

**EXPLANATION of each Decision Matrix (DM) Deliverable
and GUIDELINES for Organizing Committees (OCs)
in preparing their Conference Reports
for GIMS and GITC meetings**

C-48 Conference Bids-Initial Presentations

GIMS awards future conference venues based on specific selection criteria. Bidding teams should refer to the SITE SELECTION section of the GIMS website for detailed instructions.

C-48 MOU - Primary Policy Requirements

A bidding team must sign this Memorandum of Understanding which outlines the primary policy requirements for all ICC and Globecom Organizing Committees (OCs). Consult the SITE SELECTION section of the GIMS website for an example of this MOU. A bid presentation should include reference to this MOU and that it has been **signed by the GIMS Chair**.

C-42 City Location

The final outcome of the Site Selection process is that a bid team and their city will be awarded an ICC or Globecom conference. GIMS voting members will conduct their review and then vote to **approve** a particular venue. C-36 is the latest timeframe a venue should be awarded.

C-36 General Chair

The General Chair for the conference should be identified at this conference milepost. He/she will be added to the CONTACT US page of the GIMS website. He/she will also be added to the GIMS Committee email exploder list for the duration of the conference through C+6. When presenting the name of the General Chair for **GIMS approval**, please provide a brief bio as well as contact information.

C-36 Conference Dates

There are standard day patterns established for ICC and Globecom. When presenting conference dates for **GIMS approval**, please describe the dates, days, and the overall conference schedule for each day. If the conference is not adhering to the standard day formats, explain why that is necessary.

C-36 Conference Hotel

Provide the name and location of the conference hotel you are presenting for **GIMS approval**. Also confirm the hotel has adequate space requirements according to the space requirement document posted on the GIMS site under SITE SELECTION. If delegates will be required to use local transportation to participate in conference programming, please describe.

C-36 Conference Center

Provide the name and location of the conference convention center you are presenting for **GIMS approval**. Also confirm the convention center has adequate space requirements according to the space requirement document posted on the GIMS site under SITE SELECTION. If delegates will be required to use local transportation to participate in conference programming, please describe.

C-36 Collocated Events Identified

If there will be any collocated events scheduled during ICC or GLOBECOM, they should be identified by C-36 to ensure proper planning of the program content, meeting space, food and beverage, etc. Since this is an item that requires **GIMS approval**, provide as much information as possible about the event and the expected positive impact on your conference.

C-36 Significant Supporter

Provide the name(s) and/or company name(s) and the corresponding commitment(s) of significant supporter(s) for **GIMS review**.

C-30 MOU - Financial Participation

Each conference will have a Financial Participation MOU drawn up which will describe the financial arrangements between the OC, the local ComSoc chapter or IEEE section, a sister society, if one is involved, and ComSoc. This MOU deals with the financial participation of the different parties to the agreement in the profit/loss of the conference, and what is expected of each party in return for this participation. An example of this MOU can be found on the GIMS site under SITE SELECTION. When presenting this MOU for **GIMS approval (and subsequent signature by the GIMS Chair)**, please summarize the specific agreements it contains.

C-30 Technical Program Chair

The Technical Program Chair should be identified at this conference milestone. He/she will be added to the CONTACT US page of the GIMS website. He/she will also be added to the GIMS Committee email exploder list for the duration of the conference through C+6. When presenting the Technical Program Chair for **GITC approval**, please provide a brief bio as well as contact information.

C-30 Technical Program Leadership Team

Provide the structure and makeup of the Technical Program leadership team for **GITC review**.

C-30 Vice Chair

The Vice Chair for the conference should be identified at this milestone for the conference. He/she will be added to the CONTACT US page of the GIMS website. He/she will also be added to the GIMS Committee email exploder list for the duration of the conference through C+6. When presenting the Vice Chair for **GIMS approval**, please provide a brief bio as well as contact information.

C-30 Finance Chair

The Finance Chair for the conference should be identified at this milestone for the conference. He/she will be added to the CONTACT US page of the GIMS website. He/she will also be added to the GIMS Committee email exploder list for the duration of the conference through C+6. When presenting the Finance Chair for **GIMS approval**, please provide a brief bio as well as contact information.

C-30 GIMS Advisor

The GIMS Advisor will be an information resource for the OC during the conference planning process.

C-30 GITC Advisor

THE GITC Advisor will be an information resource for the TPC during the technical program planning process.

C-30 Co-Treasurer

The ComSoc Board of Governors (BoG) has approved a motion which stipulates the ComSoc Finance and Administration Manager (Bruce Worthman) shall serve as the Co-Treasurer of each ICC and Globecom which is financially sponsored by ComSoc at a level which is greater than 50%. In this capacity, Bruce will perform specific co-treasurer functions. It is at the discretion of the General Chair to appoint a volunteer Co-Treasurer to handle the remaining treasurer duties. Or, he can assign the remaining treasurer duties to the volunteer Finance Chair.

C-30 ComSoc Project Manager

A ComSoc Project Manager (June Leach-Barnaby) will be assigned to each ICC and Globecom. This position will provide the General Chair and OC working level guidance and management expertise based on personal experience and professional knowledge of IEEE conference policies and procedures. Specifically, the position will provide policy oversight, administrative leadership and supervise coordination of all functions of meeting production including marketing, logistics and production scheduling in support of OC expectations while under the supervision of senior IEEE ComSoc M&C staff.

C-24 MOU - Meeting Management

Each conference will have a Meeting Management MOU drawn up which will detail the assignment of responsibilities for staff and volunteers with regard to the actual running of the conference including conference management, food and beverages, housing, logistics, and promotion and marketing. It will also detail the assignment of responsibilities with regard to developing the conference budget, meeting cost recovery goals, managing the day to day financial affairs of the conference, and dealing with methods of invoicing, payments, auditing, and closure of the books. Finally, this MOU will detail the assignment of responsibilities with regard to procuring the venue for the conference itself and the required hotel commitment.

C-24 Conference Theme

When developing the conference theme, try to tie current trends in technology to the local venue. The theme is presented for **GIMS and GITC approval**.

C-24 Conference Logo

ComSoc Staff will assist each conference in designing a consistent ICC or Globecom logo for use on the conference website and all marketing/promotional pieces. The OC is encouraged to provide Staff with ideas and inputs to this process. If the OC prefers to design their own logo, ComSoc Staff needs to review it for proper IEEE and ComSoc branding prior to the presentation for **GIMS approval**.

C-24 Preliminary Registration Fees Template

Each year, at the Globecom meeting, GIMS formulates and approves the baseline registration fees for two years hence. These approved fees should be viewed as the "floor" for the registration fees to be set for each ICC and Globecom conference. When presenting the preliminary registration fees for **GIMS approval**, please provide the data breakdown in the template provided with the specific conference DM. A generic version of this template may be found in this workbook (click on TAB 3 labeled Reg Fees Template).

C-24 Preliminary Budget

The preliminary budget presented for **GIMS approval** makes use of the standard budget Excel spreadsheets available through the ComSoc staff appointed co-Treasurer. This preliminary budget should include the preliminary registration fees presented for that deliverable. For presentation purposes, all budgets should be expressed in U.S. dollars.

C-24 Preliminary Call for Papers

Present the preliminary (first draft) of the Call for Papers for **GIMS and GITC review**.

C-24 Technical Program Leadership Team

Provide the final structure and makeup of the Technical Program leadership team including names of members for **GITC approval**.

C-24 Preliminary List of TC Reps

Provide the preliminary list of Technical Committee representatives who will be involved in developing the Technical Program for **GITC review**.

C-24 Technical Program Matrix

Provide the overall Technical Program schedule and content outline for **GITC review**.

C-20 Final Call for Papers

The final Call for Papers should be provided to the GIMS Chair and GITC Chair via email for **GIMS and GITC review**.

C-18 Revised Preliminary Budget

When presenting the revised preliminary budget for **GIMS approval**, be sure to include the associated information regarding registration fees. The data should be broken down using the template provided with the specific conference DM. A generic version of this template may be found in this workbook (click on TAB 3 labeled Reg Fees Template).

C-18 Final List of TC Reps

Provide the final list of Technical Committee representatives who will be involved in developing the Technical Program for **GITC review**.

C-18 Revised Technical Program Matrix

Provide an updated Technical Program schedule and content outline for **GITC review**.

C-12 Final Registration Fees Template

When presenting final registration fees for **GIMS approval**, be sure to include the associated information regarding registration fees. The data should be broken down using the template provided with the specific conference DM. A generic version of this template may be found in this workbook (click on TAB 3 labeled Reg Fees Template).

C-12 Interim Budget

An interim budget for the conference is due at this C-12 milepost for **GIMS approval**. The interim budget should include the final registration fees presented for that deliverable.

C-12 Preliminary Registration Form

The vast majority of ICC and Globecom delegates register online. However, it is still beneficial to prepare a registration form for several reasons: 1) to ensure all necessary info is included for the IEEE CMS onsite registration system, 2) to verify the proper approved registration fees are listed on the form (and hence on the registration site), 3) to post the form on the registration site, and 4) to use for onsite registrants.

C-12 Interim Technical Program Matrix

Provide an updated Technical Program schedule and content outline for **GITC review**.

C-6 Final Budget

When presenting the final budget for **GIMS approval**, be sure to include the associated information regarding registration fees. The data should be broken down using the template provided with the specific conference DM. A generic version of this template may be found in this workbook (click on TAB 3 labeled Reg Fees Template).

C-6 Final Registration Form

GIMS approval of the final registration form will provide one last check point for everyone to ensure the correct fees and data are listed. This form will be used by IEEE CMS in setting up the registration site.

C-6 Final Technical Program Matrix

The final Technical Program matrix should be presented for **GITC review**.

C-5 IEEE CMS Registration Site Online

To allow delegates sufficient time to register and make travel plans, the IEEE CMS registration site should be available by the C-5 timeframe. The status of this milepost should be emailed to the GIMS Chair for **GIMS review**.

C-4 Advance Program - Mailed & Online

To be the most effective, the Advance Program (AP) should be mailed in this C-4 timeframe. Also, the AP information should be posted on the conference website. The status of this milepost should be emailed to the GIMS Chair for **GIMS review**.

C-0 Financial Forecast & Wrap-Up Report

Each major component of the conference should report on preliminary results. The wrap-up report is one of the major sources of information for future conference OCs during their planning process. Please focus on WHAT WENT RIGHT and LESSONS LEARNED for each conference component. A separate Wrap-Up meeting will be scheduled during the conference and its sole purpose will be to allow the conference OC to deliver their Final Report for **GIMS review**.

C+6 Final Report

The conference final report is the official record of the final conference results and is presented for **GIMS and GITC approval**. The full report should be presented to GIMS while just the Technical Program portion should be presented to GITC. The final report is another major resource for future conference OCs.

C+6 Actual Financial Results (Excel format)

Final financial results should be included in the Final Report in Excel format. Within the financial results, provide all of the low-level details for each line item such as: quantities of registrants in each registration category with the appropriate fee for that category, number of luncheon tickets sold and the price for each, number of banquet tickets sold and the price for each, number of CD-ROMs sold and the price for each, etc. This item will be presented for **GIMS review**.