

CONTRACT BETWEEN
IEEE Meeting & Conference Management (IEEE MCM)
And
2013 Pulsed Power Plasma Science Conference (PPPS)

DATE 13 December 2010

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IEEE OU: Nuclear Plasma Sciences Society - NPS

Meeting Dates/Location: 16 – 22 June 2013
San Francisco, CA

Est. # of Attendees: 1200

Period of Performance Date of signature to 30 September 2013

Service Requested: Logistical Planning & Coordination (Advance & Onsite)
Exhibit Management (Onsite Only)
Financial Management
Attendee Communication
Registration Management (Advance & Onsite)

THIS CONTRACT is made this 13 December 2010 by and between The Institute of Electrical and Electronics Engineers Meeting & Conference Management, having its place of business at 445 Hoes Lane, Piscataway, NJ USA 08855 (hereinafter referred to as "IEEE MCM") and Bryan Oliver and Patrick Corcoran on behalf of the 2013 IEEE Pulsed Power Plasma Science Conference (hereinafter referred to as "Client"). Subject to IEEE Sponsoring Societies Policies and Procedures.

TERMS OF CONTRACT

The contract shall begin on date of signature (Commencement Date) and shall remain in effect through 30 September 2013 or until the work required is satisfactorily completed, which ever occurs first. Any extension beyond the Expiration date must be in writing and signed by both parties.

STATEMENT OF WORK

LOGISTICAL PLANNING / COORDINATION & ONSITE

PRICING:

<i>PRE-PLANNING & COORDINATION</i>	<i>\$47,000 Flat Fee (\$5,000 discount if signed by 17 December)</i>
<i>ONSITE MANAGEMENT</i>	<i>\$900 per day plus Travel & Living Expenses per person</i>
<i>SITE VISITS/COMMITTEE MEETINGS</i>	<i>\$95 per hour plus Travel & Living Expenses</i>

IEEE MCM will work with volunteer leaders and designees to plan all aspects of the event. We will serve as the direct liaison with all vendors and venues, sales and management staff to communicate the needs of the group. Key details include:

- Initial consultation and introduction with committee to develop an agreed upon joint timeline incorporating key milestones based on conference needs
- Coordinate/attend steering committee meetings (as needed, either in person or via conference call)
- Consistent and timely communication with the committee and designees throughout the planning stages of the conference
- Manage and plan hotel/convention center space for all events
- Negotiate vendor contracts (excludes individual exhibitor contracts)
- Negotiate any required amendments to contracts to be approved and signed by the committee and IEEE Procurement on a timely basis
- Arrange meeting rooms setups. Detail each room utilized by the conference with regards to set-up, A/V, sound and food & beverage
 - Arrange for and manage all food functions. Select menu in coordination with chair or designee
 - Arrange for and manage audio visual requirements
- Maintain close liaison with hotels as necessary to communicate changes in group requirements (e.g. guest room block, meeting space, food & beverage, network, social, upgrades, etc.)
- Serve as direct liaison for the committee, vendors and venues, minimizing the possibility of details being overlooked
- Work with general chair or designee on providing instructions for VIPs, complimentary room assignments, special event coordination, VIP seating, etc.
- Provide billing instructions and all other pre-conference pertinent information, as required by committee and coordinated with finance chair for payment
- Assist technical program chairs in determining meeting room requirements, speaker's prep room, and assigning rooms for technical sessions
- Order all necessary signage – contract vendor, design, oversee production and printing of signage including but not limited to breakout meetings, technical sessions, directions, social events, registration and banners
- Arrange for security personnel if necessary
- Arrange for onsite communication provisions, if necessary
- Arrange for shipping and storage

- Conduct pre-conference meeting with the chair and key conference volunteers throughout the planning process
- Conduct pre-conference meetings with the hotel/convention center to confirm and review of conference in detail before conference begins (usually 2 days prior)
- Ensure steering committee room (if applicable) arrangements including phones, two-way radios, computers (with DSL or equivalent), copiers, printers (networked to computers), during hours of operation
- Coordinate and manage a guest hospitality suite (if applicable). The steering committee will arrange for staffing of guest hospitality suite during hours of operation. Refreshments will be served as specified by the committee. Arrange additional services: computer with internet access for e-mail, phone and CVB hospitality desk
- Coordinate with the photographer and manage all requested photographs as directed by committee (if applicable)
- Work with the steering committee to develop a transportation plan (if applicable)
- Monitor expenses levels – report deviations or possible budget variances
- Provide status reports to the conference chair or designee leading up to the event
- IEEE MCM will provide an updated detailed report of the group's history, pick-up, and meeting room requirements and spend at the end of the event

On Site Logistical Management

IEEE MCM will work with volunteers to ensure that all operational tasks are completed during the event. Committee will provide a workforce of able volunteers for various activities.

IEEE MCM will meet with vendor and venue staffs, prior to the conference to confirm and review all final decisions and logistics. During the conference IEEE MCM will serve as the direct liaison with all vendor and venue, management and operations staffs to ensure the needs of the conference are met including:

- Monitor and provide guidance for volunteer run functions
- Monitor conference social and hospitality functions
- Monitor food & beverage functions. Keep an eye on levels of consumption, order more if necessary with concurrence of the chair or designee, and advise of possible budget variances. Food and beverage cost is to be minimized, but should not diminish attendee experience
- Set up and maintain committee operations room, if necessary
- Secure and Maintain storage space for signage, audio visual, and other conference materials not secured in Registration area
- Ensure adequate food and beverage in guest hospitality suite. Committee will arrange for staffing of guest hospitality suite during hours of operation
- Handle crisis and emergency management in conjunction with facility staff.
- Ensure all contract obligations are met by all parties
- Serve as direct liaison between committee and hotel/convention center staff/vendors
- Track shipping for all known deliveries

- Ensure correct signage placement
- Field requests and complaints of key volunteers
- Review hotel room pick up report daily and resolve any discrepancies
- Review food & beverage invoices daily
- Monitor session area and other contracted space to ensure room arrangements, food & beverage and audio visual are being provided according to contract
- Meet with the hotel/convention center daily to review prior day's charges and next day's changes, including banquet event orders. Review and approve or deny as needed
- Reconcile and approve all invoices to ensure accuracy prior to submitting for payment
- Inspect meeting room layouts for set-up and audio visual before each session or meeting
- Monitor audio visual contractual performance
- Rent appropriate equipment for speaker prep room in coordination with the audio visual contractor

On site staffing requirements are based on: scheduled concurrent events occurring in multiple locations, the various needs for those events and the availability/willingness of either committee members or volunteers to oversee those events. While we recommend a trained staff member be assigned to each location where a major event or multiple small events are taking place, we have had (at the request of past Executive Committees to minimize expenses) committee members or volunteers fill in. The committee will have the final decision in that regard, IEEE MCM will assist you in making an appropriate decision.

Post Conference

Upon conclusion of the conference, IEEE MCM will work with volunteers to document key features of the conference including successes and lessons learned. Specifically:

- Compose a summary report of meeting for file and committee review
- Conduct post-conference meetings with executive committee and conference volunteers
- Conduct post-conference meetings with hotel/convention center
- Prepare a final financial report summarizing all budgets, actual costs, outstanding expenses, and budget variances

EXHIBIT MANAGEMENT

PRICING:

ONSITE MANAGEMENT \$800 per day plus Travel & Living (Exhibit Manager)

IEEE MCM understands that PPPS 2013 will be handling the Exhibit Management activities leading up to the event. The Exhibit Chair will provide MCM with the Exhibit specific deadlines for inclusion on the overall conference timeline.

IEEE MCM will work with Exhibit Chair for a smooth transition from committee to MCM staff for Onsite Exhibit Management. IEEE MCM will provide the Exhibit Chair a list of required items for the transition.

On-Site Exhibit Management

- Oversee the exhibit floor (staff, vendors, etc)
- Oversee exhibit hall set-up and tear-down
- Act as liaison between exhibitors, vendors, committee and staff as it relates to exhibit area
- Work with the exhibit decorator to ensure that all exhibitors set-up & tear down adhering to the conference scheduled hours
- Circulate on the exhibit floor during open hours to answer questions and resolve any potential issues
- Review final invoices and handle payments with conference chair's approval

REGISTRATION MANAGEMENT

PRICING:

WEBSITE DEVELOPMENT	N/A – will be using the NPSS Registration Tool
REGISTRATION	\$15.00 per Attendee – special offer
CANCELLATIONS/BADGE ONLY	\$8.50 per cancellation/badge only
ONSITE REGISTRATION MANAGEMENT	\$650 per day plus Travel & Living Expenses
ADDITIONAL REGISTRATION STAFF SUPPORT	\$550 per day plus Travel & Living Expenses
PURCHASE ORDERS/WIRE TRANSFERS	\$15 per

Advance Registration

- IEEE MCM will work with Bo Yu to create a customized conference registration website
- Create hard copy registration form
- Provide a dedicated email address for registration questions and assistance
- Provide Toll free number (US & Canada) and a direct dial for international attendees
- Manage the daily email correspondence and telephone inquiries throughout registration process
- Receive and process registrations received by mail or fax
- Provide support and guidance to authors and delegates registering for the conference
- Manage all payments via credit card, check, wire transfers and purchase orders using the NPSS Registration database

- Process cancellations and refunds (upon committee approval)
- Balance due collection
- Report generation (attendee reports, payment listing, activity reports, etc)
- Review and maintain NPSS Registration database to be free of entry errors or omissions as well as clean up of any duplicate registrations
- Prepare registration packets – badge, badge holders, tickets, receipts, ribbons (if applicable) etc

Registration Packets Creation

IEEE MCM will utilize the NPSS Network shops equipment and supplies to create the conference registration packets. If the conference chooses not to use the NPSS Network shops equipment and supplies, IEEE MCM will create the registration packets as follows.

- Badge design creation for your review prior to print
- Badge printing
- Banquet and drink tickets as needed
- Attendee ribbons from our standard stock of over 20 different categories
- Name badge holders
- IEEE MCM lanyards
- Confirmation/receipts for attendee
- Welcome packet envelopes
- Flag any balance dues
- Tag any VIPs for a more personalized experience if desired
- Proof all registration packets against registration lists as a check and balance

Direct expenses including badges, ribbons, envelopes, shipping charges, etc. will be billed, at cost, to the conference.

Onsite Registration Management

We will design, setup, and manage the onsite registration experience, ensuring your attendee's experience is a positive one from the moment they enter the facility. We will:

- Establish a pre-registration area (booth/desks) for attendees arranged alphabetically which will provide for ease and flow of the registration experience
- Provide personnel as needed to ensure appropriate support
- MCM will utilize IEEE laptops to manage onsite registration
- Order equipment needed (i.e. internet lines, printers, self-service computers if needed)
- Set-up/dismantle registration area
- Process onsite registrations, refunds, and additional purchase items
- Provide real-time registration reports at the conclusion of each day and advise of any increases to specific functions for guarantee adjustments

ATTENDEE COMMUNICATION

PRICING: \$ 3,500 Flat Fee

IEEE MCM recognizes that attendee communications is vital to the success of the conference. IEEE MCM will work with volunteer leaders and designees to promote the event. Key details include:

- Initial consultation with committee to determine attendee communication items
- Handle submission of required IEEE paperwork for Conference Publications Program
- Assist in designing, oversee production, compilation & collection of materials and proofing for the following:
 - Announcement
 - Call for Papers
 - Final Call for Papers
 - Advance Program
 - Final Program
- Bid solicitation from vendors and bid analysis
- Prepare and mail promotion items (either by email or post)
- Proof materials
- Maintain conference mail list
- Liaise between IEEE Conference Services and committee for E-Notice mailings
- Coordination with printer and mail house to ensure efficient and timely delivery of materials
- Coordination of electronic mailings (via E-Notice)

FINANCIAL MANAGEMENT

PRICING:

\$ 2,500 Flat Fee

IEEE-MCM will provide the following financial management services:

- Provide guidance and assistance to Conference Treasurer.
- Prepare for signature, credit applications and applicable tax exemption forms.
- Review all invoices to ensure accuracy prior to payment.
- Submit payment for committee approved invoices.
- Maintain financial records of MCM activity.
- Collect & deposit all income.
- Provide monthly cumulative report (summary and transactions) of financial status to Conference Treasurer (MCM activity).
- Record retention for reconciliation and/or audit purposed.
- Submission of year end accruals to IEEE Conference Services (to meet IEEE obligations for conference not closed by the end of the year).
- Prepare the final financial report
 - Includes activity for all accounts
 - Treasurer/Conference Chair must approve final report before submission to Conference Services
- Administer closing aspects of conference
 - Distribution of surplus
 - Submission of Final Reports to Conference Services, IEEE Audit, Conference Committee
 - Completion of Conference Services Financial form
 - Guide committee on their responsibilities in Conference closing
 - Completion of financial forms/documents required by Conference Services
- Coordinate Audit (required for IEEE financially sponsored events with \$100k revenue or expenses)
 - Gather financial records (income & expense)
 - Submit Financial records to IEEE Audit
 - Respond to IEEE Audit inquiries
 - Monitor progress with IEEE Audit to confirm audit completion

PERSONNEL ASSIGNMENT

IEEE MCM reserves the right to assign the appropriate number of personnel to perform the contracted services. The assigned personnel shown in the table below may be changed in writing in consultation with the Client.

Onsite Staffing requirements are based on: scheduled concurrent events occurring in multiple locations, the various needs for those events and the availability/willingness of either Committee Members or volunteers to oversee those events. The 2013 PPPS Committee will have the final decision in that regard, IEEE MCM will assist you in making an appropriate decision.

TENTATIVE SCHEDULE FOR 2013 PPPS ONSITE STAFF:

	14 June	15 June	16 June	17 June	18 June	19 June	20 June	21 June	22 June	23 June
Lead Planner	T	W	W	W	W	W	W	W	W	T
Exhibit Person	-	T	W	W	W	W	W	T	-	-
Registration Mgr	-	T	W	W	W	W	W	W	W	T
Registration staff	-	T	W	W	W	W	T	-	-	-

T = Travel; W = Working

FEES	
Logistics preplanning and coordination	\$47,000 flat fee (\$5,000 discount if signed by 17 Dec)
Onsite Manager	\$900 per day plus Travel & Living
Site Visits/Committee Meetings	\$95 per hour plus Travel & Living Expenses
Onsite Exhibit Management	\$800 per day plus Travel & Living
Registration Management	
Website Development	N/A – will be using NPSS Registration Tool
Registration	\$15.00 per registrant (special offer) ²
Cancellations	\$8.50 per cancellation/badge only ³
Badge only	\$8.50 per cancellation/badge only ⁴
Onsite registration management	\$650 per day plus Travel & Living Expenses
Additional registration staff support	\$550 per day plus Travel & Living Expenses
Purchase orders/wire transfers	\$15 per ⁵
Attendee Communication	\$3,500 flat fee
Financial Management	\$2,500 flat fee
Credit Card Fees	Approximately 3.5% per transaction Visa, MasterCard, Discover, Diners-2.9%; AMX = 4%

The above rates were especially negotiated for the Conference and are strictly confidential. Disclosure of the above rates will void them.

² Registrant is defined as any individual entered into the MCM registration system and a confirmation number is assigned. *You will only be charged for the actual number of registrants.*

³ If multiple registrations are created by an attendee, the conference will be charged \$15.00 for the initial reservation and \$8.50 to cancel each duplicate. If an attendee needs to cancel, the \$8.50 fee will also apply.

⁴ Committees can register a select group of non-paying individuals without being charged the registration fee. *Not to exceed 5% of total registrations, excluding exhibitors.*

⁵ When an attendee chooses to pay for their registration by either Purchase Order or Wire Transfer, the conference will be charged a \$15.00 additional processing fee for that registrant. *You may elect not to offer payment by Purchase Orders or Wire Transfers.*

Current Visa, MasterCard, Discover rates are 2.9%; AMX rates are 4% (average 3%). Credit card rates are subject change w/o notice due to bank adjustments

LIMIT OF SERVICE

IEEE MCM represents that it will provide professional and timely service for the scope of service in this contract.

CONFIDENTIALITY

Neither party shall, without the written permission of the other party, disclose confidential information to a third party. The operation of the clause shall survive the termination of this contract

BILLING AND PAYMENT FOR SERVICES

IEEE MCM does not require advance payment. We will create a holding account upon the full execution of this contract. IEEE MCM will post to the holding account (as a debit) itemized bills for services rendered on a monthly basis. Monies collected for the conference are posted to the holding account as credits. An account statement will be issued at the end of the conference. If sufficient funds are not in the holding account when final invoice is issued, reimbursement is expected within 30 days.

DISBURSEMENTS

IEEE MCM will be responsible for the in-office charges that are associated with daily business, such as; telephone calls, copies and faxes to and from committee, vendors and attendees.

IEEE MCM fees and complimentary extras relate only to the agreed upon services detailed above. All other direct expenses (i.e. credit card and wire transfer fees, printing, advertising, supplies, postage, shipping, transportation, equipment rental, decorator, security, on-site telephone charges and third party charges for equipment or services not provided by IEEE.) are to be paid by the conference

Client shall also be responsible for Staff Salary (\$95.00 per hour), plus Travel and Living Expenses for any meeting(s) that would require the Lead Conference Planner or a designate to be present.

MCM staff will travel at the lowest available coach fare. The cost of the airline ticket and any associated ground transportation fees (i.e. shuttle service, taxicab, or sedan service) will be a direct expense billable to the conference. Travel days to and from the event location are provided complimentary to the conference and all associated incidental expenses on these days will be at the sole expense of MCM.

Hotel accommodations by MCM onsite personnel will be a direct expense to the conference. Daily meal expenses are limited to no more than \$100 per day. The total cost of meals plus tips will not exceed the daily maximum meal allowance.

MCM personnel will be reimbursed by the conference for business calls made on cellular phones with appropriate documentation. Incidental expenses (i.e. gratuities, internet fees, in-room phone calls) will be reimbursed by the conference provided appropriate documentation is provided.

Such disbursements shall be direct expenses allowed for in the conference budget and approved by committee. IEEE MCM will supply the client with an itemized listing of all disbursements incurred.

ADDITIONAL SERVICES

Service functions added to the scope of the contract, other than what is outlined, may incur additional service fees based on the nature and time requirements of the task. Those tasks will be immediately brought to the attention of the chairman and fairly assessed and priced. All parties, in writing, will agree to price before work on that task can begin.

COMMISSION, PAYMENTS AND GRATUITIES

IEEE MCM will not receive commission, payments, gratuities or other considerations from any vendor with whom it contracts to implement the terms of this contract without obtaining the prior approval of Client.

CANCELLATION OF MEETING

In the event of cancellation of the meeting for any reason, Client agrees to pay MCM for all direct expenses already incurred as indicated in "Disbursements" section and forfeit management fees paid to date. Flat fees will be prorated according to actual work performed.

CANCELLATION

This Contract may only be terminated for "Cause" upon written notice given by Client to IEEE MCM. "Cause" is defined as a breach of the obligations under This Contract. It is further provided that there shall be no right of termination for the sole purpose of changing meeting planning provider.

Upon the breach by IEEE MCM of any of the terms and conditions of this contract, the contract may be terminated before its completion by Client provided that Client provides written notice of such breach and a period of at least 30 days to cure the breach. If IEEE MCM fails to cure the breach by the end of the 30 day cure period, Client may immediately terminate the contract. Upon termination of this contract IEEE MCM shall immediately deliver to Client any and all work product and deliverables completed through and including the termination date and shall cease from any further work on behalf of Client.

In the event of any termination of This Contract, the Client shall make payment to IEEE MCM for any and all services initiated and or completed by IEEE MCM through the termination date, within 30 days of the termination date as well as any reimbursements of direct expenses due.

FORCE MAJEURE


If events beyond the reasonable control of the Parties, including but not limited to, acts of God (flood, earthquake, tornado, fire, etc.), war, strikes, threats or acts of terrorism or similar acts, disease, U.S. Department of State, World Health Organization, CDC or other governmental or international agency travel advisory, civil disorder, non-availability of food, beverages, or other supplies or curtailment of transportation either in the Conference City or in the countries/states or origin of the attendees, deters the attendees from arriving for the first scheduled day of the event, making it inadvisable, impracticable, illegal, or impossible to perform as originally contracted under this Contract, the affected party may terminate this Contract.

SIGNATURE


This Contract is binding on the parties, their successors, and transferees and constitutes the entire Contract between them, superseding any and all previous agreements, oral or written with respect to the subject matter hereof. No modification or waiver of any term or amendment to This Contract shall be effective unless signed in writing by both parties.

The undersigned represent that they are authorized to sign and enter into this contract.

If either party uses a scanned or facsimile transmittal, that copy shall be deemed to be an original.


Accepted by Bryan Oliver on behalf of PPS 2013

12/13/10
Date


Elsie V. Cabrera, CMP
Manager, Sales & Conference Activities
IEEE Meeting & Conference Management

14 Dec 2010
Date