

Power Electronics Society

Required Forms for Conferences

Donna Florek
IEEE PELS





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Conferences & Events

IEEE sponsors more than 1,100 annual conferences and meetings worldwide. IEEE is also highly involved in the technical program development of numerous events including trade events, trade workshops, job fairs, and other programs.

For more information about an IEEE conference, search the IEEE conference database below.



On this Page:

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◆ Upcoming conferences and events

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♦ Organizing a conference

→ If you are interested in organizing an IEEE conference, contact:
Conference related business support and services:
Phone: +1 732 562 3878
E-mail: conference-services@ieee.org

→ For event management solutions, contact:
Meeting and conference management (MCM):
Phone: + 1 800 810 IEEE (4333); + 1 732 465 7810
E-mail: mcminfo@ieee.org

› [More resources for conference organizers](#)

♦ Conference publications

IEEE produces cutting-edge conference publications in various technology areas which are recognized by academia and industry worldwide. Articles submitted for publication follow a paper selection process and are peer-reviewed before they are published.

- › [Learn more about IEEE conference publications](#)
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Conferences

Conferences

Find a Conference

Organize a Conference

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- > Financial Management Reporting
- > Technical Publications
- > Conference Publications
- > Registration
- ★ [Panel of Conference Organizers \(POCO\)](#)
- > Conference Organizers Manual
- > Required Documentation
- > Additional Resources

Highly recommended to include travel expenses for the Chair and Treasurer to this training in your conference budget!

IEEE Conference Organizers are critical to the planning and implementation of more than 1,100 high quality technical conferences each year. Conference organizers serve a variety of roles within their conference committee, and may hold other positions within their section, chapter or society.

IEEE Conference

If you are a member of IEEE and are interested in becoming an IEEE Conference Organizer, here are some steps to get started:

- Contact your [IEEE Society/Council & IEEE Region/Section/Chapter](#).
- Use the [checklist for planning an IEEE Conference \(PDF, 432 KB\)](#).
- Learn about the annual [Panel of Conference Organizers \(POCO\)](#).
- Browse back issues of the [Conference Organizers' Newsletter](#).

Featured

[IEEE/PES Distribution Exposition, Wednesday, New Orleans](#)

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> Additional resources

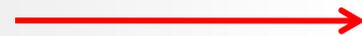
♦ How to organize an IEEE Conference: checklist and timeline

- Consult [How to Organize an IEEE Conference: Checklist and Timeline](#) (PDF, 419 KB) for a step by step guide to IEEE Conference planning, including compliance, proceedings, financial closing and more. This timeline is designed as a guide and is based on the planning process of a conference with approximately 200-250 attendees. Please adjust to suit the needs of your individual conference.

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Very Important Starting point!

Business and legal



- Submit the [IEEE Conference Information Schedule](#) to register your conference with IEEE, obtain a conference number and be listed on the [IEEE Conference Search](#) and IEEE's Call for Papers.



- The [Principles of Business Conduct and Conflict of Interest \(POBC/COI\) form](#) is to be completed by the General Chair and Finance Chair/Treasurer.
- A [Memorandum of Understanding](#) is required when two or more organizational units (OUs) agree to provide technical or financial co-sponsorship to a conference. These OUs may be IEEE organizational units or IEEE and non-IEEE organizational units. Information and sample templates are available.

MOU w/ PELS if another Not for Profit will be involved

[Contracts and Legal Documents](#) provides information on hotel and including standard hotel contracts with select North American

http://ta.ieee.org/InfoSched/Welcome.aspx



Conference Information Schedule

Welcome to the IEEE Conference Information Schedule! This form will take approximately 10-15 minutes to complete. To expedite the process, please have the following information with you, conference title, dates, location, website URL, sponsorship, contacts, Memorandum of Understanding (MoU) and committee lists (if available).

Please enter your name, phone number and e-mail address to begin.

Name: Phone Email

If you have any questions, please contact us:

IEEE Conference Business Services
445 Hoes Lane
Piscataway, NJ 08854-4141
conference-services@ieee.org
+1 732 562 3878
8:00 AM - 4:30 PM EDT

Done

Conference Information Schedule

1. Begins the conference tracking process
2. Data entered into IEEE Conference Database and feeds Conference Search and Call for Papers filter
3. NEW – includes fields for Scope, Keyword and Type
4. NEW – Web form directly linked to database

- ▶ [Concentration Banking Destroy Check form \(PDF, 36 KB\)](#)
- ▶ [Wire Transfer Request form and instructions for Concentration Banking \(PDF, 157 KB\)](#)
- ▶ [Other Wire Transfer Requests form and instructions \(PDF, 162 KB\)](#)
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◆ Conference publications

- The [IEEE Conference Publication Form](#) is required for post-conference distribution (including *IEEE Xplore*®).
- [IEEE Copyright Form](#) must be submitted with each paper.

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◆ Additional resources

- Need more help? See [Additional Resources](#) for tips, guidelines and non-required forms and documents.

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To begin, please enter your Conference Record number and click on the Search button to find your conference. Your conference information will automatically populate in the fields below. The conference record number is a unique number (four to five numeric characters in length) assigned to your conference after you submitted the [IEEE Conference Information Schedule](#) if you have not already done so, please complete the IEEE Conference Information Schedule prior to completing the IEEE Conference Publication form. If you are unsure of your conference record number, you may try searching for it on the [IEEE Conference Search](#) or contact the IEEE Conference Publications staff listed below.

Conference Record #	<input type="text"/>	<input type="button" value="Search"/>
Conference Title		
Conference Acronym		
Conference Website		
Sponsors		
Conference Location		
Conference City		
State / Province		
Country		
Conference Dates	Start Date :	End Date :

For assistance please contact the Conference Publication Product Management Department at confpubs@ieee.org or call
 Pat Thompson, Conference Publications Administrator +1 732 562 3872
 Melissa Ceglia, Conference Publications Coordinator +1 732 562 3875
 Jodi Merizalde, Conference Publications Coordinator +1 732 562 6386



(PDF,

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IEEE Conference Publication Form

1. Application to the IEEE Conference Publications Program (CPP)
2. Facilitates the process by which conference material is made available through Xplore
3. Provides conferences with necessary cataloging information
4. Conference receives a payment to help offset costs of providing material

Conference Organizers Manual

◆ Conferences Menu

Find a Conference

■ Organize a Conference

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Browse Call for Papers

IEEE Conferences vary dramatically in size. As such, the Conference Organizers Manual provides the framework to include all of the elements of conference planning and administration, leaving it up to the individual committee to adapt as it sees fit.

◆ Manual and timeline

Thank you for your interest in organizing an IEEE Conference. This [Conference Organizers Manual](#) (PDF, 275 KB) is intended to provide a high-level overview of the considerations in planning an IEEE Conference. For step-by-step information, see [How to Plan an IEEE Conference: Checklist & Timeline](#) (PDF, 432 KB).

Buy a Conference Proceeding

> [IEEE Shop](#)

Conference Organizers Manual

> [Download manual \(PDF, 275 KB\)](#)

Contact Conference Business Services

> conference-services@ieee.org

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◆ Manual and timeline

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When should I be doing what?

Conference Organizers

Conference Organizers Manual (PDF, 275 KB)

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