

# IEEE Signal Processing Society Conference Services

## Preferred Conference Management Companies - September 2009

IEEE-SPS Conference Services has evaluated the conference management companies listed below. Volunteers are encouraged to choose a company on this list to support their meeting organizing efforts. Each meeting should submit the RFP (form available on [www.signalprocessingsociety.org](http://www.signalprocessingsociety.org)) to three or more companies listed. The company will send you an estimate of the fees for your meeting along with the services included.

None of these companies have been guaranteed contracts for SPS meetings. They have been guaranteed only to be included for consideration by the volunteer organizers.

Volunteer organizers may select a conference management company based upon their preferences. However, should you wish choose a company not included on this list we require that you work with the SPS Conference Services to ensure that the company you select has been through a thorough Request for Proposal (RFP) process. You may choose to work with more than one company for different services.

IEEE-SPS Conference Services and the Conference Board provides this list as a recommendation. They in no way guarantee the quality or pricing of the services provided.

**IMPORTANT:** Should you select one of these companies and they not perform to your expectations please notify the SPS Conference Services Manager, Lisa Schwarzbek at [l.schwarzbek@ieee.org](mailto:l.schwarzbek@ieee.org).

The table below lists the Selected Conference Management Companies. If the company offers the listed services there is an ✓; if the services are exceptional there is ✓✓.

Their pricing has been compared to the average industry pricing. Please note that pricing in general is based upon the size of a meeting typically the number of attendees, this is demonstrated by \$ which equals approximately 35 dollars US per attendee for basic services. These prices should only be used as a guide and are not intended to be estimates or quotes for services.

Company	Certified Meeting Professionals ★	IEEE Experience	Contract Negotiations	Program Logistics	Publications	Online Registration*	Online Peer Review †	Accounting	Average Prices based upon meeting size.					Average Price
									0-50	51 – 100	101 – 500	500 – 999	1000 +	
<b>Carte Blanche</b> Frank Thabaud Saix, France Ph: +33 563 72 31 00 E: <a href="mailto:franck.thabaud@carte-blanche.fr">franck.thabaud@carte-blanche.fr</a>	5	<15	✓	✓	✓	✓	✓✓	✓	\$	\$	\$	\$	\$	\$\$
<b>Conference Management Services</b> Billene Mercer Bryan, TX USA Ph: 979-846-6800 E: <a href="mailto:mercerc@cmsworldwide.com">mercerc@cmsworldwide.com</a>	2	50+	✓	✓	✓	✓✓	✓✓	✓	\$	\$	\$	\$	\$	\$\$
<b>Conference Direct</b> Vicki Penchosky Roswell, GA USA Ph: 770-713-6536 E: <a href="mailto:Vicki.penchosky@conferencedirect.com">Vicki.penchosky@conferencedirect.com</a>	31	50+	✓✓	✓	✓	✓•	✓	✓	\$	\$	\$	\$	\$	\$\$
<b>Experient</b> Judy Kent Saint Charles, MO USA Ph: 636-493-9363 E: <a href="mailto:judy.kent@experient-inc.com">judy.kent@experient-inc.com</a>	116	<15	✓✓	✓✓	✓	✓✓	✓	✓	\$	\$	\$	\$	\$	\$\$

Company	Certified Meeting Professionals ★	IEEE Experience	Contract Negotiations	Program Logistics	Publications	Online Registration*	Online Peer Review †	Accounting	0-50	51 – 100	101 – 500	500 – 999	1000 +	Average Price
<b>Prime Strategies</b> Louisa Davis Vancouver, BC Canada Ph: 604-689-3446 E: <a href="mailto:Louisa.davis@primestrategies.ca">Louisa.davis@primestrategies.ca</a>	7	25+	✓✓	✓	✓	✓•	✓	✓	\$ \$ \$	\$ \$ \$	\$ \$ \$	\$ \$ \$	\$ \$ \$	\$ \$
<b>Paper Plaza</b> Pradeep Misra Centerville, OH USA Ph: 937-304-7298 E: <a href="mailto:p.misra@ieee.org">p.misra@ieee.org</a>	0	25+				✓•	✓✓		\$	\$	\$	\$	\$	\$

★A certified meeting professional is a person who has undergone professional training and has been tested on meeting planning industry standards. The number of certified meeting professionals indicates the relative size of the company as much as it indicated the number of certified members on staff.

\* IEEE Signal Processing Society will not approve the use of a vendor who (1) does not meet Payment Card Industry (PCI) standards and (2) is not sufficiently bonded or insured to protect the registration funds received. The companies listed above meet these expectations.

✓•These registrations systems do not have a membership verification component; however for an additional fee they can program a custom solution. SPS recommends membership verification for any meeting that has pricing dependent upon a registrant’s IEEE or SPS membership status.

† There are several peer review systems available online and some are free. IEEE Signal Processing Society recommends that the Program Chair use a system that has most if not all of the following capabilities to ease the burden on the Authors and Reviewers. The companies listed above with a ✓✓ have most if not all of these capabilities.

- Compatible with IEEE Conference Publications Program (CPP)
- Integration with the IEEE Electronic Copyright Form (eCF)
- Manual Paper check for counterfeit or non-compliant papers
- Plagiarism Check (CrossCheck or other anti-plagiarism mechanism)
- Supports Blind and/or Double Blind Reviews