									CONFERI		MELINE									
				1		PRE - CC	DNFERENCE						1		POST - CONFERENCE					
START	T 24+ MONTHS 24 - 18 MONTHS		18 - 15 MONTHS 15 - 12 M		NONTHS	12 - 9 MONTHS	9 - 6 MONTHS	6 - 4 MONTHS	4 - 3 MONTHS	2 MONTHS	6 - 4 WEEKS	2 DAYS		1 WEEK	3 WEEKS	1 MONTH	3 MONTHS	4 - 5 MONTHS	5 - 6 MONTHS	
Determine and apply for sponsorship from all applicable IEEE and/or non-IEEE organizational units (OU)	Obtain Sponsorship	Register your conference submit Conference Application and approve MOU		Develop communications plan, marketing materials and conference website	Develop paper management process or identify system vendor	hanagement program, submissions. process or paper management submission		Plan social activities and tour program, if applicable	Complete paper review process. Finalize technical program. Notify speakers	Solicit bids from proceedings production vendors based on accepted papers	Review room block with hotel against attendance and contracts	Deadline for early registration	Confirm onsite logistics with venue	Onsite Registration	Submit Conference Proceedings/Content Distribute (Xplore CD and other media types) per LOA surplus		Prepare and submit all audit material. Audit required for IEEE OU total is >50%			
	Engage with IEEE MCE for conference education, guidance, services and tools.	Submit conference committee list and initial budget forecast to Conference Business Operations	Submit Conference Publication Form to obtain Letter of Acquisition (LOA), IF publishing with IEEE	Send request for proposal (RFP) to exhibit decorators and develop exhibitor prospectus, if applicable	Establish a Call For Papers (CFP)	Update conference website with page/link about CFP information	Obtain permission from related IEEE OUs to market to their members using e-Notice	Send out RFPs for ground transportation and finalize contract, if applicable	Create and post advance program on conference website	Order attendee giveaways, speaker gifts, and/or conference shirts	Send final program, advertising, publicity and registration reminders	Preliminary specifications to conference site. Order signage and recognition products	Set-up registration area, exhibit space, information booth, office area	Monitor Budget	Committee members submit final statistics and lessons learned to OU	Registration clean up: process refunds, receipts and balances due	Process outstanding bills	Close conference bank account; submit proof of account closure	and budgeted income or expenses > USD\$250K	
		Review IEEE Insurance coverage and determine if additional coverage is required	Register for Electronic IEEE Copyright Form (eCF) if proceedings are acquired by IEEE	Begin outreach to educational institutions, corporations, government and industry for support and patronage	Establish a Visa process for international attendees and post on the conference website	Meet with previous year's committee to discuss best practices	Establish registration process and ensure registration service is Payment Card Industry (PCI) compliant	Launch registration site	Determine preliminary exhibitor space assignments, if applicable	Request weekly reports from hotels on room block	Develop and finalize volunteer job functions and onsite needs.	Submit Pre-Conference budget forecast		Monitor Daily Activities			Repay all Loans	Submit final find	ncial report with Accuracy	Certification of
		Review tax information to ensure IRS and international compliance VAT and GST	Register for PDF eXpress (optional)	Apply for grants for conference support	Submit conference budget with written IEEE OU approval(s) for headquarter review	Establish conference bank account(s)				Organize and prepare for production of conference publications per Letter of Acquisition (LOA)	Complete paper review process. Finalize technical program. Notify speakers.	Ship final program to conference site		Hold Post-Conference Wrap Up Meeting			Submit Post- Conference forecast			
		Contract conference management company, if applicable	Site selection and contract review, if applicable		Submit Principles of Business Conduct Compliance Certificate and Conflict of Interest Disclosure Statement	Submit updated committee list							_					-		
IEEE MCE Customer Relations & Operations							Request and obtain loan from OU, if needed Initial, Pre-and Post Conference forecasts [Submit Pre- and Post- Conference forecasts by November 30th of each										.]			
Your Single Poin	t of Contact Tean	n! ieee-mce@ieee	e.org			1099 & 1042 Schedule of Payments [No later than January 10th of each year for all payments made in the previous calendar year.] Submit annual report on foreign bank accounts to IEEE Tax Dept. [No later than January 10th of each year for all payments made in the previous calendar year.]														
*NOTE: This timeline is illustrative and for planning purposes only. Each conference plan and timing is unique. © IEEE 2015 All rights reserved if application of the served of the serv						Review and reconfirm hotel, meeting space and room block		IEEE CON	powered by E MEETINGS, EVENTS									Timeline Key: Financial Actions Technical Progra Conference Publ Boldfoced = Requ	m Actions ications Actions <i>ired</i>	
PRE - CONFERENCE												I	POST - CO	NFERENCE						