



CTSoc Conference Toolkit

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*Please use these materials to guide you in planning your conference.
For assistance, please contact the Society Administrator, Charlotte
Kobert, charlotte.kobert@ieee.org.*

Note to Organizers

Please note these requirements:

1. You must have a mandatory meeting to kick off the conference planning. Attendees required are the conference Executive Chair, the Finance Chair, and the TPC Chair. If you have a Local Arrangements Chair, their attendance is also required.
2. Members of the conference organizing committee are not permitted to enter or sign any contracts on behalf of IEEE or CTSoc, unless the CTSoc VP of Conferences and President have been consulted.
3. If you started work prior to the contract being signed, please let the CTSoc know so that IEEE Legal can be informed.

1. Forms

Conference Application: <https://www.ieee.org/conferences/organizers/conf-app.html>. For records purposes for CTSoc Conferences, the Society Administration will submit this form.

Compliance Form (must be completed by the **Conference Executive Chair(s)** and **Conference Finance Chair**):

<https://www.ieee.org/about/compliance/conflict-of-interest/coiandpob.html>

Note: Where it says to select one of the following group names, please select: *Conference Business Operations* Publication Form (must be completed by the **Publications Chair** after application is approved). For records for CTSoc Conferences, the Society Administration will submit this form:

<https://www.ieee.org/conferences/organizers/conf-app.html?appName=Publication>

2. Committee

Complete the following document and send it to your CTSoc Society Administrator, Charlotte Kobert, charlotte.kobert@ieee.org: Conference Organizing Committee Contact List (the link to an OC Committee Contact List template can be found on the Information for Conference Chairs page)

3. Budget

Complete the [Budget Template](#)

1. Please look and specify the currency used in the conference budget in box and an indicative exchange rate in.
2. After entering your expenses and revenue, please look at the tab labeled "Summary". CTSocr equires a 20% surplus. If you are below 20%, please revisit your expenses, or consider raising your registration fees.
3. Regarding registration vendors, you are welcome to use your own. IEEE typically uses Cvent. CTSoc typically uses EDAS.

If you plan to use Cvent or EDAS, please contact CTSoc Administrator for current costs.

4. Web Site Requests

Typically CTSoc Conferences are responsible for their own conference websites. If you need assistance with this contact the Society Administrator.

5. Kick-off Meeting

Schedule your Mandatory Kick-off Meeting to clarify roles and responsibilities, and the action points for all. | This meeting should include the following:

Conference Executive Chair
Conference Finance Chair
Local Arrangements Char
CTSoc Society Administrator

6. Patron Packages

As soon as you develop your packages, please post them on your conference website and please share with the CTSoc Administrator

Once you have secured a patron:

- Provide your CTSoc Administrator with contact name and information, as well as patronage level so that an agreement can be created either.
- Request from patron their logos in JPEG **AND** EPS/Vector format for website and marketing materials.

7. Post Conference

Contact the CTSoc Society Administrator for any questions you have regarding the post conference. The administrator will prepare the papers for Xplore submission