HUNTSVILLE SECTION
OF THE
INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS
P. O. Box 9018, Huntsville, AL 35812

9 November 2016

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ERIC GRIGORIAN
GTRI
256-658-7447

TO: IEEE Region 3 SoutheastCon Committee

SUBJECT: Proposal to Host SoutheasCon 2019 in Huntsville, Alabama

On behalf of the IEEE Huntsville Section, we are very pleased to present to IEEE Region 3, this proposal to host the 2019 SoutheastCon.

We feel that Huntsville, Alabama which is well known as "The Rocket City" and home of NASA Marshall Space Flight Center (MSFC) located on Redstone Arsenal (RSA) is the optimal location to host this Conference in 2019. This year will be the 50th anniversary of the moon landing - which marked a historic event for the USA, NASA and particularly for Huntsville residents. We have chosen this very fitting theme for the conference to be based on the **50 years past and 50 years into the future!**

Huntsville has the most per capita number of engineers and rocket scientists in the US. Huntsville was also voted #2 City in the U.S. for Tech Jobs – Smart Asset, September 2015.

Please see the attached proposal and once reviewed, the board will hopefully determine that Huntsville is the very location for this conference for this specific year.

Thank you for your time and consideration.

Sincerely,

Sonya Dillard, Chair
IEEE Huntsville Section

SOUTHEASTCON '19
HUNTSVILLE, ALABAMA

Proposal

Submitted to

IEEE Region 3 Conference Committee

By:

IEEE Huntsville Section

Date of Conference: April 11, 2019 to April 14, 2019
        Location: Huntsville Convention Center
                    Williams Ave.
                    Huntsville, Alabama 38801
        Contacts: Eric Grigorian
                    egrigorian@ieee.org

November 2016

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Executive Summary

The Huntsville Section is pleased to submit this proposal to host SoutheastCon 2019. Huntsville is centrally located in Region 3 with excellent access to air, and ground travel. As the Space Capital of the United States and home of the Army's Redstone Arsenal, Huntsville is known as a metropolitan hub for the defense, aviation and aerospace industries. Today, Huntsville, Alabama USA is one of the most recognized cities in the Southeast - consistently named as one of the best places to live and work by a variety of national publications. Home to several Fortune 500 companies, Huntsville also offers a broad base of manufacturing, retail and service industries. Some of the most recent media headlines for Huntsville include:

- Huntsville ranked #3 on the list of "Best Mid-Sized Cities to Make a Living - **Money Geek**, February 2016
- Huntsville is ranked #1 as the Best Affordable Places to Live – **Livability**, February 2016
- Huntsville area leads the nation in new construction job growth - **The Associated General Contractors of America**, February 2016
- Huntsville named top destination to get you psyched for hiking – **Recreational Equipment, Inc.**, January 2016
- Huntsville is the #3 City where your money goes the farthest – **Boston Business Journal**, October 2015
- Huntsville is one of the Best Metro Areas for Real Estate Agents – **GoodCall**, October 2015
- Huntsville is one of the top metros to "Power the U.S. Economy" – **Bloomberg Business**, September 2015
- Huntsville is #2 City in the U.S. for Tech Jobs – **Smart Asset**, September 2015

Proposed Theme

Huntsville is well known as the Rocket City with the most per capita number of engineers and rocket scientists in the US. With 2019 marking a historic event for the USA and particularly for Huntsville residents, year 2019 represents the 50th anniversary of the moon landing and the theme of the conference will be based on the 50 years past and 50 years into the future!

Proposed Sponsors

The proposed sponsors for SoutheastCon 2019 are the IEEE Huntsville Section, with technical and volunteer sponsorships by University of Alabama in Huntsville (UAH), and Alabama A&M University (AAMU). The Section has over 850 members along with 62+ IEEE student members and 35 graduate student members at UAH and AAMU. The Section is engaged with the engineering departments in these universities so as to assist with the increased enrollment of students in the student chapters. This effort is in conjunction with the recent increase in new student enrollments.

Proposed Date and Location

The proposed date for the conference is April 11 to 14, 2019. The location of the conference will be in Huntsville, Alabama, with venue being hosted at the Huntsville Von Braun Center (VBC). Huntsville is in the northern part of Alabama with access to a major airport, Huntsville-Decatur International. Interstate 565 spur runs through downtown Huntsville and provides easy access to Interstate 65.

The Huntsville Embassy Suites Downtown will serve as the primary hotel which has 280 guest rooms available for IEEE Members and guests. The hotel is familiar with hosting IEEE events as it was the primary hotel for SoutheastCon 2008. Embassy Suites provides Breakfast and an evening Manager's reception. The hotel is 11 miles from the Huntsville-Decatur International Airport (15-minute drive) and is connected to the VBS through a sky bridge. SpringHill Suites Huntsville Downtown with 149 suites, which is also located adjacent to the Von Braun Center, will be used as a flow-over facility. Additionally, Homewood Suites which is less than one mile from the Von Braun Civic Center and Propst Arena, provides 101 guest rooms in a combination of one or two-bedroom suites.

Transportation to the hotel and airport is approximately $45.00 by taxi and Airport Limousine services. A shuttle service run by the hotel will also be available. UBER has also started its services in Huntsville, providing additional transportation option for the conference attendees.

Hosting City

Huntsville is one of the most recognized cities in the Southeast — consistently named as one of the best places to live and work by a variety of national publications. The city is regularly named as a premier location for both business and quality of life. Technology, space, and defense industries have a major presence. While Huntsville's top employers include the Army's Redstone Arsenal, NASA's Marshall Space Flight Center and Cummings Research Park, the city is also home to more than 70 Fortune 500 companies. The economy in Huntsville has continued to climb, keeping residents here gainfully employed and drawing in new people. The University of Alabama - Huntsville provides opportunities to achieve higher levels of education and training.

While its economy is built on space exploration, missile defense and biotechnology, residents in Huntsville find living expenses far from out of this world. Spending levels in nearly all the categories we measured were below the national average in Huntsville, and the city offers a soaring economy and an array of things to do, putting it on a trajectory to become No. 1 for affordable cities in 2016.

The Huntsville downtown area is in the midst of a major expansion with expected completion of the CityCenter at Big Spring adjacent to the VBC by 2017. The expansion includes additional 235 hotel rooms, shopping, restaurants, and residential complex adjacent to the convention center.

Despite a series of ups and downs, Huntsville remains the center for rocket-propulsion research in NASA and the Army, providing many high-tech jobs to engineers and rocket scientists. Those types of jobs help boost the median household income in Huntsville to more than $50,000. And that amount of money allows residents to enjoy many of the amenities this city has to offer. We found that Huntsville residents spend the lowest percentage of their income on housing (22 percent) when compared to the other cities on this list.

Travelers throughout the areas 18-county service region of North Alabama and South Central Tennessee have their choice of air carriers. Huntsville International (HSV) serves approximately 1.2 million passengers each year through 70 passenger flights per day (arrivals and departures). The facility also provides more than 30 all-cargo flights per week. Passenger service is available from American Airlines, Delta Air Lines, and United Airlines. Non-stop service is available to the following cities: Dallas, Denver, Chicago, Atlanta, Washington DC (Reagan National & Dulles), Charlotte, Memphis, Detroit, and Houston. HSV provides one-stop service to virtually all national and most international destinations. Within the last few years, Huntsville International Airport completed a $92 million capital improvement program that included a new checkpoint security area, public waiting area, flight information display systems, concessions, 1,300 space parking deck expansion and a new baggage claim area. Additionally, in 2015 HSV became the first airport in the southeast to incorporate all-glass jet bridges. Huntsville International Airport (HSV) is the largest commercial airport in North Alabama, serving more than 1.2 million passengers annually. HSV is known throughout its 18-county service region for outstanding customer service, state-of-the-art technology and convenience.

Huntsville is a major education center in North Alabama with multiple universities, technical, and community colleges. These institutions include UAH, AAMU, Defense Acquisition University South, Faulkner University-Huntsville, Florida Institute of Technology-Redstone Graduate Center, Virginia College, Oakwood College, Calhoun Community College, and J.F. Drake Technical College. UAH and AAMU have agreed to be sponsors of IEEE SoutheastCon 2019. Faculty members from each of these schools serve on key committees.

Planned Activities

The planned activities for SoutheastCon 2019 will follow the model as presented in the Region 3 Conference manual with 3 main activities: Professional Conference, Student Conference and Region 3 meetings. We

are planning as part of this conference to add a fourth element with a Pre-College Activity for Saturday April 13, 2019. We are also exploring expansion of the Technical conference with partnership with one or more of the IEEE Technical Societies and to host Tutorials.

Additional Planned Activities

The Section is planning tours of one or more local manufacturing facilities, a Golf Tournament, and a social gathering at the Huntsville Space and Rocket Center. A spousal program is also being planned.

Assumptions

Who	Count
Professionals	152
Students	460
R3 Committee and ExCom	85
Spouses	6
Total	703

Advance Registration	$485 IEEE Members
	$625 Non Members
	$125 Students
	$350 R3 Committee
	$200 Spouses
	$150 Life Members
At Conference	$575 IEEE Members
	$715 Non Members
	$150 Students
	$350 R3 Committee
	$250 Spouses
	$175 Life Members

Sponsors and Exhibits

The goal is to attract 4 to 5 major sponsors and 10 to 15 secondary sponsors. Major sponsors to be approached include ADTRAN, Boeing, Lockheed Martin, Raytheon, Northrop Grumman, NASA, Intergraph, CSC, Toyota, and Sanmina-SCI. Our initial budget is for $27,500 to be raised for the conference. As a part of the conference theme, the organizing committee is planning to include a large area where local and national industries will have the opportunity to show and interact with the conference participants.

Spousal Program

A spousal program is to be developed to include possible tours of the Huntsville Space and Rocket Center, Huntsville Museum of Art, Old Town

Huntsville, the Huntsville Botanical Garden, Lowe Mills Art and Entertainment, and Jack Daniels Distillery.

Region 3 Activities

The Region 3 meeting portion of IEEE SoutheastCon 2019 will be set up to accommodate the needs of the Region 3 committee and executive committee (ExCom). Hosting committee will arrange for a minimum of:

- Tutorials on Thursday
- Leadership and R3 organizational meetings on Friday
- Area/council meetings Friday afternoon
- SPC Dinner and Meeting Friday
- Parallel track of Region 3 splinter meetings on Saturday
- Awards Banquet Saturday evening
- Region 3 meetings Sunday
- SoutheastCon 2019 Out Brief Sunday afternoon

Technical Conference Activities

The technical conference will include tutorials and technical paper presentations. The technical papers will be available in the IEEE SoutheastCon 2019 Proceedings. The papers will have a peer review before acceptance into the proceedings. The technical conference is being organized by the Huntsville Section, UAH, and AAMU.

Following the precedent of prior SoutheastCon conferences, the bulk of the technical conference is planned to take place on Friday and Saturday. Tutorial sessions will be planned for Thursday (and possibly Friday), and a block of rooms will be available for those who want to arrive Wednesday night. The host committee is planning to provide CEUs/PDHs for those attending the tutorials. Technical paper sessions will primarily take place on Friday afternoon and all day Saturday. Poster sessions will be conducted in parallel with the technical paper sessions, providing attendees a rich technical conference experience.

The technical paper sessions will follow a rigorous peer review under supervision of a technical committee. As is appropriate for this regional conference, a wide range of diverse topics will be solicited, such as topics in Circuits and Devices, Communications and Information Systems, Engineering in Medicine and Biology, Intelligent Systems and Control, Networks and Distributed Systems, Nanotechnology and Microelectronics, Computing, Electronic, Electrical, and Computer Engineering, General Engineering and Industrial Applications, Education, Technology, and Globalization, Financial Planning in Engineering Profession. Prior SoutheastCon technical innovations will be considered for adoption in support

of the paper submission and review process. Abstracts of un-refereed papers will be solicited for poster sessions.

The technical program will use the same proven registration and paper submission system used for the 2017 and 2018 SoutheastCon conferences.

Student Conference Activities

The student conference will include the following events:

- Hardware competition
- Software competition
- Technical Paper competition
- Technical Poster competition
- Web design competition
- A Tee shirt / Logo design competition

In cooperation with an independent non-student technical team along with faculty members from UAH and AAMU, and The Section liaison will be responsible for the development of the student competitions. Local volunteer industry mentors will also help to guide the development of these contests. The conference committee will confer with the Region's Conference Committee Chair and Student Activity Chair on the final approval of the student competitions.

The volunteer industry mentors will help to develop metrics that will be used to judge the contests. Much similar to the SoutheastCon 2008, SoutheastCon 2019 will hold all the competitions at the VBC with ample room for the primary hardware competition. The final round(s) of the hardware competition will be held during the banquet event such that all participants to the SoutheastCon will have the opportunity to participate in the excitement and experience.

The conference committee is also planning to identify and include at least one additional new competition event that has not been included in previous SoutheastCons to promote additional participation.

Pre-College Activities

A Pre-College educational activity will be held on Saturday from 9:00 AM to 3:00 PM. This activity will be designed with the inputs of the Region 3 PAOC, Region 3 EAC, IEEE EAC as well as the local education districts. The Section is also planning to include a Job Fair and a Resume Writing workshop.

IEEE SoutheastCon 2019 Commitments

The IEEE Huntsville Section, UAH, and AAMU are committed to making this conference a success. The committee has also been engaged with the Society of Government Meeting Planners (SGMP), the Von Braun Center,

and the Huntsville Convention and Visitors Bureau and has received commitment in assisting with the event planning.

Registration Fees

The registration fees will be structured to encourage as many students as possible to attend, including addition of new competition(s) to promote new membership and attendance. The entire fee structure will be highly dependent on the success of our sponsorship efforts.

Insurance

The required IEEE insurance policy will be secured for this conference.

Proposed Budget

The IEEE SoutheastCon 2019 detailed budget is listed in Appendix A. We anticipate a surplus will be generated, and will take fiscal steps to ensure we will not lose money with this conference. We will use the required budget forms to report status through the project. The conference is projecting an income of $222,235 with expenses of $182,523. These are conservative numbers based on attendance of 703 members, students and spouses. Our budget for corporate sponsorship for the event is $27,500. We are comfortable with this estimate but hope to exceed the budgeted amount. The budget summary is as the following:

Income		
	Registration Fees	$152,395
	Conference Publication Sales	$2,050
	Sponsorships	$27,500
	Exhibits	$22,500
	Social Functions – Extra	$0
	Tutorials	$7,790
	Section/Region Seed Money	$10,000
	Total	$222,235
Expenses		
	Promotion	$7,000
	Conference Publications	$5,499
	Exhibits	$4,050
	Food & Beverage	$70,943
	Administration	$1,800
	All Other Expenses	$83,231
	Seed Money Repayment (21)	$10,000
	Total	$182,523
Surplus		

	Receipts		$222,235
	Outlays		$182,523
	Total surplus	22%	$39,712
Post Conference Distributions			
	Region 3	50%	$19,856
	IEEE Huntsville Section	50%	$19,856
	Total surplus	100%	$39,712

Note: Reference Attached Budget for detailed estimates and associated category codes

Communications/Reporting

The operating goal will be to have close communications with the preceding and following conference organizing committees. The success of the SoutheastCon 2008 were based on planning, observation, and participation in preceding conferences in Memphis (2006), and Norfolk (2007). The SoutheastCon 2008 co-chair will be SoutheastCon 2019 General Chair and will be an active observer/participant in IEEE SoutheastCon 2017 and 2018. It is our goal to be engaged in these conferences so that there is consistency and continuity between each conference, engaging in lessons-learned to minimize any risks.

The organizing committee will take advantage of IEEE communication tools such as Collabratec and WebEx. In the planning stages, the conference committee will be planning to meet live and virtually on bi-monthly basis, and increase the frequency of collaboration as we near the scheduled conference dates.

Work Breakdown Structure and Schedule

The SoutheastCon 2019 will be managed as an actual project, which will include project plan, Work Breakdown Structure, Schedule, and Responsibility Assignment Matrix. The committee will have the advantage of having the plans from previous IEEE SoutheastCons. The SoutheastCon 2019 committee will also collaborate with Region 3 and Region 3 Conference Committee for coordination of efforts and feedback on planning progress.

Risk Assessment

The IEEE SoutheastCon 2019 committee will use established good project management principles as practiced by recent SoutheastCon committees to limit financial exposure and maximize use of available funds.

Website and Advertising

Consistent with recent years, the IEEE SoutheastCon 2019 website will be hosted at the domain www.ieeesoutheastcon.org with the root directory at sites.ieee.org/southeastcon2019. Separate areas will be set up for student activities and internal committee management purposes (paper management, reporting, etc). For consistency, we will use a similar format and the same registration system as selected by SoutheastCon 2017 and 2018.

Advertising for IEEE SoutheastCon 2019 will consist of:

- Call for papers, distributed at IEEE SoutheastCon 2018
- Call for papers, sent through Region 3 e-notice and newsletter (electronic edition)
- Call for papers, sent through the technical society e-notice mailing lists
- Publishing through IEEE Conference listing
- Distribution to all Region 3 colleges and universities
- Distribution to colleges and universities outside of Region 3
- Calendar posting in major periodicals wherever possible at no cost
- Cross-linked web ads when possible at no cost
- Leverage of other local Technical societies through Huntsville Association of Technical Societies (HATS), and SGMP
- NASA and US Army publications as part of the 50th Anniversary
- Direct contact with major employers inside and outside of R3
- Other opportunities as identified

Registration

IEEE SoutheastCon 2019 is planning to utilize the same registration system that will be used for SoutheastCon 2017 and 2018, pending there are no technical or support related issues. Our current target is to have the registration system set up by IEEE SoutheastCon 2018 (with the exception of the tutorials, which will be set up by January, 2019). It will be the intent to use the registration system to its fullest capability to allow for the efficient management of paper submission, student competitions, tutorials, free passes for conference events, and meals.

Organizing Committee

The Huntsville Section has successfully organized and managed AUTOTESTCON 2002, RADARCON 2003, and SoutheastCon 2008 to name a few. The Section is committing funds and members to man the critical committees of registration, publicity, facilities, website, sponsors and a spousal program. We are planning a Pre-College activity to be held during IEEE SoutheastCon 2019. Other section members are acting as mentors to the student conference committees for the hardware and software competitions. The members of the organizing committee are:

Eric Grigorian, P.E.	General Chair	GTRI
Dr. Razik Yaqub	Vice Chair	AAMU
Dr. Willie Fitzpatrick	Finance Chair	US Army, Retired
Paul Sullivan	Secretary	GDIT
Sonya Dillard	Facilities Chair	NASA
Woody Williams	Publicity Chair	US Army, Retired
Josh Langford	Web Site Co Chair	GTRI
Bob Robinson	Web Site Co Chair	Boeing Corp.
Dr. Kaveh Heidary	Technical Program Co Chair	AAMU
Dr. Ravi Gorur	Technical Program Co Chair	UAH
Dr. John Piccirillo	Student Program Co Chair	UAH
Dr. Leandro Barajas	Student Program Co Chair	Dynetics
Dr. Laurie Joiner	Student Program Co Chair, Student Branch Counselor	UAH
TBD	Sponsors Chair	
Dr. Jennifer Deang	Pre-College Activities Chair Student Branch Counselor	Lockheed Martin
Dr. Shankar Mahalingam	UAH Representative	UAH
Dr. Chance Glenn	AAMU Representative	AAMU
Nicolas Garay	Student Software Competition	GTRI
Dr. Leandro Barajas	Student Hardware Competition	Dynetics Corp.
Van Brown	Local Area Contact	Huntsville Convention and Visitors Bureau
Sonya Dillard	Spouses Program Chair	NASA

The Conference has the support of two universities, University of Alabama in Huntsville (UAH), and Alabama A&M University (AAMU). The schools will provide technical expertise, supplemental equipment, and student transportation. Professors and instructors are chairing the technical and student conference committees.

UAH is strategically located near Redstone Arsenal, as well as technology-related companies that, with UAH combine to form one of the nation's largest research parks. Supporting and growing with these entities over the years, UAH has become one of the South's outstanding providers of science and technology related research, and undergraduate and graduate education. These recognized strengths are complemented by excellent undergraduate programs in business, liberal arts, and nursing. The university boasts 110 areas of study, 71 degrees and 8 colleges. UAH has more than 7,400 high quality, highly motivated students from across the country and 76 countries. UAH leads Alabama in research in the areas of engineering and physical and information science.

Federally funded research during 2015 totaled $98 million, with R&D research expenditures being $74.8 million. The university is ranked as #2 in federally funded R&D in Alabama. The largest research awards during 2014 were given by the Department of Defense in the amount of $49.9 million and NASA, in the amount of $19.1 million. Research is conducted within the individual colleges or through 15 independent research centers, laboratories and institutes. Major interdisciplinary research thrusts include: applied optics; Earth system science; information technology; management of science and technology; mechanical and aerospace engineering; modeling and simulation; nano and micro devices; space plasmas and astrophysics; space propulsion; biotechnology; systems engineering; and robotics.

AAMU is a historically black, land grant university, located four miles away from downtown Huntsville. The University offers a variety of degrees through five schools with significant program areas. Additionally, the School of Graduate Studies serves about 1,400 and offers doctoral degree programs in Applied Physics, Food Science, Plant/Soil Science, and Reading/Literacy. Alabama A&M has a total enrollment of 5,814 diverse students, and a faculty of 348 members. The student body is comprised of young adults from approximately 44 different states and draws many international students (currently from 11 countries).

AAMU has been supporting north Alabama with educational opportunities since it opened its doors in 1875. For four consecutive years, the university placed students on the coveted academic teams of USA Today. It was also named one of the Top 50 schools nationwide for African Americans by Black Enterprise magazine.

APPENDIX A
Detailed Planning Budget

Conference Title:		**IEEE SoutheastCon 2019**
Instructions:	Please begin Conference budgeting process using the Budget Worksheet (First Tab)	
Conference Dates:	From:	April 11, 2019
	To:	April 14, 2019
	Conference Number:	

BUDGET		
2500	SURPLUS	$ 33,939.09
1300	TOTAL RECEIPTS	$ 212,235.00
2200	TOTAL OUTLAYS	$ 178,295.91

REVENUE / EXPENDITURE / SURPLUS ANALYSIS		
	LOANS	
Conference Revenue	$10,000.00	$ 181,945.00
Tutorial Revenue		$ 7,790.00
Exhibits Revenue		$ 22,500.00
TOTAL REVENUE		$ 222,235.00
Conference Expense	$10,000.00	$ 162,295.91
Tutorial Expense		$ 6,000.00
Exhibits Expense		$ 4,050.00
TOTAL EXPENSES		$ 182,345.91
Conference Surplus		$ 19,649.09
Tutorial Surplus		$ 1,790.00
Exhibit Surplus		$ 18,450.00
TOTAL SURPLUS		$ 39,889.09

Conference Title:		**IEEE SoutheastCon 2019**		
Instructions:	Please begin Conference budgeting process using the Budget Worksheet (First Tab)			
Conference Dates:	From:	April 11, 2019		
	To:	April 14, 2019		
		Conference Number:		

	BUDGET			
REVENUE:		BUDGET		

		# Units	Amount Per	Total Amount
	TOTAL CONFERENCE REVENUE (Without Loans)			$ 212,235.00
1000	CONFERENCE REGISTRATION, FEES, TUTORIALS, SYMPOSIUMS			$ 181,945.00
1010	Registration- Member	152		$ 49,875.00
	Subtotal Adv. Member	100		$ 47,000.00
1011	Advance- Author	85	$ 485.00	$ 41,225.00
1012	Advance- No Paper	15	$ 385.00	$ 5,775.00
1013	Advance- 1 Day	0	$ -	$ -
1014	Advance- Other	0	$ -	$ -
	Subtotal At Conf Member	5		$ 2,875.00
1015	At Conf Regular- Author	0	$ -	$ -
1016	At Conf Regular- No Paper	5	$ 575.00	$ 2,875.00
1017	At Conf Regular- 1 Day	0	$ -	$ -
1018	At Conf Regular- Other	0	$ -	$ -
1020	Registration- Nonmember	12		$ 7,445.00
	Subtotal Adv. Nonmember	11		$ 6,730.00
1021	Advance- Author	10	$ 625.00	$ 6,250.00
1022	Advance- No Paper	1	$ 480.00	$ 480.00
1023	Advance- 1 Day	0	$ -	$ -
1024	Advance- Other	0	$ -	$ -
	Subtotal At Conf Member	1		$ 715.00
1025	At Conf Regular- Author	0	$ -	$ -
1026	At Conf Regular- No Paper	1	$ 715.00	$ 715.00
1027	At Conf Regular- 1 Day	0	$ -	$ -
1028	At Conf Regular- Other	0	$ -	$ -
1030	Papers	35		$ 5,375.00
	Subtototal Adv. Reduced Rate	35		$ 5,375.00
1031	Advanced- Full	0	$ -	$ -
1032	Advanced- Limited	0	$ -	$ -
1033	Page Change	5	$ 75.00	$ 375.00
1034	Paper Fee IEEE Member	20	$ 150.00	$ 3,000.00
1035	Paper Fee IEEE Non-member	10	$ 200.00	$ 2,000.00
	Subtotal At Conf Reduced Rate	0		$ -
1036	At Conf Regular- Full	0	$ -	$ -
1037	At Conf Regular- Limited	0	$ -	$ -
1038	At Conf Regular- 1 Day	0	$ -	$ -
1039	Author	0	$ -	$ -
1040	At Conf Regular- Other	0	$ -	$ -
1050	Registration Student Member	460		$ 62,350.00
	Subtototal Adv. Student Member	410		$ 54,850.00
1051	Advanced- Full	400	$ 125.00	$ 50,000.00
1052	Advanced- Limited	0	$ -	$ -
1053	Advance- 1 Day	0	$ -	$ -
1054	Advance- Student Author	10	$ 485.00	$ 4,850.00
	Subtotal At Conf Student Member	50		$ 7,500.00
1055	At Conf Regular- Full	50	$ 150.00	$ 7,500.00
1056	At Conf Regular- Limited	0	$ -	$ -
1057	At Conf Regular- 1 Day	0	$ -	$ -
1058	At Conf Regular- Other	0	$ -	$ -
1060	Registration- Student Nonmember	0		$ -
	Subtototal Adv. Student Nonmember	0		$ -
1061	Advanced- Full	0	$ -	$ -
1062	Advanced- Limited	0	$ -	$ -
1063	Advance- 1 Day	0	$ -	$ -
1064	Advance- Student Author	0	$ -	$ -
	Subtotal At Conf Student Nonmember	0		$ -
1065	At Conf Regular- Full	0	$ -	$ -
1066	At Conf Regular- Limited	0	$ -	$ -
1067	At Conf Regular- 1 Day	0	$ -	$ -
1068	At Conf Regular- Other	0	$ -	$ -
1070	Registration - Region 3	85		$ 24,875.00
	Subtotal Adv Society member	75		$ 21,375.00
1071	Advance- Author	0	$ 350.00	$ -
1072	Advance- No Paper	75	$ 285.00	$ 21,375.00
1073	Advance- 1 Day	0	$ -	$ -
1074	Advance- Other	0	$ -	$ -
	Subtotal At Conf Society member	10		$ 3,500.00

Code	Description	Qty		Unit		Amount
1075	At Conf Regular- Full	10	$	350.00	$	3,500.00
1076	At Conf Regular- Limited	0	$	285.00	$	-
1077	At Conf Regular- 1 Day	0	$	-	$	-
1078	At Conf Regular- Other	0	$	-	$	-
1080	Registration- Life Member	8			$	1,225.00
	Subtotal Adv Life Member	7			$	1,050.00
1081	Advance- Author	7	$	150.00	$	1,050.00
1082	Advance- No Paper	0	$	-	$	-
1083	Advance- 1 Day	0	$	-	$	-
1084	Advance- Other	0	$	-	$	-
	Subtotal at Conf Life Member	1			$	175.00
1085	At Conf Regular- Full	1	$	175.00	$	175.00
1086	At Conf Regular- Limited	0	$	-	$	-
1087	At Conf Regular- 1 Day	0	$	-	$	-
1088	At Conf Regular- Other	0	$	-	$	-
1090	Special Registration	66			$	1,250.00
1091	Spouse Guest advance	5	$	200.00	$	1,000.00
1092	Spouse Guest On-site	1	$	250.00	$	250.00
1093	Observer	30	$	-	$	-
1094	Complimentary	30	$	-	$	-
	Revenue Without Loans				$	30,290.00
	Revenue With Loans				$	40,290.00
1100	Miniconferences/Symposiums	0			$	-
1101	Advance - Single	0	$	-	$	-
1102	Advance - Multi	0	$	-	$	-
1103	Advance - Other	0	$	-	$	-
1104	Regular - Single	0	$	-	$	-
1105	Regular - Multi	0	$	-	$	-
1106	Regular - Other	0	$	-	$	-
1200	Tutorial Fees	49			$	7,790.00
1201	General Fees	0	$	-	$	-
1202	Advance - Member	20	$	200.00	$	4,000.00
1203	Advance - Non-Member	10	$	250.00	$	2,500.00
1204	Advance - Student Member	10	$	20.00	$	200.00
1205	Advance - Student Non-Member	5	$	25.00	$	125.00
1206	Advance - Other	0	$	-	$	-
1207	Regular - Single	0	$	-	$	-
1208	Regular - Multi	0	$	-	$	-
1209	Regular - Other	0	$	-	$	-
1210	At Tutorial - Member	1	$	400.00	$	400.00
1211	At Tutorial - Non-Member	1	$	500.00	$	500.00
1212	At Tutorial - Student Member	1	$	30.00	$	30.00
1213	At Tutorial - Student Non-Member	1	$	35.00	$	35.00
1214	At Tutorial - Other	0	$	-	$	-
1215	Tutorial Notes (sales)	0	$	-	$	-
1216	Other	0	$	-	$	-
1300	Conference Publication Sales	160			$	2,050.00
1301	Paper, Members	0	$	-	$	-
1302	Paper, Non-Members	0	$	-	$	-
1303	To IEEE Headquarters	130	$	10.00	$	1,300.00
1304	From IEEE Book Broker	0	$	-	$	-
1305	Page Changes	0	$	-	$	-
1306	CD ROM / Video, Members	30	$	25.00	$	750.00
1307	CD ROM / Video, Non-Members	0	$	-	$	-
1308	Other	0	$	-	$	-
1400	Exhibits	32			$	22,500.00
1401	Exhibits					
1402	Booths	20	$	1,000.00	$	20,000.00
1403	Tabletops	5	$	500.00	$	2,500.00
1404	Other - SEC2010, Financial Advantage	7	$	-	$	-
1500	Corporate Support	8			$	27,500.00
1501	Platinum Sponsor	0	$	10,000.00	$	-
1502	Gold Sponsor	3	$	5,000.00	$	15,000.00
1503	Silver Sponsor	5	$	2,500.00	$	12,500.00
1600	Grants, Donations	0			$	-
1601	Grants, Donations					
1700	Social Event	0			$	-
1701	Food and Beverage Function	0	$	-	$	-
1702	Tours	0	$	-	$	-
1703	Other	0	$	-	$	-
1800	Interest	0			$	-
1801	Bank Interest	0	$	-	$	-
1900	Miscellaneous	2			$	10,000.00
1910	IEEE Society Advance Loans	1	$	5,000.00	$	5,000.00
1920	IEEE Section Advance Loans	1	$	5,000.00	$	5,000.00
1940	Other (Specify)	0	$	-	$	-

Code	Category	Description	SUBTOTAL/#	Exhibitors/# People	Rate/Amount Per	Total Amount
	BUDGET					
	EXPENSE:					
	TOTAL CONFERENCE OUTLAYS (With Loan Repayments)					$ 178,295.91
	LOANS					$ 10,000.00
	TOTAL CONFERENCE OUTLAYS (Without Loans)					$ 168,295.91
2000	**Management/Services**					$ -
2002	Internal General			0	$ 7,000.00	$ -
2004	External General					$ -
2100	**Registration Expense**					$ 7,000.00
2101	Registration Expense					$ 6,000.00
2102	Badges/tickets/evaluations					$ 1,000.00
2200	**Promotion**					$ 7,000.00
2201	Announcement					$ -
2202	First Call For Papers					$ 1,000.00
2203	Call For Papers					$ 1,000.00
2204	Advance Program					$ -
2205	Final Program					$ 2,000.00
2206	Advertisements					$ 3,000.00
2207	Other					
2300	**Exhibit/VendorTotal**					$ 3,500.00
2301	Vendor Program		SUBTOTAL	Exhibitors	Rate	$ 1,500.00
2302		Table Setup		0	$ -	$ 1,500.00
2303				0	$ -	$ -
2304				0	$ -	$ -
2305						$ -
2306						$ -
2307	On-Site Costs		SUBTOTAL			$ -
2308		Spacerental				$ -
2309		Security				$ -
2310		Insurance				$ -
2311		MgmtFee				$ -
2312						$ -
2313	Other		SUBTOTAL			$ 2,000.00
2314		Exhibitor Directory				$ -
2315		Advertising				$ -
2316		Transport				$ -
2317		Dryage				$ -
2318		Carpet				$ -
2319		Flyers				$ -
2320		Bags				$ 2,000.00
2321		Other				$ -
2350	Tutorial Expenses Num of Tutorials =		0	Days	Rate	$ 6,000.00
2351		Total Tutorial Speaker Fees		4		$ 6,000.00
2352		Speaker Full day		4	$ 1,500.00	$ 6,000.00
2353		Speaker Full day		0	$ -	$ -
2354		Speaker Half day		0	$ -	$ -
2355		Speaker Half day		0	$ -	$ -
2356		Travel Expense		0	$ -	$ -
2357		Total Tutorial Other Expenses (Please List)				$ -
2358		Tutorial Signage		0	$ -	$ -
2359		Audio Visual Equip/labor		0	$ -	$ -
2360		Adv Tutorial registration expense		0	$ -	$ -
2361		At Tutorial registration Expense		0	$ -	$ -
2362		Computer expenses		0	$ -	$ -
2363		Notes expense		0	$ -	$ -
2364		Space Rental		0	$ -	$ -
2365		Tutorial Advertising		0	$ -	$ -
2366		Other Tutorial Expense:		0	$ -	$ -
2400	**Technical Digest (PreConference/Tutorial)**					$ -
2401		Paper				$ -
2402		CD Rom				$ -
2403		Shipping				$ -
2500	**Proceedings (At or Post Conference/Tutorial)**					$ 5,499.00
2501		Paper				$ -
2502		CDRom				$ 5,486.00
2503		Shipping				$ 13.00
2600	**Conference Local Arrangements**					$ 42,531.00
2601	Audio-Visual					$ 12,000.00
2602	Music licensing fees					$ -
2603	Ops. Room Equipment					$ 500.00
2604	Signage					$ 1,000.00
2605	On-site Temps					$ -
2606	Security					$ 810.00
2607	Convention Center					$ 26,121.00
2608	Hotel Meeting Rooms					$ 2,100.00
2609	Hotel Penalties					$ -
2610	Tours					$ -
2611	Other					$ -
2612	Transportation					$ -
2613	Hotel Gratuities					$ -
			#	# People	Amount Per	Total Amount
2700	**Food and Beverage**					$ 70,942.50
	* TUTORIAL RELATED FOOD EXPENSES					$ -
	**EXHIBIT RELATED FOOD AND BEVERAGE					$ -
2701		Total Receptions:	1	600	$ 40.00	$ 24,000.00
2702	1	Reception (Friday) (We may substitute Space & Rocket Center at same cost)	1	600	$ 40.00	$ 24,000.00
2703	2	Reception				$ -
2704	3	Reception				$ -
2705		** Exhibit Related Receptions				$ -
2706		Are Tax (__%) and Gratuity (18%) Included??				$ -
2707		Total Breakfasts:	0	0	$ -	$ -

2708	1	Breakfasts:	0	0	$ -	$ -
2709	2	Breakfasts:				$ -
2710	3	Breakfasts:				$ -
2711	4	Breakfasts:				$ -
2712	5	Breakfasts:				$ -
2713		**Exhibits related Breakfasts				$ -
2714		*Tutorial related Breakfasts				$ -
2715		Are Tax (__%) and Gratuity (18%) Included??				
2716		Total Luncheons:				$ 13,252.50
2717	1	Thurs Luncheon Boxes	1	15	$ 15.50	$ 232.50
2718	2	Fri Luncheon Boxes	1	40	$ 15.50	$ 620.00
2719	3	Sat Luncheon Boxes	1	600	$ 15.50	$ 9,300.00
2720	4	Sun Luncheon Boxes	1	200	$ 15.50	$ 3,100.00
2721	5	Luncheon				$ -
2722		**Exhibits related Luncheon				$ -
2723		*Tutoria related Luncheon				$ -
2724		Are Tax (__%) and Gratuity (18%) Included??				
2725		Total Dinners:				$ 21,000.00
2726	1	Awards Banquet (Saturday)	1	600	$ 35.00	$ 21,000.00
2727	2	Dinner				$ -
2728	3	Dinner				$ -
2729	4	Dinner				$ -
2730	5	Dinner				$ -
2733		Are Tax (__%) and Gratuity (18%) Included??				
2734		Total Breaks:				$ 12,690.00
2735	1	Break Thurs AM	1	15	$ 11.75	$ 176.25
2736	2	Break Thurs PM	1	15	$ 11.75	$ 176.25
2737	3	Break Fri AM	1	150	$ 11.75	$ 1,762.50
2738	4	Break Fri PM	1	150	$ 11.75	$ 1,762.50
2739	5	Break Sat AM	1	300	$ 11.75	$ 3,525.00
2740	6	Break Sat PM	1	300	$ 11.75	$ 3,525.00
2741	7	Break Sun AM	1	150	$ 11.75	$ 1,762.50
2742	8	Break				$ -
2743	9	Break				$ -
2744	10	Break				$ -
2745	11	Break				$ -
2746	12	Break				$ -
2747		**Exhibits related Breaks				$ -
2748		**Exhibits related Breaks				$ -
2749		*Tutorial related Break				$ -
2750		*Tutorial related Break				$ -
2751		*Tutorial related Break				$ -
2752						
2753		Other F & B activities				$ -
2754			0	0	$ -	$ -
2755		*Tutorial related Break	0	0	$ -	$ -
2756		**Other Exhibits related Social Functions	0	0	$ -	$ -
2800	**Program**					$ -
2801		Special Speakers				$ -
2802		Special Speakers Travel				$ -
2803		Program Speaker Fees				$ -
2804		Program Speaker Travel				$ -
2805		Other Program Production				$ -
2806		Paper Review				$ -
2900	**Conference Administration**					$ 1,800.00
2901		Credit Card Fees				$ 300.00
2902		Bank Fees				$ -
2903		Travel Grants & Awards				$ -
2904		Insurance & Bonding				$ -
2905		Printing/Duplication				$ 300.00
2906		Postage				$ 100.00
2907		Office Supplies				$ 1,000.00
2908		Freight Shipping				$ 100.00
2909		Grant G & A				$ -
2910		Phone/Fax				$ -
2911		Admin Services				$ -
2912		Staff travel				$ -
2913		Other				$ -
2950	**Society Admin Fee**					$ -
2951		Society Admin Fee				$ -
2975	**AuditFee**					$ 1,273.41
	If IEEE is doing the audit manually enter the EST FEE number below in to the grey box on the right					
2976		Audit Fee (.6% of rev .or exp. Which ever is greater)	EST FEE .6%			$ 1,273.41
3000	**Committee**		Hours	Per Hour		$ 14,750.00
3001		OC & TPC Gifts				$ 750.00
3002		OC Attire				$ 300.00
3003		Travel				$ 6,000.00
3004		Meetings Conf Calls				$ 200.00
3005		Secretary Hours	0	$ -		$ -
3006		Committee Dinner	0	$ -		$ -
3007		Committee Social Event	0	$ -		$ -
3008		Student Volunteers	0	$ -		$ -
3009		Other (Hardware Competition Fields and baseline robot)				$ 7,500.00
3050	**Value Added Tax (VAT)Owed**					$ -
3051		VAT				$ -
3100	**Miscellaneous**					$ 8,000.00
3101		IEEE Society Advance Loan Repayments				$ -
3102		IEEE Section Advance Loan Repayments				$ 10,000.00
3104		CONFERENCE ADMIN FEES (% of Meeting Expenses)				$ -
3105		Contingency (for Budget Only)				$ 5,000.00
3106		Other (Specify) Hospitality Suite				$ 3,000.00