

**Attachments to the
Minutes
Board of Governors Meeting
IEEE Society on the Social Implications of Technology
(SSIT)
Sept 12, 2009 9:15 AM**

IEEE Society on Social Implications of Technology
 Board of Governors Meeting
 Saturday 12 September 2009
 Rutgers University, New Brunswick, NJ
 10:00 AM - 4:00 PM
 Janet Rochester's cell phone: 757 709 0944

- | | | |
|-----|-----------------------------------|--------------------------------------|
| 1. | Welcome & Introductions | Rochester |
| 2. | Adoption of Agenda | Rochester |
| 3. | Approval of Previous Minutes | Kjell |
| 4. | President's Report | Rochester |
| 5. | Past President's Report | Perusich |
| 6. | Directors' Report | Montrose |
| 7. | Treasurer's Report | Perusich |
| 8. | Publications Report | Whelchel |
| 9. | Conference Reports | Hoffnagle |
| 10. | Committee Reports | |
| | Nominations | Perusich |
| | Fellows Committee | Foster |
| | Membership | Ingerman |
| | Student Membership | Gawkowska |
| | Distinguished Lecturers | Herkert |
| | Virtual Community | Andrews |
| | Chapters / GOLD | Anesta |
| | Awards | Engel |
| | Ethics | Unger |
| | PACE | Ruhoy |
| | Society Development Committee | open |
| | Educational Activities Committee | open |
| | Bylaws and Constitution revisions | Engel |
| 11. | Old Business | Recording of electronic votes |
| 12. | New Business | |
| | Walp | Division appointees role |
| | Ingerman | Publicist |
| | Ingerman | Active role for SSIT |
| | Perusich | Humanitarian Technology
Challenge |
| 13. | Next Meeting & Adjournment | |

President's Report to SSIT Board of Governors
11 September 2009
Rutgers University
New Brunswick, NJ

I received responses from 13 people in answer to my call for volunteers in the summer newsletter. Some were interested in a specific position; others wanted information. Based on individual interest, I have made the following appointments:

Tim Kostyk – Smart Grid

Ed Lowry – Transportation and Aerospace Technology Policy Committee

Bob Schaefer – Awards Committee

Richard Freeman – Awards Committee

Faye Karababa – ICEO

Ken Foster and I attended the Healthcare Interoperability Summit in Washington, DC, in June, organized by Luis Kun. Participants are now in the process of writing a report.

At the TAB meeting on Los Angeles in June there was a short discussion about financially vulnerable societies and I expect a more formal discussion in November. The Division Directors discussed SSIT's situation in their meeting. It is clear from both meetings that many in TAB have some serious misunderstandings about SSIT.

The next society review, due in November 2010, has been brought forward to February 2010, largely in response to our financial situation. I have the revised report forms and the reports we provided in 2005, but will be seeking inputs from many of you in completing them.

I attended the IEEE History of Technical Societies Conference in Philadelphia and presented a paper on the history of SSIT. Based on the presentation, I have been invited to speak at the Washington DC/ Northern Virginia Section in October.

I will be attending the Toronto International Conference – Science and Technology for Humanity on 26-27 September.

The IEEE has been developing a tool called Technology Navigator – a database of terms that will lead a researcher to publications across all societies and publications. Access to Xplore is through individual publications.

Karl Stephan will be entering data in the Wikipedia article on SSIT.

Currency: USD

Business Unit = 0300 Social Implications of Technology

	<u>FM-14 2008</u>			<u>2009 BUDGET</u>			<u>JUN-09 YTD</u>			<u>YEAR END FORECAST</u>		
	INCOME	EXPENSE	NET	INCOME	EXPENSE	NET	INCOME	EXPENSE	NET	INCOME	EXPENSE	NET
INTEREST INCOME	0.0	142.6	(142.6)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PERIODICALS	155.8	145.6	10.2	151.3	125.5	25.8	119.3	58.1	61.2	156.9	130.5	26.4
NEWSLETTERS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
NON PERIODICALS SALES	0.0	0.9	(0.9)	0.0	0.9	(0.9)	0.0	1.2	(1.2)	0.0	0.9	(0.9)
MEETING/CONFERENCES	62.6	5.9	56.7	64.5	11.2	53.3	12.4	0.0	12.4	93.6	39.2	54.4
GRANTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ADMINISTRATION	0.0	85.8	(85.8)	0.0	89.9	(89.9)	0.0	45.0	(45.0)	0.0	89.9	(89.9)
COMMITTEE/OTHER	0.0	19.8	(19.8)	0.0	12.3	(12.3)	0.0	2.5	(2.5)	0.0	12.3	(12.3)
TOTAL	218.4	400.5	(182.1)	215.8	239.8	(24.0)	131.7	106.8	24.9	250.5	272.8	(22.3)

March Category Cost Center Account Project Amount Source Notes Fav/(Unfav) 1.7

PUBS Potential Increase in Pages (follow up w/ Karl)

Category	Cost Center	Account	Project	Amount	Source	Notes	Fav/(Unfav)	1.7
PUBS	00790	31010	00000	\$1,018.46	Staff	Ad Revenue Projection from IEEE Media		
CONFS	01700	36100	ALL	\$32,676.46	Staff	Conference Update		
CONFS	01700	49990	ALL	(\$28,056.40)	Staff	Conference Update		
ASPP	00790	32050	00000	\$3,937.25	Staff			
CP	01700	33600	00000	\$5,407.97	Staff	Updated CP distribution		
PUBS	00790	31010	00000	\$280.00	Staff	Ad Revenue Projection from IEEE Media		
CONFS	01700	36100	09SIT	(\$10,383.20)	S/C	Per Karl P. (e-mail, 7/14/09)		
PUBS	00790	49990	00000	(\$5,000.00)	S/C	16 Add'l Pages for M-SIT		
ASPP	00790	32050	00000	\$375.06	Staff			
CP	01700	33600	00000	(\$207.97)	Staff	Updated CP distribution		
CP	01700	33600	00000	\$1,600.00	Staff	Updated CP distribution		

ONE-YEAR VERSION (PROPOSED)

IEEE SOCIETY ON SOCIAL IMPLICATIONS OF TECHNOLOGY *IEEE TECHNOLOGY AND SOCIETY MAGAZINE*

2010 CONTRACT FOR MANAGING EDITOR SERVICES

This is an agreement between the IEEE Society on Social Implications of Technology (SSIT), represented by its Board of Governors (hereafter referred to as SSIT), and Ms. Terri Bookman.

1. Ms. Bookman agrees to serve as Managing Editor for SSIT's *Technology and Society Magazine* for a one-year period beginning November 24, 2009. She will work on four consecutive issues in each year of the contract, beginning with the Spring 2010 issue.
2. This agreement may be renewed for subsequent periods of one, two, or more years upon agreement by both parties. Such renewals would normally be expected to be ratified some time in the September of the year before the first year of the new contract.
3. The services to be provided by the Managing Editor are specified in the attached document, which should be considered as a part of this contract.
4. In return for the specified services, SSIT agrees to pay Ms. Bookman a fee of [REDACTED] in 2010 in quarterly installments of [REDACTED] each (corresponding to the quarterly nature of the magazine). These quarterly payments will be made on or before the first of the months of February, May, August, and November.
5. This fee covers the work and expenses of the Managing Editor associated with 4 magazine issues, up to a total of 264 pages (240 inside pages plus covers), per year. (If additional pages are published they will be billed additionally at \$75 per page.) Expenses covered in the M.E. fee include office expenses such as Managing Editor phone, fax, Internet and email services, postage charges, office supplies, computers and other office equipment, and equipment depreciation. These are expected to total about 15% of the total fee. Also covered are the managing editor's travel expenses, expected to total between 1% and 6% of the total fee (not to exceed \$3000.00 per year), depending on whether overnight travel to meetings or conferences is necessary.
6. Production, art, and printing costs are not included; these continue to be additional and separate.
7. Manuscripts are to be supplied to the Managing Editor in electronic format. Typing or scanning charges will apply for items supplied via hard copy only.
8. Web site maintenance and complimentary copy mailing fees are also additional and separate from this fee.

Agreed to:

Terri Bookman

date

Janet Rochester, 2009 IEEE SSIT President

date

Managing Editor Services To Be Provided Under This Contract

Magazine management

Coordinate with Production vendor and Society Editor-in-Chief to establish editorial schedule for magazine.

With Publications Chair (formal special issue approvals) and Editor-in-Chief, help track and coordinate planning of future issues.

Issue organization, management, and assembly

Collect materials for publication. At Editor's request, assist in contacting potential authors.

Upon receipt of issue manuscripts and materials from Editor-in-Chief, assess, organize, and set up final accepted materials for issues.

Compile, update, and follow up on outstanding department items, masthead information, member ads, and conference announcements.

Work with authors to obtain outstanding electronic text and graphics files.

Prepare electronic files for editing, reformatting as necessary.

Assemble issue log with instructions for production services.

Work with Editor to make necessary adjustments in content (cuts or additions as needed), if planned contents runs long or short at dummy stage.

Handle problem solving related to issue management.

Editing, writing, continuing issue management

Line edit articles for *T&S Magazine* style.

Do substantive edit of articles for clarity and consistency.

Flag queries for author and/or editor.

Rewrite article titles, opening paragraphs, subheads, captions, or entire articles, as necessary.

Collect, assemble, or conduct interviews for short News items, as needed.

Track and attend meetings, conferences, or other events required as news items for magazine, as appropriate.

Write decks, select callouts, and write cover text as needed.

Handle problem solving related to magazine editorial process

*If requested by Editor, conduct one additional Feature Interview, or write additional feature article as needed, up to 8 magazine pages per year.

Author proofs

Format author proofs. Compile and send formatted proofs with queries to authors.

Forward to authors information regarding reprints, voluntary page charges, and bulk copy orders.

Obtain and enter author corrections into files.

As needed, assist Editor in obtaining outstanding IEEE copyright forms before article publication.

Art assembly and file preparation

Prepare author supplied art materials such as graphs and charts for processing.

Analyze opener art possibilities for articles. Work within magazine budget (Currently \$2000 per issue max average; \$8000 max per year – we are careful to keep well below these caps) to research and obtain art for issue. Propose opener art choices to Editor.

Prepare text files to proper formats for layout and production.

Provide production vendor contact with all editorial and production instructions for issue.
Follow up on instructions to production vendor.

Issue covers

Initiate cover concept, or as needed work with editor or guest editor to refine proposed concepts.

Research, locate, and obtain appropriate art to realize cover concept

Work with (outside) designer to develop and complete cover.

Propose realized cover to editor.

Coordinate with cover vendor and arrange for transfer of completed cover files in appropriate pdf formats to production vendor. Follow up that cover pdf files have been supplied to IEEE for posting in IEEE electronic archive.)

Proofreading, quality control, and follow up

Proof production layout and text.

Check, proof, and mark dummy for shipment to Editor.

Ship to Editor; obtain and enter any additional corrections; compile final changes and submit to production services vendor.

Proof and check final corrected dummy before modem. Alert production services to any missed corrections for final fixes.

Proof and check blue line proofs.

Perform additional quality control checks for each issue.

Guest Editor and New Editor contact

Work with new Editors and Guest Editors to provide transition information on editorial production procedures and deadlines.

Long range planning

Offer information and input relating to long-range planning for Magazine as desired by Editor or SSIT.

Additional Liaison and Society and Magazine services

Handle liaison with IEEE staff including Advertising Sales Manager

Coordinate with IEEE Indexing Department to have *T&S* Year-End Index on schedule; provide early proofs of Winter issue pages to Indexing Department.

Attend two or more SSIT BOG meetings per year; follow up as appropriate.

Attend (and report on, if requested) most or all domestic Society conferences. Attendance by M.E. at international conferences is optional.

Assist with ISTAS conference announcement set up and placement in *T&S* Magazine, as needed.

Write and distribute press releases related to *T&S* awards, as needed.

Handle revisions and updates to *T&S* cover subscription ads

Track and process vendor invoices for purchased artwork and other M.E.-coordinated services. Prepare and ship invoice batches for each issue to SSIT Treasurer for further processing at IEEE.

As requested by SSIT Website Committee, provide liaison for SSIT and *T&S* website re-design services.

IEEE SSIT Chapters Report

Emily Anesta, SSIT Chapter Coordinator

September 2009

SSIT President Janet Rochester's call for volunteers has yielded some new chapter activity in Europe, Long Island, and Los Angeles.

Nicola Di Miscio, a member in France, has taken initiative in coordinating the formation of **new chapters in Europe**. It seems to be generating a lot of activity, and we can expect to see some new European chapters emerging in **UKRI (United Kingdom and Republic of Ireland), France, and Italy**.

Region 6 update: **Los Angeles Chapter** has been inactive, but member Chirag Warty has taken on the task of **revitalizing** it. Santa Clara Valley Chapter has been inactive for 3 years and is no longer counted as an SSIT chapter.

Member Vic Zourides is working on establishing a **new chapter in Long Island**, New York.

Data for 2008 meetings has been tallied. Most chapters maintained or increased their activities from 2007, with **Japan, W. Puerto Rico, and Australia the most active chapters** with more than meeting per month! Data for 2006-2008 is summarized below. Member count for each section has been updated.

Region	Chapter		Members	No. of Meetings (reported)		
				2006	2007	2008
1	Boston		61	6	7	6
2	Philadelphia	Joint with Engineering Management Society	34	0	2	6
2	Pittsburgh		27	n/a	4	3
2	Washington, DC/ Northern Virginia		53	2	2	7
6	Los Angeles		18	0	0	0
7	Ottawa	Joint TM/PC/SIT	14	5	3	3
7	Toronto	Joint Chapter for All Div 6 Societies	20	5	2	1
8	Switzerland		20	0	2	2
9	W. Puerto Rico	Joint with Education Society	3	12	30	14
10	Australia		31	14	5	13
10	Japan (Tokyo)		19	16	11	14

Member count per SAMIEEE 29 August 2009; Meeting count per IEEE db 29 August 2009

Australia includes: Victoria, NSW, ACT, Queensland, South Australian and Western Australian

Los Angeles member count includes coastal & metro, not sure if this is right.

There are currently 35 sections with more than 12 SSIT members, but no active chapter. A few have expressed interest in forming chapters, but there are many more possibilities for SSIT chapters. A list of the most populous sections with no SSIT chapters follows.

Section Name	Members	SSIT Chapter Status
U.K.& Rep Of Ireland Section	45	Forming now
Washington Section	43	
Chicago Section	38	
Santa Clara Valley Section	35	Defunct
New York Section	33	
Germany Section	27	
Spain Section	25	
Victorian Section	25	
Denver Section	24	
Italy Section	24	Forming now
North Jersey Section	23	
Seattle Section	23	
Central Texas Section	22	
Connecticut Section	22	
Oregon Section	22	
Baltimore Section	20	
Eastern North Carolina Section	18	
Twin Cities Section	18	
Dallas Section	17	
Houston Section	17	
Atlanta Section	16	
Colombia Section	16	
Vancouver Section	16	
Benelux Section	15	
San Francisco Section	15	
Central Indiana Section	14	
Long Island Section	14	Some interest in forming
Princeton/Central Jersey Section	14	
France Section	13	Forming now
New Hampshire Section	13	
Oakland-East Bay Section	13	
Southeastern Michigan Section	13	
Greece Section	12	
Mexico Section	12	
Phoenix Section	12	

ISTAS 2010 Progress Report, version 4, 10 September, 2009

by Holly Tootell, Chair ISTAS '10 Organizing Committee

1. Conference Officers

General Chair	Dr Mark Gasson	School of Systems Engineering, University of Reading, UK
Organising Committee Chair	Dr Holly Tootell	School of Information Systems and Technology, University of Wollongong, Australia
Program Committee Chair	Dr Katina Michael	School of Information Systems and Technology, University of Wollongong, Australia
Treasurer	Assoc. Professor Peter Hyland	Head, School of Information Systems and Technology, University of Wollongong, Australia
Proceedings Editor	Dr Katina Michael	School of Information Systems and Technology, University of Wollongong, Australia
Local Arrangements Chair	Dr Holly Tootell	School of Information Systems and Technology, University of Wollongong, Australia
Publicity Chair	Ms Roba Abbas,	Centre for Business Services Science, UOW, Australia
IEEE SSIT Australian Chapter Chair	Dr Greg Adamson	Manager, Monitoring and Control at ANZ Bank and Honorary Fellow at University of Melbourne
IEEE Australian Chair	Assoc. Prof Vaughn Clarkson	School of Information Technology & Electrical Engineering, The University of Queensland, Australia
Web Officer	Mr Anas Aloudat	Centre for Business Services Science, UOW, Australia

Organizing Committee

Organizing Committee Chair	Dr Holly Tootell	holly@uow.edu.au
Organizing Committee Members	Joe Hekert	Joseph.Herkert@asu.edu
	David Hassenzahl	david.hassenzahl@unlv.edu
	Susan O'Donnell	Susan.ODonnell@nrc-cnrc.gc.ca
	Gene Hoffnagle	genehoffnagle@gmail.com
	Clinton Andrews	cja1@rci.rutgers.edu
	Greg Adamson	g.adamson@ieee.org
	Peter Hyland	phyland@uow.edu.au
	Janet Rochester	jrochester2@verizon.net

Program Committee

The list is not yet complete. We are awaiting confirmation from outstanding invitations. On advice from Gene Hoffnagle eight or more previous ISTAS PC members have now been contacted with the intent of joining the Program Committee to create the balance required to maintain the long-term programmatic elements of ISTAS as a conference series.

Program Committee Chair	Dr Katina Michael	School of Information Systems and Technology, University of Wollongong, Australia
Program Committee Members	Assistant Professor Axel Kuepper	Mobile & Distributed Systems Group, Ludwig Maximilians University Munich, Germany
	Assistant Professor Iris Junglas	Decision and Information Sciences, University of Houston, USA

Associate Professor Clive Harfield	Centre for Transnational Crime Prevention, University of Wollongong, Australia
Associate Professor Patrick Y. K. Chau	Faculty of Business and Economics, Hong Kong University
Dr Diana Bowman	Senior Research Fellow, Monash Centre for Regulatory Studies, Faculty of Law, Monash University, Australia
Dr James Backhouse	Reader, Information Systems Group and Innovation Group, London School of Economics, UK
Dr Judith Symonds	School of Computing and Mathematical Sciences, Auckland University of Technology, New Zealand
Dr Lucy Resnyansky	Research Scientist, Defence, Science and Technology Organisation, Australia
Dr M.G. Michael	Honorary Senior Fellow, School of Information Systems and Technology, University of Wollongong, Australia
Dr Marcus Wigan	Honorary Professorial Fellow, Civil and Environmental Engineering, University of Melbourne, Australia
Dr Michael Arnold	School of Philosophy, Anthropology and Social Inquiry, University of Melbourne, Australia
Ms Christine Perakslis	Hospitality College, Johnson & Wales University, Providence, Rhode Island
Ms Noëmi Manders-Huits	Philosophy Department, Delft University of Technology, The Netherlands
Mr David Vaile	Executive Director of the Cyberspace Law and Policy Centre, University of New South Wales, Australia
Ms Rebecca Herold	Adjunct Professor, Master of Science in Information Assurance, Norwich University, USA
Mr Rob Nicholls	Consultant, Gilbert and Tobin Lawyers, Australia
Mr Ryan Calo	The Centre for Internet and Society, Stanford Law School, Stanford University, USA
Mr William Herbert	Deputy Chair of New York State Public Employment Relations Board, USA (for identification purposes only)
Professor Emeritus Don Gotterbarn	Computer and Information Sciences, East Tennessee State University, USA
Professor Emeritus Gary T. Marx	Sociology, Massachusetts Institute of Technology, United States
Professor Herman Tavani	Philosophy Department, Rivier College, USA
Professor Kevin Passino	Dept. Electrical and Computer Engineering, The Ohio State University, USA
Professor Mireille Hildebrandt	Law Science Technology & Society (LSTS), Department of Metajuridica, Faculty of Law, Vrije Universiteit, Brussels, Belgium
Professor Peng Hwa Ang	Singapore Internet Research Centre, Wee Kim Wee School of Communication and Information, Nanyang Technological University, Singapore
Professor Rafael Capurro	Information Ethics Senior Fellow, Center for Information Policy Research, UW-Milwaukee, USA
Professor Roger Clarke	Australian Privacy Foundation and Xamax Consultancy, Australia
Professor Simon Bronitt	Director of the National Europe Centre, ANU College of Law, Australia
Visiting Professor Sylvia Mercado Kierkegaard	Faculty of Law, Southampton University, Strathclyde University and Renmin University

Background Information on Officers

General Chair	Dr Mark Gasson	Dr Mark Gasson is a member of the The Future of Identity in the Information Society (FIDIS) group- a large EU-sponsored NoE (Network of Excellence) targeting various aspects of digital identity and privacy. He has been an invited keynote (all expenses paid) for numerous conferences and is currently working on a major collaborative project on ICT implantables that will draw together global researchers. He is also the primary editor of a 500 page forthcoming text to be published by Springer. He is on the editorial board of the Identity Journal (Springer) and has been a session chair for numerous conferences. He has a large European network especially. The PC and GC met in June, and the OC and PC have known each other for 9 years.
Organising Committee Chair	Dr Holly Tootell	Dr Holly Tootell has co-chaired 4 national security workshops with Dr Michael. She has also had extensive experience in hosting National Breast Cancer Foundation events with more than 500 delegates.
Program Committee Chair	Dr Katina Michael	Dr Katina Michael has co-chaired 19 national and international conferences. She has also chaired four national workshops for the Australian Research Council Research Network for a Secure Australia on the Social Implications of National Security
Treasurer	Assoc. Professor Peter Hyland	Assoc. Professor Peter Hyland is Head of the School of Information Systems and Computer Science. He is responsible for the School budget. Peter was the Conference Co-Chair of OZCHI 2004.

1. Conference Site and Local Arrangements

The University of Wollongong, Wollongong Campus is suggested as the conference location. There are excellent meeting facilities available at minimal or no cost to the conference organisers. These facilities include:

- Lecture rooms for Keynote Sessions,
- Break out rooms for concurrent tracks
- Areas for informal networking during breaks
- Voice recording
- Video conferencing

The UOW facilities allow flexibility for both unexpectedly high and unexpectedly low number of attendees.

High

Lecture Theatre 67.107 will be used (max. seating capacity . There is a large foyer outside this room that is often used for large conferences. This area is used for meals and breaks. There are also smaller teaching rooms in this building useful for breakout areas.

Teaching Space Details

Building Number: 67
Room Number: 107
Description: lecture theatre
Capacity: 383
Equipment: OHP, Screen, DVD/VCR Player, Projection, document camera, PC/Mac computer, external AV inputs, external computer inputs



Low

Lecture Theatre 20.1 will be used. This lecture theatre is one of 5 in the same building. There is a central area within this building that is often used for smaller conferences. This area is used for meals and breaks. There are also smaller teaching rooms in this building useful for breakout areas.

Teaching Space Details

Building Number: 20
Room Number: 1
Description: lecture theatre
Capacity: 210
Equipment: OHP, Screen, DVD/VCR Player, Projection, document camera, PC/Mac computer, external AV inputs, external computer inputs
Special features: Hearing Loop Facility, eduStream



Conference Administration

The preferred arrangement for the conference is for all conference administration to be handled by Unicentre Functions Centre (<http://unicentre.uow.edu.au/functions/university/conferences/index.htm>). Their proposed role includes:

- Online bookings
- Registration enquiries
- Catering
- Booking of facilities
- Preparation of conference materials
- Website
- Marketing of event

They operate at a cost of 10% of takings – more details available in the budget.

2. Conference Schedule and Meals

Date	Conference Activity	Meals	Spouse Activity
Sunday 6 June 2010	Welcome Drinks Five Islands Brewery	Food included in conference price Drinks at bar prices – personal purchase	Included. Drinks at bar prices. No cost for food.
	http://www.fiveislandsbrewery.com/ Cocktail platters available		
Monday 7 June 2010	Full day conference Keynote address Two conference tracks	Coffee on arrival Morning Tea Lunch Afternoon Tea	
Tuesday 8 June 2010	Full day conference Keynote address Two conference tracks Conference Dinner	Coffee on arrival Morning Tea Lunch Afternoon Tea Conference Dinner at City Beach Function Centre	Day trip available – South Coast Scenic tour and lunch. Cost. Conference Dinner at cost price

	http://www.citybeachfunctions.com.au/ 3 Course Dinner with drinks included		
Wednesday 9 June 2010	Two tracks Conference presentations Close Optional tour of the Innovation Campus	Coffee on arrival Morning Tea Lunch by the beach (own cost)	Optional tour of the Innovation Campus (No cost) Lunch by the beach (own cost)

3. Anticipated Participation

Summary

Conservative attendance estimates are given below:

UOW	20
Australian/NZ	40
International	
<ul style="list-style-type: none"> • Asia Pacific • Europe • US/Canada 	10 10 10
Students	20

National

This is a conference of interest to a wide range of disciplines, and will be appealing to local delegates. The Australian SSIT Chapter is active in various professional networks.

This conference builds off a successful series “Workshop on the Social Implications of National Security” (see <http://media.uow.edu.au/releases/UOW046877.html>). These workshops have attracted high caliber researchers from all over Australia, and all are very supportive of the cross-disciplinary approach of SSIT. The ongoing good will of previous workshop participants has already generated significant interest in ISTAS 2010 across Australia.

International

The CFP has been personally emailed and targeted in individual messages to over 100 contacts outside Australia. At the moment Katina Michael has been doing marketing and publicity but we’ve just brought on Ms Roba Abbas to continue with attracting potential participants. Something a little different we will try this time, is to attract non-members (locally).

We believe that the international flavor of ISTAS is well reflected in the PC and the intent to grow international engagement with the conference.

Student Involvement

Australian undergraduate and postgraduate students will be encouraged to attend this conference. The University of Wollongong alone has over 20 PhD students who research in SSIT areas.

Research students will be approached to help with registration desks and other conference administrative tasks.

Hoped-for Support

- Local tourism industry involvement.
- Local IT company sponsorship of event.
- Cash and in-kind contributions from targeted sponsors.

4. Hotel List

Unicentre provide access to corporate rates at the following hotels in Wollongong:

Hotel Name	Location	USD	AUD	Distance to UOW
Belmore Suites 3.5*	Central Business District (CBD)	\$115	\$140	10 minute bus trip 30 minute walk to campus
Best Western 4*	CBD	\$150	\$180	10 minute bus trip 30 minute walk to campus
Boat Harbour Motel 3*	North CBD	\$100	\$120	10 minute bus trip 30 minute walk to campus
Ibis Hotel 3.5*	CBD	\$110	\$129	10 minute bus trip 30 minute walk to campus
KeiraView - sleep up to 8	CBD	TBC	TBC	10 minute bus trip 30 minute walk to campus
Medina Serviced Apartments 4.5*	CBD	\$115	\$140	10 minute bus trip 30 minute walk to campus
Novotel 4.5*	CBD North	\$200	\$250	10 minute bus trip 30 minute walk to campus
Quest Serviced Apartments 4.5*	CBD	\$155 - \$230	\$190 - \$280	10 minute bus trip 30 minute walk to campus
Rydges 4*	CBD	\$150	\$180	10 minute bus trip 30 minute walk to campus
UniLodge 3*	Uni	\$75 - \$120	\$88 - \$148	On campus 5 minute walk

5. Transportation

Airport to Wollongong

50 miles (80km)

Airport transport options

	\$USD	\$AUD
Private transfers – shuttle bus, private car	\$60 - \$100	\$70 - \$120
Public transport – train	\$16	\$20
Car Rental	\$50/day plus gas	\$60/day plus gas

Getting Around Wollongong

The University of Wollongong has a comprehensive website detailing transport in and around campus. Please refer to <http://www.uow.edu.au/about/transport/index.html> for details. Key points are summarized below.

There is a free shuttle bus around Wollongong. The Shuttle operates Monday to Friday from 7.00am to 10.00pm every 10 minutes during the AM and PM peak (7.00am to 9.00am & 3.00pm to 6.00pm) and every 20 minutes off-peak. Each bus carries approximately 60 people and sufficiently caters for peak University demand. The number of empty seats cannot be guaranteed, however the frequency of the service eliminates risk associated with this. Delegates will be encouraged to leave hotels with sufficient time. For more information see <http://premierillawarra.com.au/shuttle.html> for further information.

Wollongong CBD is a 30 minute walk from the University on well defined walking paths. Taxi and rental cars are also available.

The budget currently includes a private bus transfer from major hotels for delegates each morning and evening of the conference. This would be a 60 seater bus on a pick-up schedule from major hotels.

The Welcome Function and Conference Dinner are to be held in the CBD, a 10 minute walk from most major hotels. Taxi transport would be a minimal charge if required. For people staying further out of town, but still in the local area, local staff would be willing to provide private transport.

6. Known and Potential Risks

- First time ISTAS has been held in Australia. Core audience is US-based. How many are likely to attend Australian conference?
- Motivating overseas delegates to register and confirm
 - Use of \$AUD registration costs could be an incentive depending on exchange rate fluctuations
- Upper limit of registration costs – are there any expectations for ISTAS?
- Breakfasts are not usually provided at Australian conferences. Most hotels would offer breakfast packages.
 - Coffee/tea can be available on arrival at conference

7. Budget

Notes on the budget

- Registration fees will be in AUD
- All expenses are in AUD
- If management of conference is accepted through UniCentre, they use a holding account for all income and outgoings.
- UniCentre has experience hosting IEEE conferences
- Registration includes:
 - Delegate bag
 - Abstracts/Program

- USB proceedings
- Welcome function
- Morning Tea/Lunch/Afternoon Tea
- Conference Dinner
- Transport
- Conference Dinner
 - 3 courses, drinks included
 - \$110AUD (\$84USD) for spouses/family members
- Break even budget is 60 attendees.
- 30% surplus requires 120 attendees.
- Breakeven budget amendments
 - No bus transport to conference
 - Welcome reception
- We are awaiting confirmation of costs from IEEE Conference Services for bound copies.

Budget Summary

	30% Surplus	20% Surplus	Breakeven
Income \$AUD (\$USD)	\$85500 (\$71820)	\$63450 (\$53298)	\$41235 (\$34600)
Expenses	\$58080 (\$48800)	\$49080 (\$41225)	\$39880 (\$33500)
Surplus	32%	22%	3%
Attendee Count	120	90	60

Proposed Registration Fees

Registration	AUD	USD (0.84) Current Rate	USD (0.70) Recent Low	USD (0.90) Recent High
Member (and Life Member)	\$650.00	\$546.00	\$455.00	\$585.00
Non-Member Early Bird	\$780.00	\$655.20	\$546.00	\$702.00
Non-Member Normal	\$830.00	\$697.20	\$581.00	\$747.00
Student	\$375.00	\$315.00	\$262.50	\$337.50

- Non-member Early Bird Rate 20% higher than IEEE Member rate.

IEEE SOCIETY ON SOCIAL IMPLICATIONS OF TECHNOLOGY
CONSTITUTION

ARTICLE I

NAME AND OBJECTIVES

Version August 29, 2009

Section 1. This organization shall be known as the IEEE Society on Social Implications of Technology (SSIT).

Section 2. The Society's purposes shall be scientific, technical, literary and educational in character. The Society shall strive for the application of science for the beneficial use of people and for the maintenance of high professional and ethical standards among its members, all in consonance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the field of interest of the Society, as hereinafter defined.

Section 3. The Society shall promote close cooperation and exchange of information pertinent to its field of interest among its members and others, and to this end shall hold meetings for the presentation of papers and their discussion, and shall study and provide for the needs of its members and affiliates.

Section 4. All provisions of the Society shall be in consonance with the Constitution and Bylaws of the IEEE.

ARTICLE II

FIELD OF INTEREST

The field on interest of the Society shall be the impact of technology (as embodied by the fields of interest of IEEE) on society, including both positive and negative effects, the impact of society on the engineering and related professions, the history of the societal aspects of electrotechnology, and professional social and economic responsibility in the practice of engineering and its related technology.

ARTICLE III

MEMBERSHIP

Section 1. IEEE members in any grade may become members of the Society upon application and payment of fees as prescribed in the Society Bylaws.

Section 2. The Society may have Affiliates and Honorary Members as prescribed in the Society Bylaws.

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Section 5. The IEEE SSIT supersedes the IEEE Committee on Social Implications of Technology (CSIT) and shall assume its various functions as appropriate, within the Bylaws of the Society, including publication of TECHNOLOGY AND SOCIETY and responsibility for the Barus Award for Outstanding Service in the Public Interest. ¶

¶
Section 6. IEEE SSIT, although interested in and intending to publish scholarly articles on the subject of engineering ethics, is not the IEEE body given the sole responsibility for the development of ethical standards for IEEE members. ¶

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Section 3. There may be special categories of membership with appropriate fees, as specified in the IEEE Bylaws.

ARTICLE IV

FINANCES

Section 1. The Society shall establish fees for its members as prescribed in the Society Bylaws.

Section 2. The Society may make registration charges at its Society meetings, symposia, conferences and conventions. The registration fee for IEEE Members or Affiliates shall be no higher than for nonmembers of the IEEE.

Section 3. The Society may raise revenues by other means, such as advertising, shows and requests for contributions, provided such means are consistent with applicable IEEE Policies, and do not encroach on revenue fields previously established by other Groups, Societies, or Sections. Any new revenue sources, must follow IEEE Policy.

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ARTICLE V

ADMINISTRATION

Section 1. The Society shall be managed by a Board of Governors with the following composition:

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1.1 Divisional Members: Each IEEE Division Director shall have the option to appoint a representative to serve a two year term on the Society's Board. Such appointment shall be made effective coincident with the start of that Director's term of service on the IEEE Board of Directors. Preferably, such appointments should be made from among the members of the Society, but, in any event, all Board members must be members of the Society while in office.

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1.2 Elected Members: 9 Society members, elected at large by the members of the Society for 3 year terms, no more than 2 of which may be consecutive. (Eligibility is restored after a lapse of one year.) Terms of 3 elected members shall elapse every year

1.3 The Society Officers, if they are not members by provision 1.1, 1.2, or 1.4.

1.4. The immediate past SSIT President shall serve on the the Board.

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1.5 The Chair of the Publications Board, as defined in the Bylaws.

Section 2. The Officers of the Society shall be the President, the Vice President, the Secretary and the Treasurer.

Section 3. All categories of Board members defined in Section 1 shall have full voting privileges.

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Section 4. Each Officer and Board member must be a member of the Society during that individual's term of office.

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Section 5. Organizational entities subordinate to the Board may be formed as prescribed in the Society Bylaws.

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Section 6. The President and Vice President of the Society shall each be elected by the Board for a one year term. Each may be re-elected, but no more than two terms, in each office, may be consecutive.

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Section 7. To qualify for the positions of President or Vice President, a person must have served at least one year on the Board during the past 6 years.

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Section 8. The newly elected Board members, President and Vice President shall assume office on the first day of January following their election.

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Section 9. The Secretary shall be appointed by the President with the advice and consent of the Board for a term of one year and may be reappointed.

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Section 10. The Treasurer shall be appointed by the President with the advice and consent of the Board for a term of one year and may be reappointed without limit. This Officer need not have current or prior tenure as a Board member.

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Section 11. The following, if not members of the Board in other capacities, shall be Associate Members of the Board having no vote:

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11.1. Liaison members appointed by other organizational units of the IEEE.

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11.2. Chairs of Society committees

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11.3. Individuals designated by the President with the advice and consent of the Board,

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Section 12. Duties and responsibilities of the Officers shall be as defined hereinunder and in the Society Bylaws and as delineated by the Board.

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Section 13. The President, under the direction of the Board, shall have general supervision of the affairs of the Society. He or she shall preside at meetings of the Board, at general meetings of the Society, and have such other powers and perform such other duties as may be provided in the Society Bylaws, or as may be delegated by the Board.

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Section 14. The President shall be an ex officio ~~without vote~~ member of all committees of the Society ~~except he or she will not be a member of the Nomination and Appointments Committee.~~ He or she is a member of the IEEE Technical Activities Board and when notified of a meeting of said Board, shall ensure representation of the Society. If the President is unable to attend, the Society will be represented by the Immediate Past President of the Society.

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Section 15. The ~~Board~~ may establish standing or ad hoc committees as prescribed in the Society Bylaws, including both functional committees (e.g. Awards, Chapters, Membership, Nominations) and technical committees. Technical committees within the Society may be established as needed to develop specific areas of interest. All appointments to committee and similar posts will be for a term not to exceed ~~one~~ years. Committee reappointments can be made without limit. In the event that reappointments are not made, and the affected committees /or similar posts are not formally dissolved, past appointments shall continue until successors are appointed and take office or until the committees and/or similar posts are dissolved.

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Section 16. The ~~Board~~ may establish Chapters where appropriate, in conformance with TAB Policies.

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Section 17. The ~~Board~~ may utilize the services of the IEEE as bursar for all or part of the Society funds. If any part of the Society funds is received and deposited separately, the terms and conditions shall be in accordance with IEEE Policies, and subject to the provisions of the Society Bylaws and to any special limitations imposed by the ~~Board~~.

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Section 18. Neither the Society nor any Officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE except within prior approved budgets.

ARTICLE VI

NOMINATION AND ELECTION OF ~~THE BOARD~~

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Section 1. The nominating procedure for Elected Members of ~~the Board~~ shall include provision for petition by Society Members to place a name on the ballot. The election procedure shall be prescribed in the Society Bylaws.

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Section 2. Vacancies on the ~~the Board~~ shall be filled as prescribed in the Society Bylaws.

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ARTICLE VII

MEETINGS

Section 1. The Society may hold meetings, conferences, symposia or conventions, either alone or in cooperation with organizational units of the IEEE, or other technical or scholarly organizations, subject to IEEE Policies.

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Section 2. Meetings and conferences of the Society shall be open on an equal basis to all members and affiliates of the IEEE as specified in IEEE Policy.

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Section 3. The Board shall hold at least 2 meetings each year, one of which shall be designated the Annual Meeting, at a time specified in the Society Bylaws. Other meetings of the Board shall be held at such times as are found necessary and/or convenient. Special meetings of the Board may be called by the President of the Society at his or her own discretion or upon request of at least 6 members of the Board. At least a 30 day notice shall be given to the Board prior to the meeting.

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Section 4. A quorum of the Board shall be a majority of those members having voting rights provided that at least five are those elected by the membership (V.1.2).

Section 5. A majority of the valid votes cast (not including abstentions) by those members of the Board attending a meeting provided a quorum is present shall be necessary for the conduct of its business except as otherwise specified in this Constitution. Normal voting procedures apply when a teleconference format is used whereby all participants hear the discussion. Individuals holding more than one position on the Board or any committee thereof shall be limited to one vote on each matter being considered by the Board or committee. Proxy voting is not allowed. The presiding officer of the Board shall have no vote on the Board except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

Section 6. The Board or any committee thereof may take action without a meeting if applicable (e.g., e-mail voting). An affirmative vote of a majority of all the voting members of the Board or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the Board or any committee thereof. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

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Deleted: may be handled by mail, telephone, or email as appropriate in the opinion of the Officer concerned. When such business involves actions not having the prior approval by majority vote of the

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ARTICLE VIII

PUBLICATIONS

Section 1. Publications undertaken by the Society shall be subject to IEEE Policies, and to any further guidance or controls prescribed by the Board or its duly appointed

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committees. The Society shall be responsible for the financial aspects of its publication program.

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Section 2. The President, with the advice and consent of the Board shall appoint such editors as may be required to implement the publication program. The duties and benefits of an editor shall be prescribed in the Society Bylaws.

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Section 3. The Publications Committee of SSIT shall have liaison representation with appropriate IEEE Boards and Committees.

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ARTICLE IX

BYLAWS

Section 1. Bylaws governing the conduct of the affairs of the Society shall be in consonance with the IEEE Constitution, Bylaws and Policies and Procedures. They may be adopted and amended at a Board meeting by a majority of the valid votes cast (not including abstentions).

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Section 2. A complete statement of a proposed Bylaw or amendment and the reasons for its proposal shall be given to all the Board and Society members at least 30 days before the voted is to be tallied. Inclusion in a Society publication circulated to all Society members shall be considered adequate notice to Society members.

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Section 3. A new Bylaw or amendment shall become effective only after a copy has been deposited with the Chair and Secretary of the IEEE Technical Activities Board.

Section 4. A vote on adoption or amendment of the Bylaws may be taken at a Board meeting or by letter or email ballot of the Board members at the option of the Society President.

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Section 5. If a letter or email ballot is selected, at least 30 days shall be allowed for response.

ARTICLE X

CONSTITUTIONAL AMENDMENTS

Section 1. Amendments to this Constitution may be initialed by petition submitted to the President by a minimum of 40 members of the Society or by two-thirds majority vote of Board votes cast (not counting abstentions). Each proposed amendment shall be transmitted for administrative approval to the IEEE Technical Activities Board (TAB). If approved by TAB, the proposed amendment shall be published in a Society publication distributed to all Society members with notice that it goes into effect unless 40 or more Society members object in writing within 30 days. If such objections are received, a copy of the proposed amendment shall be mailed with a ballot to all members

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of the Society at least 30 days before the date appointed for return of the ballots, and the ballots shall carry a statement of the time limit for their return to the IEEE office. Approval of the amendment by at least two-thirds of the valid ballots (not counting abstentions) shall be necessary for its enactment. For each petition submitted, the Board shall prepare summary statements for and against the proposed amendment and a recommendation in the form of a vote of the Board concerning its adoption. The summary statements and recommendations shall be transmitted along with the proposed amendment when the latter is published for Society consideration.

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Section 2. All amendments to the Constitution shall become effective 30 days after all necessary approvals and notifications, unless a later date has been specified at the time the vote is taken.

March 2001

Modified June 2008 Further Modified May 2009

Further Modified August 2009

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