

Info for General Chairs of CSS Conferences

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Finance: surplus and income

➤ Typical budgets (total receipts):

CCTA: \$200k-\$300k

CDC: \$800k-\$1M

HARD CONSTRAINT: IEEE requires preliminary budget to show 20% **surplus** over expenses (not including loan)

Income sources:

- Registration fees: 90% or more of total
- Extra page charge: \$35k-\$50k or so in CDC
- Sponsors and exhibits: \$30-50k in CDC
- CSS payments: CSS VIPs registrations and President/GC dinner, Student support, society meeting costs, (PaperPlaza charges: CSS will likely pay this directly in the future)

Finance: audits

Recent issues (in other IEEE societies) have caused major problems!

- **Budget over \$250,000:** the conference must schedule an audit by a qualified independent auditor or by IEEE Internal Audit.
- **Budget under \$250,000:** IEEE Internal Audit may schedule an audit. If not selected for an audit, the conference should arrange for an audit by an independent auditor or internal committee.

Make sure your Finance Chair keeps precise records:

- All payments coded as `program`, `registration`, `supplies`, etc.
- A brief note on who, when, what and when reimbursement occurs, with receipts
- Audit-ready `google-drive` sample filing system available

Finance: registration fees

Some general rules

- Students fees should be 50% of non-student fees, all categories (**HARD CONSTRAINT**)
- Life members fees are the same as student fees
- Non-member roughly 25%-33% higher than IEEE member
- New CSS member fees should be at least \$25 less than IEEE member
- On-site rate should be roughly 20%-25% higher than advanced registration
- Add small virtual rates for live-streaming plenaries and tutorial sessions

Best practice

- Fix member-advanced registration and keyed the rest to it, specifically (next slide)

Finance: registration fee structure

Let X be the base rate (advanced) for IEEE-CSS members, then

- CSS Student and Life members rates should be $X/2$ (**HARD CONSTRAINT**)
- IEEE (non-CSS) member rate should be $(X+Y)$ (typically $Y=\$30$ US, or more, see below)
- IEEE (non-CSS) student member rate should be $(X+Y)/2$
- Non-IEEE member rate should be between **1.25-1.3 times $(X+Y)$**
- Non-IEEE student member rate should be **$(1.25-1.3 \text{ times } (X+Y))/2$**

Best practice

- Y is the rate difference paid by non-CSS members (note CSS membership fee is \$25 US)
- The base rate X is determined by the OpCom, however ...
- *Registration fees should remain at the same level as previous events, as much as possible!*

Finance: costs

- PaperPlaza - *CSS is planning to cover most of these charges directly starting in 2023*
- Editorial Board
- OmniPress (Printing costs should be reduced compared to pre-Covid budgets)
- A/V
- Program Committee
- Gifts
- Registration table (supplies and hiring extra help)
- Credit card charges (3-4.5% of receipts)
- VIP Reception
- Misc: audit, exhibits, speakers, entertainment, drayage, security, photographer, publicity, etc.
- PCO (Professional Conference Organizer; often needed for CDC outside of US)

Finance: PaperPlaza Cost

- CSS has signed a contract with PaperCept for handling CSS journal and conference paper submissions until end of 2026

E.g. for CDC 2019 (2,320 submissions) total cost with registrations was ~\$40k after discount

- A separate SoW/contract is submitted for each conference
- PaperPlaza charges have been billed directly to each conference by PaperCept in the past, but CSS plans to start paying this directly in 2023 (to be confirmed)

Finance: Editorial Board Cost

Conference Editorial Board (for CDC)

- Total CEB yearly cost is roughly \$50k
- Cost is distributed among CDC and ACC

Let: n be the number of papers submitted / x be cost per paper submitted

$$\text{CEB cost} = n_{\text{cdc}} * x + n_{\text{acc}} * x$$

- Typical cost per paper: $x = \$15-18$
- Typical cost for CDC: \$29K

Technology Conference Editorial Board (for CCTA)

- Anticipated costs for TCEB: \$3k-\$5k

Finance: Omipress Cost

Multi-year contract expired in 2019 and we did not sign a new one (IEEE rules). However:

- We signed an MOU for 2020-2022 with Omnipress regarding CDC, ACC, CCTA & other CSS Event Publications
- For each IEEE sponsored conference that chooses Omnipress, a Statement of Work (SOW) must be submitted through IEEE
- Please contact Sergio Galeani for additional information (sergio.galeani@uniroma2.it)
- Typical costs
 - Book of abstract: about \$4
 - Flash drive: \$7-9
 - CD: \$15 (if quantity is 400 unit price is \$3.60)
 - Misc costs: about \$1,500

Finance: Other Cost Items

- AV: location dependent. In US, CDC costs are around 30-40k, we have a standard contract with Presentation Technologies
- Program committee: meetings in prior conferences, travel (flexible)
- Gifts: to volunteers, to Op-com, etc. (flexible)
- Registration desk (professional assistant, volunteers, printers, supplies, etc.): ~\$12k
- Credit card charge and audit (3% and 0.6% of total, respectively) ~\$25K
- VIP Reception: CDC 150+ people, CCTA smaller, about 50% cost by IEEE CSS

Finance: payments and contracts

- **Concentration banking:** not required but easiest solution in US (Wells Fargo Bank)
- **Loan:** does not require BOG vote but requires budget approved by BOG.
GC asks IEEE VP Conference, cc'ed to CSS VP Finances who has to approve
- **Payment limits (if concentration banking):**
Credit card \$5,000 - Checks \$25,000 per check - Wire transfer preferable

Contract limits:

- *Below \$1,000:* no purchase order needed. A bill or receipt and Finance Chair pays
- *\$1,000 - \$5000:* GC decides, Finance Chair (FC) pays, purchase order needed
- *\$5000 - \$25000:* contract sent to IEEE for expedited review. After approval, GC signs
- *Above \$25000:* send to IEEE and its Legal Dept (long review, 4-6 weeks), IEEE signs