



AUTOTESTCON

IEEE Systems Readiness Technology Conference

Operations Manual

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AUTOTESTCON OPERATIONS MANUAL

1.0 OVERVIEW

This Operations Manual will provide the necessary instruction, information and guidance for the implementation and conduct of an IEEE AUTOTESTCON Conference. Included are requirements, suggested procedures and other guidelines appropriate for AUTOTESTCON. Also included are answers to common questions and a calendar of events based upon more than forty-five (45) years of AUTOTESTCON experience. This Operations Manual is a supplement to the overall IEEE Conference Organizers material published by the IEEE Meetings and Conferences Committee (http://www.ieee.org/conferences_events/conferences/organizers/index.html?WT.mc_id=rfm_conf).

The AUTOTESTCON Operations Manual and IEEE Conference Organizers Manual are compliance documents for AUTOTESTCON conference committees. The individual Conference Committees report to the AUTOTESTCON Board of Directors (hereafter known as the "Board") and agrees to follow the aforementioned manuals, plus all direction provided by the Board. The Board also establishes core requirements and the creative options available to the conference committee. The Board of Directors is established by a Charter from the two permanent sponsors: The IEEE Aerospace & Electronic Systems Society and the IEEE Instrumentation & Measurement Society.

The legal name of the conference is the "IEEE AUTOTESTCON (year)." IEEE AUTOTESTCON (and the year) is used for the conference bank account and other purposes, but legal contracts with hotels and other suppliers must include the full name in the first reference and may be shortened to IEEE thereafter. For example, a contract may read "...between the Institute of Electrical and Electronics Engineers (IEEE) AUTOTESTCON and (supplier)" and thereafter IEEE AUTOTESTCON or even just AUTOTESTCON. AUTOTESTCON is always spelled with all caps.

AUTOTESTCON, also known as the "Systems Readiness Technology Conference," is an international technical meeting and exhibit for the purpose of dissemination and exchange of information related to automated test systems and advanced maintenance concepts for improved readiness of military weapons systems, as defined in the Charter, Section 3. A sub-theme is chosen by each conference.

AUTOTESTCON is sponsored by the IEEE Instrumentation and Measurement Society (I&M) and the IEEE Aerospace and Electronic Systems Society (AESS), with an option for at least a third or fourth sponsor (such as Council or Section) of the IEEE in the area where the specific AUTOTESTCON is to be held. AUTOTESTCON is governed by a formal [Charter](#) established and approved by the AESS and I&M Societies, and IEEE. This Charter also serves as a permanent MOU between the sponsoring Societies. The conference normally takes place Tuesday through Thursday, with the preceding Monday designated for a seminar program and is held each fall, from approximately September through November, at a time and location recommended by the candidate Conference Committee and approved by the AUTOTESTCON Board of Directors. By charter, AUTOTESTCON must avoid any scheduling conflicts with the IEEE International Test Conference and other IEEE-sponsored test-oriented national conferences, as well as with any major national secular or religious holidays.

AUTOTESTCON is controlled and supervised by a Board of Directors as defined in the [Charter](#).

2.0 INTRODUCTION

2.1 History and Purpose

AUTOTESTCON is an annual international conference open to IEEE members and non-members and held in the United States. Although it takes place in different cities each year, a continuity exists and must be maintained by past, current and future conferences. The operation of AUTOTESTCON from year to year is a growing process, not a competitive one.

The first IEEE automatic testing conference took place in June, 1965, in St. Louis and was called the "Automatic Support Systems Symposium for Advanced Maintainability." Its purpose was to promote dissemination and interchange on subjects related to automatic testing. That purpose has not changed. The conference moved to Philadelphia in 1970, was not held in 1971 and resumed in Philadelphia in 1972 when the tradition of selecting a new conference site each year was established. In 1976, the conference gained its present name, AUTOTESTCON. In 1989, the name was expanded to "AUTOTESTCON, the Systems Readiness Technology Conference."

AUTOTESTCON is considered the primary test systems conference for military test. The AUTOTESTCON Board has determined that it is essential to preserve this core focus and not attempt to expand into other areas.

2.2 Sponsorship

AUTOTESTCON has two permanent sponsors: (1) IEEE Aerospace and Electronic Systems Society (AESS) and (2) IEEE Instrumentation and Measurement Society (I&M). One or more local IEEE entities in whose geographical area the conference is held may participate as a financial co-sponsor, at the request of the entity and approval of the Board of Directors, as defined in the [Charter](#). The permanent sponsors provide technical, administrative and financial support (i.e., seed money) for each conference, assist in publicity, provide organizational support and share in any surplus or deficit.

2.3 Management

It is important to recognize that each AUTOTESTCON committee is chartered by the Board of Directors and thereby reports to the Board. The Board grants the authority to organize, conduct, manage and bring to successful completion each AUTOTESTCON and the Board reserves management authority unto itself. Further, the Board formally approves the appointment of any and all conference committee members with fiduciary responsibilities and retains overall control of finances. Committee members with fiduciary responsibilities include, but are not limited to, the conference chair, vice chair, finance chair/treasurer, exhibits chair, arrangements chair, awards chair, registration chair, promotions chair, and publications chair. Under no circumstances will an officer of a local IEEE entity serve as finance chair or treasurer of the conference.

A guide to organization and operation of AUTOTESTCON, along with a suggested timeline sequence is provided in the IEEE [Checklist and Timeline](#).

The Board establishes basic core policies and supervises their implementation but conference committees, with a focus on the mechanical guidelines created by the Board, have flexibility in the creative presentation of activities. Any unusual circumstance or situation must be brought to the attention of the Board for approval prior to obligation. This includes the signing of hotel, drayage, exposition services, exhibit hall or registration service contracts, all of which must be submitted to the Board of Directors for review and approval prior to their execution. In addition, IEEE requires that all hotel contracts be reviewed and approved by IEEE Conference Services. Since conference surplus is a source of operating funds for the sponsoring societies of IEEE, the Board of Directors reserves the right to exercise control over planned conference expenditures at any time. The Board will review conference planning budgets with focus on the trade-off between providing maximum value to attendees, both exhibitors and registrants, and the maximization of surplus to be returned to the sponsoring organizations. Board decisions on the authorizations of planned conference expenditures will be final.

The AUTOTESTCON organization includes an Administrative Assistant to help coordinate Board activities, provided by the two sponsoring societies at no cost to the conference. Travel and related expenses for Board support are reimbursed by AUTOTESTCON in accordance with Section 16.2. The Administrative Assistant responsibilities are documented in Section 16.

2.4 Organizing a Conference Committee

The conference committee is composed of the chairs of all conference subcommittees such as finance, technical program, exhibits, publications, registration, publicity, etc. The committee is the conference operating and steering authority and is responsible for the staging of all aspects of the conference under the direction of the Board.

The early organization of a qualified conference committee is the most important step in preparing for a successful AUTOTESTCON. The committee prepares and submits the conference proposal to the AUTOTESTCON Board of Directors, establishes the conference schedule, directs the activities of working committees and manages the conference from the submission of the proposal to completion of the post-conference reports. The specific committee organization and the number of people assigned to each function should be tailored to the needs of the individual conference. Each committee chair should appoint a co-chair or vice-chair. If there is a local co-sponsor, the AUTOTESTCON Charter requires that such sponsor provide appropriate members to the conference organizing committee, under the guidance of the conference chair. Some conferences have used committee structures which include an operations chair who takes responsibility for many of the physical aspects of AUTOTESTCON — registration, exhibits, arrangements, etc. Other conferences have separated those assignments into independent bodies or grouped assignments (e.g., signs, catering, hotel arrangements) under a supervising chair. Technical chairs have in recent years relied on a series of vice chairs with specific technical disciplines under their authority. A smooth, well-coordinated committee operation is the objective and there is no restriction of the committee structure so long as the objective is achieved.

Committee membership represents a major output of time and energy. Some — but certainly not all — of the planning and organization takes place outside the business day and there must be a significant commitment on behalf of committee members' employers in time and resources. This commitment may involve clerical support, filing, mailing and duplicating activities, committee meeting facilities and part-time "go-for" assistance during the conference. It is important that the reality of the company commitment be known when the committee is organized. Normally, one or two employers make the key commitments of General Chair and Vice-Chair in writing to the Board.

It is important that, as a minimum, the General Chair be a recognized individual within the automatic test community, particularly within the defense industry, to allow for the all-important personal contacts to lend emphasis and credibility to AUTOTESTCON as necessary. The General Chair must also have the time and resources available to him to effectively provide hands-on management of the Conference for the two-to-three-year period prior to its calendar date. The Board approves the General Chair of each conference, as well as the Treasurer or Finance Chair.

It also should be noted, as required by IEEE, that all principal conference committee members, particularly those with the authority to obligate expenditures or handle money, must also be members of IEEE. These include the General Chair, Finance Chair, Registration Chair, Technical Program Chair, Exhibits Chair, Promotions Chair, and Arrangements Chair.

2.5 Committee Participation by Government Personnel

Much of the success of AUTOTESTCON over the years has derived from the fact that it is firmly established as a joint government-industry event. Accordingly, government participation in the annual AUTOTESTCON committee structure is strongly encouraged. But this participation is not without its pitfalls, and so the following pointers should be borne in mind:

1. It is desirable for there to be a specific government installation or organization identified as the principal focus of the participation in each annual AUTOTESTCON. Wherever possible, this government activity should be local to the conference venue and also a continuing participant in the affairs of the broader automatic testing community. Ideally, each annual AUTOTESTCON event should be a partnership between the local industry leadership and such government activity. It is recommended that the senior leadership of the government activity

that is most closely associated with each AUTOTESTCON be sought out and its support solicited for the participation of its employees and military members.

2. It is recommended that there be a committee chairperson or vice chairperson for each annual AUTOTESTCON who is a senior member of the government activity that is most closely associated with that annual AUTOTESTCON.
3. However, it must be borne in mind that there are stringent government regulations concerning ethics, appropriation of government resources and potential conflicts of interest on the part of government participants that place strict restrictions on the terms under which these individuals may participate in AUTOTESTCON. The regulations and statutes that establish these restrictions are complex and subject to local interpretation by individual military base legal authorities. Accordingly, it is strongly recommended that counsel be sought early in the planning process with the legal authorities at the government activity most closely associated with each annual AUTOTESTCON. The purpose of this counsel should be to obtain the views and interpretations of those authorities concerning the applicable restrictions. Subsequently, each government committee member and participation should be counseled concerning these restrictions as soon as he assumes his duties. Ideally, the local government legal office will provide a written set of guidelines for this purpose. Obtaining these guidelines should be the job of the government member of the Chair/ Vice Chair team.
4. In some cases, a Cooperative Research and Development Agreement (CRADA) between IEEE AUTOTESTCON and the local Government entity has been useful to document and approve Government involvement.

2.6 Payment of Fees

The AUTOTESTCON Registration Contractor, Abstract and Technical Paper Management Contractor, Exhibits/Decorating Contractor, Webmaster, and Financial Support Contractor are paid positions and are reimbursed for authorized out-of-pocket expenses and negotiated fees. All such fees, including the travel and related expenses for the sponsor Society-provided Administrative Assistant, are reimbursed by the current year AUTOTESTCON. Fee billings are submitted to the current year Finance Chair/Treasurer, as incurred.

3.0 GENERAL PLANNING

3.1 Conference Proposal

Conference planning should start at least three years prior to the date of the conference. Although the conference begins its official existence when the Board approves a conference proposal, the committee is born sometime before that to create and pull together the elements of the proposal – if a local IEEE entity is involved; an invitation letter from the entity is part of the proposal. The AUTOTESTCON Board generally meets twice a year — in the spring at the site of that year's AUTOTESTCON and in the fall at the actual conference. Proposals for future AUTOTESTCONs are considered by the Board at these meetings. Financial participation (“seed monies”) is a total of \$20,000 to be split between the AESS and I&M Societies. There is the option of a 3rd sponsor (local IEEE unit) if recommended by the local committee, and approved by the Board, whose share shall be proposed by the local entity and be a maximum of 20% of the total. Refer to the charter for specifics. The local co-sponsor must agree to sign the MOU contained within the Charter. As a minimum, the proposal should include the conference theme and the following three elements:

1. Conference Arrangements - A time and place for the conference must be proposed. It is desirable to identify both specific dates and meeting places in the proposal in the mid-September to early November time frame; alternate sites should be noted if available. Do not obligate the conference or IEEE prior to acceptance and approval of the proposal. Be careful in selecting dates to avoid any conflict with secular or religious holidays or with any other IEEE

conferences sponsored by the IEEE Aerospace and Electronic Systems Society and the IEEE Instrumentation and Measurement Society. When possible, there should be a minimum of 11 months between conferences and consideration should be given to the federal government fiscal year (October 1-September 30) to avoid having two conferences in the same fiscal year.

2. Organization - Key members of the conference organization should be identified, along with their commitments to support the conferences and, where appropriate, resumes of their experiences with other conferences. All subcommittee chairs should be members in good standing of the IEEE (membership is required for those with any financial responsibility).
3. Budget - The financial budget should be prepared following the information requested on IEEE conference financial reports (see Section 11 Finance). The forms should be filled out completely with special attention to the registration fee schedule, the expected number of registrations, income from exhibits and additional income. A budget of expenses should pay close attention to exhibits expense, meals and banquet functions, publicity and printing. Plan for a surplus of approximately 20% of the expenses shown in the operating budget. Include in the budget the reimbursement of advances provided by the two sponsoring societies and the local IEEE entity, if any. Registration and Exhibitor fees are established by the Board for inclusion in the operating budget. AUTOTESTCON utilizes an Excel-based spreadsheet budget form that is available from the AUTOTESTCON Administrative Assistant. Conference Forms – The IEEE requires that each sponsored AUTOTESTCON submit a Conference Application and a budget as soon as the conference has been approved by the Board. This is necessary in order to get the conference listed in the IEEE database and before any contract negotiations can begin. The Conference Application cannot be modified by the submitting entity once submitted, although changes can be made by IEEE conference management staff. It requires the following information: Title of Conference (IEEE AUTOTESTCON ‘year’); Acronym (AUTOTESTCON); location (city, state, country); scope (to be copied from Overview); key words (Automated Test Systems, ATS, ATE, Automatic Test Equipment, Military ATE, Military ATS, Supportability); estimated attendance (500); URL (www.autotestcon.com); abstract and paper submittal date information; IEEE sponsors (AESS and I&M); and full contact information for all key committee chairs (General Point of Contact, Conference Chair, Technical Program Chair, Treasurer, Publications Chair, plus committee list, if available). The Information Schedule must be filled out in order for AUTOTESTCON to receive advance loans (“seed monies”) from the sponsors. A Memorandum of Understanding (MOU) is also required by IEEE, but for AUTOTESTCON, this document is satisfied by the IEEE AUTOTESTCON Charter and MOU. If there are financial sponsors in addition to the two primary societies, the MOU addendum to the standing charter must be submitted.

3.2 Master Plan

A conference master plan is to be submitted to the AUTOTESTCON Board upon submittal of the proposal, with an update 18 months prior to the conference. This plan must include schedules, activities, plans and committee personnel. The plan is to be updated regularly and a final submission to the Board will be made six months prior to the conference.

3.3 Planning Schedule

A schedule of events and milestone activities must be developed early in the planning stage. Refer to [IEEE Checklist and Timeline](#). Individual conference schedules may vary somewhat, but the dates/events as shown in the example are gleaned from a number of years of experience and are found to be optimum. It is very important that each committee develop its master schedule, publish it regularly to all committee members and track progress at each regularly scheduled meeting. Whenever possible, avoid the necessity of chartering buses for social events. Not only are there insurance questions but on-site venues attract a greater number of attendees. Also, do not schedule extra social events unless outside sponsorship is assured.

Per Board policy, IEEE AUTOTESTCON is held Monday through Thursday, with seminars Monday, opening plenary Tuesday, technical sessions Tuesday afternoon, all day Wednesday, and Thursday through lunch, or occasionally after lunch should program content facilitate such. Exhibits are open Tuesday, Wednesday, and Thursday through 12 noon.

3.4 Minutes and Action Item Documentation

It is recommended that each conference committee begin meeting on a quarterly basis upon award, until two years from the conference at which point bimonthly meetings are recommended. At approximately one year out, monthly meetings are recommended. There may be several additional meetings held within 60 days of the conference to handle special activities and perform special coordination, such as with the registration organization, exhibits/drayage company and hotel personnel. Minutes of all meetings are to be generated, along with a list of action items and responsibilities, and distributed to all committee members. A copy of all minutes and action items are to be sent to the AUTOTESTCON Administrative Assistant who will, in turn, distribute them to the Board of Directors. Minutes are published in a timely manner.

3.5 Reports to the Board of Directors

A representative of each conference, normally the Chair or Vice Chair, will attend each meeting of the Board and present a formal report showing current status, overall planning and implementation, requested changes to previously reported or approved items, budget updates and items of general interest. The reporting will commence upon charter granting and continue through the AUTOTESTCON conference dates. At the two Board meetings each year, the committee will present preliminary results of attendance, finance, etc. (first meeting following) and final results at the second meeting following. In addition, a set of "lessons learned" will be generated by each committee no later than 30 days following the conference. The lessons learned should include a written report from each committee chair and member, identifying those elements that in his opinion went well, and those elements that might be in need of improvement, change or outright deletion. These lessons learned help future AUTOTESTCON committees do a better job of planning and implementation and to allow each conference to achieve continuous improvement in value to registrants/attendees and exhibitors.

3.6 AUTOTESTCON Metrics

As part of the final report for each AUTOTESTCON, the conference committee will be responsible for supplying information for the AUTOTESTCON metrics, a summary of activities at the conference. The metrics includes specific information on registrations to include all classes/categories, seminar attendance, conference proceedings, social events, golf tournament, any tours, exhibits as well as a report of total revenues, expenses and surplus. The Conference Administrator assists in providing these metrics as part of their contracted service.

4.0 GENERAL CHAIR

4.1 The Chair's Role

The General Chair has responsibility for all AUTOTESTCON activities and operations concerning AUTOTESTCON. He/she selects and supervises all committee chairs and monitors their activities to ensure that events progress in a satisfactory manner. He/she presides at committee meetings and is responsible for their scheduling and execution. He/she is the chief operating officer of the conference, reporting to the Board. The Board acts through the General Chair in operational matters relating to AUTOTESTCON. The Chair must also submit to IEEE a [Principles of Business Conduct Compliance Certificate and Conflict of Interest Disclosure Statement](#) (POBCOI).

4.2 Chair's Duties

The General Chair is the contact point with the AUTOTESTCON Board of Directors. Duties include:

- Scheduling conference committee meetings and notifying all participants
- Developing meeting agendas and chairing meetings
- Assuring all committees set and meet milestones within the conference planning schedule
- Advising the finance chair of all financial commitments and changes in income and expense expectations
- Establishing overall AUTOTESTCON budgets and budgets for each committee chair, approving expense items exceeding \$1,000 and those of excess of a committee budget
- "Calling for help" when needed and seeking the advice of the Board
- Providing a semi-annual report on conference and financial status to the Board.

The General Chair is the "master of ceremonies" of the conference, delivering opening remarks on the first morning and, except in special circumstances, presiding at plenary sessions, luncheons and awards presentations. He is in charge and visible and must be available to meet special guests.

The General Chair signs any written invitations to keynote and luncheon speakers.

At the close of the conference, each subcommittee chair will furnish a final summary report including "lessons learned" to the General Chair. The General Chair, in turn, will furnish a detailed report to the Board of Directors and through the Board to the sponsors, including all available financial information, a list of names and addresses of conference registrants and exhibitors and "lessons learned" suggestions for improving the next conference.

The General Chair oversees the distribution of surplus funds, if any, coincidental with the filing of the final report. This is accomplished via the AUTOTESTCON Treasurer or Finance Manager. The conference bank account should not be closed until all bills are paid and all monies received, which does not normally occur until March of the following year (see Section 10, Finance, for more information). Within one week of the end of the conference, preliminary information on papers accepted, number of exhibitors, number of attendees and tentative surplus projections are to be provided to IEEE Conference Services. Seed monies are also to be re-paid within 30 days of the close of the conference. The information is to be sent to the AUTOTESTCON Administrative Assistant, who will forward it to IEEE. A preliminary financial report is to be issued by December 1 of each conference year, estimated the total income and expenses. An audited final report will be completed as soon as all financial obligations are settled and will be submitted to the Board of Directors, sponsors and IEEE Headquarters within six months or as soon as possible, but absolutely no later than 12 months following the conference closing. Failure to completely close out the Conference books and bank account within this 12-month period will result in financial penalties imposed by the IEEE. IEEE policy also requires that a conference of AUTOTESTCON's size undergo a financial audit by a professional, independent auditor. The AUTOTESTCON Board has selected a single auditor who must be used by all AUTOTESTCONs (Section 11).

The General Chair or Finance Chair/Treasurer will contact the independent auditor selected by the Board of Directors and make advance arrangements for the formal audit of the conference books and records.

5.0 VICE CHAIR

5.1 Relationship to Chair

The Vice Chair is the second-in-command and acts as chair in the absence of the General Chair. His specific duties are assigned by the General Chair and may include securing keynote and luncheon speakers (including backups), arranging for their accommodations, assisting with overall arrangements, coordinating with international visitors. Because of the nature of his duties, it is therefore important that the Vice Chair be a recognized individual within the automated test community.

5.2 Activity Coordination

The Vice Chair coordinates publicity and attendance promotion efforts so that they work in concert to attract the largest possible attendance. He may assist in attracting corporate-level sponsors, international participants, military partners, and others as may be appropriate. The Vice Chair shall also assist the General Chair in coordination of various activities and events during the Conference. He may assist in protocol arrangements for speakers and visitors. He may also assist in the solicitation of corporate-level sponsors, general sponsorship of events, and other high-level contacts as appropriate.

5.3 Succession

Should the General Chair resign or be unable to continue, the Vice Chair will temporarily assume his duties and responsibilities. The Conference Committee shall recommend the name of a new General Chair for appointment by the Board.

6.0 TECHNICAL PROGRAM CHAIR

6.1 General Responsibilities

The technical program is the heart of AUTOTESTCON and must be of the greatest possible technical and educational value to the ATE community — it is the principal forum for technical interchange. It attracts attendees to the conference, stimulates discussions during the course of the meetings and provides a permanent record of the technical presentations.

The Technical Program Chair is responsible for the program including recommendation of a conference sub-theme and overall organization of the technical sessions. It is recommended that Technical Program vice chairs be recruited either on a regional basis or to coordinate specific subject areas on the program. Representatives of industry, the Department of Defense and academia should be included among vice chairs, as appropriate and feasible. The chair and the committee chairs contact all prospective session chairs and aid them in identifying and working with author/speakers — in most cases, session chairs assume the responsibility for contacts and follow-up with authors for their sessions. The Technical Program Chair establishes the ground rules for the selection of papers and retains the right of final selection of papers, session chairs and participants in panels, regardless of which responsibilities he has delegated to others. AUTOTESTCON uses the EDAS abstract management system, arranged and managed by the Conference Administrator, which keeps a running log of all abstracts, receipt dates, authors and their affiliations, status in the evolution process, author notifications, final papers received and session assignments.

The Technical Program Chair provides the information on the Call for Papers to the publicity chair and, later, to the Publications Chair. He/She gives the final approval to the Call for Papers before publication. He/She advises the Arrangements Chair what facilities he will need for the program.

6.2 Call for Papers

AUTOTESTCON uses two forms of Call for Papers: an initial one-page short form (CFP) and a longer version which includes general announcement information (CFP/GA). The initial CFP should be posted on the website within 30 days following the completion of the current AUTOTESTCON. The CFP/GA may be mailed within that same time frame, but no later than 9 months prior to the next AUTOTESTCON. The initial Call for Papers needs to be prepared well in advance of the initial distribution since it also is included in the current year's AUTOTESTCON Proceedings and should be submitted to that conference committee's Publications Chair by the published due date, typically four to six weeks prior to AUTOTESTCON. Assuming that the current and future AUTOTESTCONs are in the same calendar month, the Call for Papers would have to be prepared approximately 14 months in advance. The Call for Papers should emphasize the theme of the conference and the suggested topic areas. Assisted by members of his committee, the Technical Program Chair will compile a list of prospective session chairs for the topics represented in the call.

The Technical Program Chair arranges, via the AUTOTESTCON Conference Administrator, for mailing the Call for Papers to the AUTOTESTCON mailing list, posting on the web, and publishing in the AESS and I&M Society Magazines distributed to all members of each society. The two societies have a proprietary interest in AUTOTESTCON and their cooperation is assured.

Posting the call on the web and using e-mail is encouraged but the most reliable method of distribution is postal mailing and the Board of Directors requires that the document and a follow-up mailing be made by post with presorted first class postage. The mailing must contain the return address of the AUTOTESTCON Conference Administrator, currently Conference Catalysts, LLC, 4623 NW 53rd Ave, Suite 7, Gainesville, FL 32653, to assure that any returns are recorded and necessary changes made.

A Call for Papers must include the following:

- A statement of the conference theme and suggested topics of interest
- Abstract due date, author's notification date and due date for completed paper
- Instructions for preparation and submittal of the abstract
- Listing of planned "Best Paper" awards with dollar amounts
- Summary information on the AUTOTESTCON Venue (location, dates, etc)

6.3 Abstracts and Abstract Submittal

AUTOTESTCON uses the EDAS abstract management system, which is managed by the Conference Administrator.

Papers will be selected on the basis of a review of a 300-500 word abstract. All papers must be prepared in the English language and submitted electronically, along with author related information via the EDAS system. No paper previously published or presented at any conference will be accepted, unless specifically solicited by the Technical Program Chair as an invited paper.

All abstracts are to be submitted electronically to EDAS. The deadline for abstracts should be sufficiently in advance of the conference to allow ample time for processing. EDAS automatically acknowledges submittals as they are received. The technical program schedule must allow time for abstract writing, paper review, corrections and printing. Detailed instructions on manuscript preparation should be posted for authors on the website, including information on format, length of paper, use of illustrations, [copyright forms](#) and registration requirements. All authors must receive acceptance or rejection notices no later than the deadline date stated in the Call for Papers. It is the Technical Program Chair's responsibility to establish a procedure for logging and filing abstracts, distributing copies to session chairs and notifying authors of acceptance or rejection. The schedule should allow at least two months for review and selection of abstracts and three months for preparation of papers after authors have been notified. All dates must support the publication schedule for the Conference Proceedings. Authors should be contacted in advance of the conference to assure they will be present — authors whose papers have been accepted shall personally present their paper or provide a knowledgeable alternative speaker for the conference. It is AUTOTESTCON policy that papers not presented at AUTOTESTCON will not be included in IEEE Xplore.

Upon selection, successful manuscripts should be submitted through EDAS. The Technical Program Chair will have complete access to the site and full support will be provided by the AUTOTESTCON Conference Administrator.

The conference must notify all authors and presenters that they must register for the conference and pay full registration fees or their paper will not be included in the program.

6.4 Program Content

The objective of the conference is to give the widest exposure to subjects and authors in the automatic testing community. AUTOTESTCON is an Applications-focused conference, and program content must remain 100% focused on military automatic test equipment and directly related capability and technology, to include military supportability and readiness. Academic and research papers are encouraged if they directly relate to automated test capability and/or methodology. Thus, these general guidelines should be followed whenever possible (it is understood that occasionally a topic is in the expertise of only one or two organizations and exceptions from the ground rules can be made in such instances):

- Only one session chair from any one organization.
- No more than five papers in the conference program from any one organization.
- No more than one paper from a single organization in any one session.

(An organization is defined as a company - in the case of large companies a division, branch or group - a government agency, an academic institution or a military unit fits this definition).

6.5 Conference Program

1. Session Decisions - Single sessions focus the technical program on particular subjects. However, single sessions limit the number of papers which can be presented and, therefore, restrict the scope of the conference. Three or four multiple sessions offer simultaneous, presentations with wider exposure of authors and subjects. Multiple sessions should appeal to different technical interests — multiple sessions should complement, not compete. Multiple sessions are required, with four being the norm. With increased emphasis on providing additional “free time” for exhibit hall participation – four parallel sessions are considered the standard. This also permits an extension of the Tuesday lunch period (noon – 3 p.m.) for that detailed exhibits viewing. The number of sessions ultimately is determined by the number of accepted papers.

Discretion should be used to try to avoid direct conflicts of similar topics in such multiple sessions, however. Single-track and dual-track Technical Programs do not provide sufficient topical coverage for the typical broad AUTOTESTCON audience and are to be avoided.

2. Panels - Panels offer a change of pace from the more structured presentation of papers and can be effective if the subject is of timely interest and, particularly, if the panelists are provocative communicators and recognized authorities. Panels generate discussions and controversy and are best used to add contrast to technical paper sessions.
3. New Technology - A fast-breaking technical development worthy of adding to the program can be handled as an invited presentation and not necessarily published in the Conference Record.
4. Acceptance Ratio – It is generally accepted practice that a conference abstract acceptance ratio not to exceed 70%. The AUTOTESTCON Board has determined this to be the nominal maximum for our conference.

6.6 Session Planning

Sessions generally are programmed for one-and-one-half to one and three-quarter hours. Each paper typically is allotted a total of 25 to 30 minutes; a maximum of four papers should be planned for each session.

Session chairs are responsible for introducing the speakers, strictly maintaining time schedules and encouraging appropriate and select discussion — and preventing the propensity of speakers to extend their presentations beyond the allotted time. Session Chairs shall meet with their session authors/presenters at the mandatory Author Breakfast the day of their presentation, get their presenters' biographical sketches for proper introduction, and review the “Rules of Engagement” for

presenting at AUTOTESTCON. It is also strongly recommended that Session Chairs contact their authors in advance of the conference to assure their attendance, etc. Session Chairs are not just masters of ceremonies; rather, they are the managers of their assigned Session and should treat the responsibility accordingly.

6.7 Seminars

To provide introductions and updates on technology, AUTOTESTCON normally includes seminars on key subjects as an adjunct to the technical program. These seminars should complement subject areas covered in the technical program and should not conflict with sessions dealing in these areas. These seminars generally will run two to four hours and typically encompass an entire day with two or three multiple tracks. They are scheduled for the Monday preceding the actual conference to avoid conflicts with the formal Technical Program.

The seminars are short courses designed to introduce less experienced automatic test professionals and managers to a specific technical area, to provide technology updates, or present a new field of technical concentration. In advance publicity, it is important to always entitle them as “seminars” as this definition fits the accepted requirements for continued education credits in the military and industrial environment. Such CEU credits are provided in accordance with IEEE procedures, and the Seminar Chair shall work with IEEE to authorize such.

The seminar program is a separate activity of AUTOTESTCON with separate registration fees, payable by all Seminar participants whether attending the formal AUTOTESTCON or not. As such, the fee structure shall provide for cost coverage of refreshments, luncheon, handout materials, audio-visual requirements, room rentals, etc. Payment of registration fees for Seminars does not entitle attendance at the AUTOTESTCON Technical Program. The Seminar program is also expected to contribute to the overall budget-surplus planning of AUTOTESTCON. There will be no reimbursement of any travel, subsistence or lodging to Seminar presenters, and no honorarium paid, other than Seminar presenters are normally afforded a free AUTOTESTCON registration in recognition for their contribution.

6.8 Seminar Presentations

Seminar papers are copies of seminar slides and are provided to each seminar attendee only for the specific seminar they are attending, one in the morning session and one in the afternoon session. Packages of full seminar papers are no longer provided to seminar attendees but may be sold to attendees after the completion of the seminar program.

6.9 Invited Papers

Occasionally a subject or speaker offers a potentially interesting paper or spotlights some special technical area. When this occurs, the Technical Program Chair may choose to invite papers to provide special levels of content and presentation. AUTOTESTCON attempts to give the widest exposure to significant new work, new concepts and status of current programs. The Call for Papers will attract new authors and new subjects. Invited papers should be limited to maintain a balance of new authors and those who have had prior exposure. They may or may not be published in the Proceedings, depending upon arrangements agreed to by the Technical Program Chair and the author.

6.10 Author Instructions

Author Instructions are posted on the AUTOTESTCON website (<http://www.autotestcon.com>), and contain all the necessary information to authors to allow for preparation of papers for publication, such as procedures, copyright release forms (an absolute requirement), author's letter and even sample papers. All manuscripts are to be submitted in electronic format to the EDAS site, compatible with IEEE Xplore specifications.

It is the AUTOTESTCON Conference Administrator's responsibility to secure the copyright release for each paper. The AUTOTESTCON Conference Administrator will set up a PDF Express site and a link

to this site will be made available in the Author's Instructions. It is imperative that all authors use the PDF Express site to convert their source manuscript to an IEEE Xplore-compatible PDF. Only after this is completed should the paper be submitted via EDAS.

6.11 Authors and Session Chairs

1. Author/Session Chair Breakfast - A mandatory author/session chair breakfast is held each morning of the technical program to which the authors and session chairs for that day are invited and expected to attend. Presentation and conduct rules are provided at this breakfast. Author and session chair gratuities are also handed out at this breakfast.
2. Identification Ribbons - Session chairs and authors are given a ribbon to attach to their name badge. These ribbons are provided by the registration contractor from a list of authors and session chairs that the technical program committee will generate in advance of the conference opening.
3. Author Gratuity - All authors will be given a certification of appreciation for their contribution to AUTOTESTCON. These are provided by the technical program committee in a design that is consistent with the conference graphics and logo. In addition, the presenter is provided with a gratuity whose value is typically within the \$15 to \$20 range to meet the "no intrinsic value" rule of the US Government.

6.12 Best Paper Awards

Monetary awards are provided for Best Papers in the conference as determined by the Board. The two top Best Paper Awards are:

- Walter E. Peterson Best Technical Paper Award (\$1,000)
- David M. Goodman Best Management Paper Award (\$1,000).

AUTOTESTCON also provides Best Paper awards for student papers, both undergraduate as well as graduate categories. The amount of such is determined by the Board and is sometimes funded by one of the permanent sponsors, and can include runner-up categories. Student travel grants are also optionally provided by one of the two permanent sponsors.

6.13 Coordination with Technical Program Committee

It is important to maintain continuous liaison with the technical program participants, particularly the session chairs, since they are typically scattered throughout the U.S. and some may even be international. The document entitled "Responsibilities of Session Chairs," is an excellent document to forward to your session chair upon selection. It provides specific information and guidelines to help assure a more professional, consistent AUTOTESTCON.

6.14 Student Program

Each AUTOTESTCON shall attempt to conduct a Student Paper Program. The purpose of such a program is to help attract current university students enrolled in electrical engineering or related fields to the specialty applications involving automated test, system readiness and similar applications. Implementation is best conducted by selecting a staff advisor or teacher/lecturer/professor at a local university to the conference location to serve as coordinator of the program at least two years in advance of the conference. He would then promote a Student Paper Competition primarily among the learning institutions near the conference location, as well as nationwide as a secondary thrust. All details of the competition will be announced at the start of the preceding school year, including the amounts of cash awards, which shall include awards in undergraduate and graduate categories, with two awards per category (see Awards Section). One of the permanent sponsors often provides a travel grant program to assist students in attending the conference. Details will be provided by the Board.

The Student Papers will always be integrated into the existing technical program, as opposed to establishing a separate "Student Paper" session. The latter approach generally does not attract any audience and this tends to obviate a part of the purpose of the program, not to mention causing embarrassment to the student presenters.

7.0 EXHIBITS CHAIR

7.1 General Information

Technically oriented exhibits are a staple ingredient of AUTOTESTCON, offering attendees the opportunity to see available new technologies offered by industry. Exhibits contribute a substantial part of the income of the conference. There is a delicate balance between a technical exhibit and a pure trade show atmosphere and it is the exhibits committee's responsibility to place the proper emphasis on technical excellence of the exhibits without diminishing the commercial value. Blending the technical and sales aspects of the exhibits requires skillful management, along with strict compliance with standard ethical practices to avoid any activity which could embarrass or compromise an individual, agency or company or the conference itself.

To help maintain that balance, the Tuesday lunch immediately following the opening Plenary Session is buffet and is served in the exhibits hall. A total of three hours is provided for attendees to tour the exhibits and examine products and systems on display, and no technical sessions are in play during this time. The actual lunch buffet is served for one and a half hours during this period.

The Exhibits Chair should be knowledgeable about the technical aspects of the conference and should be familiar with companies which are in a position to support the conference. The Chair solicits bids from outside exhibits services decorators for initial committee selection, with final approval to be obtained from the Board of Directors. He lays out the exhibits area, establishes booth configurations to meet anticipated space demands, establishes exhibiting rules and regulations, sells exhibit space, assists in setting up exhibits and supervises exhibits activities. As space permits, he invites educational and scientific institutions and government agencies to exhibit educational displays on a complimentary basis (these displays should be kept to a minimum, perhaps no more than 15 percent of the total exhibits). In general, these organizations must specialize in testing or related systems technologies. AUTOTESTCON policy specifies that a qualifying government organization or program may receive one complimentary booth but organizations wishing additional booths will pay standard exhibiting fees. One booth is reserved for IEEE at its option, which may be shared by a number of IEEE sub-elements, and two booths are set aside for the following year's AUTOTESTCON and one booth provided for the conference two years in the future. Several booths may be reserved for magazines which provide advertising space in return for exhibit space; the Exhibits Chair coordinates these booth reservations with the Publicity Chair.

All exhibits space is reserved through the Exhibits Chair, his vice chairs or his designee. The Exhibits Chair will control assignment of exhibit space. Assignments should consider date of receipt of application and payment, size of exhibit, number of years the company has participated in AUTOTESTCON and its participation in the conference committee.

Booth space rental rates are established by the Board of Directors (as of 2011, the rate was \$2400 per 10 x 10 booth). A detailed budget will list the price of each booth space and estimate the number of booths that may be sold. The budget should indicate the cost of the gross exhibition area and facilities, the cost of electrical power, decorator service, signs, drayage and warehouse services, security guards, insurance and the cost of sales (promotion, printing, mailing, telephone calls).

AUTOTESTCON policy specifies that booth sales conducted at the conference by the following year's committee will give first choice to organizations ordering four or more booths, second choice to those with two to three booths and third with one booth. Gratuities for "early signup" are no longer authorized.

Booth sales at the prior year's AUTOTESTCON will commence on Wednesday of the conference, This will permit exhibitors to focus on the first day of the current show without the disruption of making arrangements for the following year. The exhibits application contract contains a loss and damage indemnification which protects IEEE and AUTOTESTCON from liability. It is not necessary to obtain an "additional insured" form from an exhibitor.

Exhibiting at AUTOTESTCON is limited to products and services related to automatic test equipment, and avionics. The conference prohibits exhibit participation by organizations in other industries.

7.2 Exhibition Services & Decorating Company

The services of an Exhibitor Services or Decorating Company are always required for AUTOTESTCON. The planned conference facility can put a new AUTOTESTCON Committee in touch with Exhibitor Services Companies that normally service the facility.

The Exhibition Services Company supplies the booth pipe-and-drape, signs, carpet, set-up & tear-down, drayage, furnishings & decorations, and overall coordination with local electrical and telephone service providers. Decorating companies normally charge very little to the AUTOTESTCON Committee however there are specific show costs billed to the AUTOTESTCON conference which must be managed in order to preserve financial responsibility. The decorating company provides all conference-related elements such as registration set-up, aisle signs, and similar. The AUTOTESTCON Board, as of 2004, has a multi-year contract with Freeman Company, Dallas TX. This multi-year contract was renewed for 2008-2012 and is in process of renewal for an additional 5 years (2013-2017). The point of contact is [Russell Wingard](#). All AUTOTESTCONs must use the contracted decorator.

7.3 Application and Layout

The Exhibits Chair initially updates the standard IEEE AUTOTESTCON exhibits application, including the rules and regulations to fit the conference site ([exhibit information](#)), and policies outlined herein. The Exhibits Chair works with the decorating company in the update of the application, rules, and registration form to fit the conference site. The Chair also does a preliminary layout of the exhibition area (normally provided by the decorating company) and develops cost estimates for the exhibition area, decorator, power, drayage, etc. (usually the decorator and/or site will supply such peripheral services). The exhibits application must specify any special needs of an exhibitor (e.g., extra electrical). The Exhibits Chair develops a rough draft of an initial mailing to last year's exhibiting companies and a second mailing for other prospective exhibitors. The first Exhibitor notice letters are to be mailed approximately 30 days prior to the current AUTOTESTCON (the one immediately preceding the conference being planned) and should invite potential exhibitors to sign up at the current AUTOTESTCON. It may not be mailed prior to this 30-day window in order to prevent "competition" between the current AUTOTESTCON and the following year. The letter should contain the following:

- information on the time and location of the conference, including venue,
- notice that sign-ups will commence when the current AUTOTESTCON show opens
- payment options
- preliminary exhibit hall layout, if available

At the actual preceding Conference, the Exhibits Chair shall have the following information available for potential exhibitors:

- Updated information announcing time and location of the conference, preliminary plans and cost of exhibiting
- A copy of the exhibit application and rules and regulations
- An exhibit floor layout
- An exhibits application.

Working with the AUTOTESTCON Support Contractor, the conference committee and the vice-chairs, the Exhibits Chair compiles an address list of last year's exhibitors. The Chair also develops a list of

potential exhibitors using the rest of the conference committee's suggestions for additional exhibitors. The list can be obtained from recommendations from the conference committee, from magazines (test publications and magazines emphasizing new products), suggestions from sponsoring organizations and exhibitors in other conferences and trade shows.

A second mailing is sent to all prospects approximately eight months prior to the conference. Selected telephone follow-up is undertaken by the Exhibits Chair and his committee and continues until all space is sold.

An exhibitors' mailing list is maintained in the conference database. Exhibitors will receive general conference mailings as well as special exhibitor material. AUTOTESTCON policy prohibits distribution of the AUTOTESTCON mailing list to exhibitors and/or attendees; it is for the sole use of conference organizers. However, the AUTOTESTCON Board may allow a mailing to occur via use of a bonded mailing house, for specific purposes. The Board will decide on a case-by-case basis if such mailings are allowed.

7.4 Booth Assignments

Booth assignments do not begin until Wednesday at the prior AUTOTESTCON, and from that point they are based upon first-come-with-deposits principles. However, an effort should be made to try to honor preferences from the largest and longest-term exhibitors, where conflicting space requests exist. Where physically and practically possible, competitors' booths should be separated on the exhibit floor. No booth sign-up for AUTOTESTCON may be taken before Wednesday of the prior year AUTOTESTCON where booths are first offered for sale. Exhibitors whose assignments are changed must be notified by telephone and in writing when all assignments are made. The Exhibits Committee retains the right to adjust the exhibits floor layout in the best interests of the conference. Exhibitors should be mailed final layout and space assignments, as well as an updated roster of exhibitors, at least two weeks before the conference. The Exhibits Committee also has the right to move a booth if so requested by the fire marshal or to accommodate an island of six or more booths.

It is also desirable to create an interactive, or real-time, exhibit hall layout that can be displayed via computer and display monitor at the AUTOTESTCON booth. This has been done in recent years using Microsoft PowerPoint. It allows sold booths to be displayed in real-time, and open booths are clearly discernible. Revisions to the preliminary exhibit hall layout to accommodate special needs can also be displayed.

The Exhibits Chair will be responsible for collection of funds from exhibitors, payable with initial signup. On-site credit, card processing is now available from IEEE and can be arranged via the Finance Chair or the AUTOTESTCON Registration Contractor (see Section 10.4) as most exhibitors prefer to pay via this method. All exhibit fee checks are to be forwarded to the Finance Chair as they are received. It is extremely important that full and adequate records be kept by the Exhibits Chair concerning booth subscribers, fees collected, and amounts due. This information must be provided to the Finance Chair along with the funds collected, normally within a week of collection/receipt. The Exhibits Chair is responsible for preparation of invoices and follow-up letters to companies committed to exhibit but which have not paid and/or to collect unpaid balances for full exhibit space rental. No company will be allowed to exhibit until it has paid its space fee in full.

The Exhibits Chair obtains shipping information, special instructions and maps pertaining to exhibitors and mails this material in advance to all exhibitors. This is done via the Exhibitor Manual as discussed in following sections. He also communicates move-in and move-out hours and other information critical to exhibitors.

The Exhibits Chair does all the coordination concerning information on power requirements, signs, general lighting, and booth decorations. He should arrange for refreshments for the exhibitors and their set-up crews during the two-day set-up period (Sunday and Monday). Suggested are sandwiches or hot dogs, with appropriate condiments and accessories (potato salad, etc.) for Sunday afternoon (3 or 4 p.m. until 6 p.m.) and coffee/donuts for Monday morning. The committee may also consider late

afternoon refreshments for Monday (similar to Sunday) but with smaller quantities, as many exhibitors already will be set up and gone by Monday evening.

The Exhibits chair forwards exhibitor names to the Awards Committee so they will receive certificates of appreciation, should such awards be tendered.

7.5 Payments and Cancellations

In the event it becomes necessary for a company to cancel the exhibit space contract after acceptance by AUTOTESTCON, a cancellation fee based on the full exhibits booth rental fee and the total number of booths reserved will be assessed. The policy for refund of exhibit fees is 90% refund if written cancellation notice is received 120 days or more days before the start of the conference, 50% refund if written cancellation is received between 60 and 119 days before the start of the conference and 25% if written cancellation notice is received between 30 and 59 days before the start of the conference. Refunds will not be granted for cancellations fewer than 30 days before the start of the conference. Any exception to this no-refund policy – in the event of extraordinary circumstances - in the final 30 days requires that the booth space is resold at the standard rate and that the decision be that of the General Chair and subject to the approval of the Board of Directors. Retained funds are considered cancellation fees. It is not recommended that cancellation fees be assessed for an exhibitor merely reducing the number of booth spaces in his contract, unless the reduction is significant (e.g., greater than 50%) in which case the matter is to be referred to the Board of Directors.

Under select extenuating circumstances, the Board may authorize exceptions to this refund/cancellation policy

7.6 Exhibits Procedures

The Exhibits Chair will publish exhibition hours based upon the overall conference schedule set by the General Chair. Hours are normally scheduled to maximize attendance and avoid interference with the technical program and plenary sessions. There should be adequate time for attendees to tour the exhibits. Special events such as coffee breaks, exhibitor receptions and luncheons may be used to encourage traffic flow. In addition, the conference Tuesday luncheon is a buffet served in the exhibits hall and the lunch hour is normally scheduled for noon-1:30p.m with an additional hour-and-a-half of no technical session activity to allow attendees sufficient time for exhibits viewing.

The Exhibits Chair ensures there are multiple hardcopies of the current year floor plan and list of exhibitors available at the Information desk and at the AUTOTESTCON booths.

The exhibits area should be controlled to prevent casual drop-ins from non-registered and un-badged persons. Exhibits-only credentials should be available (any charge for these credentials is determined by the Conference Committee) for individuals invited by manufacturers or the conference to see the displays.

The Exhibits Chair will coordinate special tours of exhibits by VIP guests. Exhibitors should be advised of these tours so they may have the appropriate personnel on hand.

The technical quality and theme of AUTOTESTCON can be promoted with special awards (plaques or certificates) for "best booth" and with other methods to encourage exhibitors to place maximum emphasis on technology.

7.7 Exhibitor Manual

The Exhibits Chair obtains shipping information for exhibitor's display gear, special instructions and maps pertaining to exhibitors and distributes this material in advance to all exhibitors, usually about four months prior to the conference. Distribution is by the AUTOTESTCON web site and Freeman Online (FOL) at the option of the Exhibits Chair. The manual contains specific instructions concerning equipment, services, standards, etc. It also includes ordering forms for the special services and optional equipment, such as special power, furnishings, decoration, extra/deluxe carpet, audio-visual,

telephone, cleaning, photographic services, etc. This information is usually obtained from the selected decorating company. The chair also communicates move-in and move-out hours and other information critical to exhibitors. In conjunction with the decorator, the Exhibits Chair prepares, updates, and distributes the AUTOTESTCON exhibitors' manual. The Exhibitor Manual should also include the current list of exhibitors, and the latest exhibit hall layout

7.8 Setup and Teardown

The Exhibits Chair and/or a designate must be available during all exhibiting hours and during setup and teardown. The Chair works closely with the contracted decorator to avoid jurisdictional or other problems and assures that all rules are followed by committee members and exhibitors. Many facilities are union controlled, and these special circumstances need to be closely coordinated with both the facility management and the decorating company. All union rules must be posted.

7.9 Exhibitor Meeting and Feedback

All exhibiting organizations will be invited to attend an exhibitors meeting, usually the afternoon before the opening of the exhibition. Refreshments – coffee, tea, soft drinks and cookies or cakes – are served. The Exhibits Chair will notify each organization in advance of the time and place of the meeting. The exhibit hall shall also include a suitable exhibitor lounge where exhibitors may take a break, meet with customers and similar. The exhibitor lounge is normally the venue for the exhibitors meeting.

The Exhibits Chair visits each exhibitor (preferably the supervisor) and obtains an evaluation of the conference/exhibits and comments or suggestions for improving the exhibits next year. **7.10 Security**

The exhibits area is the major security risk for the conference because of the amount of expensive equipment on display. Rigid control is a must, and will be appreciated by the exhibitors. Uniformed personnel should be visible to adequately protect entrance to and departure from the area on a 24-hour basis from the beginning of setup until final teardown. Persons without badges are not admitted to the exhibits area. Overnight security guards in the exhibits hall are required.

7.10 Complimentary Booths

Complimentary booth space is normally provided for professional societies and organizations, on a space-available basis. One booth for IEEE is to be provided on a full complimentary basis. One single booth is provided for the second-subsequent AUTOTESTCON on a full complimentary basis. One double booth is provided for the next-year AUTOTESTCON on a full complimentary basis. A basic complimentary booth is a single booth, with backdrop (pipe-and-drape), one table and two chairs, A full complimentary booth is a booth with backdrop (pipe-and-drape), carpet (if needed; some exhibit halls are carpeted), 15-amp power drop and nominal furnishings based upon need such as table and chairs.. Unique decoration items (signs, banners) are the responsibility of the booth occupant. For the next-year AUTOTESTCON, a 32-inch flat-screen display is provided to illustrate the exhibit hall layout. A printer is also provided to print copies of the exhibit hall map for future exhibitors. The laptop used to host the layout is provided by the future AUTOTESTCON. It is the responsibility of the future AUTOTESTCONs to bring or ship their unique signs, banners and other conference-specific materials to the current AUTOTESTCON site.

Basic complimentary booths are also offered to the U.S. Government and Military establishments on a space-available, first-come basis, conditional upon the policy of the Board of Directors. Such basic booths, as defined above, include only pipe-and-drape and a single table with two standard chairs All other items such as furnishings, equipment, carpet, services, telephone and power are the responsibility of the exhibitor. The basic adopted policy of the Board is to provide one basic booth per government entity, normally defined as a “three-letter” organization, as complimentary.

7.11 Best Booth Awards

AUTOTESTCON has established a program of recognizing outstanding booth presentations by exhibitors. The prime criteria are content of display and presentation of company message, with the specific conference theme secondary. Prizes in the form of framed certificates or plaques will be awarded in four categories”

- Best Large Exhibit (4 or more booths)
- Best Medium Exhibit (2 or 3 booths)
- Best Small Exhibit (single booth)
- Best Government Exhibit

Judging will take place on the first morning of AUTOTESTCON before the Exhibits hall is open to attendees. A panel of judges – normally including the Exhibits Chair, General Chair or Vice Chair as available, two other conference committee members and a VIP visitor – tour the Exhibit hall to make the selections.

8.0 PUBLICATIONS CHAIRMAN

8.1 Responsibilities

The Publications Chairman has the responsibility for the production of all material that is published in relation to the conference (e.g., calls for papers, programs, mailings, etc.), including the coordination of production logistics. General information on conference publication duties are provided in the IEEE conference organizer's manual, at http://www.ieee.org/conferences_events/conferences/organizers/pubs/conference_publications.html.

The principal AUTOTESTCON publications are:

- A. Preliminary Conference Information. This publication may take one of two forms:
 1. A one to three page mailer containing initial information on the conference, its overall schedule and description of activities, registration information, transportation and hotel-related material, or
 2. A postcard with dates and locations, a summary list of conference activities and a prominent referral to the AUTOTESTCON webpage. The Preliminary Conference Information items are described fully in Section 8.6.
- B. Advance Conference Program*: This is an update of detailed information on all aspects of the conference, including a full population of the Technical Program to including papers, authors and tracks. This is normally produced for mailing 6 weeks prior to the conference. Technical program information contained therein would also be posted to the conference website. See Section 8.7.
- C. Final Conference Program*: This is the actual and complete working guide with full technical program for the conference, issued at conference with the registration material. See Section 8.9.
- D. Conference Proceedings: This document is the CD-ROM compendium of all technical papers presented at AUTOTESTCON. It is described more fully in Section 8.3.
- E. Seminar Presentations: This document contains all handouts of the seminars. It is described in Section 6.7.

(*The graphic design of both programs will reflect the same theme but each subsequent version will be enhanced with the addition of color and updated cover text. AUTOTESTCON does not do both a printed and mailed preliminary as well as an advance program; each conference will do one only, based upon technical program development schedules. All of these will, however, be posted to the AUTOTESTCON website.)

The Publications Chairman arranges for overall scheduling and production of the publications with the exception of Conference Proceedings. The AUTOTESTCON Administrator produces the Conference Proceedings in concert with the Technical Program Committee. Copyright and submittal rights are covered in Section 6, Technical Program. No classified material will be presented or published. The Publications Chairman must assure that the CD-ROM of the Conference Proceedings contains information in a standard format and uses the normal page numbering system. The CD-ROM must be programmed so that the table of contents, keyword index and authors' index are hot-linked to the published technical papers through front-end loading. All papers and other material must be compatible with IEEE Xplore formatting.

Final formatting and development of the Xplore disc and the Conference Proceedings CD-ROM are the responsibility of the AUTOTESTCON Administrator. The Publications Chairman will coordinate the

replication of the Proceedings CD-ROM with the AUTOTESTCON Administrator. This CD-ROM is provided at registration to each paid registrant and additional copies are available for purchase during the conference, at a price set by the AUTOTESTCON Board. The Publications Chairman may become involved with other publications or printing needs of the conference, such as registration forms, calls for papers, etc.

8.2 Preparation of Papers

The Publications Chairman works with the Technical Program Chairman in establishing deadlines for receipt of papers and in assuring proper preparation of papers for publications. The Technical Program Chairman should arrange for the papers to be submitted in electronic format as described in the Authors' Instructions before they are submitted to EDAS.

The Publications Chairman works with the General Chairman and the Exhibits Chairman to make certain that places and times are correct and listings of exhibitors appear in the Conference Proceedings and the programs. The AUTOTESTCON Administrator will provide the IEEE catalog, Library of Congress and ISBN registration numbers. This information is available from IEEE Conference Services and it is the responsibility of the Publications Chairman to ensure that it is obtained well in advance of the printing need date.

8.3 Conference Proceedings Content

The content of the Conference Proceedings is as follows:

- Cover — Artistic design is optional at the discretion of the committee and should reflect the Conference theme or location. There are four requirements for the cover: (1) the four-digit year date, IEEE AUTOTESTCON; (2) unique catalog numbers as designated by IEEE Conference Services; (3) the conference subtitle "Systems Readiness Technology Conference" and Conference Sub-theme; (4) the logos of IEEE and the sponsoring entities.
- Copyright page containing the following: copyright symbol, the current year, IEEE logo, IEEE copyright statement, unique catalog numbers as designated by IEEE Conference Services.
- Title Page — Date, location of conference, index and Conference Proceedings numbers.
- Table of Contents — Lists each technical session, papers assigned to that session and the authors.
- Chair's Message — This is a statement by the General Chair, usually welcoming attendees.
- Conference Committee — The organization, committee officers and their company affiliations, and the AUTOTESTCON Board of Directors.
- Paper Award Recipients — Listing of best paper award winners from previous year's conference
- Technical Program Chair overview (optional) — Brief description of the theme of the conference, topical areas covered or expanded, unique attributes.
- Recipients of Frank McGinnis Professional Achievement Award (AUTOTESTCON) and John Slattery Award (NDIA-Automatic Test Committee) — Statement of award, bio sketch and photo of current recipients.
- Technical Papers — The technical papers are printed and organized under their specific sessions. Responsibility for company/military release of individual papers resides with the authors.
- Author Index

- Call for Papers for the following year's AUTOTESTCON.
- AUTOTESTCON History

The Publications Chair will ensure that this information is provided to the Conference Administrator for inclusion in the Conference Proceedings.

The Conference Publications Chair will also coordinate a Letter of Acquisition with IEEE to enable publication of the proceedings into Xplore in accordance with information provided by IEEE at http://www.ieee.org/conferences_events/conferences/organizers/pubs/loa.html. The Conference Administrator will normally initiate this process.

8.4 Format and Style

General guidelines for the various publications are contained in the IEEE "Conference Organizers Manual," available on the web at <http://www.ieee.org/documents/manual.pdf>.

8.5 Printing

Printing of the Preliminary Conference Information, Advance, and Final Programs shall be coordinated by the Publications Chair. The formats are determined by the AUTOTESTCON Board, currently 4 x 8.5 inches (approximately) for the Advance and Final Program, such that it will fit in a pocket. The Advance Program is normally staple-bound for ease of mailing, and the Final on-site Program is spiral-bound as it is much thicker and exceeds the limits for staple binding. Samples will be provided by the Board as needed. It is important to provide samples to the printers in order to get accurate cost estimates.

8.6 Advance Conference Information

This is the first major printing of publicity-type information beyond the Calls for Papers and Calls for Exhibitors that is normally prepared. It can be either a postcard or a mailing in a standard business envelope. Minimum content in either case shall be the conference and IEEE logos, dates, venue, hotel reservation information, conference website, including online registration instructions, highlights of special activities such as Wednesday evening function, golf event, spouse events and similar. Additional information that can be normally accommodated with the mailer includes a map of the locale, registration form, summary outline of technical program, and other similar items.

The Advance Conference Information is normally sent to the current AUTOTESTCON full mailing list four to five months preceding the conference. The AUTOTESTCON Administrator will provide the mailing list for use by the mailing house.

Print quantity for the Advance Conference Information nominally runs between 3,000 and 3,500 copies, based on the size of the AUTOTESTCON Registration database.

8.7 Preliminary Program

This is essentially the major publicity pre-announcement of the conference and contains all of the detailed information about the Conference, including as much of the technical program content as we have finalized, including a complete listing of all papers to be presented, along with authors, in a by-session listing. Session times and assigned locations will also be included if known at the time (desirable). One significant item that should be included is a "summary" master schedule of the conference, showing the inter-relationships of all the sessions and functions. Finalization of luncheon, keynote and other guest speakers will be noted, along with a brief bio sketch and photo if available. A listing of exhibitors should also be included, normally in the back of the program. This program is mailed to the entire AUTOTESTCON mailing list six to eight weeks prior to the conference. Format for the Advance Program is nominally 4 x 8.5 inches. The words "Preliminary Program" should be clearly and prominently displayed on the front cover. Cover art should be black and white to distinguish from the Final Program that has color content. An enclosed paper registration form is also included.

Print quantity for the Preliminary Program is also 3,000 to 3,500 copies. The mailing list provided by the AUTOTESTCON administrator will have been updated with returns due to changes or bad addresses.

Advertising is permitted in the Preliminary Program. See Section

8.8 Mailing Programs

The preliminary program should be a self-mailer folded pamphlet slightly smaller than a #10 envelope (a number of potential attendees live abroad and self-mailers are not permitted in international mail). For self-mailers, the bound edge or fold should be at the top (postal regulations). Allow 3¼" for addressing. The phrase "return requested" must be placed immediately below the return address line. If using first class postage, the phrase "first class mail" must be placed on the right side below the stamp position. The preliminary program may also be mailed in a No 10 business envelope, if desired.

Bulk mail is unreliable, particularly when an addressee is distant. Unless time is not a factor — and that is seldom true — it is strongly recommended that pre-sorted first class postage is used in all calls for papers and advance programs. For that reason, it is desirable that preliminary and advance programs and calls for paper weigh less than one ounce each.

The return address is always that of the AUTOTESTCON Administrator.

8.9 Final Conference Program

This is the program distributed at the conference. It is essentially the same as the advance program in terms of content but with any last-minute corrections of technical papers or other information and the addition of all room assignments and times for all sessions, events and functions. It does not include the stuffed-in registration form. The overall conference Master Schedule should be checked and updated to ensure complete accuracy. The schedule normally would include not only a week-long schedule showing all events and functions relative to each other, by day, but also a detailed daily breakout of the technical sessions, times and room assignments. It will contain a listing of the special conference meetings (ancillary meetings) with their room assignments, dates and times (see Section 9.5).

Approximately 600 to 650 Final Conference Programs should be printed as this document only goes to persons registering for the conference, plus some extras for an information booth. This number will vary based on attendance trends, etc.

The format for this Program shall be nominally 4 x 8.5 inches, spiral bound, to allow for business-suit inside-pocket carrying for convenience (a lesson learned from many past AUTOTESTCONs). The cover should be in color and carry the title, Final Program, to distinguish it from the Preliminary Program.

Advertising is accepted, and encouraged.

9.0 OPERATIONS/ARRANGEMENTS CHAIR

9.1 Overview

The Operations/Arrangements Chair, if utilized, has the responsibility for assisting the Conference Chair in arranging and supervising the meeting facilities (including evaluating meeting rooms for acoustics, ceiling heights and air conditioning), hotel reservations and social activities, including meal and food functions. He may coordinate meeting rooms, luncheons, banquets, exhibit hall, registration area and any other facility within the hotel or conference venue. He may also handle audio-visual needs, depending on conference organizational structure, coordinate any conference hospitality activities such as a Conference Committee-VIP lounge, foreign visitors' center, obtain necessary tables and chairs, procure security guard(s) and coordinate overnight storage of cash boxes,

computers and other valuables. He provides a routine interface between the conference committee and the hotel/conference facilities. He works with the hotel to develop reservation policy/procedures. He may delegate duties to committee members, assigning responsibilities for signs, catering, room assignments and other arrangements functions.

Some Committees utilize a Banquets/Catering Chair separate from an Arrangements Chair. Such variations are allowed within Committees depending on General Chair preferences.

Every effort should be made to hold all conference activities (with the possible exception of the mid-conference social evening) in the same facility. In the case where some events have to be scheduled elsewhere, find a location no more distant than one block from the headquarters building.

A number of exhibitors and other participants will want to rent hospitality suites from the hotel. This is one element that should always be a direct interaction between the hotel and the exhibitor with no conference committee involvement. The conference committee shall not involve itself with the reservation, assignment or any other aspect of any such hospitality suite other than to encourage that these events not be scheduled as to conflict with the conference program.

In dealing with a conference facility, it is vital that one principal person be designated by the conference as its spokesman — that person normally is the Arrangements Chair (or the Hotel Coordinator or Operations Chair) and he is the only individual other than the General Chair authorized to approve the ordering of anything during the conference — other chairs should attempt to provide 24 hours' notice for any new arrangements. Likewise, the facility itself should have one key contact for the conference, normally the convention services representative. This arrangement helps avoid conflicting instructions going to the facility and any possibility of a "divide and conquer" policy by the facility. Further, it is critical that only the Arrangements Chair (or Hotel Coordinator and Operations Chair) and/or the General Chair may authorize any conference-charged expenses at the host hotel.

9.2 Support of Technical Program

Working with the Program Chair, and the Seminar Chair, the Arrangements Chair (or Hotel Coordinator and Operations Chair) determines at least one month in advance the needs of the various speakers for audio-visual or other equipment. This can video projection, lavalier or standing microphones, lecterns & podiums, laser, rod or other electric pointers, blackboards, whiteboards, easels & pads, and screens. He also should make certain there are paper, pencils, water and glasses for the speakers. He arranges for signs at the registration desk, the entrance(s) to the exhibit area, at the door to session rooms and where other directional indications are needed (the number of signs is determined by the Arrangements Chair in consultation with pertinent chairs). He makes certain the conference is listed on the hotel or facility meeting activities board and outside marquee for the day(s) and checks their accuracy each morning.

The Chair or his designated alternate must be available at all times during the conference to make certain arrangements are carried out, to verify all ordered equipment is operating properly and to handle any emergency that might arise. It also is the responsibility of the Chair at the close of the conference to assure that all equipment is returned promptly, to personally check bills for submission to the Finance Chair and to thank suppliers (hotel, decorator, etc.) for their support.

It is difficult to estimate beforehand which sessions will have the greater attendance. Try to select facilities offering flexibility in meeting room size. It's a real advantage to be able to expand a room set for 100 people to accommodate 125 or to reduce the size at the last minute.

9.3 Social Functions

Social functions require the Arrangements Chair (or Banquets Chair or Operations Chair) to schedule speakers' breakfasts, luncheons and receptions, pick the menu and deal with decorations, tickets to functions and give the hotel a guarantee of the number of meals to be served. Try for a 24 hour notice but settle for no more than 48 hours. Hotels make every effort to require a 72 hour advance notice but often will settle for 48 hours for smaller functions - very occasionally a 24 hour advance is possible.

Guarantee on a conservative basis, NEVER guarantee the full number that may be expected to attend; the hotels and banquet service companies always prepare for up to 5 percent more than the guarantee (depending upon the total number being served). Remember also that attendance drops after the first day and be aware that some attendees skip meal functions altogether. There is no foolproof rule, but past AUTOTESTCON history indicates that a reasonable lunch guarantee is 80 to 85% of expected attendees on Tuesday, 85 to 90% Wednesday, and 50% Thursday (and last) day, depending upon what special activity may be occurring Thursday afternoon. If there is an interesting, well-attended plant tour scheduled; lunch attendance on the last day may be stronger. The critical element to remember is to never, never, never, guarantee the number of people that you expect. Reduce the guarantee by at least 5% and perhaps up to 10%. This guarantee declination factor is applied after you have allowed for attendee drops during the second and third days of the conference.

It is AUTOTESTCON procedure to issue meal tickets to paid registrants for the lunches and special social functions (with the exception of the Exhibitor Reception). The meal tickets should be collected at the function, either as an admission ticket or collected during the meal service. The hotel/caterer should bill the Conference based on the number of tickets collected, counted and presented to the appropriate AUTOTESTCON committee member at the conclusion of the meal service. If the tickets collected exceed the guarantee, the meal tickets serve as justification for increased billing over and above the guarantee amount. Unfortunately, many meals “walk away” if one accepts the hotel/caterer’s headcount of meals served.

With the Program Chair, the Arrangements Chair assures that all speakers/authors are notified of the speakers’ breakfasts schedule the same day as their sessions. The Arrangements Chair orders breakfast and provides a guarantee.

AUTOTESTCON policy is to hold three official lunches, one each day of the conference. It is specified that the Tuesday lunch is served buffet style in the exhibits hall and the lunch period extends from noon until 3 PM, although the food service period runs nominally from 12 noon to 1:30 PM. In addition, an exhibitor reception is hosted on the opening night (Tuesday) of the conference. The exhibitor reception must be a “class” event with adequate refreshments and a wide variety of finger foods and hors d’oeuvres. By policy of the Board of Directors, mixed drinks and liquor are not available free of charge but may be purchased at a cash bar (this is in keeping with IEEE “best practices” which strongly recommends against complimentary hard liquor). The committee may provide free wine and beer if budgeted and desired. There is also a Wednesday evening function whose venue is optional, at committee discretion. It could be an entertainment or theme event, a buffet dinner, a sit-down dinner or combination thereof. For the sake of consistency and appropriateness, the Wednesday function should be reviewed with the Board for coordination. Normally, there are guest speakers of high levels for the luncheons. The Wednesday lunch function is now reserved, as of 2012 and beyond, as an “awards” luncheon for presentation of the special awards, such as McGinnis and Slattery, Best Papers, etc. and the next-year AUTOTESTCON presentation. In order to avoid an embarrassing walk-out during this final day lunch award presentation, it is recommended that these awards be presented PRIOR to the serving of lunch; salads should be preset (as in the case of all AUTOTESTCON lunches) and the paper awards given before the main course is served. Booth awards are normally presented and announced on the first day so award winners have visibility to attendees during the conference. The Board of Directors may authorize deviations from these policies at its discretion.

Coffee should be provided in a suitable open area near the Technical Sessions during the mornings of each day of the conference, with mid-morning and mid-afternoon breaks served in the exhibit hall to encourage attendees to visit the hall. Cold drinks may also be added in the afternoons. Other morning refreshments such as Danish, donuts or juices are optional. Refreshments should also be made available in the Exhibit hall for exhibitors, served in the Exhibitor Lounge. One option is to solicit promotional partnerships for such refreshment breaks, with suitable publicity, to help defray costs. See Section 13 for additional information.

In planning meal functions, it is important to recognize that this is not a competition among AUTOTESTCONs to see who can serve the fanciest meals. A conference meal should be tasty,

wholesome and appealing, and not extravagant or excessively costly. A four-course lunch is not appropriate, for example. AUTOTESTCON avoids serving of foods that are prohibited to large segments of the population (i.e., pork). At receptions, it is acceptable, even desired, to run out of food items at the very end of the event.

9.4 Exhibits Support

The Arrangements Chair assists the Exhibits Chair with layout of the exhibit hall, power, tables, draping and other needs, if asked. He lines up coffee breaks generally a small one (coffee and tea only) in the exhibits and registration areas at the beginning of the day, a larger one at the morning break and a coffee and soft drink break at mid-afternoon. He makes certain there are sufficient refreshments for all on hand. Coffee breaks generally are paid for by the conference, although the Exhibits Chair should invite exhibitors to host a coffee break and receive appropriate recognition. Water should be available at the sessions, exhibits and registration area all during the conference. He assures the registration area has outlets to accommodate personal computers and printers. He also arranges for waste baskets and extension cords where needed and waste baskets at registration and exhibits area. AUTOTESTCON is a no-smoking conference. Smokers are requested to use designated hotel smoking areas outside the conference area.

9.5 Special Activities Support

The Arrangements Chair (or Hotel Coordinator or Operations Chair) may handle arrangements for any related non-conference meetings, such as the AUTOTESTCON Board of Directors, sponsoring society AdCom, or Board of Governors, technical committees, participating organizations, special project groups, or any number of exhibitors or vendors wishing to host special meetings. Called "ancillary meetings", all such meetings should be listed in the final program.

9.6 Sleeping Rooms

The negotiation of sleeping room rates and numbers of sleeping rooms at the host hotel(s) is a Board function, and will be coordinated by the Board chair with the General Chair and other Committee chairs as appropriate including the Arrangements Chair.

A block of sleeping rooms will be booked in the conference headquarters hotel to accommodate out-of-town attendees. Convention hotels being planned for an AUTOTESTCON will contact hotels used for the past three or four years, to obtain realistic hotel room pickup numbers night-by-night. The room block will vary by night, but the peak room pickup at AUTOTESTCON is always Tuesday evening. Sometimes, it is advisable to book overflow rooms in a nearby hotel (or have an arrangement with the headquarters hotel for overflow in the event of a larger-than-anticipated crowd). Since about 25% to 30% of AUTOTESTCON attendees are military and government, it is important that government hotel rates per the current Joint Travel Regulations be available at either the main hotel, overflow hotel or both. This needs to be a factor evaluated during the initial planning process as well.

Exhibitors often make early reservations in the headquarters hotel and frequently overbook, then cancel at the last minute. These rooms may be lost to the conference and may result in an under-commitment and added charges by the headquarters hotel. Make certain the hotel is aware of this and is prepared to accept overflow rooms shifted back to the headquarters hotel.

In a special category are members of the AUTOTESTCON Board of Directors, President of the I&M Society, President of the AESS, and any senior IEEE officials. The Arrangements Chair (or Hotel Coordinator or Operations Chair) supplies a list of these people to the hotel so they can be placed on a VIP list to be assured of special considerations during their stay. As part of their contract, leading hotels will provide a negotiated number of staff rooms at lower rates. Hotel contracts normally allow for a master account rebate of the cost of one sleeping room for every 40, 45, or 50 room-nights sold. This rebate is normally used to fund sleeping rooms for key Committee members, and other committee members as the need arises. The normal allowance is up to 5 nights' accommodations for a committee member. Other VIPs can be offered complimentary accommodations if the hotel rebate is adequate to cover such, with any remaining rebate value (again, if any) offered to accommodations for members of

the Board of Directors. The hotel contract will allow for discounted staff room rates that committee members are assigned, with that cost offset by the sleeping room rebate described above.

10.0 REGISTRATION CHAIR

10.1 General Information

The Registration Chair oversees the registration company and organizes supplemental staffing for registration. AUTOTESTCON has established the firm policy that all AUTOTESTCONs must utilize a single registration company designated by the Board of Directors, augmented by a small local support staff. Coordination and overall management of this registration activity is through the AUTOTESTCON Conference Administrator. The payment of the registration service invoice is handled directly by each AUTOTESTCON, and additional requirements and some fine-tuning of detail requirements may be authorized by each AUTOTESTCON. The registration service will report to the Board through and the committee will have local authority over specific activities. The registration service builds the registration data base for the current AUTOTESTCON, and upon completion will add this to the on-going AUTOTESTCON registration data base for future mailings. They will also create all attendee badges. It will print receipts for attendees as well, and they can print luncheon and special event tickets, spouse tour tickets and vouchers for pickup of registration bags or proceedings (such items are optional at the discretion of their host committee). Registration includes admission to all technical sessions and the exhibits, one copy of the Conference Proceedings and tickets for conference-sponsored luncheons and banquets, including the Exhibitor Reception.

The Registration Chair will procure the miscellaneous items needed to augment the materials provided by the Registration Service. These miscellaneous materials include local area information (maps, shopping & dining guides, etc.) available from the Chamber of Commerce or Visitor's Bureau. The Registration Chair oversees an apparatus put in motion by the Arrangements Chair to track conference registrations as they relate to hotel reservations. Many hotels will provide names of individuals who have conference reservations on a regular basis; this is the most effective means of monitoring progress.

The Registration Service will maintain a web-based program linked to the AUTOTESTCON web site to handle on-line registrations. The registration form also may be downloaded for those who choose to use fax or postal mail. The registration service maintains a secure service link to process web registrations as they contain sensitive credit card information

The Registration Chair arranges for sufficient personnel to handle registration beyond those provided by the registration service; he assures there are chairs and tables, signs and computers/printers, pens, registration cards and, on seminar day, registration cards for the tutorials. Such personnel may be hired locally from the Chamber of Commerce, or Tourist and Visitors' Bureau, for nominal cost, and experienced personnel are available for this purpose, in the event that sufficient volunteers are not available. The number of such personnel is minimal as of 2011 due to the fact that the majority (over 85%) of attendees now register in advance, online.

Registration fees for IEEE members and government employees shall be established by the Board at a rate lower than fees for non-members. The differential shall be rounded to the nearest \$5 of the basic annual dues for IEEE membership (in 2011 the dues amount is \$180.00 for US residents). AUTOTESTCON no longer offers free IEEE membership to 1st-time, non-members with payment of the non-member registration rate. The Board also affords a discount for early registration. Early registration cutoff date is set at three to four weeks prior to the conference to allow for early entry of registration information and to avoid the crunch on opening day.

The Registration Contractor, who also serves as Conference Administrator, as currently selected by the Board of Directors, is Conference Catalysts LLC, Contact information is provided in Section 17.

10.2 Complimentary Registrations

AUTOTESTCON will provide complimentary full registration for regular conference activities to a select list, as determined by the Board:

- Keynote Speaker(s)
- Invited Luncheon Speakers
- Members of the AUTOTESTCON Board of Directors
- Conference Committee Activity Chairs (e.g., chairs of key committees – technical program, registration, exhibits, arrangements, etc.)
- Seminar Day Primary Presenters
- Special Guests (e.g., Presidents of the sponsoring societies and local section sponsor)
- Recipient of the Frank McGinnis Award, if not otherwise registered
- Recipient of the John Slattery Award, if not otherwise registered
- Recipient of the AESS Pioneer Award, if presented at conference
- Editors of Recognized Publications in the Test Discipline (does not extend to advertising sales people)

Members of the elected governing bodies of the IEEE Aerospace and Electronic Systems Society and the IEEE Instrumentation and Measurement Society are offered a special registration rate equivalent to the Life Member/Student rate.

10.3 Registration Desk

The registration desk will open in mid-afternoon the day before the conference (i.e. Sunday) and remain open until at least 6 PM. On Monday, the first day of the conference (Seminars day) registration should open at 7 a.m. and be restricted to Seminar attendees only until 9 AM. It should be open all day the first day of the conference and until noon of the final day. The registration area also serves as an information center for the conference. The Registration desk is manned by four to six registration clerks for the first three days (Sunday, Monday and Tuesday). The number of clerks may be dropped to two for Wednesday, and one for Thursday morning. Onsite registration is done online at kiosks set up by the conference administrator and such registrants therefore become advance registrants when they step up to the counter. A separate desk is maintained for exhibitors to pick up their prepared materials.

The AUTOTESTCON-approved registration service, supplies up to eight computer terminals for registration clerk use. Up to five are for attendees. One or more terminals are used for exhibitor registration. Name badges, receipts, meal tickets, spouse tour, and conference goodie-bag and/or proceedings vouchers are all printed on-site once the registrant appears at the desk, even for pre-registrants. This has been proved the most efficient system over past years; pre-printing badges is NOT the preferred method. The registration service provides special on-site high-speed printers for badge printing. The registration clerk will look up the registrants name in the pre-entered data base, then hits the print command and badges are printed. For on-site registrations, entrants will fill out registration forms at desks located near the registration area, and present them to the clerk who will enter data and accept payment.

The registration service company will set up the master computer/file server in the back part of the registration area, along with a report printer (that serves as a spare badge printer if needed). Two registration service personnel will preside at each AUTOTESTCON. These personnel can print summaries of current registrations, including counts for total meal and function tickets etc. for purposes of assessing meal function guarantees.

Seek to recruit registration manpower from companies supporting the conference through representation on the Conference Committee. If volunteers are not available, it may be necessary to hire temporary clerks and normally the local convention and visitors' bureau can either provide them or recommend an appropriate agency.

The following persons should be assigned to the registration desk during peak periods:

- Four clerks at the advance registration desk.
- Three registration clerks to accept filled out registration forms and fees for at-door registrants. Representative from the Exhibit Chair's subcommittee to man the exhibitor registration terminal.
- A cashier (must be bonded) may be utilized to handle cash transactions. It is accepted practice for the AUTOTESTCON Finance Chair to fulfill this role.
- An information source for general questions; normally this is a representative of the Registration Committee.
- An individual responsible for coordination of Spouse Tours. Normally, this is the Spouse Tour chairperson.

With the new on-line registration now available via the AUTOTESTCON website, <http://www.autotestcon.com>, recent history indicates that approximately 95% of conference registrations will be submitted in advance, with the majority of these via the website. See Section 17.2 for more information.

10.4 Institutional Sponsorships

There are no "institutional sponsorships" at AUTOTESTCON, as this practice was discontinued many years ago.

10.5 Handling Funds

The Finance Chair should arrange for safe storage of cash during off hours. The headquarters hotel may extend the use of its safe to keep cash which is received after banks close. Funds should be deposited into the conference account as soon as possible.

The Registration Chair should be available at all times to answer questions and handle emergencies, thus he should not himself be part of the actual registration procedure. Approval of the Registration Chair is required for issuance of complimentary passes for the working press which should be furnished upon presentation of credentials.

10.6 Registration Database

After the conference, the Registration Chair requires the Conference Administrator's registration service to prepare a list of Conference and seminar attendees and their specific addresses (including mail stations where appropriate). Instruct registration clerks to obtain full addresses from each registrant. Almost all large companies and agencies have mail stations, departments or codes and will not deliver mail unless such information is included. Please make certain a registration supervisor checks registration forms to verify they are complete.

Do not include exhibitor personnel or exhibit-only visitors in the attendee database – a separate database may be used if desired. Exhibitors and exhibits-only attendees are not considered potential registrants and, thus, mailed material may be wasted. Exceptions are a company's exhibitor coordinator and the exhibitor representative from each paid-in-full company receiving a complimentary registration.

IMPORTANT: TRAIN PERSONNEL TO CHECK ALL COMPLETED REGISTRATION FORMS AS THEY ARE SUBMITTED FOR COMPLETE INFORMATION. MANY ATTENDEES FAIL TO INCLUDE ADDRESSES, ZIP CODES, PHONES, FAXES, AND ESPECIALLY, E-MAIL ADDRESSES. AUTOTESTCON MAINTAINS AN E-MAIL COMMUNICATIONS NET AND IT IS CRITICAL TO OBTAIN THESE ADDRESSES OCCASIONALLY, SOMEONE WILL SPECIFICALLY DECLINE TO PROVIDE AN E-MAIL ADDRESS BUT MOST WILL BE HAPPY TO SUPPLY IF IT REMINDED. ALSO, SEEK TO OBTAIN THE HOME ADDRESSES OF MILITARY PERSONNEL.

THERE HAVE BEEN RECENT MAIL DELIVERY PROBLEMS AT MILITARY INSTALLATIONS AND HOME DELIVERY WILL IMPROVE CHANCES OF DELIVERY.

Copies of the populated database are furnished to the General Chair for his final report by the AUTOTESTCON Conference Administrator, who runs the registration system and maintains the AUTOTESTCON master mailing list. The AUTOTESTCON Conference Administrator will update the master AUTOTESTCON mailing list. The AUTOTESTCON Conference Administrator can also arrange for mailing services from a mailing house that is familiar with AUTOTESTCON and its mailing requirements.

IMPORTANT! IT IS AUTOTESTCON OFFICIAL POLICY NOT TO RELEASE THE REGISTRATION DATABASE DIRECTLY TO ANY OUTSIDE ORGANIZATION OR COMPANY FOR ANY REASON. IT IS THE DUTY OF EACH CONFERENCE COMMITTEE TO PRESERVE THE PROPRIETARY NATURE OF THE DATABASE DURING ALL PHASES OF THE OPERATION. THE AUTOTESTCON BOARD, HOWEVER, DOES ALLOW SPECIFIC MAILINGS TO BE MADE FOR COMPANIES OR ORGANIZATIONS ASSOCIATED WITH AUTOTESTCON, BUT ONLY THROUGH A BONDED MAILING HOUSE, AND FOR A USE FEE CHARGED FOR THE MAILING LIST. ALL SUCH REQUESTS SHALL BE COORDINATED THROUGH THE AUTOTESTCON BOARD.

10.7 Registration Training

With the number of full registrants at AUTOTESTCON ranging from 400 to 500 people, the registration function can become extremely intense. It is important that the individuals who staff the counters be knowledgeable, proficient and efficient. It is strongly advised that the registration system be set up Saturday afternoon preceding the conference to ascertain that it is functioning, etc., and the training of personnel be conducted Sunday. If there are substantial additional costs for the Saturday set-up that makes it not feasible, or if the facility is not available, then very early Sunday morning would be a suitable alternative. A minimum training session, with hands-on practice, would be about four hours, with five to six preferred. What is critical is that the training be hands-on, using the actual system and printing badges, collecting money, handling new registrations. The registration service will provide the basic training. This training activity needs to be coordinated well in advance via the AUTOTESTCON Conference Administrator.

10.8 Registration Form

The registration form is available in a paper version that is mailed with the advance publicity, and the on-line form. The on-line form differs in that it is totally sequential, with the data flowing in the order that the registration service enters it in the AUTOTESTCON data base. This format is fixed based on overall AUTOTESTCON needs and it may not be altered by any individual AUTOTESTCON Committee.

The electronic form is posted on the website for the current-year AUTOTESTCON. It needs to have the current registration fees and exhibitor fees added (via the Webmaster) as well as other fees, but basically this registration form is fixed and only the fee structure and the location/dates/title need to be changed from year to year. There is normally an accompanying description form that also needs to be updated. This describes all that is included in each package.

The electronic form has capability to accept two credit cards for fee payment, because many attendees must use their company credit card for registration but have to use a personal one for such ancillary activities as golf, spouse program etc. Credit card information MUST accompany electronic registration before it can be sent, and the Website has a check mechanism installed to facilitate this. Attempts to register without credit card information will result in an error message being displayed in the browser. The Web also has a total-charged verification engine that adds items ordered and compares against totals entered on the credit card lines; if the totals do not match an error message is also displayed. The registration service company will contact individuals filing faulty forms to obtain all necessary data.

The paper registration format must contain all information pertinent to an individual's participation. It is important that descriptive information be printed on the back of the paper form to fully describe each item, what is included, etc.

10.9 Electronic Registration Processing

Once on-line registration has been initiated, the information is processed on a secure server. All report data related to registrations is made available in real time on demand to the appropriate AUTOTESTCON Committee registration representatives, including the Conference Finance Manager. Advance registration forms received via fax or mail will be processed by the registration service provider.

10.10 Registration Confirmation

Once the registration service has processed the registration form, a unique attendee identifier is assigned. Upon successful registration, a confirmation e-mail is automatically generated and sent to the registrant. On-site, when the attendee picks up his badge, his record can be accessed either by his name or his attendee identifier.

10.11 Conference Bags

A conference attendee bag is always provided to hold the conference materials and the purchased promotional partner items. The bags are to be a low-cost item, normally cloth (canvas) and silkscreened with the conference logo.

11.0 FINANCE CHAIRMAN

11.1 General Information

The Finance Chairman is the chief financial officer and controller. He is charged with developing a system for safeguarding and accounting for all funds received prior to the conference from pre-registrations, exhibits fees, tutorials and advances from sponsors and for funds received during the conference from registration fees and ticket sales. He issues a financial report twice a year, usually at the spring and fall Board of Directors meetings and is responsible, along with the Conference General Chairman, for establishing and updating budgets and compiling a final financial accounting. The Treasurer must also submit a [Principles of Business Conduct Compliance Certificate and Conflict of Interest Disclosure Statement](#).

Seed money will be needed to meet early conference expenses before exhibits and registration funds become available. Advance funds are provided by the AESS and I&M societies and the host IEEE section. The total amount of these advance funds is \$20,000 with each permanent sponsor providing \$10,000 when there is no local IEEE sponsor. If there are local IEEE sponsors approved by the Board (i.e., a Council or a Section), the sponsor seed funds will be split, 40% (\$8,000) from each permanent sponsor and 20% (\$4,000) from the local IEEE sponsors. If there is more than one local IEEE sponsor, the 20% share (\$4,000) is split among them. The AUTOTESTCON Board Administrative Assistant will make the seed money requests to the sponsors. The seed money advance funding shall be returned to the sponsors within 30 days after the conference concludes. Seed money is normally requested approximately 2-1/2 years in advance of the planned AUTOTESTCON. Seed funds are used for early expenses such as deposits on the convention center and publicity items that may be needed for promotional purposes for use at the two-year preceding and one-year preceding AUTOTESTCONs, where each AUTOTESTCON is granted a display booth.

All Hotel and convention center contracts, plus any additional contracts in excess of \$25,000 such as those for a Wednesday evening function, must be approved by IEEE via the Chairman of the Board of Directors. The Board Chair or his designee is also the negotiator for all AUTOTESTCON contracts.

11.2 Budget

The Finance Chairman will develop a budget using the standard AUTOTESTCON Chart of Accounts which is provided as an addendum to this Manual. The budget will include all anticipated receipts and expenditures. The overall budget is normally created by the General Chairman, using input from his Committee Chairs. The budget must be approved by the AUTOTESTCON Board of Directors, the sponsoring societies and the local IEEE host section, if any, and then submitted by the AUTOTESTCON Board to IEEE Conference Services at least once a year. Any major change in the budget must be approved by the Board of Directors. The conference will be planned to generate a surplus of 20 percent of expenses per IEEE policy. The surplus percentage is calculated by dividing the surplus by total expenses excluding repayment of advance loans. All Registration, exhibit booth, and related fees will be determined by the Board of Directors, within non-regression guidelines. There are lower registration fees for IEEE members (and government/military attendees) than for non-members and there is a differential between advance and onsite conference registration (nominally 15%). Credit cards - American Express, Visa, and MasterCard are normally accepted. Arrangements should be made with IEEE headquarters for rental of a credit card machine, used for advance booth sales at the previous AUTOTESTCON and miscellaneous manual processing of other receipts. AUTOTESTCON uses the master IEEE account for credit card processing. IEEE charges a nominal fee for this service, but it is preferred over establishing individual credit card processing accounts with third party vendors. Credit card receipts are deposited regularly into the conference's Concentration Banking account.

For budget planning purposes, it is important to recognize that each conference committee will reimburse authorized Board-related expenses for one year. The one-year period begins on January 1 of the year of the conference and ends on December 31 of the year of the conference. The primary expenses will be for travel of the AUTOTESTCON Board Administrative Assistant, plus miscellaneous expenses approved by the Board chair. Each conference also is responsible for expenses associated with the two Board of Directors meetings held during the calendar year of the conference, one early in the year (normally February, March or April) and another at the conference itself. The conference meeting may extend over two meeting days, one preceding the actual conference for normal business and one following for the required in-process review. Board of Directors meeting expenses include meal and refreshment service (breakfast and lunch), coffee and soft drinks, meeting room, audio-visual, reproduction costs, and other miscellaneous items.

The Finance Chairman may use any accounting software desired. Excel and Quicken have been shown to work fine for managing AUTOTESTCON finances. A master Excel spreadsheet is available on the AUTOTESTCON website to facilitate AUTOTESTCON budget planning. It contains entries for all categories of income and expenses, and allows entering anticipated attendance figures. Conferences are required to use this format in budgets.

It is also important not to budget for maximum anticipated attendance or anticipated exhibitors, but rather for a minimum number. It has become customary to budget for 420 attendees and 220 paid 10x10 exhibit booths. The AUTOTESTCON Board will provide specific guidance to each AUTOTESTCON Committee based upon recent history and trends.

11.3 Bank Account

The conference will use IEEE concentration banking for its bank account, which is established by the Finance Chairman with IEEE by submitting a Concentration Banking Signature Card available from IEEE by emailing concentration-banking@ieee.org. The Conference Chair shall also submit a signature card. All financial records should carry the Uniform Employer Identification Number assigned to IEEE conferences by the IRS —13-1656633.

The concentration banking account is interest-bearing, and is described at http://www.ieee.org/conferences_events/conferences/organizers/organizers_financial.html

11.4 Credit Cards

It has become practice for about 90 to 95% of AUTOTESTCON registrations to occur via credit card. IEEE has available for rent a credit card imprinter and electronic verifier that can handle MasterCard, Visa and American Express. The system should be rented prior to the preceding year's AUTOTESTCON, as it will be used for exhibit booth sales. The monthly rental fees (nominally about \$50/month) and the processing fees taken on each transaction (these vary, and range between 2% and 3%) must be included in the budget.

11.5 Insurance

IEEE has eliminated the Request for Conference Insurance form. Insurance coverage for an IEEE Conference will become effective once IEEE is made aware of the intention to hold a conference, through the submission of the [Conference Application](#). The submission of a list of conference officers and committee members with the [Conference Application](#) or shortly thereafter, will identify the volunteers acting on behalf of the conference and ensure individual coverage, as well.

11.6 Payment of Bills

Bills should be approved by authorized committee chairmen and forwarded to the Finance Chairman for payment. While every effort must be made to stay within the budget, the Finance Chairman may pay any bill authorized by the appropriate chairman, which does not exceed a committee's specific budget by more than 10 percent (larger excesses must be approved by the General Chairman). The Chairman may maintain a petty cash fund to meet small bills; replenishment comes from deposited funds. A record of payments must be kept.

The Internal Revenue Service requires that a Form 1099 must be issued to any individual or unincorporated entity residing in the United States receiving fees, cash prizes, payments or salary totaling more than \$600 (the current IRS ruling). The Finance Chairman should verify the amounts covered under this ruling. IEEE specifies also that a W-9 form (for US residents) and a W-8 form (for non-US residents), available from the AUTOTESTCON Conference Administrator, must be completed by the recipient and filed with IEEE Society Activities. These forms must be obtained prior to the awarding of any major cash prize and turned in to IEEE Conference Finance.

IEEE is required to report to the IRS on Form 1099 all miscellaneous payments totaling \$600 or more in a calendar year to individuals or unincorporated businesses based in the United States for rents, services, including parts and materials, prizes and awards. These payments are considered taxable income to the recipient and are required by law to be reported. The Finance Chairman is required to submit the 1099 "Schedule of Payments to U.S. Citizens & Resident Aliens" shortly after the conference ends (but no later than 10 January of each year). IEEE will then send an IRS 1099 form to individuals showing their reportable income. The Finance Chairman is also required to submit a 1042 "Schedule of Planned Payments to Non-Resident Aliens in the U.S." Payments that should be included are awards, grants, and lump sum payments.

11.7 Refunds

The Conference Committee will honor the established AUTOTESTCON refund policy for attendee and exhibitor refunds. Refunds can be held to a minimum if a cut-off date for refund requests is publicized in the advance program and other promotional literature. Except in special circumstances, requests for refunds after the deadline date will not be honored.

The established AUTOTESTCON policy for refund of general registration fees is full refund of all funds paid up to 30 days prior to the first day of the conference with no refund after that date. Refunds of advance registrations after the deadline date will be allowed only for extenuating circumstances as a death in the immediate family or severe health problems. The Conference Chairman is empowered to authorize the refund in such cases or to refer a decision to the Board of Directors.

The policy for refund of exhibit fees is 90% refund if written cancellation notice is received prior to 120 days of the start of conference, 50% refund if written cancellation notice is received between 90 and 119 days of the start of the conference and 25% refund if written cancellation notice is received between 30 and 89 days of the start of the conference. No refunds will be granted for cancellations fewer than 30 days before the start of the conference. Retained funds are considered cancellation fees. An exhibitor should not be assessed cancellation fees for reducing the number of booth spaces in his contract, unless the reduction is significant (e.g., greater than 50%) in which case the situation is to be referred to the Board of Directors for a ruling (see Exhibits Section 7.5). The Board may adjust the refund policy under extenuating circumstances.

11.8 Chart/Text of Accounts

For consistency between individual AUTOTESTCONs, the Board of Directors has established a standard Chart of Accounts and Text of Accounts to be used by all conference. Use of this chart will facilitate the estimating of income and expenses per the current IEEE Technical Activities Summary Financial Report for budget purposes and will greatly simplify the preparation of the final report at the conference end. A Chart of Accounts can be found in Appendix A.

11.9 Reports/Audit

A preliminary financial report will be filed within three months after the close of the conference and a final financial statement and audited report will be submitted as soon as possible or within nine months to the Board of Directors, sponsors and IEEE Headquarters. The report will include the number of registrants, fees paid, exhibitors, the number of tickets sold for social and special events, miscellaneous income, and full detailed information about expenditures.

As soon after the conference as possible a report must be prepared with preliminary data on accepted papers, number of exhibitors, attendance total and tentative surplus projections. Each category should include numbers budgeted, forecast and actual, as follows:

Accepted Papers		Number of Exhibits		Number of Attendees		Surplus	
Budgeted:		Budgeted:		Budgeted:		Budgeted:	
Forecast:		Forecast:		Forecast:		Forecast:	
Actual:		Actual:		Actual:		Actual:	

The audit form requires detailed data. The Conference Audit Material Checklist can be found in Appendix B.

All financial reports, audit report, returns of advance loans, and distribution of surplus funds to sponsors may be routed through the AUTOTESTCON Agent who will notify the appropriate officers of the sponsoring organizations and IEEE Headquarters.

IEEE policy stipulates that a conference with total revenues exceeding \$100,000 must be audited by an independent professional auditor. For consistence in financial reporting, the Board of Directors has established a common auditor for all AUTOTESTCONs:

Jeffrey Ligerman, CPA
 16311 Ventura Boulevard #845
 Encino, CA 91436
 Phone: (818) 501-8899
 e-mail: jdlicpa@earthlink.net

Mr. Ligerman must be used by each conference committee. The Conference Committee may make specific requests of the auditor in addition to its primary role centered on financial controls and programs in the areas of income, expenses, registration and procedures. IEEE recommends approved auditing firms to handle the review with a set fee based on conference income and expenses. Financial penalties will be assessed to any AUTOTESTCON that does not completely close its books and bank account(s), and submit its final audit within one year after the close of the Conference. Additional penalties will be assessed for every three-month period where complete closing does not occur. Any penalties will be paid from conference funds or, in the event the conference loses money, will be assessed against the sponsoring IEEE entities.

12.0 PUBLICITY CHAIR

12.1 General Information

The Publicity Chair operates with national and local media and direct mail or e-mail to help publicize the conference and promote maximum attendance. The technical program gets the emphasis in publicity directed toward engineering technical publications and other trade journals, and sometimes a speaker will be emphasized in local general media to gain coverage from newspapers and broadcast stations.

The Publicity Chair, working with the Technical; Program Chair, makes certain that a news release and a call for papers go to electronics trade journals, society magazines and newsletters and host (and nearby) IEEE section newsletters well in advance of the conference to promote the Call for Papers.. A calendar item also should be included. The Magazines of the AESS and I&M societies are excellent outlets for information on AUTOTESTCON — throughout the year — as are local section or council publications. The AESS and I&M Society magazines will provide free publicity as part of their role as sponsors. The local sponsoring Council or Section, if any, will also provide free publicity as well. In the field of the technical press, there is the IEEE Spectrum and many others including Electronic News, Electronic Engineering Times, Electronics, EDN, Electronic Design, Evaluation Engineering, Test and Measurement World, Aviation Week, Avionics, Defense Electronics, Military & Aerospace, Exceptional Release, and others.

General newspapers most often will pay only scant attention to a technical conference. Don't ignore local news media — send each a press kit containing announcements, advance programs and registration materials — but don't expect to see reporters and cameras. Material should reach trade journals two to three months prior to the event. An initial announcement and call for papers should go to the media as soon as they are mailed to potential authors.

12.2 Mailing Lists

The Publicity Chair will determine which, if any, special mailing lists or other means will achieve local and spot publicity coverage, as desired by the conference. Mailing lists, not already available from other sources, will be compiled. Materials should go to those who have attended previous conferences.

A post conference news release with photos of one or more highlights of the conference should be mailed to local and national journals (including the sponsoring society newsletters and local section newsletters). This news release should be included in the Chair's final report.

The master mailing list is maintained by the AUTOTESTCON Conference Administrator and contains all full registrants to AUTOTESTCON for a period of five years. It also will include the key exhibitor personnel — the individual who received a complimentary registration by virtue of his exhibiting. The list is provided by the registration chair for each AUTOTESTCON who assures that the information on registered attendees is complete and accurate. Nevertheless, changes need to be tracked and the best way is through the return of "bad addresses" for people who have moved, retired, died or

otherwise left the industry. It is imperative that all mailing items carry the return address of the AUTOTESTCON Conference Administrator so bad addresses will be returned to him.

By AUTOTESTCON policy, lists of attendees at any AUTOTESTCON and or the AUTOTESTCON mailing list may not be made available to exhibitors, attendees or others. The mailing list is for the sole use of AUTOTESTCON committees. However, the AUTOTESTCON Board will authorize one-time mailings by affiliated organizations or companies if a bonded mailing house is used. All such mailings will be approved by the AUTOTESTCON Board. A fee will be assessed, also established by the Board.

12.3 Attendance Promotion

The Chair should recruit interested IEEE members in key industry centers to serve as local information sources about the conference. These members can be sent advance programs and other promotion materials and will be asked to distribute them to co-workers and to remind all people in related fields to register and attend. The Chair should develop a check list, both locally and nationally, of key centers and make certain they are covered. One possibility is to develop a contest among these in-plant representatives with a complimentary registration to the person who promotes 1) the most attendees, 2) the highest percentage of attendees at his plant or 3) the greatest number of attendees from more than 1,000 miles distant.

A campaign to reach management of key instrumentation and measurement centers (companies, laboratories, departments, agencies) and key exhibitors/participating companies should be developed with a personally addressed letter urging managers to encourage their employees to attend. There is nothing like a positive suggestion from the boss.

12.4 Advertising

Advertisements in key trade publications have not been found effective in promoting attendance at AUTOTESTCON and such are not authorized to be purchased. Ads in major ATE-related publications can be traded ad space for booth space on the exhibits floor. Most trade publications are amenable to this procedure (it is a standard practice with many trade shows) and the basic trade is a booth for a full-page ad but this will vary. Only one complimentary 10x10 booth is authorized for free advertising in trade publications, regardless of the size of ad or frequency of run. The ideal ad run is at the two-month slot prior to the conference.

Coordinate any space-for-booth trades closely with the Exhibits Chair. It is his exhibit floor and he has a balance of paid to unpaid booths to maintain.

If possible, draw upon in-house capabilities of a company supporting the conference to create an ad and prepare artwork. Independent graphic artists and advertising copywriters are expensive.

13.0 Promotions Chair

The Promotions Chair is responsible for soliciting and managing various promotional opportunities at the conference. AUTOTESTCON allows companies, exhibiting and otherwise, to support the conference by purchasing "promotions" such as advertisements in the program, signage at coffee breaks, special treats in the exhibit hall, the optional Monday night welcome reception, golf tournament amenities, logo placements, attendee bag materials and similar. These are not "sponsorships" and are never referred to as such since the IRS defines "sponsors" as those having a share in the financial surplus or loss. Such companies are purchasing advertising only, and provide the purchaser with no rights other than to the purchased advertising.

Promotional Partnerships can provide a significant income to the conference with no or minimal associated costs, so an effective Promotions Chair can make a tremendous positive difference in the financial outcome of the conference. Thus, the Promotions Chair is an important position in the organizing committee. When selecting the Promotions Chair, the ability of the individual to sell the promotions should be considered, as should be any potential organizational or personal conflicts of

interest – it is essential that promotions be solicited and sold in a fair and ethical manner, in a manner consistent with the IEEE Code of Ethics.

A list of Promotional Partnerships and suggested pricing is attached, and an updated version from the prior year conference should be obtained and used as the baseline for pricing. Conferences may add promotional items that reflect unique opportunities or features of their venue and conference, however to ensure decorum and consistency, these promotions and their proposed pricing must be submitted for Board approval prior to being offered. The cost of the promotion to the Conference must always be substantially lower than the fee charged. One major promotion that is very popular is a Monday evening welcome reception. This is not a standard AUTOTESTCON offering, it is ONLY provided when a partner steps forward with the funding, and the cost of the reception must always fit within the partner-provided funding

Promotional opportunities are always offered to all exhibitors on a first-come, first-served basis. In order to maximize promotional income, the conference chair may discount unsold Promotional Partnerships as long as the sales price is above the cost of the promotion, and such discounts are offered in a fair and open manner.

14.0 AWARDS CHAIR

14.1 Awards Process

The Awards Chair is primarily responsible for arranging for the top-level award plaques for the Technical Program, as well as the Best Booth Award plaques. He is also responsible for arranging for the Author Certificates of Appreciation, and similar as may be requested by the Conference Chair.

All gifts or mementos presented to conference authors/presenters/session chairs are the responsibility of the Technical Program Committee, who may request the assistance of the Awards Chair.

There are two overall Awards presented at each AUTOTESTCON. The Frank McGinnis award winner is selected by the AUTOTESTCON Board of Directors and receives a suitable trophy and \$2,000 in cash. This award is coordinated by the Board Administrative Assistant. The cash award is paid from each AUTOTESTCON's account. The John Slattery Award is conferred by the NDIA's Automatic Testing Subcommittee of the Systems Engineering Committee, and involves a permanent trophy but no cash award. This award is provided by the NDIA. The Awards Chair shall help assure that the trophies for these awards are received by the committee and available for presentation.

14.2 Types of Awards

The Awards Chair will coordinate with the Technical Program Chair and the Exhibits Chair on the administration of all awards. The types of awards presented are:

- David M. Goodman Best Paper - Management (includes \$1,000 cash award)
- Walter E Peterson Best Paper - Technical (includes \$1,000 cash award)
- Best Large Exhibit (4 or more booths)
- Best Medium Exhibit (2 or 3 booths)
- Best Small Exhibit (single booth)
- Best Government Exhibit.

The selection of Technical awards is done by the Technical Program Committee, and the selection of the Booth awards is done by the Exhibits Committee. The Awards Chair will provide the recognition plaque.

Other awards are generally presented to each exhibiting organization, presenter, committee member, panel member, moderator, committee worker, etc. in the form of a certificate or a plaque. Certificates of Appreciation are normally given to all exhibitors, session chairs and others of that level. Plaques

are sometimes given to senior officials, luncheon/keynote speakers, but of late this practice has been superseded by presentation of an “executive gift” selected by the General Chair.

All monetary awards of \$600 or more require completion of a W-9 form (for US residents) or W-8 form (non-US residents) – available from the AUTOTESTCON Conference Administrator. IEEE requests these forms for all amounts, even those under \$600. The IEEE is required to file 1099 forms with the IRS each year identifying recipients of prizes with a financial value of more than \$600. The completed W-8 and W-9 forms will be provided to the Treasurer or Finance Chair.

14.3 Specific Award Participants

The Chair develops a specific list of proposed award recipients based on suggestions from other chairs. He assures the development of an appropriate design, supervises preparation of awards and arranges for inscriptions.

14.4 Award Limitations

It is important to recognize that, as AUTOTESTCON is primarily a conference oriented towards military automatic test, a number of participants and committee chairs will be military or government employees. They are limited in the amount or value of a nominal gratuity that they may accept. It is policy to limit the value or amount of awards to about \$15-\$20 per individual. It is also appropriate to treat all persons in a similar category the same – and not “tiered” for military/government and industry – so all get the same regardless of affiliation.

Again, the award limit does not apply to special competitive cash awards for such prizes as Best Paper or one of the special (e.g., McGinnis) awards, wherein a form 1099 will be prepared by the AUTOTESTCON Finance Chair for filing with IEEE for submittal the Internal Revenue Service (IRS). The recipient also must complete and submit to IEEE Society Activities a W-9 form if a US resident or a W-8 form if a non-resident. It is extremely important that this policy be followed.

15.0 SPOUSE/COMPANION CHAIR

15.1 Spouse Activities

It has become a tradition at AUTOTESTCON to offer a spouses and companions program. Programs for spouses should be developed well enough in advance so appropriate notices may be included in the advance program and other announcements — ensure that a spouses’ program registration line is included on the conference registration form. The Conference Committee will determine what registration fee will be charged. The objective is for tours and spouse activities to be self-sufficient, but they are often partially subsidized by the conference to keep costs nominal.

The Spouses Chair will develop two or three definite activities and organize them as a formal adjunct of the conference (the host hotel, chamber of commerce or tourist bureau can assist in developing a program – it is strongly recommended that “destination management” companies be avoided due to added costs). Activities should cover a half, 2/3 or occasionally a full day, often involving visits to an area attractions or a specific event — theater, river cruise, etc. Lunch should be included if the event occurs during the lunch hour. It is suggested that at least a portion of one day be devoted to a shopping tour. Do not offer competing activities on any given day, as the participation level will not generally support either.

Do not make advance financial guarantees covering spouse program activities. Participation can vary widely depending on event, on local attractions and other factors. One safeguard is to plan activities to coincide with the schedules of tour line companies and arrange for AUTOTESTCON spouses to be included in commercial packages if sign-ups fall below expectations.

15.2 Program Desk

A spouses' program desk should be maintained in the registration area to assist visitors in making or coordinating any conference-organized tours and activities or to make individual arrangements for persons wishing to go off on their own or in an independent group.

15.3 Insurance Coverage

Chartering buses, boats or airplanes for social events is to be avoided, whenever possible. If buses are chartered for tours or other event transportation, it is necessary to obtain in advance a certificate of insurance from the bus company specifying the liability and property damage coverage that is provided. Such insurance certificate shall name IEEE as additional insured. The certificate is to be filed with the IEEE Insurance Office at IEEE Headquarters. Conferences are not to charter boats or airplanes for use at AUTOTESTCON in the name of IEEE, since IEEE liability insurance does not apply to boats or airplanes. If boat transportation is required, the carrier should sell individual passenger tickets for use on the boat. If boat travel is necessary and ticket transportation cannot be arranged, a Certificate of Insurance must be obtained from the carrier/operator naming IEEE as additional insured with a minimum coverage of \$1,000,000. IEEE cautions that the potential liability in such charters is high and recommends extreme caution in making such arrangements.

16.0 GOLF TOURNAMENT

It has become an AUTOTESTCON staple to offer a golf tournament on the Monday preceding AUTOTESTCON. A separate Golf Chair should be set up to run the event. This can either be a morning or afternoon event, depending on course availability. The number of attendees can vary greatly, but recent history shows that between 90 and 120 golfers may participate. It is recommended to have an experienced golfer involved, as this event does require some detailed knowledge and experience. The selected course should be nearby to avoid long commutes, and should also be a desirable one. Many military installations have golf courses for use under special circumstances. It is important to sign up the course as soon in advance as possible, since tournaments take up the whole course and must be carefully planned.

Shotgun starts should be used to assure that all golfers will finish the tournament. The handicap system employed should be one that allows fair competition between all skill levels of golfers.

Hole-sponsors can be arranged in advance to help defray costs. There should always be an accompanying social event such as lunch, breakfast, or a "watering hole" visit. Trophies are awarded for lowest score, closest to pin on select holes, etc. Souvenir golf hats may be provided by a sponsor as well.

17.0 ADMINISTRATIVE ASSISTANT

17.1 Duties

The AUTOTESTCON Board of Directors is provided the services of an official Administrative Assistant by the two primary sponsors, whose function is to assist the Board in the coordination of all AUTOTESTCON activities. The duties of the AUTOTESTCON Administrative Assistant are primarily focused on assuring that files are maintained relative to the AUTOTESTCON Board, and providing continuous and routine support to the AUTOTESTCON Board of Directors.

The Administrative Assistant makes the formal requests for seed money loans from the sponsors. The Administrative Assistant provides continuous administrative support and services in concert with overall Board and Conference objectives. For the Board of Directors, the AUTOTESTCON Administrative Assistant:

- Maintains central files and archives and serves as a resource for the Board and its internal operating committees.
- Provides assistance to the Board of Directors, in carrying out directives of the Board, its committees and the sponsors.
- Schedules and arranges AUTOTESTCON Board meetings, including accommodations, meeting rooms and facilities, materials, agendas, announcements; attends meetings, and generates minutes. Follows up on all action items, tracking completion and disposition.
- Maintains files of all Board activities, distributes minutes to Board members, including planned future conference chairpersons, to IEEE Headquarters, to sponsoring Society officers, and to others deemed appropriate and/or necessary.
- Assists in maintaining this AUTOTESTCON Operations Manual
- Assists with the Frank McGinnis Award process, including balloting and award item procurement.

The Administrative Assistant currently is Judy Scharmann and can be reached at j.scharmann@conferencecatalysts.com or by telephone at (785) 317-8741. Her physical address is 4981 Hollystone Lane, Tallahassee, FL 32312, USA.

17.2 Selection and Payment

The Administrative Assistant is requested by the Board of Directors and provided by the two sponsoring Societies, AES and I&M Societies, at no cost, with the exception of out-of-pocket expenses, which are to be paid by AUTOTESTCON. Expenses include travel to Board of Directors' meetings and conference, normal telephone, postage and freight charges, and printing. All Administrative Assistant charges incurred in a given calendar year will be reimbursed by the current-year AUTOTESTCON.

18.0 AUTOTESTCON Conference Administrator

The AUTOTESTCON Conference Administrator serves as the overall administrator for all AUTOTESTCONs by direction of the Board, who solicits and selects the contractor. Specific duties and responsibilities are defined as follows:

18.1 Duties

- Provides full registration services for all AUTOTESTCONs, including online registration, onsite registration, and all supplies and equipment necessary to conduct registration such as badge stock, badge holders, ribbons, and similar, as well as the registration terminals and badge printers. Provides registration reports as needed by the Board or individual Conference. Provides training for the registration assistance personnel onsite. Provides full after-conference reports including numbers of registrants of each type, tabulations of all monies received and related.
- Maintains the master AUTOTESTCON database and mailing list of all attendees and exhibitors based on new registrations received at each AUTOTESTCON, plus address corrections from returned mailings. Provides mail lists to authorized mailing houses for the individual conference mailings.
- Will provide a full range of conference services as a reporting unit of a conference committee and is available to all members of each conference committee for advice and assistance in the performance of their individual duties.

- Maintains capability to handle mail and telephone inquiries and provide registration and exhibitor material to requesters.
- Sets up and manages the conference abstract and technical paper submission/management site using EDAS.
- Provides the Technical Program content from EDAS files
- Will work with individual committee chairs to help design, write and produce various conference materials, including calls for papers, invitations to exhibit, advance and at-conference programs. He/she can prepare the Proceedings "editorial matter" (front of book) and perform necessary coordination with selected printer for printing and delivery. Will obtain SSBN, Library of Congress and IEEE Catalog Numbers for the Proceedings. Can collect advance registration and assist with routine correspondence under direction of the respective committee chair. Will coordinate and manage the printing and distribution of all Conference Proceedings
- Will assist with publicity, such as preparation of news releases, calendar announcements and trade paper coordination. Will also assist with coordination of trade paper/magazine exhibit booth space, under direction of appropriate committee chair.
- Maintains and hosts the official AUTOTESTCON Website. See Section 15.2 and 15.3 for additional information
- Assists in the preparation of the material for formal audit at conference close-out, and helps monitor the overall integrity of expenses incurred by each AUTOTESTCON committee.
- Each AUTOTESTCON is responsible for all costs associated with the Conference Support Contractor during the calendar year of their conference. This includes expenses such as travel, and printing and distribution of Conference Proceedings and for all costs associated with the activities of the Registration Service.

The AUTOTESTCON Conference Administrator is Conference Catalysts, LLC. Principal contact is Chris Dyer and can be reached at cdyer@conferencecatalysts.com, (352) 872-5544. Their mailing address is 214 W. University Avenue, Suite E, Gainesville, FL 32601.

18.2 AUTOTESTCON Website

AUTOTESTCON maintains a permanent, official website for the purpose of electronic promotion of AUTOTESTCON. The main site contains the history of AUTOTESTCON, its charter and list of Board members. There are three buttons to take visitors to specific AUTOTESTCONs: the current conference, the one-year-future conference and the immediate past conference. The URL for the site is <http://www.autotestcon.com>. The home page of the Website will always show the current-year AUTOTESTCON primary content, and provide date and location information for all future AUTOTESTCONs that have been selected. In this context, "current-year" is not calendar year as in other references, but rather from the completion of the prior year AUTOTESTCON to the completion, i.e. conduct, of the given AUTOTESTCON

18.3 AUTOTESTCON Webmaster

The webmaster for the site is Conference Catalysts, LLC. Principal contact is Chris Dyer and can be reached at cdyer@conferencecatalysts.com, (352) 872-5544. Their mailing address is 214 W. University Avenue, Suite E, Gainesville, FL 32601.

18.4 AUTOTESTCON Site Population

It is the responsibility of each AUTOTESTCON to populate its own area of the official site via information passed to the Webmaster. In order to assure consistency, and to provide for the appropriate management control, individual AUTOTESTCONs are not allowed to populate their own separate site. Each AUTOTESTCON will reimburse the Webmaster for all costs incurred to populate

and maintain its pages on the site. Cost estimates can be prepared by the Webmaster in advance of performing work, and will be based upon preliminary site specifications generated by the individual AUTOTESTCON committee. Each AUTOTESTCON committee will appoint a Website coordinator who will be the point-of-contact with the AUTOTESTCON Webmaster. The format for data submitted to the Webmaster is optional and should be worked directly with him, but he can generally work with most common formats such as Word, PowerPoint, etc.

18.5 Site Content

The contents for each of the three AUTOTESTCONS that are available on the Website are substantially different, and are defined below:

Future AUTOTESTCON

This site will be populated at the close of the two-years-past AUTOTESTCON, meaning that, for example, for AUTOTESTCON 2010 this site is populated at the close of AUTOTESTCON 2009. Contents are:

- Brief overview of AUTOTESTCON location, site, venue, etc.
- Dates of the conference
- Key personnel contact information (org chart, personnel list, etc.)

No other information will be included; specifically, there will be no call for papers or call for exhibitors or registration information, registration fees, exhibitor fees, hotel rates, etc.

Current AUTOTESTCON

This is the AUTOTESTCON that will occur within approximately one calendar year of the closing of the immediately concluded AUTOTESTCON, for example, 2011 becomes the “current” AUTOTESTCON at the closing of AUTOTESTCON 2010. *Beginning 30 days before the current AUTOTESTCON or as appropriate, these data begin to be added, and separate buttons in the site are normally created for each of these items:*

- Complete overview of the Conference, including location, venue, hotels, convention facility, special activities, dates, etc.
- Key personnel contact information
- Call for Papers
- Call for Exhibitors
- Description of the Social Program
- Layout of Exhibit Hall (updated periodically)
- Exhibitor List (updated periodically) – use exhibitor logos where available, and establish “hot links” from their listing in the AUTOTESTCON site to their own site.
- Technical Program description (updated periodically, with specific papers added as they are known)
- Full conference Schedule
- Spouse Program
- Golf Tournament information

- Registration Form (NOTE: This form is normally posted in January of the conference year, or approximately 9 months prior to the opening date)
- Hotel & accommodations information, including rates, room block identifier, etc.
- Immediate Past AUTOTESTCON
- This is the AUTOTESTCON that has just ended, and to carry the example forward, this would be AUTOTESTCON 2003. Contents are as follows:
 - Dates & location
 - Key contact list
 - Chair's "thank you" message to attendees
 - All other information will be pulled from the site at the close of the current conference. If the closing conference does not provide a closing message, all of their content except for their org chart or personnel list, and the date & location information, will be automatically pulled by the Webmaster.

18.6 Site Operating Fees

There is a monthly maintenance fee for the Website above and beyond the site population fees. This fee, which currently runs approximately \$5,400 per year, is billed to the current AUTOTESTCON from January through December of the of the current AUTOTESTCON calendar year.

Appendix A

AUTOTESTCON Chart of Accounts

9/16/04

100 – Deposits (Credit Items)

101: Advance Loans – represents “seed monies” loaned by the sponsoring IEEE societies and Council or Section.

102: Other Receipts – includes monies received from other sources, such as sponsorship, donations, etc.

103: Exhibits – Revenue from the sale of exhibit booths.

104: Registration Fees – Monies received from Technical Program and Seminar Registrations.

105: Interest and Investment Return – Proceeds from temporary money-making instruments purchased with early booth sales receipts and interest-generating checking accounts.

106: Social Functions – Income from additional luncheon, banquets and reception tickets (above that included with registration); golf and tennis tournaments; spouse program; miscellaneous other social events.

107: Conference Publication Sales – Monies received from additional Proceedings and Seminars records or Handouts.

108: Miscellaneous – Receipts from such elements as ancillary meeting room rental (including refreshments, audio-visual, etc.) and other items not included in the above categories.

200 – Refunds (Debit Items)

203: Exhibit Booths – Refunds of monies received for exhibit booths upon valid cancellation of sold booth space.

204: Registration – Refunds of paid registration fees for attendees canceling within the established cancellation period.

206: Social Functions – Valid reimbursements of monies paid for social events and activities upon cancellation and return of issued function or activity tickets.

208: Miscellaneous – Valid refunds of other monies not specifically identified in above categories.

300 – Promotional (Debit Items)

301: Call For Papers - Costs incurred for preparation, printing, folding, mailing, and postage for the preliminary or initial Call For papers.

302: Final Call for Papers – Same elements as 301 above.

303: Student Papers – Costs (including awards, etc.) associated with a Student Papers Program.

304: Preliminary Conference Announcement – Costs for preparing, printing, folding, stuffing, mailing and postage for the Preliminary Conference Announcement.

305: Advance Program – Costs associated with the Advance Program, same categories as 304 above.

306: Conference Program – Costs associated for preparation and printing of the Conference Program.

307: Mailing Lists – Costs for maintaining and updating mailing lists. Includes return postage paid on Preliminary Conference Announcement and Advance Program.

308: Advertising – Includes all costs for advertising, such as artwork preparation, ad agency or agent fees, and ad insertion orders.

309: Promotional Items – Costs for give-away items used for early promotion for AUTOTESTCON, such as at related shows or preceding AUTOTESTCONS.

310: Conference Items – costs for promotional items given at the actual AUTOTESTCON such as the conference briefcase or carry bag, pens or pads, and other miscellaneous items given to all attendees at registration.

400 – Publications (Debit Items)

403: Shipping & Freight – Costs for shipping the Proceedings to AUTOTESTCON from the printer, and costs for shipping the purchased copies to IEEE headquarters.

404: Seminars – Costs for printing the Seminars handouts, including artwork and shipping costs.

405: Miscellaneous – all items not specifically mentioned above (be specific).

500 – Exhibits (Debit Items)

501: Draperies & Railing – Costs incurred for all booth pipe & drape, as well as booth and aisle signs.

502: Electrical – Costs for all electrical outlets & power.

503: Labor – Costs for drayage and other exhibit hall labor, such as cleaning etc.

504: Exhibit Hall Rental – Costs for renting the main and auxiliary Exhibit Hall(s).

505: Exhibitor Kit – All costs associated with creation, publication, distribution & mailing of Exhibitor Kits, both Preliminary & Final.

506: Miscellaneous – any direct exhibit-related cost not specifically mentioned above. Includes costs for decorating those complimentary booths provided to prior AUTOTESTCONS and to the IEEE, not including miscellaneous administrative items such as postage, telephone, etc.

600 – Social (Debit Items)

601: Author Breakfasts – Costs for small breakfast meetings for speakers/presenters; normally Tuesday, Wednesday & Thursday.

602: Banquet – Costs for the main evening banquet or event (if held), including any entertainment or directly associated rental expenses, such as buses, audio-visual, decorations, etc.

603: Exhibitor Reception – Costs for the main Exhibit Hall Reception, normally held opening night, includes all directly related expenses such as entertainment, decoration, etc.

604: Golf Tournament – All costs associated with the Golf Tournament, if held. Includes entry and registration fees, greens fees, Pro Shop allocation, refreshments, golf carts if included with entry fee, transportation (if provided), and awards/trophies.

605: Luncheons – Costs for all lunches provided to paid registrants, not including Seminars lunch (if held).

606: Spouse/Companion Program – All costs associated with operating the Spouse and Companion Program during AUTOTESTCON, including refreshments, tours, admissions, transportation, commissions, and service fees.

607: Seminars – All costs for refreshments and lunch served during Seminar Day, if held.

608: Tennis Tournament – Costs for conducting a Tennis Tournament, if held, as part of AUTOTESTCON, including court rental, clubhouse fees, Pro Shop allocation, refreshments, transportation (if provided), and awards/trophies.

609: Other Entertainment – Costs for purchase of other local entertainment or attraction expenses provided to attendees.

610: IEEE Meetings – Costs incurred for ancillary meetings by other or related IEEE organizations conducting concurrent meetings during AUTOTESTCON. This also includes meeting expenses of non-IEEE but ATE-related activities such as NDIA, VXI, Exhibitors, etc. Be specific.

611: Guest Speaker Fees – Expenses incurred related to the appearance of specially invited guest speakers.

612: Refreshments – Costs for any social element for benefit of all attendees not specifically mentioned above.

613: Miscellaneous – Costs for other social element for benefit of attendees not specifically mentioned above.

700 – Administrative (Debit Items)

701: Insurance/Bonding – Costs and/or fees associated with required insurance or bonding for the AUTOTESTCON Finance Chair.

702: Management Fee – Mandatory costs borne by each AUTOTESTCON for the designated Agent of the Board. The Agent is selected by the Board of Directors.

703: Office Equipment – Costs incurred for rental/lease of specialized office equipment needed as part of AUTOTESTCON and not provided complimentary by those companies providing volunteers for conduct of AUTOTESTCON, including such items as copiers, computers, modem, typewriter, etc. Not normally used for purchase of such items.

704: Posters/Signs – Costs for preparation and display of all on-site signs, such as activity locations, technical program listings, message boards, etc. Does not include signs in the Exhibit Hall, as these are charged against 500-accounts.

705: Printing/Stationery/Supplies – Costs for AUTOTESTCON printing (Stationery, business cards, forms etc.), reproduction, and miscellaneous office supplies that are not captured in other charge categories (e.g. Call for papers printing is captured in 300-account).

706: Audio-Visual – Rental & Lease costs for all conference-related audio-visual equipment, such as projectors, screens, previewers, microphones, laser pointers, 2-way radios. Also includes damage/loss costs if incurred.

707: Transportation – Costs for special transportation requirements, such as limousines or pick-up service for VIP invited guests, buses for special tours (except for Spouse, Golf, Tennis).

708: Postage & Freight – Routine postage for all mailing, including normal Committee functions, not included in other specific categories (such as postage for the Call for Papers and Advance Program).

709: Registration Service – Costs for the AUTOTESTCON-approved Registration Service, and for temporary workers used in support of Registration.

710: Security & Guard Service – Costs for all special protection services used during AUTOTESTCON, including Exhibit Hall security and monitors.

711: Photography – Costs for photographic services before and during the conference, and additional post-conference copies, for such purposes as publicity, award presentations, and general archival.

712: Telephone – Costs for all non-sponsor paid telephone charges, including fax, incurred as part of the conduct of AUTOTESTCON, for all Committee functions.

713: Bank and Credit Card Charges – Costs for bank fees for the AUTOTESTCON account, and credit card use fees for card usage in payment of registration, exhibits, and social items.

714: Gratuities – Costs for recognized gratuities at conference, such as speaker & author amenities, (other than award certificates) VIP recognition plaques & gifts, Committee recognition items, etc.

715: Miscellaneous – All costs of an administrative nature not covered in above categories.

800 – Other Debit Items

801: Awards – Costs for award certificates for Exhibit Booths, Authors/Presenters, Best Paper Awards, McGinnis Award, Goodman & Peterson Awards. Also includes cash awards for McGinnis, Peterson, and Goodman.

802: Hotel – All headquarters hotel costs not included in other specific categories.

803: Committee Expenses – Costs directly associated with AUTOTESTCON Committee planning meetings, such as refreshments or meals, and audio-visual, at formal Committee meetings; reimbursed parking, meeting room costs, worker appreciation party and dinner, and other Committee hospitality costs incurred during the conference.

804: Professional Fees – Costs for professional services (primarily the Auditor Fee).

805: Miscellaneous – All other costs not specifically included above.

900 – Transfers

These accounts are not necessarily income or expense items, but merely serve as journal logs for money movement. Entries can be both credit and debit in each category.

901: Loan Repayment – a debit entry to repay the seed money or advance loan to IEEE sponsors.

902: IEEE Distribution – Distribution of all surplus monies back to the IEEE sponsoring organizations.

903: Investments – Debits or credits to money market instruments used to earn interest on income prior to payment of major expenses.

904: Miscellaneous – any item not specifically included in the above.

Appendix B

Conference Audit Material Check List

Conference Title: _____

For the purposes of the above audit, the following materials are submitted for review. A check mark shows the material is included in the audit package.

_____ A CD-ROM containing the conference budget, financial reports and detailed transactions
The information on the disk is in the following format:
___ Quicken ___ Lotus ___ Excel ___ Other (specify) _____

_____ Approved Conference Budget and detailed support
___ Final ___ Preliminary

_____ All Contracts and Service Agreements
___ Conference Management Services ___ Social Events ___ Hotel
___ Meals/Other Service Pricing Scheduled ___ Conference Center
___ Credit Card Service ___ Audio/Visual ___ Other

_____ Registration Reports and Summary of registrants by type and event
___ Advance Registration Reports ___ On-Site Registration Reports

_____ List of Exhibitor receipts and contracts

_____ List of Grants/Sponsors receipts with supporting applications and awards documents

_____ Report of Publications Sales Income
___ Sold to IEEE ___ Sold to Others

_____ List of all Bank Accounts
___ Bank Statements ___ Bank Reconciliations
___ Registration Deposit Slips ___ Other Deposits

_____ Credit Card Collection Reconciliation, including fees charged
Indicated whether you used ___ IEEE Service ___ Other Bank

_____ Supporting Documentation for All Disbursements
___ Check Register ___ Original Invoices

_____ List of Social Functions and Number of Attendees
___ Receptions ___ Spouses Hospitality ___ Tours ___ Other/Specify

_____ Petty Cash Fund Transactions and Support

_____ Please note the status of the following at the time files are submitted for audit:
Bank Accounts ___ Open ___ Closed
Loan Repayment ___ Yes ___ No
Surplus Payment ___ Yes ___ No