

**GIMS (Voting Members)
CONFERENCE CALL**

**Tuesday
September 11, 2007**

MINUTES

Attending:

Mike Kincaid, Chair
Richard Miller, Vice Chair
Rob Fish
Mark Karol
Doug Lattner
Merrily Hartmann
Bruce Worthman
June Leach-Barnaby
Gayle Weisman

Agenda for the call (notes from the meeting appear below in **red**):

- CONFERENCE STATUS REPORTS and DECISION MATRIX DELIVERABLE STATUS (June)
(The list below includes follow-up items from our Glasgow meetings and other conference-specific issues)
 - **GLOBECOM 2006 - SAN FRANCISCO**
 - Final Report is overdue - **June confirmed Terry will be in Washington to present their Final Report.**
 - **ICC 2007 - GLASGOW Wrap-Up Meeting**
 - Wrap-Up report for Glasgow not posted – **it is now posted.**
 - IEEE charges for proceedings CDs - quotes not clear, late billing (? GC 06?), higher costs than originally proposed? **Not sure if this is a problem.**
 - ICC 07 - attrition liability at the Radisson - status - **ComSoc paid the attrition penalty. It was not charged against the ICC 07 budget.**
 - IEEE CMS Registration system - not user friendly, “quirky” - **Merrily to follow up on this with her Registration Work Group activity.**
 - **GLOBECOM 2007 - WASHINGTON**
 - 50th anniversary celebration - status - **Plans are going well.**
 - **ICC 2008 - BEIJING - Bruce will provide a status report to GIMS in 2 weeks**
 - Meeting Management MOU - **sent to GIMS voting members**
 - Preliminary registration form overdue - **June is waiting for info from Jennifer.**
 - They need to provide org chart next time to show division of responsibilities between OC Chairs and Co-Chairs. **June will work with OC on this.**
 - Status of EMS (now TMC) co-location (MOU signed?) **All of the details have been agreed upon - waiting for last signatures on the document.**
 - Hotel contracts - status - **conference call with OC scheduled and this issue will be addressed.**
 - Shanghai conference - status - **it is now separate from ICC 2008**
 - Logo on website - status - **Bruce and June to pursue**
 - **Visa information - it was requested that the ICC 08 website post this information as soon as possible so attendees can plan accordingly. U.S. citizens do need a visa to travel to China.**
 - **GLOBECOM 2008 - NEW ORLEANS**
 - MOUs with local chapter/section - **these will be done soon**

- Meeting Management MOU - from 8/21 call: this has been signed
 - Search for new venue - site visit went well on 8/28 - **Hilton appears to be the answer as they can handle the whole conference**
 - WTC co-location status - **GC 08 TPC will contact WTC reps to determine programming conflicts, if any.**
 - **ICC 2009 - DRESDEN**
 - Fee for Hire MOU status - **there is an agreement in principle, but the document is not signed yet.**
 - Primary Policy Requirements MOU - from 8/21 call: Bruce will ask VDE to sign this
 - Meeting Management MOU - from 8/21 call: not needed when there's a "fee for hire" MOU
 - They now have confirmation for General Chair
 - Preliminary registration fees – to be updated with 2008 approved fees
 - 25% surplus not reflected in budget - status - **too much patronage (unconfirmed) in the budget at this point in time.**
 - Hotel contracts - status - **once MOU is signed, this issue will be addressed.**
 - BOG-related meetings at Westin - status of hotel negotiations - **contract is on its way to June for signature**
 - **GLOBECOM 2009 - HAWAII - everything on track**
 - The organization chart Doug put together is excellent - recommend same format for all conferences
 - **ICC 2010 - CAPE TOWN**
 - Cape Town – they need to provide org chart next time to show division of responsibilities between Executive Co-Chairs. **June will work with them on this.**
 - Cape Town – hotels need to be confirmed - **much activity here. June will keep GIMS apprised on progress.**
 - Cape Town – will pursue local section/chapter for possible financial co-sponsorship
 - Cape Town - Primary Policy Requirements MOU - need new version signed (Rob is going to request this)
- Other issues
 - Primary Policy Requirements MOU - Heiner's change (see ATTACHMENT 1)
 - Text: **Technical Program Requirements**
It is understood that the conference technical program will be built in close collaboration with ComSoc's GITC committee, following the guidelines as set forth by GITC, in particular regarding, but not limited to conference structure, review process and paper processing tools. **This requirement also applies to Co-located conferences must coordinate their technical program with GITC.**
 - **After discussion of this addition to the MOU, the final sentence was modified as noted in the first bullet above. It was moved and seconded to add this paragraph (as amended) to the Primary Policy Requirements MOU. Motion passed. This new version will be posted on our website.**
 - Site Selection status - **Rob reported that Anaheim and Houston have made their presentations and we are waiting to schedule the Miami bid presentation. As soon as we get GC 2010 awarded, we will then focus on GC 2011.**
 - Website - **Merrily reported the following items:**
 - Link established: www.comsoc.org - CONFERENCES - MAJOR CONFERENCES - ICC and GLOBECOM
 - New url: www.comsoc.org/GIMS-GITC
 - Old url: www.comsoc.org/GIMS will still work
 - Will advertise the new url going forward
 - Decision Matrix
 - updates from Glasgow meetings - **Merrily and Richard to schedule a meeting to complete this task**

- addition - C-36: conference co-locations (if any) must be identified - **to be discussed at a future conference call**
- Expo Steering Committee - update (Mike) - **Mike said a meeting of the Expo Steering Committee will take place in Washington on Friday, November 30th from 11 am to 1 pm in the same room as the Wrap-Up meeting.**
- The committee meeting schedule for GC 07 in Washington - **Merrily reviewed the schedule for our meetings November 26 (Monday) - 30 (Friday). This information is now posted on our website and has been shared with all members of GIMS and GITC. It was also discussed that GIMS voting members should join the GITC meeting**

<u>Day</u>	<u>Committee</u>	<u>Time</u>
Monday	GIMS	16:00 - 21:00
Tuesday	GITC (with break for Awards Luncheon)	9:30 - 17:30
Wednesday	TAC	6:45 - 8:00
Wednesday	GIMS	9:30 - 14:30
Wednesday	Meetings & Conferences Board	14:30 - 17:30
Thursday	Board of Governors	9:30 - 17:00
Friday	GC 07 Wrap-Up	8:00 - 11:00
Friday	Expo Steering Committee	11:00 - 13:00

- Issues from the floor
 - **OC Organization Chart - Rob requested that the organization chart presented by GC 2009 be put in a template form for the Site Selection page on the website. That is now posted in PowerPoint format so OCs can easily copy it to their presentations.**
 - **Next GIMS conference call will be on Monday, October 15, 2007 at 10:00 am CDT and 11:00 am EDT. Same call-in number.**

Respectfully submitted,

Merrily Hartmann

GIMS Operations Chair
September 17, 2007

ATTACHMENT 1: HEINER'S SUGGESTED CHANGE:



**Meetings & Conferences (M&C)
Memorandum of Understanding (MOU): Primary Policy Requirements**

Prior to all M&C event proposal considerations, applicant leadership should review, sign and return this MOU to: Bruce Worthman,, Dept. Head, M&C, IEEE ComSoc via: b.worthman@comsoc.org.

- **Proposed Event:** _____
- **Proposed Dates:** _____
- **Proposed Location:** _____
- **Primary Organizing Committee Contact:** _____
Phone: _____ **Email:** _____

Required IEEE/ComSoc tasks

The following tasks have been reviewed by the M&C Board and deemed significant enough to require special handling:

- 1) Registration – IEEE CMS Registration Services will be used for this proposed conference; exceptions will be considered in extreme cases only. In such cases, concurrence is needed by the VP Membership Services in consultation with ComSoc’s Executive Director.
- 2) Site/Hotel selection process – ComSoc M&C Staff will be responsible for negotiating and signing all contracts obligating IEEE and the IEEE Communications Society.
- 3) Financial Management and Accounting
 - a) Bank Account – It is understood that a U.S. dollar concentration account will be opened, including the issuance of a checkbook and a conference debit card (under management of the ComSoc Manager, Finance and Administration) and serve as the main source of financial transactions. A local account may be opened if needed for the following:
 - i) to pay minor, immediate expenses
 - ii) to allow deposits for patronage from vendors precluded from depositing into the U. S. dollar account
 - b) Accounting – It is understood that the ComSoc Manager, Finance and Administration will keep the books of account, and record the transactions

IEEE ComSoc Conference Support Policy

Each IEEE ICC and IEEE Globecom will be assigned a Project Manager from the ComSoc M&C staff. Responsibilities of the Project Manager are:

- 1) To ensure the overall success of the conference
- 2) To coordinate and collaborate with the Organizing Committee (OC) on the detailed planning for the conference in keeping with the Decision Matrix deliverables
- 3) To provide the OC guidance and counsel regarding IEEE and ComSoc policies
- 4) To prepare and deliver progress reports to GIMS and GITC in between their bi-annual face-to-face meetings.

The OC acknowledges the requirement to use qualified resources in the following priority order for meeting management functions:

- 1) Unpaid volunteers,
- 2) IEEE and/or ComSoc staff
- 3) Outsourced contracted support

The details surrounding meeting management functions for this conference will be covered in the Meeting Management Memorandum of Understanding. The Project Manager will be responsible for negotiating the division of responsibilities between the OC and ComSoc staff, and then documenting the division in the MOU.

Registration Fees

It is understood that fees will be posted on the conference website in US dollars, with the option to include a posting in local currency as well.

Surplus Requirement

It is understood that the conference budget will show a surplus greater than or equal to 25% of total revenues.

Technical Program Requirements

It is understood that the conference technical program will be built in close collaboration with ComSoc’s GITC committee, following the guidelines as set forth by GITC, in particular regarding, but not limited to conference structure, review process and paper processing tools. Co-located conferences must coordinate their technical program with GITC.

IEEE Communications Society M&C Code of Ethics

In proposing this conference, we, both members and non-members of the IEEE Communications Society, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

- 1) to accept responsibility in making decisions consistent with the safety, health and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;
- 2) to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
- 3) to be honest and realistic in stating claims or estimates based on available data;
- 4) to reject bribery in all its forms;
- 5) to improve the understanding of technology, its appropriate application, and potential consequences;
- 6) to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
- 7) to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;
- 8) to treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin;
- 9) to avoid injuring others, their property, reputation, or employment by false or malicious action;
- 10) to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

We (I) the undersigned representing the membership of the proposed M&C event Organizing Committee (OC) hereby acknowledge and concur with all of the above and look forward to working in partnership with IEEE ComSoc volunteer and staff leadership to ensure a mutually rewarding and successful event.

Signature Date
Name (print/type):
OC Leadership role:
Title/Affiliation:

Signature Date
Mike Kincaid, Chair
Globecom/ICC Management & Strategy Committee
IEEE Communications Society

Signature Date
John Howell, Executive Director
IEEE Communications Society

Signature Date
Bruce Worthman, Dept. Head, M&C
IEEE Communications Society