

GIMS/GITC DECISION MATRIX

Please refer to the Explanations and Guidelines page while preparing Organizing Committee presentations on each deliverable for approval/review by GIMS and/or GITC

Report Due Date		Entity Responsible for Review/Approval					STATUS
<i>Calendar</i>	<i>Conference</i>	Deliverable	GIMS	GITC	GIMS/GITC	Staff	
C-48		Conference Bids-Initial Presentations	Review				
C-48		MOU - Primary Policy Requirements	Approval				
C-42		City Location	Approval				
C-36		General Chair	Approval				
C-36		Conference Dates	Approval				
C-36		Conference Hotel	Approval				
C-36		Conference Center	Approval				
C-36		Collocated Events Identified	Approval				
C-36		Significant Supporter	Review				
C-30		MOU - Financial Participation	Approval				
C-30		Technical Program Chair		Approval			
C-30		Technical Program Leadership Team		Review			
C-30		Vice Chair	Approval				
C-30		Finance Chair	Approval				
C-30		(Co-)Treasurer				Appointed	
C-30		GIMS Advisor	Appointed				
C-30		GITC Advisor		Appointed			
C-30		ComSoc Project Manager				Appointed	
C-24		MOU - Meeting Management	Approval				
C-24		Conference Theme			Approval		
C-24		Conference Logo	Approval				
C-24		Preliminary Registration Fees Template	Approval				
C-24		Preliminary Budget	Approval				
C-24		Preliminary Call for Papers			Review		
C-24		Technical Program Leadership Team		Approval			
C-24		Preliminary List of TC Reps		Review			
C-24		Technical Program Matrix		Review			
C-20	Email	Final Call for Papers			Approval		

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Report Due Date							
<i>Calendar</i>	<i>Conference</i>		GIMS	GITC	GIMS/GITC	ComSoc Staff	STATUS
C-18		Revised Preliminary Budget	Approval				
C-18		Final List of TC Reps		Review			
C-18		Revised Technical Program Matrix		Review			
C-12		Final Registration Fees Template	Approval				
C-12		Interim Budget	Approval				
C-12		Preliminary Registration Form	Approval				
C-12		Interim Technical Program Matrix		Review			
C-6		Final Budget	Approval				
C-6		Final Registration Form	Approval				
C-6		Final Technical Program Matrix		Review			
C-5	Email	IEEE CMS Registration Site Online	Review				
C-4	Email	Advance Program - Mailed & Online	Review				
C-0		Financial Forecast & Wrap-Up Report	Review				
C+6		Final Report			Approval		
C+6		Actual Financial Results (Excel format)	Review				