

THE INSTITUTE OF ELECTRICAL &
ELECTRONICS ENGINEERS, INC.
Box A, Lenox Hill Station
New York 21, New York

OFFICE OF THE PROFESSIONAL
TECHNICAL GROUPS SECRETARY
(INTERIM ISSUE) - To be revised

PROFESSIONAL TECHNICAL GROUPS GUIDE SHEET #1
ON HOW TO RUN A SYMPOSIUM

INFORMATION FOR THE STEERING COMMITTEE

I. PURPOSE

1. To stimulate growth and advance the state of knowledge in the field of electrical and electronic engineering covered by the Symposium.
2. To provide a forum for free discussion of new ideas, research, development, and applications, including techniques and methods and, thus, to stimulate and inspire pioneering work.
3. To select a location convenient for a large number of engineers interested in the specialized and closely related fields.
4. To acquire high quality technical papers for publication in the PTG TRANSACTIONS and other appropriate publications.
5. To further the progress of the Professional Technical Group and better serve the interest of members.

II. GENERAL

The first essential step for the successful conduct of a Symposium is the early organization of a competent Steering (Planning) Committee, its purpose being to guide the activities of the various working committees and to serve as a policy-making organization to supervise and direct such work of the various committees and subcommittees as may seem necessary. It is recommended that the following committees be organized to serve under the guidance and direction of the Steering Committee, each to function independently but in close liaison, one with the other:

Technical Program Committee
Local Arrangements Committee
Public Relations and Publicity Committee
Publications Committee
Finance Committee

III. DUTIES OF THE STEERING COMMITTEE

This Committee shall be responsible for the organization and management of all committees necessary to administer the Symposium and establish a schedule for the working Committees (Sample attached, Appendix "B").

It shall hold meetings, as necessary, and shall report regularly to the Administrative Committee of the Professional Technical Group.

It shall appoint the chairmen of each of the working committees who shall be included, *ex officio*, in the membership of the Steering Committee.

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Thereafter the Steering Committee Chairman should advise the Professional Technical Groups Secretary of these appointments.

Among its initial acts, the Steering Committee shall put before the Professional Technical Groups Secretary, (who shall in turn present it to the IEEE Executive Committee), for approval, its proposals for holding the Symposium, including time, place, and title; for financing, including an estimated budget, any loans for advance expenses, and the anticipated disposition of surplus; and for exhibits, if any, to be held in conjunction with the Symposium.

Should the dates requested for the meeting be so far in advance as to make it impractical to accompany the request with an approved budget, the dates may be approved with the reservation that the budget must be presented later for final approval.

The Steering Committee shall also coordinate the proposed dates and location with the Chairman or other designated Officer of the IEEE Section in which it is planned to hold the meeting. At that time, assistance and advice may be solicited from Section personnel. If the Group has a Chapter in the Section, the Chapter normally will carry the burden of coordination with the Section officers and will furnish the major portion of the membership of the Local Arrangements Committee.

The Steering Committee shall render a complete report of the administration of each Symposium, within ninety days from the close of the Symposium, to the Professional Technical Group Chairman with a copy to the PTG Secretary at IEEE Headquarters. Upon rendering this report, any loans outstanding are to be repaid.

All speakers and moderators should receive a note of thanks a few days after the meeting from the Symposium Chairman or Program Chairman. Notes of appreciation should also be sent to those who aided in the arrangements so that a friendly link will be established for the future.

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PROFESSIONAL TECHNICAL GROUPS GUIDE SHEET #2
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INFORMATION FOR THE TECHNICAL PROGRAM COMMITTEE

I. GENERAL

1. This Committee shall set the theme and organize the technical program of the Symposium.
2. It shall provide the necessary information to the Public Relations and Publicity Committee for advance publicity purposes, starting early in the planning stages.
3. It shall secure competent and appropriate speakers for the various sessions, establish dates for submission of abstracts of the technical papers, select and designate chairmen of the various sessions, subject to the approval of the Steering Committee, and make suitable arrangements for all facilities, other than those under the cognizance of the Local Arrangements Committee.
4. It should make use of the Local Arrangements Committee for execution of any detailed arrangements for facilities needed for the various sessions of the Symposium.

II. SPECIFIC DUTIES OF THE TECHNICAL PROGRAM COMMITTEE

5. Prepare Questionnaire - List specific discussion topics, in a program outline, with possible titles of invited papers.
6. List of Invitees - Cooperate with the Steering Committee in drafting an appropriate list of invitees.
7. Letter to Invitees - prepare a letter for mailing to those who might be in a position to present the suggested papers. The letter should be worded so as to impress the invited speaker with the importance of the project and the contribution to the sciences his effort will provide. He should be told the approximate length of the paper, types of slides or other illustrative material that might be required. Illustrative material can consist of live or operational exhibits to stimulate further interest in the discussion. Mail this letter with the program outline.
8. In addition to items 5, 6, and 7, the committee may deem it desirable to prepare and issue a general call for papers.
9. Selection of subjects, speakers, etc. - Schedule sessions, and select subjects, speakers, moderators and contributors to discussion from the responses to the above letter, follow up by personal canvassing and letters of inquiry. Prepare sufficient copies of the advance program for the whole Steering Committee, summarizing the responses on the number evincing interest, and recommend material for each subject category or session, also providing individuals' names and material titles where given.

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10. **Moderators** - Endeavor to select moderators who are well known and who will attract an audience. The moderator should be one who is sufficiently familiar with the generalities of the program and the art itself to serve as a round-table leader and encourage questions. The round-table or information please panels can be a very entertaining and informative portion of a program.
11. **Advance and Final Programs** - Arrange the technical program in final detail and prepare draft of a printed program for distribution to invitees.
12. Prepare a report after the meeting for inclusion in the final report of the Chairman of the Steering Committee.

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PROFESSIONAL TECHNICAL GROUPS GUIDE SHEET #3
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INFORMATION FOR THE LOCAL ARRANGEMENTS COMMITTEE

I. PURPOSE

1. Coordinate with and invite cooperate from the local Section officers in arranging facilities, hotels, meals and equipment.
2. Secure, at a minimum cost, the necessary clerical or other assistance and supplies needed for registration.
3. Secure the services of necessary individuals to help at the Symposium sessions.
4. Procure facilities for the handling of on-the-spot registrations.
5. Make all arrangements involving entertainment, including the Ladies' Program, if any.
6. Turn over to the Treasurer daily all monies received from registration and other sources.

II. GENERAL - The members of the Local Arrangements Committee, and particularly the Chairman, should be familiar with local hotel facilities, communicating and transportation, and, particularly, the management of the auditorium in which the meeting is to be held. The Chairman should serve as an authorized agent of this Committee and of the Steering Committee.

III. DUTIES

1. Facilities - Arrange for the use of the following:
 - a. Auditorium.
 - b. Projection equipment.
 - c. Projectionist.
 - d. Public address system.
 - e. Tables for operational exhibits and signs for the tables.
 - f. Storage space for operational exhibits.
 - g. Personnel to handle the placement of the exhibits and for repackaging for reshipment.
 - h. Doorguards and guards to watch the Symposium during lunch and/or dinner.
 - i. Registration tables and signs for these tables.
 - j. Typewriters and telephones at the registration tables.
 - k. Signs for direction to the Symposium, placed externally and internally
 - l. Responsible registration personnel, one or two of whom will handle the cash box.
 - m. Lunch and/or dinner facilities, either on a guaranteed or an approximate attendance basis, (preferably the latter) .
 - n. Transportation to and from the auditorium if it is remote from the eating places and hotels.

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2. Hotel arrangements - reserve necessary blocks of rooms.
3. Insurance - See Appendix "A" attached
4. Sessions - arrange for and schedule all session meeting places, to accommodate the program developed by the Technical Program Committee.
5. Registrations - take care of all registrations.
6. Publicity (local) - in conjunction with the Public Relations & Publicity Committee.
7. Related activities - exhibits, inspection trips, women's programs.
8. Printing of programs, tickets, etc. - Arrange for any printing of programs, tickets or other items essential to registration or to the Symposium sessions.
9. If a Symposium Digest or Proceedings is planned, appoint a special Chairman to handle (Appendix "C"). Plans for printing, pricing and distributing such a publication must be approved by the IEEE Editorial Department.
10. Finances during the Symposium - account each day to the Treasurer for the monies that come in for registrations, luncheon and banquet tickets.

IV. REPORTS

Appoint a Finance Officer for the Local Arrangements Committee who will submit a complete financial report to the Treasurer, detailing all receipts, for check against the registration records.

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INFORMATION FOR THE PUBLIC RELATIONS AND PUBLICITY COMMITTEE

- I. SPEAKERS - Assist the Program Committee in early planning and make all the arrangements for securing of prominent speakers for special functions, such as luncheons, dinners, banquets or key meetings, whose appearance would be conducive to improved general attendance and the relations with the Press.
- II. KEY TALKS - Assist the Program Committee with suggestions of topics for key talks which would be appropriate for the occasion. Offer editorial assistance, if necessary, in the preparation of key talks.
- III. SELECTION OF PAPERS - Aid the Program Committee in the selection of technical papers, which might, in the opinion of the committee, improve audience and press interest.
- IV. ADVANCE COPIES OF PAPERS - Assist the Technical Program Committee in securing advance copies of papers, so that pre-conference releases and digests can be prepared for the press and complete papers can be made available for :
 - a. Review and study by the press.
 - b. Possible distribution to members of the technical press for immediate or future publication.
 - c. Editing assistance, prior to publication in the Symposium Proceedings or PTG TRANSACTIONS.
- V. PUBLICITY - Cooperate with the Local Arrangements Committee in contacting local and national press agencies, and arrange for pre-symposium and on-the-spot symposium coverage; also provide photographic coverage which might have to be bought or secured on a voluntary basis through newspapers and magazines. Contact with the following is recommended;
 - a. National press (newspapers, magazines and technical media).
 - b. Local newspapers and radio and broadcast stations.
 - c. Technical and trade journals. (This might be in the form of a preliminary advance program, directed specifically to those media which have advanced dates for closing) .
 - d. Where the meeting is held in a school auditorium or the meeting rooms of the Federal Government or an Institute, the publicity department of the agency operating such premises can be of material assistance in generating interest among the local press. Normally all scientific and Federal agencies have public relations departments that are extremely anxious to publicize events of this type and will contact local newspapers and television and radio stations and even make photographic arrangements.

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- VI. HEADQUARTERS SERVICES. Prepare publicity releases and forward in triplicate to the Professional Technical Groups Secretary, IEEE Headquarters, for distribution to the IEEE journals, Section publications, Professional Technical Groups Newsletters, and other technical magazines. (Note: Material for publication in the journals must be in the hands of the Professional Technical Groups Secretary by the 10th of the second month previous to publication).
- VII. SALES LETTER - Prepare a "sales" letter detailing the high-lights of the meeting. This should be accompanied by a condensed program arranged on a well-organized time schedule basis, so that everyone may be familiar with the exact time of presentation of each topic.
- VIII. GIVE-AWAYS - Arrange for preparation of pocket cards, printed programs, preprints of papers, distribution of booklets, leaflets or other printed material describing the operational exhibits.
- IX. COOPERATION - Provide all committees with resumes of liaison activities for facilitation of complete committee coordination.

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PROFESSIONAL TECHNICAL GROUPS GUIDE SHEET #5
ON HOW TO RUN A SYMPOSIUM

INFORMATION FOR THE PUBLICATIONS COMMITTEE

I. PURPOSE:

1. To establish publication policies for the symposium, in collaboration with other PTG officers and committees.
2. To arrange for the publication of all material required for the Symposium either through IEEE Headquarters or other sources.

II. GENERAL:

Policy with respect to preprints, a symposium digest, proceedings, or post-meeting publication of all or part of the papers in the PTG TRANSACTIONS must be settled with the Steering Committee, the PTG Administrative Committee, the Editor of the PTG TRANSACTIONS and the Managing Editor of IEEE.

III. SPECIFIC DUTIES:

1. Determine policy on publication of technical papers, such as preprints, a digest, a proceedings, or in the TRANSACTIONS.
2. Determine, with the advice of the Chairman of the Technical Program Committee, who will be the editor of preprints, digest or proceedings.
3. Obtain consent of each author to publish his paper since no paper may be published without such consent.
4. All inquiries regarding publication by an agency outside IEEE of papers presented at any IEEE meeting should be directed to the IEEE Editorial Department since no Section or Group representative is authorized to grant such permission. The principal reason for this is the possibility of loss by IEEE of copyright rights.
5. Make arrangements for all printing, establishing when text and illustrative material is to be ready; who will be responsible for approving proofs, and the quality and quantity of the printed material. Set proper deadline dates for each phase of the work.
6. Obtain estimates from one or more printing firms for publication costs.
7. Arrange for proper delivery of printed materials to others responsible for its distribution.

NOTE: Appendix "C" for sample of specifications for printing proceedings of a symposium.

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PROFESSIONAL TECHNICAL GROUPS GUIDE SHEET #6
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INFORMATION FOR THE FINANCE COMMITTEE

- I. Treasurer - The Chairman of the Finance Committee shall be the Treasurer of the Symposium and, is a member of the Steering Committee.
- II. Budget - This committee shall draw up a budget, based on estimates obtained from each of the working committees, and shall submit it to the Steering Committee for approval. The Steering Committee will then forward it to the **IEEE Professional Technical Groups Secretary**.
- III. Receipts - The treasurer is authorized to receive all funds; he shall deposit them in a suitable depository.
- IV. Bills Incurred - All bills incurred shall be approved by the chairman of the committee incurring the expense and by the treasurer of the symposium.
- V. Payment of Bills - Payment of approved bills shall be authorized by the Treasurer out of depository funds.
- VI. Petty Cash - A petty cash fund may be maintained by the treasurer for convenience of meeting local obligations; replenishment of the petty cash fund will be made by the treasurer from depository funds.
- VII. Accounting - The treasurer is directly responsible to the Chairman of the Steering Committee for administration and accounting of all funds.
- VIII. Refunds - Make such refunds as are directed by the Steering Committee.
- IX. Report - Render the final financial report of the Symposium to the Steering Committee, for inclusion in their final report to the Administrative Committee of the Professional Technical Group and the Professional Technical Groups Secretary, **IEEE**.

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PROFESSIONAL TECHNICAL GROUPS GUIDE SHEET #7
ON HOW TO REPORT ON A SYMPOSIUM

FINAL REPORT

- I. Financial statement, including tabulation of receipts and expenses.
- II. List of attendees.
- III. Copy of program.
- IV. Final reports of Committees.
- V. Review by the Chairman of the Symposium operations (to include mistakes and experience gained from actual operations).

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Appendix "A"

INSURANCE COVERAGE RE IEEE SPONSORED CONFERENCES

The IEEE has arranged through its insurance carrier to have the protection of its Public Liability and Property Damage Insurance extended to cover its Sections, Sub-sections, Regions, Professional Technical Groups and Group Chapters, Student Branches and IEEE members while on IEEE business. This policy provides protection in amounts up to \$100,000. per individual, but not more than \$300,000, per accident in the event of personal injury or death of a group of individuals regardless of the number involved. The policy also covers damage to, or loss of, any real or personal property up to \$25,000.

In the event of joint meetings or separate corporations formed for the purpose of holding meetings, the policy covers only IEEE interests in such meetings.

The bodily injury liability described does not apply to injury or death of any person incurred while practicing for or participating in, any athletic or sports contest. Consequently, treasure hunts and the like would not be included under this coverage.

Minor coverages such as fire, theft, or bonding of those handling funds, shall be placed locally.

It is suggested that IEEE Headquarters be contacted on any questions or problems regarding insurance.

1961 WESTERN JOINT COMPUTER CONFERENCE - LOS ANGELES, CALIFORNIA
COMMITTEE MILESTONE SCHEDULE

Committee

Chairman

Date Prepared

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**SAMPLE OF SPECIFICATIONS FOR PRINTING PROCEEDINGS OF THE
1962 NATIONAL CONVENTION ON MILITARY ELECTRONICS**

Procedure: The procedure to be followed for printing this Proceedings is similar to that used for many of the publications of the Institute of Radio Engineers Professional Group Conventions.

The publication contains the unclassified technical papers presented at the Convention. It is given free to each of the registrants so it must be delivered shortly before the Convention begins as specified below.

Delivery requirements: The publications are to be delivered to the Shoreham Hotel not later than 2:00 PM on June 24, 1962, at the Proceedings Booth. If the printer fails to comply, he must guarantee to pay all expenses which may be incurred as a result of having to mail a copy of the book to each of the registrants who do not obtain a copy because of the printer being late. This guarantee must be included in the bid.

After the Convention, not later than the morning of June 28th, the printer must ship the balance of the books not disposed of at the Convention to the Institute of Radio Engineers, 1 East 79th Street, New York 21, New York.

Publication - General: The printer will design cover, compose all front matter, compose all back matter and paginate entire book in correct order. The printer will make certain that each paper appears properly in the final printed book, touch up where necessary, and generally take repro pages furnished and handle the work in the entirety. The printer will coordinate with the Proceedings Chairman in regard to the publication of the book. The printer will be expected to take the initiative in ensuring that the schedules are met and that the publication is excellent in every respect; he is to seek guidance from the Proceedings Chairman in connection with any problem in the publication of the Proceedings.

Author Package: The Technical Program Chairman will mail to the printer, in duplicate, the name of the accepted author and technical paper title as they are determined. The printer will provide the complete Author Package for each accepted author and will forward this Package to each author as determined. The printer will then sign the duplicate copy of the notice and return it to the Technical Program Chairman, showing date that the Package was mailed to the accepted author. As author typed papers are received by the printer, the Technical Program Chairman will be so informed by the printer. The following material will be required to fulfill the Technical Program Chairman's requirements for 100 authors:

- a. Print and mail to authors a letter announcing acceptance or rejection.
- b. Print instructions for preparation of paper for offset reproduction.
- c. Provide 6 - 11" x 14" layout sheets for each author.
- d. Provide special envelope to contain layout sheets and other material.

- e. Provide chipboard to be inserted in each special envelope to reduce chance of bending envelope in mail.
- f. Print return address labels of the printer's mailing address. These labels will be inserted into each special envelope with instructions that each author after preparing his paper, can paste the label over his address on the face of the envelope and use the same envelope and chipboard to mail to the printer.
- g. The complete Author Package will consist of 6 layout sheets, chipboard, label, and preparation instructions. This material will all be inserted in the special envelope and mailed to the authors by the printer. The Technical Program Chairman will rely on the printer to coordinate closely with him in all contacts with the authors. The Chairman for the Technical Program is located at the Martin Company in Baltimore.
- h. It is anticipated that the flow of papers to the printer will start about April 1st, 1962, and will continue into June. It is possible that some papers will be received until June 10th. Occasionally, there are some classification changes causing rearrangements in the order of papers in the book. It is required that the printer not go to press until June 10th, 1962. From past experience, it has been found that his two-week printing and delivery schedule is adequate. The printer must guarantee this date in the bid; if it is not possible to meet this date, please state this in the bid and state the alternate date desired.
- i. After the Convention, the printer must return all manuscripts to the authors.

Publication Requirements

Number of Copies: 3,000
 Number of Pages: 496
 Trim: 8 - 3/8" x 11" approximately
 Text Stock: Basis 50 offset book and colored bond for back matter consisting of 10 pages of composition.
 Cover Stock: White Cordwain (or equal) printed two colors outside and one color inside.
 Copy: Author typed copy to be furnished to the printer, Printer to compose 10 pages of back matter and 25 pages of front matter which includes author index and table of contents.
 Binding: Trimmed flush, perfect binding,
 Delivery: Shoreham Hotel, Washington, D.C., June 24, 1962, not later than 2:00 PM. Bound books in bulk cartons. After Convention, the printer will take steps to forward the remaining books to The Institute of Radio Engineers, 1 East 79th Street, N.Y., 21, N. Y.
 Halftones: \$ _____ each
 Line illustrations: \$ _____ each to shoot separately and strip in. If already pasted into position or if the correct size and not pasted in position, no charge.
 3000 copies: \$ _____
 Added 100's at same time \$ _____ per 100.
 Added 8 pages in the 3,000 copies \$ _____.
 Added 8 pages in the added 100's \$ _____.
 Discount: Payment in full immediately after Convention \$ _____.
 Payment in full ten days after end of Convention \$ _____.
 Payment in full thirty days after end of Convention \$ _____.

(more)

Artwork: Front Cover, two color.

Author package: \$ _____ each plus postage.

Other:

Bidding Firm _____
Address _____
Agent _____
Title _____
Date _____