

**NUCLEAR & PLASMA SCIENCES SOCIETY
CONFERENCE POLICY AND PROCEDURES
Addenda to IEEE Meetings Organization Manual (MOM)**

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Rev. N2006-1*

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N-1.0 INTRODUCTION

N-1.1 Purpose of the NPSS Conference Policy & Procedures Document

These special NPSS inserts to the more generic *IEEE Meetings Organization Manual, version 2, March 1996*, provide a list of supplementary policies, procedures and recommendations for IEEE Nuclear and Plasma Sciences Society conference organizers. These instructions are complementary and reflect NPSS experience and best practices. Some NPSS procedures supersede the general instructions in the IEEE document, particularly in the routing of budget requests and final reports. Another purpose of the inserts is to highlight the important procedures for conference organizers to obtain timely authorization, budget approvals and advance loans; and to highlight post-conference responsibilities, budget closeout and final reports.

The Chair of the Conference Policy Committee, a.k.a. the Society Meetings Coordinator, will forward information on retrieving the NPSS inserts and supporting documents to Technical Committee chairs, new Conference chairs, and all voting Adcom members.

N-1.2 NPSS Conference Policy Committee (CPC)

The NPSS Conference Policy Committee (CPC) is appointed by AdCom to recommend policies and procedures for all conferences and symposia for which the NPSS takes full or partial financial responsibility. The Committee:

- ❖ Establishes general policy for the organizational conduct of NPSS Conferences
- ❖ Documents procedures that may differ from instructions given in the IEEE Meetings Organization Manual
- ❖ Documents advice based on the experience of past conference organizers
- ❖ Documents how conferences are coping with changing trends.

The CPC maintains this Conference Policy document and associated web postings.

The CPC maintains the Master List of all scheduled conferences, updated after each AdCom meeting and posted on the NPSS web page at: www.ieee-npss.org

The current Conference Policy Committee membership is shown in Table N-1.

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*Nuclear & Plasma Sciences Society Conference Policy Committee
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Name	Function	Address	Telephone	Fax	Email
Raymond S. Larsen	Chair	SLAC MS 66, Box 4349 Stanford University, Stanford CA 94309	650-926-4907	650-926-5124	larsen@slac.stanford.edu
Louis Costrell	Member	NIST MS 8460 100 Bureau Drive Gaithersburg, MD 20899-8460	301-975-5608	301-869-7682	louis.costrell@nist.gov
Harold L. Flescher	Member	8124 159th Court North Palm Beach Gardens, FL 33418	561-741-4804 (H) 781-248-8418 (Cell)		h.flescher@ieee.org flescher@bellsouth.net
Patrick JL LeDu	Member	CEA-Saclay Dapnia-Spp Gif Sur Yvette, CEDEX F-91191 France	33 1 69 08 40 73	33 1 69 08 64 28	ledu@hep.saclay.cea.fr
Edward J. Lampo	Member	LBLN Advanced Light Source MS 80-01 Cyclotron Road Berkeley CA 94720-0001	510-486-6779	510-486-5800	e.lampo@ieee.org
Anthony D. Lavietes	Member	LLNL 7000 E. Ave. L-153 Livermore CA 94550	925-423-6766	925-422-1332	lavietes1@llnl.gov
Michael P. Unterweger	Member	NIST 245/C114 M/S 8462 Gaithersburg, MD 20899-8462	301-975-5536	301-926-7416	unterweg@nist.gov
Peter S. Winokur	Member	IEEE Congressional Fellow 528 Hart Senate Office Building Washington, DC 20510	202-224-3542	202-224-7327	p.winokur@ieee.org

Table N-1: CPC Membership Rev. 111001

N-1.3 Conference Planning Documents, Forms and Resources

Planning Documents

- ❖ NPSS Conference Policy and Procedures (this document)
 - <http://ewh.ieee.org/soc/nps/meetings.htm>
- ❖ IEEE Conference Organizers Home Page, *Information for Conference Organizers*
 - <http://www.ieee.org/conferences/confink/xml>
 - Contains links to all pertinent IEEE conference documents including below.
- ❖ IEEE Conference Services Meetings Organization Manual (MOM)
 - <http://www.ieee.org/conferences/conforward.xml>
 - Available as a binder with organization subcommittee sections from:

Mary Ann DeWald, IEEE Conference Services
445 Hoes Lane, Piscataway, NJ 08855-1331
conference.services@ieee.org

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Tel: (732) 562-3873

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- ❖ IEEE Policy and Procedures Manual, Section 10, *Meetings, Conferences, Symposia and Expositions*
 - <http://www.ieee.org/about/whatis/policies/>
 - Not to be confused with MOM!
 - Includes formal policies governing IEEE meetings.
 - Useful background reference for NPSS CPC and MOM.

Planning Forms

The forms required for conference planning are found in the combination of the NPSS CPC guidelines and the IEEE Meetings Organization Manual (MOM). They are:

		Page
NPSS Conference Organizer Addresses	Appendix A	A-1
NPSS Conference Pre-Authorization Form	Appendix B	B-1-4
IEEE Budget Submittal Form	MOM	9-25-30
IEEE Conference Information Schedule	MOM	4-25-6
Request for Conference Insurance (2)	MOM	4-27-32
NPSS Post Conference Report	Appendix C	C-1-7
IEEE Final Budget Report	MOM	9-25-30
IEEE Conference Publication Form	MOM	7-11-12

All forms are available in .pdf format on <http://hibp.ecse.rpi.edu/~connor/ieee/npss.html#Meetings>.

Budget and Accounting Tools

The IEEE offers a set of budget and accounting tools based on the Quicken Pro system. The tools consist of the standard Quicken software plus a set of IEEE overlays for various forms. The system can generate the final budget report in the form referenced above.

Questions regarding budget forms as well as budget planning software offered by IEEE can be ordered from:

Kenneth L. Maze, IEEE Operations Audit Manager
Tel: (732) 562-5503, k.maze@ieee.org

The NPSS Society Treasurer will pay any charges for software.

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N-2.0 TYPES OF CONFERENCE INVOLVEMENT

NPSS is the major *sponsor* for a number of annual and bi-annual conferences. A Technical Committee (TC), representing an area of technical interest within NPSS, is responsible for managing the conference. In addition, NPSS supports conferences through *co-sponsorship* (shared financial responsibility) or *technical co-sponsorship* (no financial responsibility) as described in this section. A summary of current NPSS conferences is as follows:

Meeting Name	Responsible Technical Committee (TC)	Freq- uency	Type of Sponsorship	Type of Publication
Particle Accelerator Conference (PAC)	Particle Accelerator Science and Technology	Biennial	Co-sponsored with APS	Conference Record
Real-Time Computer Applications in Nuclear, Particle & Plasma Physics (RTCA)	Computer Applications in Nuclear and Plasma science	Biennial	Sponsor	Conference Record Transactions on Nuclear Science (TNS) Special Issue
Symposium of Fusion Engineering (SOFE)	Fusion Technology	Biennial	Sponsor	Transactions on Plasma Science (TPS) Special Issue
Nuclear Science Symposium (NSS)	Radiation Instrumentation	Annual	Sponsor	Conference Record TNS Special Issue
Medical Imaging Conference (MIC)	Nuclear & Medical Imaging Sciences	Annual	Sponsor	Conference Record Transactions on Medical Imaging (TMI) Special Issue
Nuclear & Space Radiation Effects Conference (NSREC)	Radiation Effects	Annual	Sponsor	TNS Special Issue
Symposium on Nuclear Power Systems (SNPS)	Radiation Instrumentation	Annual	Sponsor	Conference Record Transactions on Nuclear Science Special Issue
International Conference on Plasma Science (ICOPS)	Plasma Science & Applications	Annual	Sponsor	TPS Special Issue
IEEE International Pulsed Power Conference (PPC)	Pulsed Power Science & Technology	Biennial	Sponsor	TPS Special Issue
International Conference on Accelerator and Physics Control Systems (ICALEPCS)	Computer Applications in Nuclear and Plasma science	Biennial	Technical Co-Sponsor with ICALEPCS	Non-IEEE Conference Record
RADiations et leurs Effets sur les Composants et Systèmes (RADECS)	Radiation Effects	Biennial	Technical Co-Sponsor with RADECS	Transactions on Nuclear Science Special Issue
Megagauss Conference	Plasma Science & Applications	Triennial	Technical Co-Sponsor Megagauss Institute	Conference Record & TPS Special Issue
IEEE International Power Modulator Conference	Pulsed Power Science & Technology	Biennial	Technical Co-Sponsors IEEE Dielectrics & Electrical Insulation & Electron Devices	Conference Record
International Conference on Inorganic Scintillators & Applications SCINT 2007	Nuclear & Medical Imaging Sciences	Annual	Technical Co-Sponsor Wake Forest University	Conference Record

Table 2-1: NPSS Conferences, Frequency, Sponsors, Types of Publications

A list of meetings, contact persons and links to meetings websites can be found on the NPSS website at: <http://hibp.ecse.rpi.edu/~connor/ieee/npss.html#Meetings>

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N-3.0 DEFINITIONS OF MEETINGS AND THEIR PUBLICATIONS

The types of publications of NSS meetings are shown in the previous section, *Table 2-1*.

N-4.0 ORGANIZING, PLANNING AND SCHEDULING THE CONFERENCE

This Insert contains a summary of specific instructions for NPSS sponsored conferences. Terms used are: *Shall, Must* = Mandatory Requirement or Procedure; *Should* = Recommended; *May* = Discretionary. *References: APPENDIX A (Address List), APPENDIX B (Pre-Authorization form) and Budget Forms (MOM pp. 9-25 to 30), IEEE Meeting Information Schedule (MOM).*

A. PRE-CONFERENCE ACTIVITIES POLICIES & PROCEDURES

A1. AdCom Approval in Principal –

- a. The appropriate Technical Committee Chair shall obtain approval in principal from the AdCom for new conference series or special conferences. For details see A.3 below.

A2. Responsibility for Conference –

- a. Once approval in principal for a conference series or special conference has been granted, responsibility for the conference rests with the Sponsoring Technical Committee.
- b. The Sponsoring Technical Committee selects the conference dates and site and appoints the Conference Chair.
- c. The Sponsoring Technical Committee may request the Conference Chair to propose options for the conference dates and site for consideration and approval.
- d. The Sponsoring Committee usually delegates, to the Conference Chair, selection of the Conference Committee members and responsibility for the organization and detailed operation of the conference, to be held on the dates and at the site approved by the Sponsoring Committee.
- e. The Conference Chair shall coordinate with the *sponsoring Technical Committee and AdCom* in setting fees for registration and short courses. Note that IEEE encourages a 25-50% member/ nonmember fee differential for IEEE approved events. **See Section C1 for more details.**
- f. The Conference Chair shall coordinate with the *Education Committee* to schedule any courses to be held in conjunction with the conference.
- g. It is recommended that the Conference Chair appoint a *Transnational Committee* to help foster the Transnational goals of IEEE. **See MOM Section 14.0 for more details.**
- h. The Conference Chair is invited to AdCom meetings two years before and one year after the conference, and receives AdCom meetings minutes during that period. Responsibility for sending minutes lies with the NPSS Secretary, coordinating with the Society Meetings Coordinator.

A3. Information Required for Conference Approval Action -

- a. The Conference Chair shall submit the following to the appropriate TC Chair:

- (1) Proposed Budget (Use MOM Manual Forms Section 9, Finance Committee, pp 9-24 to 9-30)**

Fill in the appropriate (first) columns of the proposed budget form.

NOTE: Submit budget for approval *early* in order to avoid problems with advance loan (See A4).

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(2) IEEE Pre-Conference Authorization (APPENDIX B)

This form identifies the scope of the proposed meeting and the principals responsible, including chair, technical program chair and Exhibits organization and management.

- b. The TC Chair shall in turn submit the documents to the NPSS Treasurer for top-level approval by the President, Treasurer and appropriate Transactions Editor, if any.

The Budget form must be mailed ONLY to the NPSS Treasurer, and NOT to IEEE Headquarters as stated at the bottom of the form!

- c. The Treasurer shall then coordinate approvals, forward the approved budget to IEEE, and notify the Conference Chair of budget approval.

A4. Contracts –

- a. **IEEE Conference Services at Headquarters MUST review all proposed hotel contracts BEFORE SIGNING! The IEEE-approved copy then must be submitted to the NPSS Treasurer for signature. The NPSS Treasurer may require further internal NPSS review before final approval. See MOM Section 5.0, Site Selection and Hotel Contracts, for guidance and model hotel contract.**
- b. All Conference contracts require two signatures. Authorized signatories are: Conference Chair, TC Chair, and NPSS Treasurer. *In the case of Hotel contracts, the Treasurer's signature is mandatory.*
- c. Conference personnel who are contract signatories should check whether review by their home institution legal staff is necessary before signing of contracts.

A5. Bank Accounts and Advance Loans –

See MOM Section 9.0, Finance Committee, for guidance. NPSS guidance follows:

- a. For legal protection, bank accounts (savings and checking) shall be opened as "IEEE dba (yr of conf) (name or acronym of conference)". For example,

IEEE dba 2002 NSREC [dba = "doing business as".]

- b. Savings accounts shall have the IEEE, IRS Identifying Number 13-1656633.
- c. At least two Conference Officers shall have signature authority. The IEEE Staff Director of Finance, must be an alternate signature. Arrange early for processing of signature cards and mail to IEEE Conference Services, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331.
- d. Advance funds (loans) can be obtained by applying to the Society Treasurer upon acceptance of the proposed budget.
- e. If no bank account is opened (for example: if the conference is administered by a host laboratory, and expenses are later billed to IEEE), then the local laboratory accounting procedures will apply.

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**WARNING: Beware of potential overhead and other charges from host laboratory/entity!
Prior agreement in writing will avoid problems.**

A6. Local IEEE Section Notification –

- a. The appropriate TC Chair or Conference Chair, as required by the IEEE Board of Directors, shall write somewhat as follows to Chairman of IEEE Section and appropriate chapters Chairmen in the area in which Conference is to be held:

"The IEEE Nuclear and Plasma Sciences Society has arranged to hold the Conference at theinon.....(dates).....This information will be of interest to members of your Section."

- b. A copy of this letter is to be sent to The Society Treasurer and IEEE Conference Services.

A7. Publication of Proceedings –

See MOM Section 7.0, Publications Committee, for general guidance. Specific NPSS guidance follows (A.7-A.12):

- a. Arrangements shall be made for publication (if any) of the Conference proceedings. Many NPSS conferences publish either a Conference Record or a Conference Transactions Issue or both. SEE ATTACHMENT D5.
- b. A **Conference Record** typically contains complete manuscripts and/or abstracts of all papers presented at the conference. The material is published as submitted by the author, without peer review; this permits the Conference Record to be printed, or produced on CDROM, and distributed with minimum delay. **Note:** Since the Conference Record is not peer-reviewed, papers printed in it can also be submitted to a peer-reviewed, archival journal, such as an IEEE Transactions. Conference Records are typically distributed primarily to conference registrants. Arrangements may be made to sell copies.
- c. A **Conference Transactions Issue** is an issue of an IEEE Transactions (e.g., *IEEE Transactions on Nuclear Science* or *Transactions on Plasma Science*) containing papers presented at the conference. Typically authors are permitted/encouraged to submit manuscripts of their conference papers to the editor of the Conference Transactions Issue. To be printed in the issue, papers must satisfy the acceptance criteria of the Transactions, and must undergo a peer review process. Conference Transactions Issues are normally distributed to conference registrants as well as to the journal's normal subscribers.
- d. Costs of publication, distribution, etc., shall be included in the conference budget as follows:
- (i) **Conference Transactions Issues** - The conference Expense budget shall include a Transactions assessment of "x" dollars per page. Contact the Society Treasurer for the appropriate value of "x".
 - (ii) **Conference Record** - Conference Records can be printed by IEEE Publishing Services, or, at the option of the Conference Chair, other means may be selected. The conference budget shall include:
 - 1) EXPENSES in the amount of total publication cost, including editing, mailing and shipping charges.

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RECEIPTS for: [a] the expected BOOK BROKER return from IEEE, and [b] publications sales at the conference. See LINE 15 of 770810 -15 and contact The Society Treasurer for assistance.

The IEEE BOOK BROKER will handle post conference distribution of all NPSS Conference publications.

- A8. Proceedings Editor(s) - If a Conference Record is published by the conference, the Conference Chair shall appoint a Conference Record Editor. The duties include:
- a. Review the required procedures with the Editor-in-Chief .
 - b. From IEEE TAB Products Office, obtain a set of ISBN (International Serial Book Numbers), LC (Library of Congress number), and IEEE Catalog Number for each Conference Record.
- A9. NPSS Conference Attendee Data Base -
- a. NPSS conferences shall maintain a permanent list [see A10.(b)] of previous attendees of the conference series and other potentially interested parties. This list should also be obtained from the previous conference Chair, and used for these mailings. Since it should be added to, culled, and corrected periodically, it should constitute a “high yield” list. This should be done by contacting people on the list who have not attended for the last 5 years. Some Technical Committees appoint a “Keeper of the List.” (See A10(b))
- A10. Distribution Of Call For Papers And Conference Brochure (program) - Call for Papers and Conference Brochures (with registration forms) shall be distributed to:
- (a) Selected NPSS members (see A.9 regarding Data Base)
Where conference is primarily of interest to only an identifiable portion of the membership, brochures need not be distributed to the entire membership. In all cases, information on how to obtain brochures and registration information shall be included in a notice in the NPSS Newsletter, and (recommended) posted on the Conference www Home Page (See A.17).
 - (b) A special Conference “High Yield” list, with names of attendees at recent corresponding conferences and persons submitting papers. This list shall be kept by the *Keeper of the List* appointed by the Technical Committee responsible for the Conference (See also B.2).
 - (c) Web Page: Set up a Conference Home Page, linked from the IEEE Home Page. Include key contacts, committee members, phones and addresses, announcements, call for papers, advance program, registration information, etc. Notify the IEEE Web Master of the conference URL for adding a Hot Link.
- A11. Instructions for Authors –

Recommendation: Use a commercial Mailing House for advice and handling all mailings.

- a. The principal author of each paper to be presented at the conference and/or published in the Conference Proceedings publications should be sent *Instructions to Authors*. The Conference Chair designates a person responsible for preparing and sending instructions; this is typically the Program Chair or the editor(s) of the Conference publications.
- b. Normal distribution is via the World Wide Web.

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- c. The instructions contain complete guidelines for the preparation of manuscripts that are submitted by the author(s) for publication. They should also include blank IEEE Copyright Forms, guidelines for oral or poster presentations, and other information pertinent to the specific conference.
- d. IEEE Copyright forms should be printed from the web, signed and mailed to the Guest Editor.
- e. The author instruction form should request identification of both the corresponding author and the presenter.

**Author instructions normally will be posted on the Conference Web Home Page.
Abstracts will normally be submitted by email on the Web.
Signed Copyright forms must be mailed to the Guest Editor.**

- f. IEEE Copyright Forms are available from the IEEE Publishing Services Manager for Transactions/Journals.
- g. It is now common practice to require authors to prepare manuscripts for publication using desk top publishing techniques which result in normal-page size (e.g., 8 1/2 X 11 inches) manuscripts, often in a two column format. These are expected to be camera-ready and of high quality such that they can be published directly. The person responsible for preparing the *Instructions to Authors kits* should obtain the currently available information on desk-top publishing techniques (using computer-based word processors and printers) that can be used to generate this format. This is available from several sources, including the TNS-Conference Editor. This information should be included in the *Instructions to Authors*.
- h. There are very few authors who do not have access to desktop publishing facilities. However, provisions should be made, in case the need arises, to accommodate those that do not have such access. Optical page scanners and optical character recognition (OCR) software (commonly available in service establishments or large laboratories) can be used to convert typewritten pages to the required format.

Note: If both a Conference Record and a Conference Transactions Issue are produced, the same formatting instructions should be used for both, to reduce confusion to the authors.

A12. Handling IEEE Copyright Forms –

- a. An IEEE Copyright Form, signed by the author or an authorized representative, must be obtained for each paper printed under the auspices of the IEEE. This includes papers printed either in an IEEE Transactions issue or in a Conference Record published by the conference. (If printed in both, two signed forms are required -- one for each.) (See also A.11)
- b. **The editor responsible for the particular Conference publication is responsible for collecting the completed forms for his/her publication, and for forwarding them to the IEEE Publications Office with the manuscripts.**

A13. Insurance –

See MOM Section 9.0, Finance Committee, Insurance Forms pp 9-31 to 9-36.

- a. **ALL NPSS conferences must carry insurance. The Conference Chair must make application *direct to IEEE* by filling out the standard IEEE **REQUEST FOR CONFERENCE INSURANCE** form referenced above. Coverage beyond the minimum may be desirable --- read carefully the **CONFERENCE INSURANCE INFORMATION** and **SPECIAL NOTES** on pages 2 and 3 of the**

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application.

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Note: The Host Entity (Laboratory or Organization) may have special insurance requirements beyond those of the IEEE described here. The Conference Chair is responsible for coordinating with the Host on this matter.

A14. Financial Commitments –

- a. **Only the Conference Chairman or a designee shall make Financial Commitments.** The Conference Chairman should make this clear to all persons involved in the organization of the conference.

A15. Financial Audit -

See MOM Section 9.4, Conference Final Financial Reporting

- a. If income or expenses exceed \$100,000, financial records *must* be audited by a professional independent outside source.
- b. If less than \$100,000, revenue and expenses will be audited by IEEE on a rotational basis.
- c. If an audit is not so scheduled by IEEE, an internal committee of individuals with no direct or indirect financial responsibility should audit the meeting.

Recommendation: Appoint an Audit Committee early to format books for ease in auditing.

A16. Advance loans –

- a. Startup loans are available through The Society Treasurer **after NPSS approval of proposed budget**. Allow at least 30 days.

A17. Overall Planning Schedule –

See MOM Section 4.0, Organizing, Planning and Scheduling the Conference, pp 4-23 to 4-24.

The detailed form is invaluable in establishing important milestones and timelines.

A18. Transnational Participation –

See MOM Section 14.0, Transnational Participation, for guidance.

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B AFTER-CONFERENCE ACTIVITIES POLICIES AND PROCEDURES

See MOM Section 15.0, Post Conference Responsibilities, for general guidance.

B1. Notification Regarding Transactions Proceedings –

See MOM Section 7.0, The Publications Committee, for general guidance.

- a. If there is to be a Conference issue of the Transactions, the Conference Chair shall advise the Transactions Editor (within 30 days after the conclusion of the conference) as to the estimated number of registrants to receive copies.

B2. Address Labels and Attendance Lists –

- a. Sets of address labels should be prepared for each conference publication and provided on paper or disk, as appropriate, to the distributor. Typically, the editor responsible for the particular Conference publication is responsible for obtaining the address list for the mailing of that particular publication. Typically, that list will contain only conference registrants, i.e., not Short Course only, or Exhibits only, or Guest registrants.
- b. A copy of the complete conference attendance list, including the mailing addresses of all the registrants should be provided to the “Keeper of the List” (see A9.).

B3. Conference and Budget Reports –

See MOM Section 9.4, Conference Final Financial Reporting, for general guidance.

- a. **IEEE NPSS Policy requires that within 180 days of conclusion of Conference, The Conference Chair shall complete the NPSS Post-Conference Report (APPENDIX C) and the Final Budget Report (MOM pp. 9-25 to 9-30), and shall submit them, together with a check payable to IEEE, in the amount of the advance loans plus the Conference surplus <loss> to the Society Treasurer.**
- b. Copies of the Conference and Budget reports shall also be sent to (1) NPSS President, (2) TC Chair, (3) the chairman of the next conference in the series, and (if appropriate), (4) the Conference Record Editor.
- c. Upon approval by the NPSS President, the Society Treasurer will submit copies to the IEEE Conference Services Office. If the reports, as initially submitted, are changed prior to approval and submission to IEEE, the Conference Chair shall distribute the copies to all recipients of earlier drafts.
- d. **It is recognized that there may be some non-closed receivables or payables after the 180 days specified for submission of the “final” budget report. Since these will be few in number, they shall be estimated in the budget report and shall not delay the submission of the report within the stipulated 180 days. The non-closed items shall be pursued and concluded by the Conference Chairman, who shall also keep the Society Treasurer advised. Alternatively, The Society Treasurer may elect to track some or all of the items. Submit receivables to The Society Treasurer for deposit in IEEE surplus account (see M.O.M. 9.4.8).**

B4 Financial Audit –

- a. Do the financial audit per the requirements in A15.

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B5 Financial Records –

- a. In accordance with IRS rules, IEEE policy requires that the Conference Chair retain conference financial records for *seven* years, including all billing invoices and canceled payment checks for any conference expenses.
- b. Where agency grants have been acquired via IEEE Headquarters to assist with specific expenses (e.g., publication costs), the Conference Chair will be required to provide the originals of billing invoices and canceled checks for those specific items to the IEEE (**keep copies!**). The original records are required by IEEE and the sponsoring agency when settling the terms of the grants.

C. Additional Notes

C1. Registration Fees –

- a. IEEE policy requires that there shall be a member/non-member registration fee differential. The differential should be such that non-members pay in the range of 25% to 50% above the member price. (This has been waived for the Particle Accelerator Conference.) The member fee **must** apply to all IEEE members, whether or not they are members of the NPSS.
- b. Reduced fees should normally be specified for students who are IEEE members. Fees should also be reduced or waived for retired, unemployed, and life members. The Conference Proceedings and social events (banquets, picnics, etc.) should not be provided, without additional charge, to reduced Fee or Waived Fee Registrants.

C2. Call For Papers and Program Brochure Mailing Costs –

Recommendation: Use a Mailing House – Costs and Postal Rules Change Often!

- a. Mailing costs for Program Brochures requires careful thought. Unsealed brochures & Call for Papers are acceptable for domestic mail. For foreign destinations, the use of mailing house and first class mail is strongly recommended.
- b. To keep brochure weight down, use cover stock no heavier than 110 pound index card and use 20 pound paper (usually white) for the innards. Use small size type and fill the page. Also, cut out the garbage that creeps into many brochures.
- c. Pages are in multiples of four. Thirteen pages require sixteen, ending up with three blanks.

C3. Registration Desk Attendants -

- a. Competent registration attendants are generally available at low cost from the Convention Bureaus, and their use is recommended.

C4. AdCom Meeting Expenses –

- a. AdCom meetings are sometimes held in conjunction with conferences. As a convenience for hotel billing procedures the costs of any luncheons, coffees or dinners
- b. for the AdCom meeting are usually billed directly against the conference hotel account. When this happens, the Conference Chair should promptly request reimbursement for these costs from the Society Treasurer, so that the final conference report does not show this as

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an expense item.

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C5. Exhibits -

See MOM Section 11.0, The Exhibits Committee, for general guidance.

- a. Planners should carefully consider traffic flows into the Exhibit areas. Exhibitors need good visibility and proximity to meeting rooms. Coffee breaks and/or other activities should be planned to help draw people into the Exhibit areas.

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N-5.0 SITE SELECTION

The relevant sections of NPSS Policy and Procedures are:

A2. Responsibility for Conference –

- a. Once approval in principal for a conference series or special conference has been granted, responsibility for the conference rests with the Sponsoring Technical Committee.
- b. The Sponsoring Technical Committee selects the conference dates and site and appoints the Conference Chair.
- c. The Sponsoring Technical Committee may request the Conference Chair to propose options for the conference dates and site for consideration and approval.
- c. The Sponsoring Committee usually delegates, to the Conference Chair, selection of the Conference Committee members and responsibility for the organization and detailed operation of the conference, to be held on the dates and at the site approved by the Sponsoring Committee.

A4. Contracts –

- a. **IEEE Conference Services at Headquarters MUST review all proposed hotel contracts BEFORE SIGNING! The IEEE-approved copy then must be submitted to the NPSS Treasurer for signature. The NPSS Treasurer may require further internal NPSS review before final approval. See MOM Section 5.0, Site Selection and Hotel Contracts, for guidance and model hotel contract.**
- d. All Conference contracts require two signatures. Authorized signatories are: Conference Chair, TC Chair, and NPSS Treasurer. *In the case of Hotel contracts, the Treasurer's signature is mandatory.*

Conference personnel who are contract signatories should check whether review by their home institution legal staff is necessary before signing of contracts.

N-6.0 THE PROGRAM COMMITTEE

The relevant sections of NPSS Policy and Procedures are:

C2. Call For Papers and Program Brochure Mailing Costs –

Recommendation: Use a Mailing House – Costs and Postal Rules Change Often!

- a. Mailing costs for Program Brochures requires careful thought. Unsealed brochures & Call for Papers are acceptable for domestic mail. For foreign destinations, the use of mailing house and first class mail is strongly recommended.
- b. To keep brochure weight down, use cover stock no heavier than 110 pound index card and use 20 pound paper (usually white) for the innards. Use small size type and fill the page. Also, cut out the garbage that creeps into many brochures.
- c. Pages come in multiples of four. Thirteen pages require sixteen, ending up with three blank pages.

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N-7.0 THE PUBLICATIONS COMMITTEE

The relevant sections of NPSS Policy and Procedures are:

A7. Publication of Proceedings –

See MOM Section 7.0, Publications Committee, for general guidance. Specific NPSS guidance follows (A.7-A.12):

- a. Arrangements shall be made for publication (if any) of the Conference proceedings. Many NPSS conferences publish either a Conference Record or a Conference Transactions Issue or both. SEE ATTACHMENT D5.
- b. A **Conference Record** typically contains complete manuscripts and/or abstracts of all papers presented at the conference. The material is published as submitted by the author, without peer review; this permits the Conference Record to be printed, or produced on CDROM, and distributed with minimum delay. **Note:** Since the Conference Record is not peer-reviewed, papers printed in it can also be submitted to a peer-reviewed, archival journal, such as an IEEE Transactions. Conference Records are typically distributed primarily to conference registrants. Arrangements may be made to sell copies.
- c. A **Conference Transactions Issue** is an issue of an IEEE Transactions (e.g., *IEEE Transactions on Nuclear Science* or *Transactions on Plasma Science*) containing papers presented at the conference. Typically authors are permitted/encouraged to submit manuscripts of their conference papers to the editor of the Conference Transactions Issue. To be printed in the issue, papers must satisfy the acceptance criteria of the Transactions, and must undergo a peer review process. Conference Transactions Issues are normally distributed to conference registrants as well as to the journal's normal subscribers.
- d. Costs of publication, distribution, etc., shall be included in the conference budget as follows:
 - (i) **Conference Transactions Issues** - The conference Expense budget shall include a Transactions assessment of "x" dollars per page. Contact the Society Treasurer for the appropriate value of "x".
 - (ii) **Conference Record** - Conference Records can be printed by IEEE Publishing Services, or, at the option of the Conference Chair, other means may be selected. The conference budget shall include:
 - 2) EXPENSES in the amount of total publication cost, including editing, mailing and shipping charges.

RECEIPTS for: [a] the expected BOOK BROKER return from IEEE, and [b] publications sales at the conference. See LINE 15 of 770810 -15 and contact The Society Treasurer for assistance.

The IEEE BOOK BROKER will handle post conference distribution of all NPSS Conference publications.

- A8. Proceedings Editor(s) - If a Conference Record is published by the conference, the Conference Chair shall appoint a Conference Record Editor. The duties include:

- a. Review the required procedures with the Editor-in-Chief .
- b. From IEEE TAB Products Office, obtain a set of ISBN (International Serial Book Numbers), LC (Library of Congress number), and IEEE Catalog Number for each Conference Record.

A11. Instructions for Authors –

Recommendation: Use a commercial Mailing House for advice and handling all mailings.

- a. The principal author of each paper to be presented at the conference and/or published in the Conference Proceedings publications should be sent *Instructions to Authors*. The Conference Chair designates a person responsible for preparing and sending instructions; this is typically the Program Chair or the editor(s) of the Conference publications.
- b. Normal distribution is via the World Wide Web.
- c. The instructions contain complete guidelines for the preparation of manuscripts that are submitted by the author(s) for publication. They should also include blank IEEE Copyright Forms, guidelines for oral or poster presentations, and other information pertinent to the specific conference.
- d. IEEE Copyright forms should be printed from the web, signed and mailed to the Guest Editor.
- e. The author instruction form should identify both corresponding author and presenter.
 - a. **Author instructions normally will be posted on the Conference Web Home Page.**
 - b. **Abstracts will normally be submitted by email on the Web.**
 - c. **Signed Copyright forms must be mailed to the Guest Editor.**
- f. IEEE Copyright Forms are available from the IEEE Publishing Services Manager for Transactions/Journals.
- g. It is now common practice to require authors to prepare manuscripts for publication using desk top publishing techniques which result in normal-page size (e.g., 8 1/2 X 11 inches) manuscripts, often in a two column format. These are expected to be camera-ready and of high quality such that they can be published directly. The person responsible for preparing the *Instructions to Authors kits* should obtain the currently available information on desk-top publishing techniques (using computer-based word processors and printers) that can be used to generate this format. This is available from several sources, including the TNS-Conference Editor. This information should be included in the *Instructions to Authors*.
- h. There are very few authors who do not have access to desktop publishing facilities. However, provisions should be made, in case the need arises, to accommodate those that do not have such access. Optical page scanners and optical character recognition (OCR) software (commonly available in service establishments or large laboratories) can be used to convert typewritten pages to the required format.

Note: If both a Conference Record and a Conference Transactions Issue are produced, the same formatting instructions should be used for both, to reduce confusion to the authors.

A12. Handling IEEE Copyright Forms –

- a. An IEEE Copyright Form, signed by the author or an authorized representative, must be obtained for each paper printed under the auspices of the IEEE. This includes papers printed either in an IEEE Transactions issue or in a Conference Record published by the conference. (If

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printed in both, two signed forms are required -- one for each.) (See also A.11)

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- b. The editor responsible for the particular Conference publication is responsible for collecting the completed forms for his/her publication, and for forwarding them to the IEEE Publications Office with the manuscripts.**

Post Conference:

B1. Notification Regarding Transactions Proceedings –

- a. If there is to be a Conference issue of the Transactions, the Conference Chair shall advise the Transactions Editor (within 30 days after the conclusion of the conference) as to the estimated number of registrants to receive copies.

B2. Address Labels and Attendance Lists –

- a. Sets of address labels should be prepared for each conference publication and provided on paper or disk, as appropriate, to the distributor. Typically, the editor responsible for the particular Conference publication is responsible for obtaining the address list for the mailing of that particular publication. Typically, that list will contain only conference registrants, i.e., not Short Course only, or Exhibits only, or Guest registrants.
- b. A copy of the complete conference attendance list, including the mailing addresses of all the registrants should be provided to the “Keeper of the List” (see A9.).

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N-8.0 PUBLICITY & PUBLIC RELATIONS COMMITTEE

The relevant sections of NPSS Policy and Procedures are:

A.9 NPSS Conference Attendee Data Base -

- a. NPSS conferences shall maintain a permanent list [see A10.(b)] of previous attendees of the conference series and other potentially interested parties. This list should also be obtained from the previous conference Chair, and used for these mailings. Since it should be added to, culled, and corrected periodically, it should constitute a “high yield” list. This should be done by contacting people on the list who have not attended for the last 5 years. Some Technical Committees appoint a “Keeper of the List.” (See A10(b))

A10. Distribution Of Call For Papers And Conference Brochure (program) - Call for Papers and Conference Brochures (with registration forms) shall be distributed to:

- a. Selected NPSS members (see A.9 regarding Data Base)
Where conference is primarily of interest to only an identifiable portion of the membership, brochures need not be distributed to the entire membership. In all cases, information on how to obtain brochures and registration information shall be included in a notice in the NPSS Newsletter, and (recommended) posted on the Conference www Home Page (See A.17).
- b. A special Conference “High Yield” list, with names of attendees at recent corresponding conferences and persons submitting papers. This list shall be kept by the *Keeper of the List* appointed by the Technical Committee responsible for the Conference (See also B.2).
- c. Web Page: Set up a Conference Home Page, linked from the IEEE Home Page. Include key contacts, committee members, phones and addresses, announcements, call for papers, advance program, registration information, etc. Notify the IEEE Web Master of the conference URL for adding a Hot Link.

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N-9.0 THE FINANCE COMMITTEE

Policy Addendum 022406-1:

Conference Treasurer Potential Conflict of Interest

Any Officer of NPSS AdCom with conference budget approval authority may serve as a Conference Treasurer, provided that he/she recuses him/herself from participating in the AdCom approval process for that conference budget during the duration of their Conference Treasurer duties.

The relevant sections of NPSS Policy and Procedures are:

A3. Information Required for Conference Approval Action -

a. The Conference Chair shall submit the following to the appropriate TC Chair:

(1) Proposed Budget (Use MOM Manual Forms Section 9, Finance Committee, pp 9-24 to 9-30)

Fill in the appropriate (first) columns of the proposed budget form.

NOTE: Submit budget for approval *early* in order to avoid problems with advance loan (See A4).

(2) IEEE Pre-Conference Authorization (NPSS Form 111001-01)

This form identifies the scope of the proposed meeting and the principals responsible, including chair, technical program chair and Exhibits organization and management.

b. The TC Chair shall in turn submit the documents to the NPSS Treasurer for top-level approval by the President, Treasurer and appropriate Transactions Editor, if any.

The Budget form must be mailed ONLY to the NPSS Treasurer, and NOT to IEEE Headquarters as stated at the bottom of the form!

c. The Treasurer shall then coordinate approvals, forward the approved budget to IEEE, and notify the Conference Chair of budget approval.

A5. Bank Accounts and Advance Loans -

See MOM Section 9.0, Finance Committee, for guidance. NPSS guidance follows:

a. For legal protection, bank accounts (savings and checking) shall be opened as "IEEE dba (yr of conf) (name or acronym of conference)". For example,

IEEE dba 2002 NSREC [dba = "doing business as".]

b. Savings accounts shall have the IEEE, IRS Identifying Number 13-1656633.

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- c. At least two Conference Officers shall have signature authority. The IEEE Staff Director of Finance, must be an alternate signature. Arrange early for processing of signature cards and mail to IEEE Conference Services, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331.
- d. Advance funds (loans) can be obtained by applying to the Society Treasurer upon acceptance of the proposed budget.
- e. If no bank account is opened (for example: if the conference is administered by a host laboratory, and expenses are later billed to IEEE), then the local laboratory accounting procedures will apply.

**WARNING: Beware of potential overhead and other charges from host laboratory/entity!
Prior agreement in writing will avoid problems.**

A13. Insurance –

See MOM Section 9.0, Finance Committee, Insurance Forms pp 9-31 to 9-36.

- a. *ALL NPSS conferences must carry insurance. The Conference Chair must make application **direct to IEEE** by filling out the standard **IEEE REQUEST FOR CONFERENCE INSURANCE** form referenced above. Coverage beyond the minimum may be desirable --- read carefully the **CONFERENCE INSURANCE INFORMATION** and **SPECIAL NOTES** on pages 2 and 3 of the application.*

Note: The Host Entity (Laboratory or Organization) may have special insurance requirements beyond those of the IEEE described here. The Conference Chair is responsible for coordinating with the Host on this matter.

A14. Financial Commitments –

- a. **Only the Conference Chairman or a designee shall make Financial Commitments.** The Conference Chairman should make this clear to all persons involved in the organization of the conference.

A16. Advance loans –

- a. Startup loans are available through The Society Treasurer **after NPSS approval of proposed budget**. Allow at least 30 days.

Post Conference:

B3. Conference and Budget Reports –

- a. **IEEE NPSS Policy requires that within 180 days of conclusion of Conference, The Conference Chair shall complete the NPSS Post-Conference Report and the Final Budget Report (MOM pp. 9-25 to 9-30), and shall submit them, together with a check payable to IEEE, in the amount of the advance loans plus the Conference surplus <loss> to the Society Treasurer.**
- b. Copies of the Conference and Budget reports shall also be sent to (1) NPSS President, (2) TC Chair, (3) the chairman of the next conference in the series, and (if appropriate), (4) the Conference Record Editor.

- c. Upon approval by the NPSS President, the Society Treasurer will submit copies to the IEEE Conference Services Office. If the reports, as initially submitted, are changed prior to approval and submission to IEEE, the Conference Chair shall distribute copies to all recipients of earlier drafts.**
- d. It is recognized that there may be some non-closed receivables or payables after the 180 days specified for submission of the “final” budget report. Since these will be few in number, they shall be estimated in the budget report and shall not delay the submission of the report within the stipulated 180 days.**
- e. The non-closed items shall be pursued and concluded by the Conference Chairman, who shall also keep the Society Treasurer advised. Alternatively, The Society Treasurer may elect to track some or all of the items. Submit receivables to The Society Treasurer for deposit in IEEE surplus account (see M.O.M. 9.4.8).**

B5 .Financial Records –

- a. In accordance with IRS rules, IEEE policy requires that the Conference Chair retain conference financial records for *seven* years, including all billing invoices and canceled payment checks for any conference expenses.
- b. Where agency grants have been acquired via IEEE Headquarters to assist with specific expenses (e.g., publication costs), the Conference Chair will be required to provide the originals of billing invoices and canceled checks for those specific items to the IEEE (**keep copies!**). The original records are required by IEEE and the sponsoring agency when settling the terms of the grants.

C4. AdCom Meeting Expenses –

AdCom meetings are sometimes held in conjunction with conferences. As a convenience for hotel billing procedures the costs of any luncheons, coffees or dinners for the AdCom meeting are usually billed directly against the conference hotel account. When this happens, the Conference Chair should promptly request reimbursement for these costs from the Society Treasurer, so that the final conference report does not show this as an expense item.

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N-10.0THE AUDIT COMMITTEE

The relevant sections of NPSS Policy and Procedures are:

A15. Financial Audit -

See MOM Section 9.4, Conference Final Financial Reporting

- d. If income or expenses exceed \$100,000, financial records *must* be audited by a professional independent outside source.
- e. If less than \$100,000, revenue and expenses will be audited by IEEE on a rotational basis.
- f. If an audit is not so scheduled by IEEE, an internal committee of individuals with no direct or indirect financial responsibility should audit the meeting.

Recommendation: Appoint an Audit Committee early to format books for ease in auditing.

N-11.0THE EXHIBITS COMMITTEE

The relevant sections of NPSS Policy and Procedures are:

C5. Exhibits -

See MOM Section 11.0, The Exhibits Committee, for general guidance.

Planners should carefully consider traffic flows into the Exhibit areas. Exhibitors need good visibility and proximity to meeting rooms. Coffee breaks and/or other activities should be planned to help draw people into the Exhibit areas.

N-12.0 THE LOCAL ARRANGEMENTS COMMITTEE

Local Arrangements are not covered explicitly in the NPSS CPC Procedures.

NPSS conferences have been using outside conference services with increasing regularity. Conference services are available from IEEE or from private firms. The choice is up to the individual conference organizers.

Conferences may have a preference depending on location, or on a successful established relationship with either IEEE Conference Services, or parts thereof, or a private firm, or parts of both. Services are available for reasonable costs that can cover a large number of details such as advance registration, handling of fund transfers, liaison with hotels, help in setting up hotel and service contracts, help with registration at the conference, publicity, exhibits, and other coordination.

The use of such a firm is highly recommended where feasible.

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N-13.0 THE REGISTRATION COMMITTEE

The relevant sections of NPSS Policy and Procedures are:

C1. Registration Fees –

- a. IEEE policy requires that there shall be a member/non-member registration fee differential. The differential should be such that non-members pay in the range of 25% to 50% above the member price. (This has been waived for the Particle Accelerator Conference.) The member fee **must** apply to all IEEE members, whether or not they are members of the NPSS.
- b. Reduced fees should normally be specified for students who are IEEE members. Fees should also be reduced or waived for retired, unemployed, and life members. The Conference Proceedings and social events (banquets, picnics, etc.) should not be provided, without additional charge, to reduced Fee or Waived Fee Registrants.

C3. Registration Desk Attendants -

Competent registration attendants are generally available at low cost from the Convention Bureaus, and their use is recommended.

N-14.0TRANSNATIONAL PARTICIPATION

Transnational participation is a norm for most NPSS conferences. The IEEE is an international engineering organization, and as such is unique in the world. Therefore IEEE greatly encourages initiatives to build international participation, and to bring the benefits of IEEE conferences to various regions of the world.

NPSS has hosted successful conferences in Europe and Canada, and has future conferences planned in Europe and Asia. NPSS has established a Transnational Committee that is developing new conference initiatives overseas, as well as bringing greater international participation.

Since conference procedures will vary as NPSS ventures into different venues, the CPC guidelines will attempt to capture useful procedural information into the guidelines as experience is gained.

IEEE recommends that each conference be aware of opportunities to advance its outreach by specifically building relations with international participants, and by creating an international team that can affectively operate conferences in these venues. The ongoing leadership for such efforts must be developed within each responsible NPSS Technical Committee.

N-15.0 POST CONFERENCE RESPONSIBILITIES

The relevant sections of NPSS Policy and Procedures are:

B. After-Conference Activities Policies and Procedures

See MOM Section 15.0, Post Conference Responsibilities, for general guidance.

B1. Notification Regarding Transactions Proceedings –

See MOM Section 7.0, The Publications Committee, for general guidance.

- a. If there is to be a Conference issue of the Transactions, the Conference Chair shall advise the Transactions Editor (within 30 days after the conclusion of the conference) as to the estimated number of registrants to receive copies.

B2. Address Labels and Attendance Lists –

- a. Sets of address labels should be prepared for each conference publication and provided on paper or disk, as appropriate, to the distributor. Typically, the editor responsible for the particular Conference publication is responsible for obtaining the address list for the mailing of that particular publication. Typically, that list will contain only conference registrants, i.e., not Short Course only, or Exhibits only, or Guest registrants.
- b. A copy of the complete conference attendance list, including the mailing addresses of all the registrants should be provided to the “Keeper of the List” (see A9.).

B3. Conference and Budget Reports –

See MOM Section 9.4, Conference Final Financial reporting, for general guidance.

IEEE NPSS Policy requires that within 180 days of conclusion of Conference, The Conference Chair shall complete the NPSS Post-Conference Report and the Final Budget Report (MOM pp. 9-25 to 9-30), and shall submit them, together with a check payable to IEEE, in the amount of the advance loans plus the Conference surplus <loss> to the Society Treasurer.

Copies of the Conference and Budget reports shall also be sent to (1) NPSS President, (2) TC Chair, (3) the chairman of the next conference in the series, and (if appropriate), (4) the Conference Record Editor.

Upon approval by the NPSS President, the Society Treasurer will submit copies to the IEEE Conference Services Office. If the reports, as initially submitted, are changed prior to approval and submission to IEEE, the Conference Chair shall distribute the copies to all recipients of earlier drafts.

It is recognized that there may be some non-closed receivables or payables after the 180 days specified for submission of the “final” budget report. Since these will be few in number, they shall be estimated in the budget report and shall not delay the submission of the report within the stipulated 180 days. The non-closed items shall be pursued and concluded by the Conference Chairman, who shall also keep the Society Treasurer advised. Alternatively, the Society Treasurer may elect to track some or all of the items. Submit

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receivables to The Society Treasurer for deposit in IEEE surplus account (see M.O.M. 9.4.8).

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B4 Financial Audit –

Do the financial audit per the requirements in A15.

B5 Financial Records –

- a. In accordance with IRS rules, IEEE policy requires that the Conference Chair retain conference financial records for *seven* years, including all billing invoices and canceled payment checks for any conference expenses.
- b. Where agency grants have been acquired via IEEE Headquarters to assist with specific expenses (e.g., publication costs), the Conference Chair will be required to provide the originals of billing invoices and canceled checks for those specific items to the IEEE (**keep copies!**). The original records are required by IEEE and the sponsoring agency when settling the terms of the grants.

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APPENDIX A: NPSS CONFERENCE ORGANIZER ADDRESSES - Rev. 111601

Title	Name	Email	Address	Tel	Fax
General					
NPSS President	Peter S. Winokur	p.winokur@ieee.org	528 Hart Senate Office Bldg IEEE Congressional Fellow Washington DC 20510	(202) 224-3542	(202) 224-7327
NPSS Treasurer	Edward J. Lampo	lampo@lbl.gov	80-101 Lawrence Berkeley Laboratory, One Cyclotron Roa Berkeley, CA 94720	(510) 486-6779	(510) 486-4773
NPSS Newsletter Editor	W. Kenneth Dawson	k.dawson@ieee.org	TRIUMF, 404 Wesbrook Mall Vancouver, B.C. CANADA V6T 2A3	(604) 222-7455	(604) 222-7307
Chair Conference Policy Committee	Raymond S. Larsen	Larsen@slac.stanford.edu	SLAC MS 66 Stanford University Stanford CA 94309	(650) 926-4907	(650) 926-5124
Publications					
Editor In Chief Editor Transactions on Plasma Science	Steven J. Gitomer	steve@lanl.gov	Center for International Security Affairs, MS K760 Los Alamos National Lab P.O. Box 1663 Los Alamos, NM 87545	(505) 667-4352	(505) 667-0966
Editor Transactions on Nuclear Science	Paul V. Dressendorfer	dressepv@sandia.gov	Sandia National Laboratories Mail Stop 0525/Dept. 1732 P.O. Box 5800 Albuquerque, NM 87185-0525	(505) 844-5373	(505) 844-8168
Conference Editor Transactions on Nuclear Science	John D. Valentine	john.valentine@me.gatech.edu	Georgia Inst. of Technology School of ME, Nuclear & Radiological Engrg Program Atlanta GA 30332-0405	(404) 894-3745	(404) 894-9325
Assistant Conf. Editor Transactions on Nuclear Science Real Time Conf.	Jean-Pierre Dufey	Jean-Pierre.Dufey@cern.ch	Division EP CERN, Geneva, Switzerland	+41 22 767 4408	+41 22 771 3980
Assistant Conf. Editor Transactions on Nuclear Science Medical Imaging Conference	Edward J. Hoffman	ieee_ejh@mail.nuc.ucla.edu	UCLA School of Medicine 10833 Le Conte Ave. B2-086 CHS Los Angeles CA 90095-6948	(310) 825-8851	(310) 825-4517
IEEE Services					
IEEE Sr. Mgr. Conference Services	Mary Ann DeWald	m.dewald@ieee.org	445 Hoes Lane Piscataway, NJ 08855	(732) 562-3873	(732) 981-1769
Conference Organizers Home Page		www.ieee.org/tab/conflink.html			
IEEE Staff Contact Transactions & Journals	Dawn Melley	d.melley@ieee.org	445 Hoes Lane, P.O. Box 1331 Piscataway, NJ 08855-1331	(732) 562-3902	
IEEE Staff Conference & Custom Publishing	Ann Burgmeyer	a.burgmeyer@ieee.org	IEEE Publications 445 Hoes Lane Piscataway, NJ 08855-4150	(732) 562-3890	(732) 981-8062
IEEE Staff Operations Audit Manager	Kenneth L. Maze	k.maze@ieee.org	445 Hoes Lane Piscataway, NJ 08855	(732) 562-5503	(732) 981-1686

APPENDIX B: NPSS PRE-CONFERENCE AUTHORIZATION– Rev. 111901

The appropriate Conference Chair, or a qualified designee, must submit this authorization request for the proposed conference, along with the proposed Budget (See MOM Pages 9-25 to 30), to the appropriate Technical Committee (TC) Chair.

The TC Chair submits the request to the following for approval:

- President
- Treasurer
- Society Meetings Coordinator
- Editor in Chief
- Conference Record Editor (if applicable)

See previous APPENDIX A for needed addresses.

After approval:

The Conference Chair retains a duplicate approved copy and provides copies to other sponsors as required.

The Conference Chair submits the *IEEE Conference Information Schedule*, MOM Page 4-25, to IEEE Conference Services. This form is used to post the vital information into the IEEE master schedule, and to flag and resolve scheduling conflicts that may arise.

In addition, it reminds the Chair to notify the IEEE Section where the meeting is being held, and to process the required *Request for Conference Insurance*, MOM pp. 4-27 ff.

A. GENERAL

Date of Proposal: _____

Person Preparing Report:

Name: _____

Title: _____

Address: _____

Email: _____

Telephone: _____

Name of Conference: _____

Location (Hotel, City): _____

Dates: _____

Total Attendees Est.: _____ IEEE Members: _____ Non-Members: _____

IEEE Sponsor(s): _____

Non-IEEE Sponsor(s): _____

Conference Chair:

Name: _____

Address: _____

Email: _____

Telephone: _____

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B. TECHNICAL PROGRAM

Technical Program Chairman:

NAME _____ TEL: _____

EMAIL _____ FAX _____

ADDRESS _____

Technical theme or subject matter: _____

Expected No. of papers or abstracts: Submitted _____ Presented _____

Expected No. of technical sessions: Presented _____ Poster _____

Expected Attendance at technical sessions _____

Type of Publication _____ IEEE Catalog No. _____

IEEE Conference Record _____

IEEE Transactions Issue _____

Other (Name) _____

None _____

Proposed Registration fees:

IEEE members, advance registration \$ _____

Nonmembers, advance registration \$ _____

IEEE members, at conference \$ _____

Nonmembers at conference \$ _____

Negotiated Hotel Rates:

Advance Reservation by _____ (date) \$ _____ (s) \$ _____ (d)

Regular Reservation: \$ _____ (s) \$ _____ (d)

No. Rooms reserved for advance registrants: _____

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C. EXHIBITS

Exhibit Committee Chairman:

NAME _____ Tel: _____

FAX/EMAIL: _____

ADDRESS _____

Type of Exhibit: Commercial _____ Academic _____ Other _____

Theme of Exhibit: _____

Expected No. of Exhibitors _____ No. of booths available _____

Price per booth \$ _____ Size _____

Principal products or services exhibited _____

Exhibit Manager: _____

NAME _____ Tel: _____

FAX/EMAIL: _____

ADDRESS _____

APPENDIX C: NPSS POST CONFERENCE REPORT - Rev. 112001

Within 90 days of completion of the conference, the Conference Chair or a designee must prepare and forward the Post-Conference Report, together with the *Summary Financial Report* (“*Final Report*” columns of budget request form submitted earlier with Appendix B, MOM pp. 9-25 to30).

The report is a self-evaluation by the Conference organizers of the effectiveness of the organization, problems encountered and problems solved, quality of the technical program, and metrics of attendance, number of papers and recommendations for future conferences.

Attachments should be used to expand on the topics listed as necessary.

The report is submitted to the same list of NPSS Officers as under Appendix A:

- President
 - Treasurer
 - Society Meetings Coordinator
 - Editor in Chief
 - Conference Record Editor (if applicable)
-
-

Date of Report _____

A. GENERAL

Provide a general summary of the following:

Publicity: (Effectiveness of mail-outs, ads in technical publications, newspapers, etc.)

Attendance: (Total, Plenary, Oral sessions, Poster sessions, short courses, comparison with previous years)

B. TECHNICAL PROGRAM

Technical Sessions: Appraisal of technical program (number and quality of papers, reaction of attendees, trends relative to past conferences, oral versus posters quality and attendance, strong and weak points of the program, suggestions for future. What did the organizers learn? Did organizers conduct surveys of attendee satisfaction, selection of outstanding papers, etc? Append results as necessary.

Plenary Sessions: Appraisal of Plenary sessions, quality of speakers, effectiveness of themes, audience reaction, suggestions for future):

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Publications:

Conference record:

_ No. printed _____ Included in registration _____ CDs printed _____ Ordered _____

Other distribution _____

Selling price at Conference:

Conference Record: Members \$ _____ Nonmembers \$ _____

Post conference prices: Members \$ _____ Nonmembers \$ _____

CDs: Members \$ _____ Nonmembers \$ _____

Post conference prices: Members \$ _____ Nonmembers \$ _____

Special sales (detail) _____

Was publication included in registration fee? _____

C. EXHIBITS

Attendance at exhibits: 1st day _____ 2nd day _____ 3rd day _____ 4th day _____

Reaction of exhibitors: (Overall attendance, placement, traffic flow, overall satisfaction, results of surveys):

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C. EXHIBITS (Continued)

Evaluation: (Appraisal regarding exhibit quality, utility, problems, trends relative to prior years, suggestions for future):

D. SHORT COURSES

Evaluation: (Summarize course attendance, attendee reaction, and financial performance.

Append as necessary):

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E. MEMBERSHIP RECRUITING: Comment on arrangements for and success of membership recruiting, if any. Discuss problems and problems solved. Offer suggestions for future efforts.

F. TRANSNATIONAL INVOLVEMENT: Comment on transnational involvement in (a) conference planning, (b) publicity, (c) conference execution, (d) conference program, and (e) overall attendance. Comment on trends that indicate important directions for future conferences.

G. FINANCIAL

Performance: Briefly discuss overall financial goals and outcomes for all major facets of the conference.

Were there major deviations one way or the other from original plan? _____

If so, discuss reasons.

Planning & Planning Tools: General comments on budget planning, accounting and budget control, and trends or guidance for future conferences.

Which budgeting tools were used?

Did the Conference use Quicken Pro tools offered by IEEE?

*Nuclear & Plasma Sciences Society Conference Policy Committee
IEEE Meetings Organization Manual Inserts*

H. SUMMARY

Discuss overall successes and shortcomings of the conference. Is conference gaining or losing support of members or exhibitors in relation to prior years? Discuss trends observed that will help with future conferences. Offer suggestions for improvement and pitfalls to avoid.

Report prepared by: _____ Tel: _____ Email: _____

Address _____

Date Submitted: _____