



Event Wrap-Up Report

ICOPS

June 20-24, 2010

Norfolk, VA

Prepared by

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Supervisor, Meeting & Conference Management



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EXECUTIVE SUMMARY

INTRODUCTION

The 37th IEEE International Conference on Plasma Science (ICOPS) was held in Norfolk, VA, USA, from June 20 to June 24, 2010 with a minicourse on June 24 and 25. The conference venue was the Marriott Waterside hotel located in the center of downtown Norfolk.

Plasma science covers a wide range of topics. ICOPS 2010 offered a rich technical program that spanned the many fundamental as well as applied aspects of the field. The conference was followed by a 1.5 days minicourse on low temperature plasma modelling and applications. 586 abstracts from 37 countries were received. In addition, and for the first time, the conference offered a special session on the emerging multidisciplinary field of "Plasma Medicine". Leaders of this field from around the world gave invited talks that covered new and exciting applications of low temperature plasmas in healthcare.

CONFERENCE LOCATION/VENUE

The Conference was held at the Norfolk Waterside Marriott in Norfolk, VA. It is located in a region of eastern Virginia known as "Hampton Roads". There are 10 cities in Hampton Roads (Norfolk, Portsmouth, Chesapeake, Hampton, Newport News, Suffolk, Franklin, Poquoson, Williamsburg, and Virginia Beach). The total population of the region is in the excess of 1.6 Millions. There are many attractions and historic sites in Hampton Roads. Williamsburg, Jamestown (the oldest English settlement in North America), and the beautiful sandy beaches of Virginia Beach are but a few examples.

CONFERENCE MANAGEMENT

IEEE Meeting & Conference Management was contracted in August 2009 for full event management of this conference. Post contract negotiations with the hotel were conducted to reallocate space according to professional needs assessment, incorporate the following concessions and added value items that were not contracted initially by the conference organizers - approximately \$10,000 in negotiations. **Total MCM value add was \$41,565.42 (see Exhibit A)**

- One per 40 complimentary clause instead of the 1 per 50 offered in the contract
- Two (2) hospitality suites complimentary with the one connecting sleeping room attached complimentary
- Five complimentary rooms for staff with complimentary internet in these five rooms
- Five upgrades at group rate to concierge, water view rooms with complimentary internet in these five rooms
- 5 welcome amenities
- 15 complimentary parking passes with in and out privileges
- 10 additional easels daily

SUGGESTED BEST PRACTICES – EXECUTIVE SUMMARY

- Contract with IEEE MCM prior to contracting with hotel venue to ensure that the proper concessions are received, proper space allocated for the clients best interest.
- Norfolk was a suitable location for ICOPS and the Marriott venue and space layout were adequate for our needs. Plenty of affordable, activities and f&b outlets in the surrounding areas that well suit the needs of this audience.
- Regular monthly committee conference calls are needed to keep everyone on task with regard to their designated assignments. This will assist in alleviating the burden from the chair and help with the overall management of the conference timeline with regards to all aspects/components of the conference.

ORGANIZING COMMITTEE

Conference Executive Committee

General Chair:

Mounir Laroussi

Old Dominion University

Technical Chair:

Christine Coverdale

Sandia National Laboratories

Treasurer:

Shirshak Dhali

Old Dominion University

Minicourse Organizer:

Demetre Economou

Univ. Houston

Students Awards:

Ravindra Joshi

Old Dominion University

Publications Chair:

Ravindra Joshi

Old Dominion University

Student Travel:

Keith Cartwright

Air Force Research Labs

Local Organizing Committee

Sacharia Albin, ODU

Ravindra Joshi, ODU

Mounir Laroussi, ODU

Nicole Laroussi, ODU

Shirshak Dhali, ODU

Juegen Kolb, Exhibits Chair, ODU

Romina Samson, ODU

Linda Marshall, ODU

Technical Program Committee

Chair:

Christine Coverdale

Sandia National Laboratories

Technical Area Coordinators:

Kurt Becker

Polytechnic New York

Monica Blank

CPII

Robert Commisso

Naval Reseach Labs

Farhat Beg

UC San Diego

Michael Kong

Univ. Loughborough, UK

Jean-Michel Pouvesle

GREMI, France

Edl Schamiloglu

Univ. New Mexico

IEEE Meeting and Conference

Management

Lisa Boyd, CMP, Supervisor

Lukrecija Lelong, CMP, Meeting Planner

Registration Management

TDMG, Meetings Dept.

Owings Mills, MD, 21117 USA

GENERAL LOGISTICS

AV

NPSS Network Shop was contracted to provide audio visual services for the conference. Three team members were sent to provide coverage. The normal internet upload and push of the papers from the internet café was hampered due to the hotel's firewall infrastructure. Troubleshooting took place for several hours until alternative suitable arrangements were made. It was seamless to the attendees and presenters.

OPTIONAL TOURS & GUEST PROGRAM

Companion tours and transportation were arranged and offered during the registration process. Tours were made available to Tour of Williamsburg Historical Town, Williamsburg Winery – with tour, tasting & lunch, transportation to Virginia Beach for swimming & shopping, tour of Chrysler Museum of Art w/ lunch at Freemason Abbey. All activities were cancelled at the beginning of May due to lack of interest and participation. The two spouses that registered were refunded.

SOCIAL EVENTS

Welcome Reception

A welcome reception was held at the Marriott hotel on Sunday June 20 from 5 to 9 pm. There was no charge for conference registrants and companions.

Reception at Old Dominion University

On Monday evening June 21 a reception for IEEE members hosted by the President of Old Dominion University (ODU) was held. There was no charge for conference registrants who are IEEE members and their companions.

The reception took place at the open air Kaufman Mall of Old Dominion University. ODU is a Carnegie/Doctoral Research Extensive institution with a total student body of about 23,000 and having its main campus only few minutes drive from downtown Norfolk and the Marriott hotel. Buses were contracted by the organizers to shuttle attendees from the hotel to the ODU campus and back.

Boat Cruise aboard the Spirit of Norfolk

Conference attendees cruised Tuesday evening June 22 on board the Spirit of Norfolk. Boarding time is 6:30 PM. The menu included a full buffet dinner, soft drinks, fruit juices, and water. A no-host cash bar for alcoholic drinks was available. The cost of the cruise was \$20 for conference registrants.

Banquet

The conference banquet was held on Wednesday (June 23) evening, in the Marriott Ballroom on the fourth floor of the conference hotel. A limited number of tickets were available and the conference was sold to capacity. A nominal payment of \$40 was charged for conference registrants and companions. Tickets were available for purchase during on-line registration and at the Registration Desk on a first-come basis onsite.

Special accommodations were made for several attendees – 1 attendee/speaker in manual wheelchair with kosher meal requirements (ramps had to be built for his talk and special arrangements for transportation to the ODU reception) – 1 gluten free attendee/committee member and several vegetarian meals requested at banquet.

EXCOM MEETING & OFFSITE DINNER

All arrangements were made for the all day Excom Meeting onsite on Sunday. 30 members were in attendance. The Excom Dinner was held on Sunday evening at Trilogy Bistro and there were 50 attendees including spouses. No transportation was required – restaurant was in close proximity to the hotel.

HOUSING

Government rate rooms, complimentary rooms, staff rooms and upgrades were not in the original contract. These items were negotiated by MCM once we were contracted for full event management. IEEE had 2 blocks – General at \$159.00 and Government at \$95.00 Following is the room pick up for each:

General Block \$159.00

Date	Fri. 6/18	Sat. 6/19	Sun. 6/20	Mon. 6/21	Tues. 6/22	Wed. 6/23	Thu. 6/24	Fri. 6/25	Total
Actual	10	57	166	172	172	148	36	9	770
Contracted	0	50	190	200	200	200	150	0	990

1 per 40 comp = 19 rooms, - assigned comp rooms = 17 - remainder credited to master account.

Government Room Block \$95.00

Since the government room block was not in the original contract, when we created the government block we took rooms from the general room block because the hotel did not have any additional rooms available. We took 50 rooms per night from the general block.

Date	Fri. 6/18	Sat. 6/19	Sun. 6/20	Mon. 6/21	Tues. 6/22	Wed. 6/23	Thu. 6/24	Fri. 6/25	Total
Actual	0	6	34	37	40	28	5	0	150

1 per 40 comp = 4 room nights credited to master account

Rooms Outside of Room Block

MCM monitored daily the conference registration attendee list versus the hotel pick up reports. The hotel was provided with a list of our attendees to cross-check and 37 room nights were identified as having blocked outside of our group room block. This could have been hotel or attendee error but was rectified and we received the proper credit for these rooms.

Date	Fri. 6/18	Sat. 6/19	Sun. 6/20	Mon. 6/21	Tues. 6/22	Wed. 6/23	Thu. 6/24	Fri. 6/25	Total
Actual	0	1	8	10	10	7	1	0	37

FOOD & BEVERAGE

Overall food & beverage spend at the hotel was \$64,820.08. Food \$58,723 / Beverage \$6,097.80 MCM performed daily monitoring and reconciliation of budgeted versus actual food & beverage expenses – providing updates to conference chair each morning. F&B budget was \$79,862.50 – MCM savings to conference \$15,042.42.

This included: (2) receptions - Sunday & Wednesday, (1) banquet - Wednesday, Excom breakfast, breaks and lunches on Sunday, daily breakfasts and lunches for staff, TPC/TAC lunch – Tuesday, Mini Course breakfast, lunch & breaks, Plasma Medicine Meeting refreshments, (4) AM Breaks & (3) PM Breaks for conference attendees.

GIVEAWAYS

The conference organizers selected all giveaways (conference bags, notebooks, sunglass holders and sunglasses). MCM researched and provided 3 bids all of which were lower than the original bid obtained by the organizers. MCM facilitated contracting, artwork proofs, shipment, etc.

SUGGESTED BEST PRACTICES – GENERAL LOGISTICS

- AV staff should have more of a uniformed look to stand out from the attendees. Information on shirts and pricing was forwarded to Tony and the Network Shop team.
- Companion programs/spouse breakfasts have received little to no interest in 2009 and 2010. Recommendation is that forced networking is not working. We can provide information on activities but we should refrain from formalized programs. In addition, if programs are being considered, full investigation on pricing for activities and transportation must be considered before setting the price and including on the registration form.
- Transportation for ODU reception was handled by the committee – Make sure bus drivers in each bus have directions to the venue or at least have the address and navigation systems. Contract with bus companies that are ADA compliant so separate arrangements don't have to be made for special needs attendees. Ensure there are enough students/volunteers to load buses.
- As mentioned throughout my suggested best practices, particular attention must be paid in the contracting phase to ensure the conference receives the proper concessions as evidenced above in the housing section.
- Due diligence in room block management must extend to onsite to be sure we capture everyone that is in attendance at our conference.
- Breakfast & Lunch should be budgeted and provided for the staff. AV, Registration and the students that assist are all down early by 5:30-6am and outlets are not open in the venue – also the conference does not provide continental breakfast for the attendees so separate meal functions must be made for this group. With regards to lunch – AV & registration staff must remain onsite – we cannot close down so again this expense is justified and should be in the budget from the onset.

STUDENTS

STUDENT TRAVEL GRANTS

A limited number of travel grants were made available to encourage students who are IEEE members to attend. A copy of submitted abstract, IEEE membership number, Proposed travel budget to the conference (cost sharing with other students was encouraged). Two letters of recommendation, one of which is from the student's advisor, stating the importance of the research to be presented. The information contact was: Keith Cartwright studenttravel2010@ieee.org. 28 students were selected from a pool of 41 applicants to receive travel grants. 22 of these accepted the award. The travel grant covered the registration fee and 4 hotel nights. An NSF grant helped cover these expenses.

STUDENT BEST PAPER AWARDS

The "Best Student Presentation Awards" were established in 2005 by the IEEE Nuclear and Plasma Sciences Society. The purpose of these awards is to encourage both outstanding student contributions and greater student participation as principal or sole authors of papers as well as to acknowledge the importance of student contributions to the fields embraced by the NPSS umbrella.

The two best submissions (two awards) were awarded \$250 cash, book vouchers worth \$250 from Springer-Verlag, and a Certificate. The two runners-up received a certificate only. Any student who was the principal author/researcher and the presenter of either an oral or poster paper at the ICOPS 2010 conference and who had been identified as an eligible student author was eligible. In the event of a tie, preference was given 1) to IEEE NPSS members, 2) to IEEE members; 3) to non-IEEE members. Upon notification of acceptance of the abstract, the award candidate was responsible to arrange to have his/her advisor or research supervisor provide an endorsement of the work to the awards committee. Several dozen nominations were received. The Technical Area Coordinators down selected 11 applicants. At the conference, the on-site awards committee ranked the papers for technical content and originality first. Other criteria such as graphic display and clarity of data presentation were considered. The winners were Alexander Gorenstein, Cornell University (undergrad), paper 2P54; Natalie Shainsky, Drexel University, paper 2P125. The student paper awards were sponsored by the European Physical Journal D. The information contact was: Prof. Ravindra Joshi, Old Dominion University rjoshi@odu.edu.

REGISTRATION

OVERVIEW

Registration management services were contracted with Travel Destination Management Systems (TDMG). The site was built and maintained by Bo Yu. IEEE MCM worked as the liaison between the Registration Management company and the organizers from proposal and contract review, inception through to onsite deliverables and management. This service of managing any all vendors on behalf of the organizers is a part of our contracted services provided.

Attendance exceeded expectation - total attendees 524. See following sections for the breakdown by category, function, etc. Registration website was closed as of 6/11 for TDMG to process the registrations – everyone beyond this point was directed to register onsite. The onsite registration hours were:

Sunday	15:00 to 19:00	Wednesday	7:00 to 17:00
Monday	6:00 to 17:00	Thursday	7:00 to 14:00
Tuesday	6:00 to 17:00		

REGISTRATION FEES

	In Advance On or before May 10, 2010	On Site After May 10, 2010
IEEE Members	\$ 550	\$ 650
Non-members	\$ 700	\$ 800
Student Members	\$ 160	\$ 210
Student Non-members	\$ 160	\$ 210
Retired / Unemployed	\$ 160	\$ 210

ATTENDANCE FIGURES

	In Advance	On Site	Total
IEEE Members	146	27	173
Non-Members	117	32	149
Student Mem./Ret./Unemp.	34	7	41
Student Non-members	98	8	106
Student Travel Grant	22	3	25
Minicourse – Non-Student	9	1	10
Minicourse - Student	7	1	8
Complimentary	1	0	1
Life Fellow	3	1	4
Exhibitor	7	0	7

SOCIAL EVENT FIGURES

	In Advance	On Site	Total
Reception	208	19	227
Cruise	135	103	238
Banquet	163	32	195

SUGGESTED BEST PRACTICES – REGISTRATION

- To better service the conference, it would be much more efficient and cohesive if IEEE MCM handled all aspects of the conference. The current set-up required the planner to manage an offsite registration staff when we have a complete registration team in-house. Managing Bo Yu's system can be done by anyone – it is not a system solely exclusive to TDMG. Based on my observations in 2009 when it was run by the volunteers and my management of it this year while supervising TDMG – it is my recommendation that we fold it all in under the IEEE MCM umbrella. Utilizing IEEE MCM will also enable us to leave the conference registration site open – we have the staff, resources and capabilities to handle the registrants seamlessly. MCM assisted in contract negotiation and the price was lowered from \$17 per registrant to \$15. – MCM value add - \$1,040.
- Event icons on registration badges instead of tickets worked out well – this should be repeated for 2011.
- Room monitors/volunteers need to be scheduled to cover the doors at all events.

TECHNICAL PROGRAM

PAPER SUBMISSION & SELECTION

Over 562 abstracts from 37 countries were accepted. This function was managed entirely by the conference organizers. The only support provided by MCM was review of the USB contract –contact information for the company utilized is:

Amy Trapp, Sales & Marketing Manager, Mira Digital Publishing

Abstract Collection - Peer Review - Scheduling - Itinerary Full-Service Publishing: CD - DVD - Web - Print
866.341.9588 ext 207 / Voice: +1 314.333.5107 / amy@mirasmart.com /http://www.mirasmart.com

ORAL PRESENTATIONS

Presenters uploaded their talks no later than one hour prior to the session start. The files were in Power Point or pdf format and were uploaded at the “pre-screening” area located outside of the main ballroom. This table was manned by students and a technician from the NPSS Network Shop. Once uploaded, they were pushed via the server to the assigned rooms. A laptop computer and an LCD projector were made available in each oral session room.

PUBLICATIONS

The Conference Record was distributed on a USB memory stick. Manuscripts of plenary and invited oral presentations were received for a special issue of the IEEE Transactions on Plasma Science to be published in early 2011. The Guest Editors of this special issue are Prof. Ravindra Joshi, Old Dominion University, Prof. Xinpei Lu, HuaZhong University, and Prof. Yukinori Sakyama, UC Berkeley.

POSTER SESSIONS

MCM secured 60 double sided poster boards to accommodate 120 posters at each session. Poster sessions were from 13:30 to 15:30. Posters were set as early as 9:00 and taken down no later than 17:00. The poster presenter was expected to remain at the poster site during the entire time allotted to the poster session.

SUGGESTED BEST PRACTICES – TECHNICAL PROGRAM

- Triple the normal number of pins for poster sessions, due to the economy – the trend is now towards printing the posters out in powerpoint slides and hanging each slide side by side sometimes up to 25 sheets on 1 board with 4 pins in each sheet. Rethink labelling of poster boards so the placement numbering system does not have to be changed daily for each board.
- Work with the decorator on the exact layout of the poster board sessions – keep in mind the food stations and walk through spacing. The volunteer supporting this function should be onsite when the Decorator drops off the boards and sets them up – to avoid having to move them around ourselves later.
- I’d like to see more involvement by MCM in the logistics area of the Technical Program Management. The committee prepared the books, the signage and USBs along with the space allocation. While there were no hiccups along the way and it was all executed fine – it was definitely a gray area for me and would have been beneficial in the overall flow and understanding of the program to be involved. This again is perhaps due to the fact that by the time MCM was brought on board – most of this was already in progress.
- USBs should be PC and Mac compatible

PROGRAM AT A GLANCE

Monday June 21	Tuesday June 22	Wednesday June 23	Thursday June 24
<p>8:00 Introductory Remarks</p> <p>8:30: PL1</p> <p>E. Kunhardt, "The Discharge Physics of Atmospheric Pressure Non-Equilibrium Plasma Sources"</p>	<p>8:00 - PL2</p> <p>K. Budil, "High Energy Density Plasma Physics: A View from DOE"</p>	<p>8:00 - PL3 – PSAC Award</p> <p>M. Thumm, "Progress on Gyrotrons for ITER and Future Thermonuclear Fusion Reactors"</p>	<p>8:00 - PL4</p> <p>L. Boufendi, "Dusty Plasma and Nanotechnology"</p>
BREAK 9:30-9:45	BREAK 9:00-9:30	BREAK 9:00-9:30	BREAK 9:00-9:30
<p>1A: Special Session on Plasma Medicine I</p> <p>1B: Fundamentals of Atmospheric Pressure Plasmas</p> <p>1C: Basic Phenomena</p> <p>1D: Fusion – Inertial, Magnetic, and Alternate Concepts</p>	<p>3A: Special Session on Plasma Medicine II</p> <p>3B: Intense Beam Microwave Generation and Fast-Wave Devices</p> <p>3C: Computational Plasma Physics</p> <p>3D: Z-pinch I</p>	<p>5A: Codes and Modeling</p> <p>5B: Plasmas for Aerospace Applications and Liquid Plasmas</p> <p>5C: Medical, Biological, and Environmental Applications III</p> <p>5D: Z-pinch II</p>	<p>7A: Dusty Plasmas</p> <p>7B: Plasma Processing Applications</p> <p>7C: Plasma, Ion, and Electron Sources</p> <p>7D: Laser Produced Plasmas & Particle Acceleration with Lasers and Beams</p>
LUNCH	LUNCH	LUNCH	LUNCH
<p>Posters 1:30-3:30</p> <p>1P: Basic Phenomena, Space Plasmas; Vacuum Microelectronics; Partially Ionized Plasmas; Fast-wave devices; Z-pinch I; Nonequilibrium Plasma Applications I; Plasma Medicine I; Optical and X-ray diagnostics; Microwave and FIR Diagnostics; Particle Diagnostics; Switching; Insulation and Dielectric Breakdown; Compact Pulsed Power and Applications; Generators</p>	<p>Posters 1:30-3:30</p> <p>2P: Intense Beam Microwave Generation; Slow-wave Devices; Codes and Modeling; Non-Fusion Microwave Systems; Microwave Plasma Interaction; Radiation Physics; High Energy Density Matter; Fusion - Inertial, Magnetic, and Alternate Concepts; Plasmas for Lighting and Flat Panel Displays; Nonequilibrium Plasma Applications II; High Pressure and Thermal Plasmas; Plasma Medicine II</p>	<p>Posters 1:30-3:30</p> <p>3P: Computational Plasma Physics; Dusty Plasmas; THz Technology; Plasma, Ion, and Electron Sources; Intense Electron and Ion Beams; Particle Acceleration with Lasers and Beams; Laser Produced Plasmas; Z-pinch II; Plasma for Aerospace Applications; Environmental Applications and Plasmas used in Medicine</p>	
BREAK 3:00-3:30	BREAK 3:00-3:30	BREAK 3:00-3:30	
<p>2A: Slow-wave Devices and Non-Fusion Microwave Systems</p> <p>2B: Plasmas for Lighting and Flat Panel Displays</p> <p>2C: THz Sources</p> <p>2D: High Energy Density Matter</p>	<p>4A: Intense Electron and Ion Beams</p> <p>4B: Partially Ionized Plasmas</p> <p>4C: Microwave, FIR, and Particle Diagnostics</p> <p>4D: Insulation and Dielectric Breakdown / Switching</p>	<p>6A: Microwave Plasma Interaction and Vacuum Microelectronics</p> <p>6B: High Pressure and Thermal Plasmas</p> <p>6C: Optical and X-ray Diagnostics</p> <p>6D: Compact Pulsed Power and Applications and Generators</p>	

CONFERENCE SPONSORS, SUPPORTERS/EXHIBIT PROGRAM

CONFERENCE SPONSORS & SUPPORTERS

The conference is indebted to the following Sponsors/Supporters and acknowledges that their contributions were instrumental in the success of the event.

Plasma Science and Applications Committee of the IEEE Nuclear and Plasma Science Society



EXHIBITORS

Utilizing the list of perspective exhibitors provided by the committee and past exhibitors, MCM secured the following exhibitors. We developed the Exhibitor Prospectus, worked with the decorator on designing layouts and exhibitors to ensure all deliverables were met.

All refreshment breaks were held in the Exhibit area. Due to the amount of space, we were able to incorporate the Internet Café and the poster sessions into this same area – providing constant traffic flow and exposure for the exhibitors.



SUGGESTED BEST PRACTICES – CONFERENCE SPONSORS/SUPPORTERS/EXHIBIT PROGRAM

- Sponsors & Supporters were handled by the committee directly – Updates via conference call or email would be helpful to the planner in the overall successful execution of the conference and any expected deliverables (signage, VIP treatment, etc.)
- Hold all food & beverage functions close to the exhibit area to increase traffic and ROI for exhibitors.
- Dedicated committee member with the proper industry contacts needed to facilitate this role. MCM reaches out to the companies/vendors supplied or identified by the subject matter experts in the field which would be the conference organizers. This person can be the same as the individual soliciting sponsorships and funding through other methods but it must be understood that the Exhibit portion is a separate component and the more leads provided will increase the sales opportunities.

MISCELLANEOUS

JOB PLACEMENT CENTER

A job placement center was set up at the conference. Individuals interested in employment opportunities in plasma physics and related areas were encouraged to send their resumes (marked “ICOPS”) to the email address below. Employers with plasma-related technical positions available were asked to contact: William White
will.white@kirtland.af.mil

This is a free service that has been a success at past ICOPS in hiring graduates into industry, academia and national laboratories.

FREE INTRODUCTORY MEMBERSHIP

In order to encourage participation in the activities of the IEEE and the Plasma Science and Applications Section of the IEEE Nuclear and Plasma Science Society, free half-year memberships were offered to all interested non-IEEE members (including students) registering for this conference. This free half-year membership included a subscription to IEEE Spectrum and Transactions on Plasma Science. The regular cost of a full year’s membership can be found at www.ieee.org

Membership included:

1. Subscription to Transaction on Plasma Science, a journal devoted to all aspects of plasma science and technology.
2. Subscription to IEEE Spectrum, a magazine covering engineering topics of general technical, economic, political, and social interest.
3. Subscription to Society Newsletter with news items about the Conference on Plasma Science, the Particle Accelerator Conference, and the Symposium on Fusion Engineering.
4. Eligibility to participate in a broad range of IEEE activities.
5. Opportunities for IEEE educational services such as video-conferences and individual learning packages.

To receive the free membership, attendees were instructed to fill out an application at the Registration Desk or call 800-678-IEEE.

EXHIBIT A – MCM VALUE ADD

The following chart represents fiscally the value of using IEEE Meeting & Conference Management.

Value Add	Savings
Food & Beverage savings – attained by strictly adhering to conference budget when developing menus and daily monitoring and reconciliation onsite. Advised the committee throughout on choices and quantities based on experience and conference history.	\$15,042.42
TDMG Registration Contract – negotiated with the vendor to obtain the best and most competitive pricing for the organizers. Worked with them to drop the price to \$15 per registrant instead of \$17. Final reg number billed was 520.	\$1,040
Government Room Block – post contract - negotiated a room block of \$95 for government attendees	\$9,600
Concessions – post - contract negotiated various concessions (staff rooms, comp ratio, comp easels, upgrades, parking passes, welcome amenities)	\$10,000
Rooms Outside Block – worked with the hotel to compare conference registration list against hotel rooming list – identified 37	\$5,883
Total MCM Value Add	\$41,565.42