it will assist organizers with conference budget planning and processing your conference application
 - Considerations – who is responsible for ongoing TCS processing (identify who receives the bill) and communication to OU
 - Conference Organizers, Section Chairs, Chapter Chairs, Student Branch Chairs
- ▶ Geo Unit Leadership you should work closely with all of your TCS conferences on this new process
 - Do you need assistance in deciding how to allocate fees?
 - MCE & MGA staff is available to help!

MGA & IEEE MCE





The Process

Process for Technical Co-Sponsorship Allocation

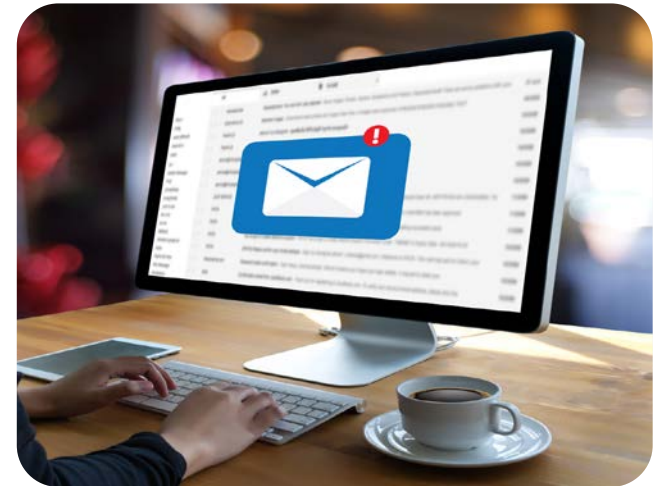
- ▶ Conference Application Submission
- ▶ Application is submitted by conference organizer or other designee of the conference
- ▶ The application is processed and information is validated
- ▶ Application is identified as a technically co-sponsored conference and new TCS process begins



Process for Technical Co-Sponsorship Allocation

STEP 2

- ▶ Meetings, Conferences & Events (MCE) will send an email communication to the GeoUnit Leadership asking for a decision on how to manage the technical co-sponsor fee
 - GeoUnit Chair, Vice-Chair, Secretary, Treasurer



Request for TCS Fee Allocation Decision

Email Society Sample



Subject

Request for TCS Fee Allocation Decision: 2016 IEEE MCE Conference 12345

Response By Email (Kevin) (12/15/2015 04:29 PM)

Dear IEEE Organizational Unit Leadership:

We have received a conference application for your event and your IEEE Organizational Unit (OU) is listed as a conference technical co-sponsor. As you are aware, technically co-sponsored conferences (TCS) with a start date of 1 January 2016 or later will be subject to a reallocation of existing technical co-sponsorship fees. In order to properly allocate the fee of US\$1,000 per event and US\$15 per paper, we need to hear from you.

We are asking that you submit your OU's decision on how you would like to allocate your portion of these fees. You may choose to allocate the fees to your OU, the conference or a combination of both.

Please indicate your decision by responding to this email at your earliest convenience. Once we receive the decision(s) we will provide you with a document which commemorates the TCS fee allocation decision(s).

Your IEEE OU or conference will receive an email which can serve as an invoice once we have received and processed your conference proceedings.

To view the details of your conference, please click the link: http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?pageType=saveConfPDF&confRecNum=12345&userAction=conferenceDetails

The IEEE Meetings, Conferences & Events team is here to help. If you have any questions, please contact us at ieee-mce@ieee.org and reference this Conference Title and Record Number in the subject line.

Best regards,
IEEE Meetings, Conferences & Events
Phone: [+1 855 340 4333](tel:+18553404333) (Toll Free US & Canada)
[+1 732 562 3878](tel:+17325623878) (Worldwide)
E-mail: IEEE-MCE@ieee.org
www.ieee.org/conference-organizers
IEEE: Advancing Technology for Humanity

Incident Reference # 151215-000876



Process for Technical Co-Sponsorship Allocation

- ▶ Technical Co-sponsorship (TCS) fee allocation decisions are received, commemorated and communicated to all IEEE Technical Co-Sponsors and conference organizers responsible for the fees

STEP 3



SPONSOR

SPONSOR

**CONFERENCE
ORGANIZER**

Fee Allocation Memo - Sent to Technical Co-Sponsors Only



IEEE Subject

Fee Allocation Memo: 2016 IEEE MCE Conference 12345

**Example of Current
Society Memo**

Response By Email (Kevin) (12/15/2015 04:32 PM)

Dear IEEE Organizational Unit (OU) Leadership:

We are pleased to inform you that we have received all decisions on how to allocate the technical co-sponsor fees for this conference. We are excited to proceed with the processing of your conference application.

The details on the decision(s) are as follows:

IEEE ABC Society: Charge OU all fees

IEEE XYZ Society: Charge conference all fees

Please save and download this email for your records.

The IEEE Meetings, Conferences & Events team is here to help. If you have any questions, please contact us at ieee-mce@ieee.org and reference this Conference Title and Record Number in the subject line.

Best regards,

IEEE Meetings, Conferences & Events

Phone: [+1 855 340 4333](tel:+18553404333) (Toll Free US & Canada)

[+1 732 562 3878](tel:+17325623878) (Worldwide)

E-mail: IEEE-MCE@ieee.org

www.ieee.org/conference-organizers

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Process for Technical Co-Sponsorship Allocation

STEP 4



- ▶ The Memorandum of Understanding (MOU) is fully executed
- ▶ Conference is then approved





Billing Process and Experience

Timeline

Experience for Conferences

Timeline of TCS Billing

Conference Approval → Publish Proceedings → Pay TCS Fees

► With Publication

- The designated party for the conference will be billed shortly following when the content is received by IEEE

► Without Publication

- The designated party for the conference will be billed in the month following the end of the event
 - Flat fee - \$1,000 USD
 - Operation Cost



Conference Billing Experience

- ▶ Conference will receive electronic invoice from a representative of the IEEE Accounts Receivable department
 - IEEE A/R invoice created for conference - see example below
- ▶ Questions regarding detail listed on the TCS invoice should be directed to tcspaymentprocessing@ieee.org.
 - All other TCS inquiries should be directed to mgatcs@ieee.org

Transaction 45417



Operations Center, Institute of Electrical and Electronics Engineers, Inc. 445 Hoes Lane, Piscataway, NJ 08854 USA

PLEASE MAKE CHECK PAYABLE TO:
IEEE Operations Center
445 Hoes Lane
PISCATAWAY, NJ 08854

Ship To:

Invoice	
45417	
Billing Date	Shipping Date
02-Feb-2018	
Purchase Order Number	Sales Order
Customer Number	Customer Location
60122312	24055893

Bill To:
2018 Intl Conference on Information Networking
Prof Jang-Won Lee
Yonsei University
SEOUL
KOREA, REPUBLIC OF

Terms	Due Date	Customer Contact	Contact Phone	Contact Fax	
60 NET	03-Apr-2018				
Item Num	Description	Tax	Quantity Shipped	Unit Price	Extended Amount
1	Technical Co-Sponsorship Paper Fees for 2018 International Conference on Information Networking 18150	No	1	2,940.00	2,940.00

Tax Summary

Tax Code	Tax Rate(%)	Inclusive Tax	Tax Precedence	Tax Extended Amount
No results found.				

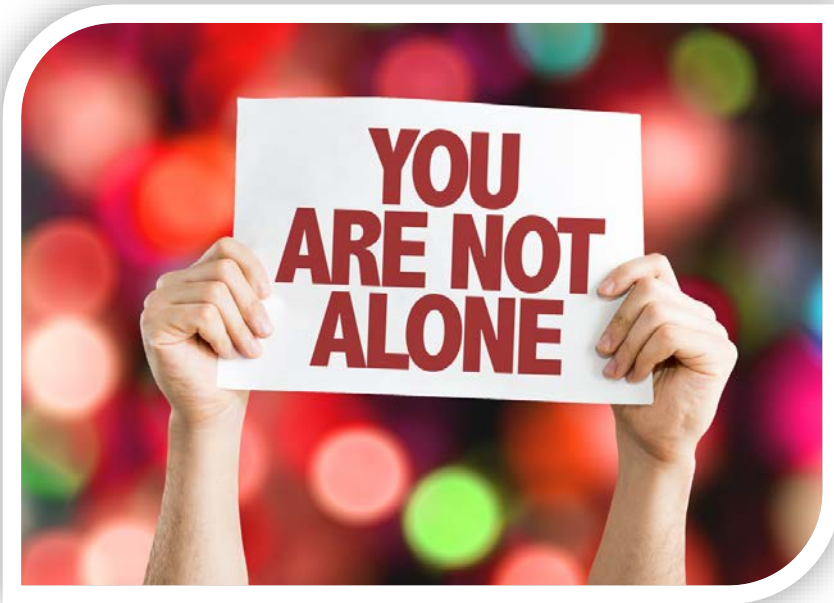
Special Instructions
jangwon@yonsei.ac.kr
Cheryl Smith

Please direct all inquiries to:
Membership: 800-678-4333, contactcenter@ieee.org
All Others: 800-701-4333, email: ar-credit@ieee.org

SubTotal	2,940.00
Tax	0.00
Shipping	0.00
Total	2,940.00
Payments and Credits	0.00
Financial Charges	0.00
Outstanding balance as of 07-Feb-2018 in USD	2,940.00



MGA & MCE Support



- ▶ We are here to support you through the process !

General Inquiries

- ▶ MGA & MCE
 - mgatcs@ieee.org

Summary

- ▶ Fees apply only to technically co-sponsored conferences
- ▶ Conference application is submitted, then MCE reaches out to the GeoUnit for TCS fee decision
- ▶ MCE cannot move forward without a decision
- ▶ MOU is executed and conference is approved
- ▶ After conference is over and proceedings are received, billing is processed
- ▶ We're here to support you!

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The Center for Leadership Excellence

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Event Management**



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Volunteer Leadership Training Program develops future IEEE leaders. It targets active volunteers with two or more years of volunteer experience, who seek an in-depth knowledge of the IEEE organization, its structure, and resources available to them.



OTHER

Under Construction - Content will target new IEEE members and other groups of users who want to learn about the IEEE.



HKN

Under construction - IEEE-Eta Kappa Nu (IEEE-HKN) is the honor society of IEEE.



CONFERENCES & EVENTS

Access to courses that support a Conference Chair, Technical Program Chair, Conference Treasurer, Publications Chairs, Event Management, and more.



TBD

Under Construction



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CONFERENCE EDUCATION PROGRAMS

ROLE BASED TRACKS

Program Name

Program Summary

Publications Chair

The Publication Chair is responsible for the coordination of production of conference content (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.) and serves as the point of contact for all IEEE Xplore submission-related inquiries before and after the conference.

Treasurer

The Conference Treasurer is responsible for ensuring all financial, tax, and audit requirements are met. Some of these requirements include establishing conference bank accounts, indirect tax, insurance and bonding, budget, expenses, financial reports, and conference closing. Also responsible for the final audit, if required.

Technical Program Chair

The Technical Program Chair ensures that a well-balanced, high-quality program is organized and presented at the conference. Handles the Call for Papers through the selection and review of every paper. Assists in the scheduling of session rooms and helping with local arrangements for the program.

Event Management

IEEE MCE is a dedicated partner made up of event industry experts driven to shape innovative and high-quality events. Learn best practices that you can apply to your conference !

Conference Chair

The Conference Chair is typically appointed by the sponsoring organization. Often responsible for selecting the conference location. Appoints the chairs of the other committees, who make up the conference committee.

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