

(DRAFT)

IEEE Region 3 SoutheastCon Manual

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Overview

SoutheastCon is a horizontal conference of IEEE Region 3. The conference consists of three components

- Technical Conference
- Student Conference
- Region Meetings

The successful SoutheastCon merges these three components synergistically for the benefit of all attendees. The conference committee for the technical conference has overall coordination responsibility for the conference but must interface with the student planners at the sponsoring Student Branch for the Student Conference and the Region 3 Director (or designee) for the Region meetings.

This collection of pages is intended as a resource for the

- Region 3 Conference Committee
- SoutheastCon Conference Committees
- Sections considering and preparing bids for a SoutheastCon Conference

Table of Contents

- Past SoutheastCon Company Sponsors
- Organizing Committees of Recent SoutheastCons
- Past Student Hardware Contests
- Region 3 Bylaws Related to SoutheastCon/Conferences
- Region 3 Motions Related to SoutheastCon/Conferences
- Resources
- IEEE Conference Manual -- Available from IEEE
- Region 3 Student Conference Manual (maintained by Region 3 RSAC)
- Region 3 Web Site

Time Line For a SoutheastCon Conference

Months Before	Activity
48	Decision to explore, Contact R3 Conf. Comm.
42	Decision to develop bid, hotel investigation
33	Get buy-in from Host Section/Branch/Technical Program Chair (or group), Conf. Chair
36 +60 days	Delivery of Bid to R3 Conf. Chair, Region 3 Vice Chair, R3 Director
36	Present/defend bid to R3 Committee(s)
35	Place conference in TAG Pursue Hotel Contract
25	Form Conference Committee Review TAG listing (due to HQ mid April)
24	Obtain Insurance Coverage (IEEE)
20	Prepare Budget Arrange for booth at prior SoutheastCon Form subcommittees
19	Review TAG listing (due to HQ mid October)
18	Submit budget for SoutheastCon Begin planning of SoutheastCon Exhibit at SoutheastCon prior to your conference
15	Plan on sending "crew" to prior SoutheastCon, make contacts Budget approvals complete
13	Sent draft to Hardware Contest White Paper to R3/SAC/HW Contest Review Committee Submit Conference Publication Forms to Conference Services Prepare detailed timeline for last year Review TAG Listing (due to HQ mid-April)
12	Attend SoutheastCon Have Booth at SoutheastCon Prelim Call for papers at SoutheastCon Hardware Contest White Paper Announcement of Conference Apply/Receive Seed Money from Region
8 (Aug)	Send out Final Call for Papers

	Prepare copy for Region-wide Region 3 Newsletter
7	Send out Final Hardware Contest Rules Review TAG listing (due to HQ mid October)
6 (Oct)	Receive Full Papers, Concise Summaries Notify next SoutheastCon of exhibit booth availability
5 (Nov)	Send out Paper Acceptances/Regrets/Author Kits Prepare detailed timeline (by committee) for last 30 days Attend Region 3 Excom and report on Conference
3 (Jan)	Submit copy for Region-wide Region 3 Newsletter
1 (Mar)	Deadline for Early Registrations Notify Student Paper Contest Oral Presenters Print Awards Luncheon Program
0 (Apr)	Make meal guarantees for hotel events
After Conference	Hold Conference Debriefing
1	Close Conference Bank account
2	Return Seed Money
5	Close books, Audit Submit Final Report Distribute Surplus

SoutheastCon / Student Conference Funding Issues

The SoutheastCon conference establishes a budget (approved by Region 3 and IEEE Meetings) and a checking account for the purpose of transacting the conference business. Seed money is available upon request (and filing of the budget) from Region 3 and (perhaps) the sponsoring section. The conference committee is responsible for managing the cash flow as well as the overall budget bottom line.

Cash flow recommendations

Establish a master account with the hotel to be settle after the conference.

Require registration fees from authors with the submission of the papers

Establish a fee differential that encourages early registration

Income Recommendations

Take steps to ensure solid participation in the technical program

Decide on whether to pursue sponsors or exhibits to gain other income. In each case, carefully consider levels/fees and what benefits are given to companies that participate.

Aggressively pursue the chosen funding path early enough to get serious consideration. Many companies 1) prefer to break their sponsor contributions up between year and 2) allocate their sponsorships in their budget process that is timed relative to their fiscal year.

Who pays for...

Awards Luncheon Program	SoutheastCon Conference
Awardee's travel	Region 3 Awards Committee (or Awardee's company)
Awardee's Lunch (& spouses)	Negotiated. Generally Region 3 Awards Committee
Plaques for Student Paper Contest Winners	SoutheastCon Conference (Student Conference)
Cash Awards for Student Paper Contest	Region 3 (using Life Member Foundation funds)
Region 3 Traveling Trophy for Hardware Contest	Region 3 (coordinated by RSAC)
Plaques, Certificates or other awards for Student contests	SoutheastCon Conference (Student Conference)
Limited Copies of Student Papers (at least one per author)	SoutheastCon Conference (Student Conference)
Travel of Next SoutheastCon Conference Chair to Region 3 Excom Meetings	Region 3 (Conference Committee) *Verify with Conference Committee Chair before making travel arrangements
Audit of Conference	SoutheastCon Conference
Special AV needs for Region 3	Region 3

Meetings	
Meeting Rooms for Region 3 Meetings	SoutheastCon Conference (part of the hotel contract, Region 3 Hotel Registrations contribute to the room nights)
Sleeping Rooms for Region 3 Leaders	Region 3 as part of its meetings budget

Past Conference Themes***SoutheastCon***

Year	Theme	Location	Section
2001	Engineering the Future	Clemson, SC	Piedmont
2000		Nashville, TN	
1999		Lexington, KY	Lexington
1998		Orlando, FL	Orlando
1997	Engineering the New Century	Blacksburg, VA	Virginia Mountain
1996	Bringing Together - Education - Science-Technology	Tampa, FL	Florida West Coast
1995	Visualize The Future	Raleigh, NC	Eastern North Carolina
1994	Creative Technology Transfer - A Global Affair	Miami, FL	Miami
1993	Banking on Technology	Charlotte, NC	Charlotte
1992	Bridging the Gap Between Science and Society	Birmingham, AL	Alabama
1991	Technology in the Southeast: The First Three Centuries	Williamsburg, VA	Hampton Roads
1990	Technologies Today and Tomorrow	New Orleans, LA	New Orleans
1989	Energy, Information Technologies in the Southeast	Columbia, SC	Columbia
1988	High-Tech Research and Development in the Southeast	Knoxville, TN	East Tennessee
1987	The Renaissance of Research & Development	Tampa, FL	Florida West Coast
1986	The Emerging Integrated Technology	Richmond, VA	Richmond
1985	Engineering: Your Future is Now	Raleigh, NC	Eastern North Carolina
1984	A Century of Electrical Progress 1884-1994	Louisville, KY	Louisville
1983	Technology Challenges in the New South	Orlando, FL	Orlando
1982	(No specific theme)	Destin, FL	Fort Walton Beach

			(now Northwest Florida)
1981		Huntsville, AL	Huntsville
1980		Nashville, TN	Nashville
1979	The Many Paths to Progress	Roanoke, VA	Virginia Mountain
1978			
1977	Imaginative Engineering thru Education and Experience	Williamsburg, VA	Hampton Roads
1976	Electrical Engineering in a Changing Economy	Clemson University, NC	Piedmont
1975	Electricity An Expanding Technology	Charlotte, NC	Charlotte

Southcon

Year	Theme	Location
1997	(Focus was on Computers and Communications.)	Raleigh, NC
1996	(Focus was on Communications Technologies.)	Orlando
1995	Profits in Partnering	Ft. Lauderdale
1994	Connecting With Tomorrow's Markets	Orlando
1993		
1992		
1991		
1990		
1989		

PACE Conference and Workshop

Year	Theme	Location
2000		Scottsdale, AZ
1999		Dallas, TX
1998		Phoenix, AZ
1997		Petersburg, FL

1996		Phoenix, AZ
1995	Making a Difference	, IA
1994	Challenges, Strengths, and Opportunities	Phoenix, AZ
1993	Survive, Grow, Prosper	
1992	The PACE Network Delivering Solutions	Phoenix, AZ
1991	Engineering Careers in the 1990s	
1990	Engineers Meeting the Professional Challenges of the 1990s	Phoenix, AZ
1989	Engineering in the Public Eye	

Typical SoutheastCon Schedule

Friday	Registration 8 AM-7 PM	Tutorials 8-12	Paper sessions 8-12			Hardware Setup 8AM – 2PM		
		Lunch (on own) 12-1						
		Tutorials 1-5 PM	Paper sessions 1-5 PM	Tour 2-5 PM	Spouse Hospitality 1-5 PM	Hardware Contest Practice 2 PM (24 hours)		
		Reception 5-7 PM		SPC Dinner 6-8 PM	Spouse Hospitality 7-11 PM			
		Area/Councils (9 rooms) 7-10 PM		SPC Meeting 8-10 PM				
Saturday	Breakfast for Region 3 (6-8 AM) (one table for 8 for Finance Committee)							
	Registration 8 AM-7 PM	Paper sessions 8-12	Region Committee Meetings (3 rooms) 8-12	Student Paper Contest 8-12	Spouse Hospitality 8-12 (plus Tour)	Hardware Contest Practice (cont)		
	Lunch 12-1 (for Region 3 and PACE)							
		Paper sessions 1-5 PM	Region 3 EXCOM 1-5	PACE Training 1-5	Spouse Hospitality 1-5 PM	Hardware Contest Finals 1 – 6		
	Dinner for Region 3 6-8PM					Student Social Event 6-11 PM		
Sunday	Breakfast for Region 3 (6-8 AM)							
	Registration 8-12	Paper sessions 8-12	Region 3 Committee 8-12	PACE Training 8-12	Spouse Hospitality 8-12	Branch Counselors Meeting 8-12	Branch Chairs Meeting 8-12	
	Awards Banquet 12-2 PM							
	Conference Debrief 2-3:30 PM							

Notes

In 2001, the Saturday Afternoon Region 3 Excom meeting was replaced with 5 rooms of breakouts.

Choosing a date for SoutheastCon

SoutheastCon has been a weekend event since 1996 based on member and volunteer input. The conference date is nominally the first or second weekend in April (being careful to miss Palm Sunday and Easter).

Other items to consider:

Avoid having the conference too close to Southcon and to other conferences in the area that may draw from the same participant pool (check TAG). It is also a good idea to check with the local convention bureau or chamber of commerce to see if there is a large event going on in the area at the same time that would jeopardize travel or hotel space.

Students prefer dates prior to the start of May when some schools have final exams.

Dates earlier than mid-March may impose on hardware contest preparation, particularly in schools that use this as a spring semester design project.

The later the conference, the less chance of getting sponsors who are primarily interested in recruiting graduates.

The FE (Fundamentals in Engineering) exam is often given sometime in April, so avoid that weekend.

Some hotels have limited availability even three years out so potential dates should be checked with candidate hotels prior to finalizing the plan. (Hotels often allow a small window where they will allow a tentative reservation to be placed with them -- locking in a date -- without a financial penalty for canceling or moving.)

Hotel Choice/Contract

Hotel Choice

Most past chairs have suggested

- Try to choose a location that allows holding all events under one roof
- Try to be the "big fish" in the hotel. Choose a hotel whose size means that the conference will be the only major event going on during the conference.
- Try to have alternatives and go through a competitive evaluation.
- Try to have all cost items locked down in the contract.

Hotel Contract

The hotel contract and accompanying food contract represent the biggest risk/opportunity issue on the financial success of SoutheastCon. Be sure to consult recent SoutheastCon Chairs for guidance. Some basic items are:

Be conservative in estimating conference attendance. Missing the estimate on the low side will generally cause penalties that can be onerous.

Don't expect large numbers on days before and after conference unless there are very good reasons that will ensure the prediction.

Try to delay estimates of numbers

Involve several local volunteers, regional volunteers, and IEEE staff (required) in reviewing any contracts.

Involve several local volunteers in generating estimates for food events. Try to estimate very conservatively since one can often add to estimates without penalty but reducing estimates may be difficult, costly, and/or impossible. Don't assume everyone who has a ticket will show. History shows that meal attendance tends to drop off as the conference continues (barring special circumstances). Meal attendance typically runs 60%-80% of meals sold, depending on competition from outside attractions.

Some guidance from past conference advisors:

Ask for "conference rates" to be available for both pre- and post-conference for the benefit of attendees (but don't commit to significant room-nights related to them.) Some locations (like in some Florida locations) may draw pre-/post-conference hotel bookings.

Ask for one complimentary room per 45 book rooms.

Ask for a cutoff date of 21 days before the conference. Past conferences have experienced great difficulties in getting attendees to register early.

Establish a master account with the hotel for the conference.

Have a "dispute" clause in the contract:

"We will establish a daily meeting with IEEE's representative to review charges to the master account to avoid discrepancies. However, any disputes to the Master Account must be identified in writing to the ____ (hotel) within 10 days of receipt of the bill. Those disputed charges shall be exempt from

any interest charges until and unless the charges are not paid with ___ (whatever is the gap between the end of conference and date final bill is due) days of the resolution of the disputed charges"

Be very clear about the space being allocated to the contract and reserve the right to approve changes in space allocation (or even room assignments).

Be sure to allocate time for set-up and tear-down of events both by the hotel staff and by conference volunteers.

Be sure to understand the needs of the Student Conference (especially the contests) before allocating space or scheduling. The Hardware Contest (and sometimes another contest) have long setup, testing, usage, and tear-down durations.

Be sure to understand the hotel's policy on audio-visual equipment. Some hotels try to require you to use their in-house service. However, in-house services are usually much higher than outside A/V contractors. If possible, get A/V support (including personnel) from the sponsoring universit(ies) or local industry.

Be sure to understand the hotel's policy on food events. Most hotels require that they provide all food items at food events. Some hotels try to require you to give them right of first refusal (even on an off-site event.)

Be sure to understand the hotel's policy meeting room setup. Are there extra charges for head table, podium, in-room application, flip-chart & markers, and water service? Consider trying to get these items as complimentary.

Strongly consider letting the hotel deal with the "bar" (if any). The hotel is "used to" dealing with determining that local laws are obeyed. Liability for underage sales or drinking and driving are best left to the hotel.

In all cases above where the phrase "hotel's policy" is used, be sure that the contract spells out the arrangements you agree to.

Involve the following (minimum) in reviewing the contract:

- IEEE HQ (Conference Services)
- Region 3 Conference Chair
- Region 3 Director
- Region 3 Director-Elect
- Region 3 Finance Committee Chair (Treasurer)

SoutheastCon Booth at Preceding Conference

It is a tradition in Region 3, that the present year's SoutheastCon committee offer a free booth to the next year's committee.

Suggested items to have at the booth:

Theme

Preliminary call for papers

Hotel Information

Preliminary spouse events

Student Branch running Student Conference

Local points of interest

Give-away to promote identity

The exhibiting SoutheastCon committee should bring sufficient committee members to both view the conference and manage the booth.

Conference Committee

The following is listing of functional committees along with the responsibilities of each functional committee. The list can serve as a starting point for creating the committee structure for a specific conference. The IEEE Conference Manual provides additional guidance.

COMMITTEE	RESPONSIBILITIES
Technical Program	<ul style="list-style-type: none"> ➤ Pre-announcements ➤ Calls for Papers ➤ Obtaining mailing lists for calls ➤ Mailing calls ➤ Recruiting session chairs ➤ Receiving, acknowledging, classifying paper abstracts & manuscripts ➤ Recruiting paper reviewers ➤ Review papers ➤ Organizing sessions ➤ Keeping statistics on papers
Publications	<ul style="list-style-type: none"> ➤ Review ALL publications prior to release ➤ Obtain bids for printing conference programs, proceedings, and awards luncheon program. ➤ Coordinate printing of programs & proceedings ➤ Develop SoutheastCon letterhead
Finance	<ul style="list-style-type: none"> ➤ Proposed Budget ➤ All Financial transactions ➤ Establishment of banking facilities ➤ Handling of conference insurance ➤ Cash flow management ➤ Final budget planning ➤ Handling & processing of credit card payments ➤ Performance of all banking duties - handling of all receipts and payment of all bills ➤ Final Budget Report ➤ Distribution of surplus
Secretariat	<ul style="list-style-type: none"> ➤ Sending of meeting notice ➤ Minutes of all meetings ➤ All Correspondence
Registration, Signs, Tickets	<ul style="list-style-type: none"> ➤ Approval of final registration form ➤ Signs/Tickets Design of badges, signs, tickets ➤ Printing of forms, badges, signs, tickets ➤ Recruit or hire personnel for registration ➤ Oversee registration and preregistration procedure

Facilities/Local	<ul style="list-style-type: none"> ➤ Obtain and make available facility specifications ➤ Arrangements Coordinate all facilities ➤ All visuals - Multi-media ➤ Arrange for an Operations Center ➤ Coordinate meeting room assignments ➤ Coordinate security ➤ Floor manage the entire Conference ➤ Staff an operations center
Transportation	<ul style="list-style-type: none"> ➤ Coordinate ground transportation ➤ (Travel-Air) Provide shuttles ➤ Facilitate air travel
Sponsors/Exhibits	<ul style="list-style-type: none"> ➤ Obtain Sponsors ➤ Recruit exhibitors ➤ Develop a contract for exhibitors ➤ Establish budget, income and expenditures, for sponsors and exhibitors ➤ Price structure ➤ Estimated number of exhibits ➤ Projected promotion expenses ➤ Service costs, storage, guards, insurance, etc. ➤ Coordinate arrangements with exhibit facility ➤ Design exhibit area arrangement
Mini Job Fair	<ul style="list-style-type: none"> ➤ Establish informal Student Placement opportunity ➤ Contact University Placement bureau ➤ Contact prospective company participants ➤ Coordinate with Facilities Committee
Banquets/Meals	<ul style="list-style-type: none"> ➤ Plan and coordinate all Banquets/Meals and Food Functions ➤ Confirm all counts for food functions
Publicity/Public	<ul style="list-style-type: none"> ➤ Interface with Media ➤ Relations Pre-Conference Announcements ➤ Establish Newsletter ➤ Create and mail conference advertisements to all Section Newsletters in Region 3 and Region 3 newsletter ➤ Place conference details in the IEEE Technical Activities Guide and other trade publications ➤ Submit conference information to local press
Social/Hospitality	<ul style="list-style-type: none"> ➤ Supervise hospitality suite ➤ Spouses/Companions Develop and operate a program of local tours and visits
Multi-Media	<ul style="list-style-type: none"> ➤ Develop on-site Multi-Media System
Awards / Certificates	<ul style="list-style-type: none"> ➤ Produce all Awards and Certificates, including those of Region 3. Coordinate this with Region 3 Awards and Recognition Committee Chair. ➤ Coordinate the Region 3 Awards Ceremony with the Banquets/Meals Committee

Student Branch Counselor	<ul style="list-style-type: none"> ➤ Interface between the SoutheastCon Committee and the Student Conference Committee ➤ Obtain four judges and an alternate for the Student Paper Competition
Student Conference	<ul style="list-style-type: none"> ➤ Interface with Region 3 especially Regional Student Activities Chair
Hardware Contest	<ul style="list-style-type: none"> ➤ Interface with Region 3 especially Regional Student Activities Chair ➤ Develop and manage the Hardware Contest ➤ Provide Master of Ceremony ➤ Coordinate with Awards and Certificates Committee ➤ Coordinate with Facilities Committee for Location
Software Contest	<ul style="list-style-type: none"> ➤ Interface with Region 3 especially Regional Student Activities Chair ➤ Locate suitable facilities and equipment ➤ Develop contest ➤ Manage contest ➤ Coordinate with Awards and Certificates Committee
Student Paper Competition	<ul style="list-style-type: none"> ➤ Interface with Region 3 especially Regional Student Activities Chair ➤ Provide suitable facility and judges ➤ Provide Master of Ceremony and Timer ➤ Coordinate with Awards and Certificates Committee

Conference Fees

Region 3 Bylaw

Region 3 Bylaws specify a differential of 25% to 50% between member and non-member although recent conferences have had closer to 15-20%.

Membership Development

The Region 3 Membership Development committee recommends that the differential be changed to closer to the price of an IEEE membership. Conference Chairs in 1998 and beyond have been tasked with developing a migration to this newer schedule as well as recommending a change to the Region 3 Bylaw.

Participants should be encouraged to join IEEE at the conference and use their filled out IEEE Membership form and payment for membership as proof of qualifying for the "member" pricing at SoutheastCon.

Historical Information

(Information for 1998 and beyond is from planning documents).

Year	Member Early	Member At Conf.	Non-Member Early	Non-Member At Conf.	Student Basic	Student Package	Region 3 Volunteer
1992							none
1993							none
1994							
1995							none
1996							
1997							\$15
1998							
1999							
2000							
2001							

Final Call for Papers

Example

[Example from SoutheastCon '97](#)

Distribution

Region 3 Sections: sec-r03@ieee.org

Region 3 Fall Newsletter

Region 3 Executive Committee

Conference Web Page

Past authors

National Electrical Engineering Department Heads Association (NEEDHA) E-Mail list
(See your local university's EE/E&CE Department for mailing list)

Request that the recipient forward this e-mail to their faculty and post on the departmental bulletin board.

Southeast Electrical Engineering Department Heads Association (SEEDHA) E-Mail list
(See your local university's EE/E&CE Department for mailing list)

Request that the recipient forward this e-mail to their faculty and post on the departmental bulletin board.

Faculty at local universities

Local Industries through section's contacts

Nearby Industries through nearby sections using their PR committees

All members of local and near by sections through newsletters

IEEE Service Center Resources

IEEE Conference Services

IEEE Conference Services assists entities in compliance with IEEE Policies and Procedures and the financial requirements of the Institute when planning a conference.

Phone: (732) 562-3873

e-mail: m.dewald@ieee.org

Travel Services and Conference Management

IEEE Travel & Conference Management Services combines two beneficial functions in one department. Conference Management Services provides support to IEEE-sponsored and co-sponsored conferences, and to conference-related committees. Among the services offered are: conference management, site selection/negotiations, budget/financial management, printing services, publicity, facility/hotel room block management, registration. Travel Services is a full-service travel agency that can provide IEEE conferences, members, volunteers and staff with the lowest rates at time of booking for airfares , car rental, and hotel accommodations.

Phone: (732) 562-3871

e-mail: p.sensi@ieee.org

Publicity

Web

Your Conference should have a web site which includes (when available):

Call for Papers

Advanced Program

Conference Hotel Information

Travel Information

Student Conference Information

Contact Information

Registration Form(s)

Link to Region 3 Home Page (<http://sandbox.ieee.org/r3/>)

[Add conference to IEEE Conference Link](#)

Newsgroup

ieee.announce can be used for announcing the call for papers and the actual conference.

Public Information Committee

The Region 3 Public Information Committee compiled the following list (last updated 2/5/97) for use in publicizing technical Conferences:

Applied Microwave & Wireless, [Peggie Elgin, Managing Editor]
2245 Dillard Sreet, Tucker, GA 30084 770-908-2320
amw@amwireless.com

Atlanta Business Chronicle [Editor] atlanta@amcity.com
1801 Peachtree St., Suite 150, Atlanta, GA 30309

Beyond Computing [Eileen Feretic, Ed in C] efreretic@vnet.ibm.com

Box 3104, Northbrook, IL 60065-9984 212-745-6499
<http://www.beyondcomputingmag.com>

Communications News [Ripley Hotch, Editor]

ripleyh@ix.netcom.com
<http://www.comnews.com>
941-966-9521

2504 North Tamiami Tr., Nokomis, FL 34275-3482

Computer Design [Andrew Wilson, Editor] andyw@pennwell.com
Ten Tara Blvd, Nashua, NH 03062 603-891-9115

Computerworld [News Editor] Patricia_Keefe@cw.com
<http://www.computerworld.com>

P.O.Box 9171, Framingham, MA 01701 508-820-8183

Datamation [J. Wm. Semich, E in Ch] bsemich@cahners.com

<http://www.datamayion.com>

275 Washington St., Newton, MA 02158 617-558-4261

EDN [M. C. Markowitz, Editor] ednmarkowitz@mcimail.com

<http://www.ednmag.com>

275 Washington St., Newton, MA 02158 617-964-3030

EE Times [Bob Bellinger, Prof. Editor] bbelling@eet.cmp.com

<http://techweb.cmp.com/eet>

600 Community Dr., Manhasset, NY 11030 516-562-5000

Electronic Design [Jack Shandle, Editor in Chief]

P.O.Box 821, Hasbrouck Hgts., NJ 07604 201-393-6060

GPS World [Glen Gibbons, ED] editorialgps@gpsworld.com

859 Willamette St., Eugene, OR 97401-6806 541-343-1200

HomePC [Ellen Pearlman, Editor in Chief] epearlma@cmp.com

600 Community Drive, Manhasset, NY 11030 516-562-7673

IEEE Impact [Bob Nash, Editor] r.nash@ieee.org

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<http://www.rdmag.com>

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Sea Technology [David M. Graham]

Compass Publications, Suite 1000

1117 N. 19th Street, Arlington, VA 22209 703-524-3136

Telecommunications [Thomas Valovic] valovic@mcimail.com

<http://www.telecoms-mag.com/tcs.html>

685 Canton St., Norwood, MA 02062 617-769-9750

Test & Measurement [Jon Titus, Editor] tmw@cahners.com

275 Washington St., Newton, MA 02158 617-558-4671

Windows Sources [Jim Louderback, Ed in Chief] jim_louderback@zd.com
<http://www.winsources.com>

One Park Av.,New York, NY 10016

Newspapers

Atlanta, GA:

Atlanta Journal&Constitution: <eholsendolph@ajc.com>

Brevard Co., FL:

FLORIDA TODAY: <71333.1616@compuserve.com>

Conference Debriefing

Purpose

Transfer knowledge from present SoutheastCon committee to next SoutheastCon committees and to the Region 3 Conference Committee.

When

Near the end of the conference but prior to the departure of the above parties.

Format

Usually conducted by the Conference General Chair who has each committee chair briefly review what was done (really right, really wrong, and where opportunities exist) with emphasis on items that are not in the existing documentation. Generally questions are covered as they occur but the group is kept focused by the chair and long issues are referred to "off-line" conversations. Usually two hours are allocated for this event.

Closing Conference

IEEE Policy requires the following actions in order to close a conference:

- conference bank account to be closed within 30 days;
- final financial report to be submitted and funds distributed within 6 months;
- conferences with actual or budgeted income or expense of \$100,000 or more must be audited by a professional independent outside source.

The timely closing of conference financial records will help to minimize two items of concern for the Institute:

IRS rules and regulations regarding sub-unit reporting are not being followed.

IEEE is exempt from Federal Income Taxes under 501(c.)(3) of the IRS Code. Its Sections, Regions, Conferences, Societies, and other subordinate units are also exempt from Federal Income Taxes. In order to maintain the tax exemption for all of its units, IEEE files an annual Group Exemption Letter, stating that its subordinate units are affiliated with the Institute, are under its general supervision and control, and reports of financial activity are submitted annually. These IRS requirements are contained in IRS Code Section 501© and in a longer document entitled, "IRS Rev. Proc. 77-38."

When a subordinate organization does not comply with IEEE Policy and Procedures, such as not filing a timely financial report, it is not technically under the general supervision and control of the Institute and risks the loss of its tax exemption. The Group Exemption Letter that IEEE files is subject to audit when the IRS decides to perform another audit of Institute records and reports. The IRS has not performed such an audit since 1983; therefore, it is likely that one will be scheduled soon. If IEEE cannot produce evidence that a particular unit follows Institute Policies & Procedures, that unit could lose its exemption from Federal Income Taxes, retroactive to the last time it was in compliance with these policies and procedures. This means that conference surplus for individual conferences that have not filed required reports in a timely fashion would be subject to tax at the corporate rate.

As directed by its Bylaws, the Institute has fiduciary responsibility to its members to assure that assets are properly safeguarded, supervised and controlled, therefore it is responsible for timely closing of financial statements of its related entities, e.g. conferences.

Your continued assistance and support in the timely closing of conferences is appreciated.

If you have questions or concerns please CONTACT

Mary Ann DeWald
- IEEE Conference Services
- telephone 732-562-3873;
- fax 732-981-1769
- email m.dewald@ieee.org

Audit

From a 1996 SCOOP from IEEE Service Center

THOU SHALT NOT PEEVE THY AUDITOR!

In 1995, it was decreed that all conferences with revenues or expenses in excess of \$100,000 must be audited. The audits completed in 1995 have resulted in 9 really strong suggestions.

A finance committee which anticipateth a shortfall shalt submit a revised budget to the appropriate entity and IEEE representatives.

(Large variations were noted between approved budgets and actual revenues/expenses; only one of several conferences followed the guideline.)

Treasurers shalt not combine other funds with registration deposits.

Registration dollars could not be verified, due to insufficient detail in record keeping, when registration funds were deposited along with other revenue.

Thou shalt document thoroughly all exhibitor revenues/expenses.

Thou shalt not file grant applications directly with a granting agency, thereby circumventing IEEE policy that all grant applications be processed through the Tax Compliance Office of the IEEE Treasury.

Thy publication sales and thy registration deposits shalt not commingle.

Thou shalt process thy bank statement reconciliations in a timely manner, thereby warding off many potential evils.

Thou shalt supply detailed supporting documentation for all disbursements.

Thou shalt not make petty cash disbursements without documentation.

He who incureth the expense should writeth not checks; he who writeth checks should reconcileth not the bank account.

For additional guidance, contact Ken Maze in IEEE Quality & Audit.

Final Financial Report Recipients

Manager, Conference Activities -- Perry Sensi

Managing Director, Technical Activities -- Mary Ann Dewald

Chief Financial Officer -- Richard D. Schwartz

Region 3 Director

Region 3 Conference Committee Chair