

SPS CONFERENCE CHECKLIST

- ▶ For new Conferences
 - Site Inspection by SPS Conference Staff (ICASSP/ICIP only)
 - Approval by Board
 - Approval by ExCom
 - Advise Conference Staff of approval/dates/location/venue/GC/FC
- ▶ For Ongoing Conferences
 - Obtain approval of TC – date/location/venue/GC/FC
 - Advise SPS Conference staff
- ▶ Welcome packet
- ▶ Society Budget Review
 - Sponsorship MOU
- ▶ Website URL
- ▶ Forms
 - Conference Information Schedule (CIS)
 - Creation of IEEE Record Number
 - POBC/COI-Committee Roster
 - Set up banking
 - CB account (Wachovia Banking Form)
 - Have Executive Director sign as signatory on account
 - Staff keep one book of checks and deposit slips
 - Fiscal MOU with outside entity
 - Tax (VAT/GST)
 - Use IEEE (free service)
 - Local entity
 - VAT form
- ▶ Submit Publications Form
- ▶ Receive Letter of Acceptance (LOA)
- ▶ Create PDF Express account/Copyright Form
- ▶ Publicity
 - ICASSP/ICIP/ISBI should be advertised at previous year event and publicity should start immediately following prior event
 - Magazine is bi-monthly and copy must be in our office 3 months prior to scheduled advertising
 - If interested in using IEEE-tv, need to send conference Program Delivery Specifications and pricing to committee.
- ▶ Set up Paper Handling (COS Setup)
- ▶ Issue RFP
 - ICASSP/ICIP/ISBI – 2 years out
 - Workshops – 18 months out
- ▶ Contracts (All contracts with a value of over 25K must be signed by IEEE, however, all contracts must be submitted for archiving.)
 - Hotels
 - Conference Center

- PCOs
- ▶ Staff records/adheres to deposit schedule
 - Request W-8/W-9 if vendor not in system
 - Create vendor number in Oracle 11I
 - Request wire transfer coordinates if out of the U.S.
- ▶ Request Grants
 - Submit approved Grants to IEEE Grants Department
- ▶ Seek Financial Support
 - Request support invoice, if needed, from SPS Conference Staff
 - Deposit financial support into conference bank account
- ▶ Issue Loan
- ▶ Event Insurance (Only ICASSP/ICIP)
- ▶ Interim Budget – 2 years out/ 1 year out/ 6 months out
- ▶ Social Events Contractor
- ▶ Tentative Schedule of Events – 1 year out
- ▶ Confirm registration plan
 - Banking/Merchant Services
- ▶ Prepare Visa Letter
- ▶ Check date registration opens
- ▶ Hotel room block check
- ▶ Prepare Conference Program
- ▶ Prepare Proceedings following information in LOA

POST CONFERENCE

- ▶ Within one week of conference close, send out post conference packet
- ▶ Submit proceedings within 30 days from end of event
- ▶ Repay Loan
- ▶ Distribute Surplus
- ▶ Close bank account
 - If CB opened, complete check destroy form and destroy checks
 - If local bank opened, send proof of bank account closure
- ▶ Final Budget
- ▶ Audit
 - Audit checklist
- ▶ Attendee Roster
- ▶ Post Conference Summary Report
 - Add report in next year's event
- ▶ Copy of Proceedings and Program Guide to SPS conference staff
- ▶ Survey
 - Data entry
- ▶ Thank you letters to Committee