Operational Manual for the Organizers of the International Geoscience and Remote Sensing Symposium (IGARSS)

M. Inggs, J. Kerekes, A. Camps, N. Sutta, 29 June 2011

Revised by I. Hajnsek, 29 august 2014

Revised by J. Chanussot, 12 november 2018

Document No: 0

Document Revision No: D

Approval

	Name	*Designation*	*Affiliation*	*Date*	*Signature*
Submitted by					
Reviewed by					
Accepted by					
Approved by					

Document History

Revision	*Date of Issue*	*Number*	*Comments*
A	2011/10/31	0	Working version Mike Inggs and John Kerekes.
B	2011/11/14	0	Completition and revision by Adriano Camps.
C	2011/11/28	0	Revision by Adriano Camps, including John Kerekes and Nancy Sutta
C	2012/02/27	1	M.Ingg: Comments from Bryan added, waiting on feedback for next major release.
D	2014/04/25	0	Irena Hajnsek: Complete revision and comments added obtained from CAC
E	2018/11/12		J. Chanussot: add information about TIE forum and the summer school.

Document Software

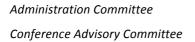|	*Package*	*Version*	*Filename*
MS Word	MS Office 2010	3.3.0	IGARSS_Manual_Draft_14102011.doc
MS Word	MS Office 2010	3.3.0	IGARSS_Manual_Draft_25042014.doc
MS Word	Word for Mac 2011	14.4.0	IGARSS_Manual_Draft_12112018.doc

Contact Details

Name	Jocelyn Chanussot
Physical Address	Grenoble Institute fo Technology, GIPSA-Lab
Telephone	+33 (0) 662 738 44
Fax	+33 (0) 476 574 790
Email	jocelyn@hi.is

Contents

List of Tables

1 Scope

1.1 Identification

This document is a MANUAL for IGARSS Local Organizing Committees and proposing teams.

1.2 Purpose

The purpose of this document is to provide detailed guidelines to teams that are going to host an International Geoscience and Remote Sensing Symposium (IGARSS), in addition to the guidelines provided in the IEEE web site:

- IEEE Conference Organizer's Manual:

  http://www.ieee.org/documents/manual.pdf

- How to organize an IEEE Conference: Checklist & Timeline

  http://www.ieee.org/documents/30012586.pdf

- Please also read carefully the information contained in the different tabs in:

  http://www.ieee.org/conferences_events/conferences/organizers/index.html

which contain very useful information regarding how IEEE handles budgets and other administrative issues.

This document is considered to be a living document based on experience of previous organizers, conference management personnel, and the GRSS Conference Advisory Committee. The Conference Advisory Committee of the GRSS AdCom would like this document to be revised after every IGARSS, and, during the workup to a conference.

1.3 Introduction

The first IGARSS was held in 1981. A historical table of particulars from each of the conferences is provided in the Appendix. For many years, the conference location alternated between North America and the rest of the world. In 2009 the GRSS Administrative Committee (AdCom) decided to adopt a three year rotation between North America, Europe/Africa, and Pacific/Asia. Due to previous selections this cycle will commence in 2012 as shown in Table 1.

Table 1. Upcoming IGARSS location cycle.

Year	Region	Location
2014	North/South America	Quebec City, Canada
2015	Europe/Middle East/Africa	Miland, Italy
2016	Asia/Pacific	Beijing, China
2017	North/South America	Fort Worth, US
2018	Europe/Middle East/Africa	Valencia, Spain

This cycle is at the discretion of the AdCom, and could be changed in the future, although, such a decision would be carefully made and not likely to be implemented casually.

The rest of this document describes the major aspects of proposing, planning and hosting an IGARSS conference.

2   Proposing and Running an IGARSS

2.1   Context

It is important to understand the delegation of an IGARSS, which is the flagship event of the Society, and hence, a strong focus of AdCom, the governing body of the Society. Some activities are governed strictly, whereas others are strictly controlled either by AdCom or, IEEE Headquarters. The latter, in particular, has to conform to financial audit, and must thus pass on the requirements for financial control to conferences that involve significant sums of money and risk.

Teams wishing to bid for an IGARSS go through two processes, i.e. pre-Proposal, and if short listed, a full proposal. The requirements for a pre-Proposal are defined in Section 2.4.

2.2   Important Functions in the Running of an IGARSS

Even during a pre-Proposal phase, it is important to identify a Local Organizing Committee (LOC). Here we give an overview of these operating entities.

2.2.1 LOC Responsibilities

The LOC is expected to provide the local flavor of the conference, and, very importantly, links to the local scientific community (research and training), industry and government. These links are for mutual benefit i.e. the GRSS members meet new colleagues, and equally, the local community has the opportunity to interact with a global community of Remote Sensing experts. This is especially important to the young scientists, the future members of GRSS. Indeed, access to the local community is an important source of GRSS recruitment.

The LOC also provides a large body of volunteer effort, required to run something as large and complex as an IGARSS. The level of effort must not be underestimated. For the sake of continuity, however, the LOC must realize that certain functions need to be influenced and controlled by the AdCom, on behalf of the GRSS.

Since 2008 the AdCom Conference Advisory subcommittee has been carrying out a survey of each IGARSS. These surveys are a useful source of comments from the attendees, and it is important that LOCs take note of the statistics, and also the opinions of the membership, as captured in these surveys. Approach the Chair of the subcommittee for updated information.

2.3 Conference Management Function

The AdCom appoints, from time to time, a contractor, who is generally responsible for the following items:

1. Advising the LOC on key events and their scheduling;
2. Receiving delegate registrations and payments;
3. Financial control via IEEE;
4. Technical contributions (oral and poster papers) management system and generation of conference proceedings;

At the time of writing this document the name of the contractor is CMS (Conference Management Services Inc.). The contact information is provided in Appendix A. However, the LOC is free to propose its own approach to these functions, and AdCom is flexible. However, the software system used to receive technical contributions (abstracts first and full papers later), as much of the operation of the Technical Program Committee (TPC) is embedded into the contractor software system, which is also linked to the registration process, although the

"registration fees" can be collected locally in the country where IGARSS takes place, provided the LOC adheres to certain IEEE requirements.

2.4 Pre-Proposal Items

Recently, the VP of Meetings and Symposia has adopted a two-stage process of soliciting a pre-proposal before an actual conference proposal is prepared. Approximately 5 years prior to the conference a general call for pre-proposals is made. The pre-proposal is a written document of twenty pages or less that addresses the following items. It is typically prepared by the proposing LOC, with minimal outside assistance and should not entail major expense in effort and cost in its production[1]. The proposal will be evaluated based on the following criteria:

- **Organizing team** – capabilities, involvement with the Society, experience with IGARSS and/or other conferences. The leadership of IGARSS is very important and must be comprised of experienced and dedicated volunteers.

- **Host city** – including easy domestic and international accessibility, security, cost, appeal of local attractions/climate including the season of the event

- **Venue** – suitability, cost, appeal, accessibility for differently-abled attendees or attendees with special needs.

- Availability of adequate, suitable **hotels** for participants. Including:

    o Host hotel facilities that can accommodate the meeting room requirements (in case the venue is a hotel) and sleeping room needs must be booked easily at least three years in advance.

    o Nearby overflow hotels for additional meeting space and to provide alternative, generally less expensive lodging for attendees.

- Easy access to multiple, cost-effective **dining** opportunities.

- **Other relevant factors**, as determined by the AdCom, such as:

    o Local industry or university support,

---

1   Often the proposed venue city has a convention centre or similar and will provide a wide range of assistance to prepare the material needed for the proposal (e.g. statistical data for transport, hotels) and might even help the funding of proposal production, and supply supporting pamphlets.

- o   Support and involvement of the local IEEE Organizational Unit,
- o   Concurrent events which may impact the conference, etc.

2.4.1   Pre-Proposal Format

The following information is required for the pre-Proposal, which should not exceed 20 pages, minimum 11 point font, including appendices. There is no fixed template or format.

1. Proposed Year: The year of the conference execution.

2. Proposed Dates: IGARSS is typically scheduled in the period from late June to early August due to weather and convenience for Northern hemisphere academic participants. This is not a requirement, but inevitable tradeoffs associated with other dates should be considered carefully, if alternatives are proposed. National and religious holidays and dates of other IEEE conferences which involve remote sensing or signal processing should be avoided so as to maximize attendance.

3. Name of Proposed City, Country, Venue: Complete Affiliation of the Venue

4. Proposing Team Names and Affiliations: The General Chair(s) must be a member(s) of the IEEE GRSS Society; the Chair has considerable latitude in the organization of the Committee. The **General Chair person(s)**, the **Technical Program Chair**, and the **Finance Chair** should be identified at the time of submission of the bid. Members of the LOC need not to be located in the same city as IGARSS. They may even be from different countries, as the electronic age, coupled with the use of a central conference management company, now makes it possible to plan for conferences in absentia.

The General Chair should take care in selection of the members of the Local Organizing Committee for the conference. Each volunteer should be aware of any potential conflict of interest in voting or making decisions and notify the General Chair if there is any such potential conflict of interest. Please indicate whether any of the organizing committee members have conference or meeting planning experience, particularly with IEEE conferences. The local organizing team needs to exchange information with the Technical Program Chairs.

The final LOC will include:

- General (co-)chair(s)

- Technical program (co-)chair(s)

- Finance chair

- Local arrangements chair

- Publicity chair

- Publication chair

- Exhibits chair

- Other Team Members

5. **Justification for the Site Selection:**

- Statement outlining the advantages of conducting IGARSS in the specific location. Important issues include suitability of space, access by delegates, cost, and appeal to delegates.

- Description of the proposed hotel or conference center venue. Considerations should include:

   • IGARSS attendance is now typically between 1400 and 2500. Proposed venues must be able to handle a minimum of 10 parallel sessions. A suitable range of room sizes should be available for oral sessions (min seating of 100 to max seating of 350).

   • An appropriate venue must be proposed for the plenary session, which may be attended by about 1200 delegates. This space needs to take into account presentation staging and audio/visual requirements.

   • Easy access to appropriate space for the poster sessions (~350 posters per day) and the exhibit area (30-40 booths) is also required.

   • Appropriate facilities for tutorials (~8 rooms of ~20-50 people max) on Sunday prior to the conference.

   • Rooms for dinners (~100 people)

- Accessible rooms for supporting staff and meetings which may occur during the conference.

- Off-site hotel (if the proposed venue is not a hotel) that is suitable for the AdCom meeting the prior weekend and various committee meetings (possibly lunch or dinner

meetings) during the week. If the venue is a hotel, committee meetings lunches will be held at the conference venue due to schedule restrictions.

- The venue must be affordable to participants. Current rates must be provided for use of the proposed conference site. Site negotiations will be conducted by the professional staff of the GRSS conference management company after the venue is selected. Note that for some hotels IEEE has already a template for contracts:

    - http://www.ieee.org/conferences_events/conferences/organizers/contracts.html.

    - There are National Account Representatives for many of the international chains, i.e. Marriott, Starwood and Hilton, who are responsible for monitoring all IEEE business for the hotel chains. They can be valuable partners in the contract process.

    - The site being proposed must be convenient to hotels offering a broad range of rates. Affordable accommodation for students is also highly recommended. Provide current rates of properties around the conference site.

- Information relative to travel to the venue. Is the proposed site near major airports? Is the airport located within a reasonable distance of the venue? Provide information on the airport relative to the venue and current airfare costs from major cities in Asia, Europe, North America and South America. Also provide information on local transportation.

- Information on unique aspects of this location for attendees. What are the technical advantages to this location? What are the cultural and leisure activities available?

- Statement of the professional interest in the local area related to the broad field of geosciences and remote sensing.

- Preliminary analysis of the amount of corporate/government/organizational support available for this venue, including the potential for sponsorship and grants, as well as assisting with conference activities.

- Indication of any other technical communities that might attend and enrich the conference with their participation. A joint conference with another society can also be proposed. Information relative to this should be provided in the proposal.

- Additional descriptive and visual materials which provide information on the venue is welcome. We have found that development and shipping of extensive packets of material to be time consuming to prepare, costly to ship, and not to be particularly useful in the preliminary decision. Such material can be incorporated in the presentation of the finalists in July, if the AdCom decides to make the final selection at that time. Inclusion of a URL that provides visual information on the venue may be effective, but is not required.

  1. Proposed Venue (city and conference location);
  2. Core LOC (General chair, technical program chair, and co-chairs);
  3. Conference Theme i.e. major thrust;
  4. etc.

2.4.2   Pre-Proposal Process

The pre-proposals are submitted by **January 31st of the year, four years prior to the event**. The VP then distributes the pre-proposals to the AdCom for consideration at their spring meeting, usually held in early March. If there are more than two proposals, the AdCom will down-select to two preferred options. These teams will then be invited to prepare a full proposal and a presentation to the AdCom at their meeting held the weekend prior to the IGARSS conference.

3   Full Proposal Items

3.1   Key Information

The full proposal is at the discretion of the proposing teams, although it should be only sufficient in length to make the case. It should contain the same information as the pre-proposal, but be expanded and updated with better estimates of the budget, the full LOC, and additional details. The written documents are often prepared with the help of the local convention bureau and may contain supporting letters from local officials.

4 Pre-Proposal and Full Proposal Submission

4.1 Key Information

The Pre-Proposals and the Full Proposals are submitted to the Vice President of Meetings and Symposia (VP M & S), whose name and contact details are available through the GRSS AdCom web page (http://www.grss-ieee.org/community/adcom/)

5 Overall Timeline

5.1 Background

The IEEE Headquarters (IEEE HQ) has a comprehensive timeline document for planning a conference, which changes from time to time (see Section 5.2). The GRSS custom is a much longer interaction between the proposers and the AdCom, which is detailed below.

IEEE documentation also indicates the contractual issues that arise in running a conference. It is especially important to realize that cash advances are needed to run a conference, and the IEEE HQ needs assurance that this funding will be carefully managed, and repaid to IEEE after the conference. Conferences are expected to have at least a 10% surplus in order that GRSS isbe able to expand its activities. A 10% contingency must also be cast in the budget. To handle each conference, the IEEE sets up a subset of its bank account, where cash flows in and out. Please take a look to the following web site for comprehensive details on how the process is carried out:

http://www.ieee.org/conferences_events/conferences/organizers/organizers_resources.html

5.2 IEEE Timeline Document

The IEEE timeline is given in the document: "How to organize an IEEE Conference: Checklist & Timeline" dated 2008 at the latest version. The suggested sequences are not mandatory, but the items raised are important to a Local Organizing Committee (LOC).

http://www.ieee.org/conferences_events/conferences/organizers/starting_new_conference.html

5.3   GRSS Adcom Timeline

The GRSS has, over many years, determined variations to the suggested IEEE timeline. If **S** is the year of the conference, the sequence is described below. In addition, remember that there are three AdCom meetings per annum, generally March, at IGARSS and November (called 1, 2 and 3 below. Thus, Meeting S-3.1 is the first[2] AdCom meeting, three years before the IGARSS. IGARSS is traditionally held during the long academic breaks of the northern hemisphere between June to July.

Table 1: Summary of IGARSS proposal and reporting steps

When	Activity
S-4.1	Pre-Proposal: if short-listed, start preparing full proposal.
S-4.2	Proposal: AdCom decides between short-listed teams.
S-4.3	General Chair(s) supply short status report to AdCom on long lead arrangements; attendance at meeting not required unless asked by VP M&S
S-3.1	One of the Technical Chairs to attend Technical Programme Cttee. Attend AdCom and give update on arrangements.
S-3.2	General Chair(s) attends summer AdCom, makes progress report.
S-3.3	General Chair(s) supply short status report to AdCom on long lead arrangements; attendance at meeting not required unless asked by VP M&S
S-2.1	One of the Technical Chairs to attend Technical Programme Cttee. Attend AdCom and give update on arrangements.
S-2.2	General Chair attends summer AdCom, makes progress report.
S-2.3	General Chair(s) presents status report to AdCom
S-1.1	One of the Technical Chairs to attend Technical Programme Cttee. Attend AdCom and give update on arrangements.
S-1.2	General Chair attends summer AdCom, makes progress report, key elements of budget, requests for advances for AdCom approval.
S-1.3	General Chair attends Fall AdCom, makes progress report, key elements of budget, requests for advances for AdCom approval.
S-0.1	Technical Chairs run the TPC for their conference, technical programme is established, commensurate with the conference venue space allocation. General chair attends AdCom and presents key elements of budget, requests for advances for AdCom approval.
S-0.2	LOC runs their IGARSS. General Chair updates AdCom.
S-0.3	After the event, a representative of the LOC attends to present the final figures for the Symposium.

---

2   The Spring AdCom (and Technical Program Committee meeting for the upcoming IGARSS) is usually held the first weekend of March. The second is the Friday through to Saturday before the IGARSS of that year, and the final (Fall) meeting is in the weekend after November 1st of that year.

5.3.1   Proposal Preparation

It is a good idea to review past proposals to AdCom while preparing your proposal. Past budgets are particularly important, bearing in mind the differing cost structures in different parts of the world.

6   LOC Tasks

6.1   General Chair

The General Chair may select a Co-Chair, or there may be two General Co-Chairs with shared responsibilities. The General Chair has overall responsibility for the conference. They have the responsibility of selecting and overseeing all other LOC positions. After a site has been selected, one of the first tasks for the General Chair(s) is to sign the Memorandum of Understanding between the LOC and IEEE GRSS in the person of the President. This document will define the financial responsibility for the conference and any arrangements for sharing any possible surplus. An example MOU from the most recent IGARSS is a good template for this document.

6.2   Technical Program Chair(s)

The Technical Program Chair (in some cases co-chairs, TCs) is a very important position as they are responsible for the entire Technical Program, albeit that they are assisted by a Technical Program Committee (TPC) that changes only slowly with time. The TPC is a reservoir of good practice. If possible, a past Technical Chair can be asked to act or, provide guidance to the present TCs. It is advised that the future TC(s) attend at least the TPC meeting of the previous IGARSS.

6.3   Technical Program Committee

The members of the Technical Program Committee are selected and invited to contribute to the IGARSS program by the Conference Advisory Committee in cooperation with the Technical Program Chairs. This is done in September/October prior to the Technical Committee Meeting

in March. The invitation and selection is done for every IGARSS. The Technical Program Committee exists of around 60 members being responsible for the IGARSS oral and poster session organization. The team consists of AdCom, Technical Committee and experienced experts. The coordination between related general themes is in responsibility of the Technical Program Committee Chairs.

6.4   General and Special Themes

IGARSS is traditionally organized around themes that carry on from year to year. These are not mandatory, but indicate current active areas of research, and hence, areas likely to attract paper submissions. Two types of themes are distinguished the general themes and the special themes. The general theme topics are defined by the Conference Advisory Committee and are revised every year. The special themes are organized by the LOC and should add some local flavor to the conference IGARSS themes.

The general theme topics are provided after the AdCom March meeting one year prior to IGARSS to the LOC. The current technical general IGARSS themes are listed in Appendix F.

6.5   Invited Oral Sessions

It is tradition to solicit proposals from the general community for themed invited sessions. The number approved must be limited to allow a good balance between invited and contributed sessions. Recent history has put the balance at about maximum 40/60 between invited and contributed oral sessions, although surveys indicate that the general attendees would like to see this ratio decrease.

It is important to note that one obligation of the GRSS Technical Committees is to host one invited oral session for each topic at each IGARSS, so the Technical Program Chairs should be aware of these proposals and approve them as long as they are adequately developed. The invited session can add up to 10 invited session hosted by the Technical Committee.

6.6   Receiving, Reviewing and Allocating Papers

The reception of the papers and the review process is handled by the Conference Management Company, but the design of the five day technical program is the entire

responsibility of the TCs in conjunction with the TPC. The review process is computer driven, but the TCs must note the database of reviewers, and might wish to expand or contract it. It is important that sufficient reviewers are available for each theme and the expected number of papers in the theme.

Firstly, the TCs, in conjunction with their colleagues on the LOC, must decide on the number of parallel sessions. It has been traditional to have 10, but this can be decreased, or, even increased. Above 12 parallel sessions is exceptional, and should be discussed with AdCom. The exact number is a trade off on what the venue can offer in terms of rooms of adequate size, and the response to the call for papers. A rejection rate for papers of 20- 30% is common, but not mandatory.

A too large conference makes it impersonal, but a too small conference might not be financially viable. Thus the link to venue is important to establish early.

6.7 Tutorial

The tutorials are to be advanced courses, allowing GRSS practitioners to learn about new techniques in the field of Geoscience and Remote Sensing, or, advances in the fields in which they work. The LOC of the IGARSS itself will establish a LOC to run the tutorials. A Chair or two co-chairs should manage the event, with one or two colleagues assisting. The GRSS Director of Education is ex officio a member of the LOC, mostly in an advisory role, but has ultimate responsibility for the final program. Tutorials are restricted to half-day or full day events. The document describing the operation of a tutorial can be received by the GRSS Director of Education (currently Mike Inggs, Email: mikings@gmail.com).

6.8 Technical Session Webcast

It is standard at IGARSS to do technical session webcast. For this selected technical sessions have been chosen to be streamed online at the time of the presentation. This stream is open to everybody interested into the presentation. The streamed presentations should be announced on the IGARSS website. The organization of the webcast is in the responsibility of the LOC. The GRSS AdCom can help in the realization.

6.9   IGARSS Side Meetings

There are three main side meetings that need to be accounted for during the IGARSS week:

1. Technical Committee Meetings

2. Women in Engineering Luncheon

3. Chapter Chair Meeting

The Technical Committee meeting and the Chapter Chair meeting is taking place in the afternoon after the main sessions and before the poster sessions.

6.10 Social Events

The main social events taking place at IGARSS are the following:

1. Welcome reception: Free for every participant and it takes place on Sunday evening prior to IGARSS

2. Soccer Game: Free for every participant and it takes place on Wednesday evening.

3. Award Banquet: For registered participants and it takes place on Thursday evening.

In addition it is recommended to have a social event for every IGARSS attendee (preferable on Tuesday) joining for an informal social gathering. In addition it is well received if a social program for accompanying persons is organized during the IGARSS week. A very good experience has been made with the organization of a child care for different ages, it is recommended to provide this offer that is paid by the parents.

6.11 Technology, Industry, and Education (TIE) Track

6.11.1 General Information

The TIE Track is intended as a conference track that runs in parallel to the technical tracks of IGARSS. It hosts a series of talks and activities designed to extend the reach of the IGARSS conference beyond its traditionally academic audience and to promote networking among academic and non-academic conference participants.

The LOC of IGARSS will appoint a LOC member to organize and run the TIE track. S/he will coordinate with various AdCom working group members to plan the agenda, flesh out operational details (logistics), enlist speakers, and find moderators. These include, but are not limited to, the Director of Space Agencies Relations, Director of Education, Director of Global Activities, Director of Industry Relations, and the IDEA (Inspire, Develop Empower, and Advance) and YPs (Young Professionals) committee chairs.

The TIE and regular conference tracks need to be equally advertised and publicized via inclusion in the conference schedule and booklet, email/social media outreach, and inclusion in the IGARSS app. In addition, core TIE activities should be advertised on-site with poster boards. These should be approximately A2-sized poster boards displayed in high traffic areas. An example from IGARSS 2018 is shown in the image on the right.

Example of the TIE activity poster advertisement

TIE track activities vary by year but generally include:

1. Industry forum

2. Industry oriented tutorials

3. Women in STEM forum

4. Women in GRSS (WinGRSS) luncheon

5. Coding workshop

6. Young Professional mixer

7. Author education: How to publish IEEE papers

8. Remote Sensing Agency session

Additional special events, roundtables, and forums can be organized if time permitting. Prior events included:

1. Industry luncheon

2. Author education: NASA ROSES proposal writing

3. GRSS from an Industry Perspective: State of the art, potential, and challenges

4. Navigating Technology Transition

5. Special topics on Earth Observation, Sustainable Goals, United Nations 2030 Program, GEO and Global Awareness

The TIE track activities may evolve over time based on the need of the GRSS membership. Changes to the activities shall be discussed with and approved by the AdCom working groups.

6.11.2 Planning the TIE Track

Planning of the TIE events has to begin 6-12 months before IGARSS. It is important to have non-GRSS speakers in the TIE events as it broadens the participation of companies, government agencies, etc. who traditionally do not attend IGARSS, and it also amplifies the visibility of IGARSS and GRSS. The LOC needs to be made aware of the point of contacts in the AdCom who traditionally organize these non-technical events. This initial contact should be made at IGARSS or the AdCom meeting a year before. A break-out session with the LOC of the following year and AdCom members at the November AdCom Meeting with the purpose of planning logistics for IGARSS of the following year is recommended.

January/March

1. The AdCom working groups will contact speakers for the panels and the coding workshop

2. The LOC will scout for locations where the YP mixer event can be organized (usually close to the conference venue), organize buses to shuttle participants between the mixer and the conference venue, and provide an estimated budget for the event.

March/April

1. Speakers and lead of the cording workshop are confirmed. The YP chair will search for industrial sponsorships to cover most of the cost of the event. Fast-growing companies can use the event to advertise and recruit highly motivated YPs working in the remote sensing area. The lowest sponsorship level is usually $6K. A 50% proposal to GRSS will be submitted to cover the cost of the event in case this is unsuccessful.

April/May

This is the timeframe when the majority of attendees register to attend IGARSS. The LOC publicity chair, the GRSS social media ambassadors, and the GRSS webmaster will publicize the TIE events heavily through all channels. Emails should be sent to the YP member list to encourage attendance at the events.

May/July

All organizational details of the events should be finalized. Usually, about 10% of the YP mixer's capacity is reserved for GRSS invitees. CMS needs to be notified of the number of tickets to be held for GRSS. If the event is externally sponsored an additional 10% of the tickets are held for the sponsoring company. Selected AdCom members (such as the President, Executive Vice President, Technical Committee chairs, etc..) are invited at the discretion of the YP chair. If tickets are not sold out, the YP mixer should be advertised at the plenary speech and the GRSS booth at IGARSS.

During IGARSS

IGARSS app, Twitter, and Facebook reminders should be pushed in the morning of the event and 10 minutes before each TIE activity.

6.12 GRSS Summer School (GR4S)

Each year, a GRSS Summer School (GR4S) is organized and hosted by the IGARSS LOC. The primary goals of the GR4S are to provide a pre-conference educational opportunity for students, retain student members of GRSS, and recruit future professional members to GRSS. Key aspects to a successful GR4S and supporting materials are included in Appendix H, and more detailed in the GR4S Handbook.

7   Budget and Financial Responsibilities

The LOC can decide the share of the profit or loss in the organization of the conference: 100%-0% or 50%-50%. In the first case IEEE/GRSS is the sole financially responsible for the organization of the conference. In the second case, both IEEE/GRSS and the LOC share equal

responsibilities, both in case of benefits and losses. The following outlines the major budget categories. An example detailed budget is available in Appendix F. Excel files are available from the VP of Meetings and Symposia and from the Conference Management Company.

Often the conference will need a loan (cash advance) from GRSS in order to secure the venue and other long lead items prior to receipt of any registration revenue. There are many IEEE requirements and procedures regarding conference management and here the reader is referred the Contractor and the GRSS Director of Finance (Mr. Jim Smith at the time of writing this document) for operational advice.

8   A Typical IGARSS Week

The conference has evolved to a schedule that has been followed by several recent events and has now become tradition. Events start the Friday prior to the week of IGARSS with the AdCom meeting (the agenda and venue requirements are set by the AdCom, through its administrator, but the venue will be provided by the conference contractor, as part of the IGARSS), and conclude with the final sessions on Friday afternoon. A draft schedule for the days of the IGARSS week is sketched:

Day of the Week	Items
Friday	AdCom meeting 8 am to 6 pm; President's reception in evening
Saturday	AdCom meeting 8 am to 5 pm; AdCom dinner in evening
Sunday	Tutorials and associated workshops 8 am to 5 pm; Plenary rehearsal, Plenary Speakers lunch, Welcome reception in the evening
Monday	Session Chair breakfast; Opening Plenary Session; VIP Luncheon; Technical Sessions PM; Technical Committee Meeting after the PM sessions before the Poster session; Poster sessions late afternoon/early evening[3];
Tuesday	Technical Sessions AM and PM; Women in Engineering Luncheon; Technical Committee and Chapter Chair Meeting after the PM sessions before the Poster session; Poster sessions late afternoon/early evening; social event for everybody
Wednesday	Technical Sessions AM and PM; Young Professionals Luncheon; Technical Committee Meeting after the PM sessions before the Poster session; Poster sessions late afternoon/early evening; traditional soccer game; Technical Committees and Chapter Chairs Dinner;
Thursday	Technical Sessions AM and PM; Editor's Luncheon; Technical Committee Meeting after the PM sessions before the Poster session; Poster sessions late afternoon/early evening, Awards Banquet in the evening
Friday	Technical Sessions AM and PM

---

3   The placement of Posters / Interactive sessions has gone through many evolutions. They are typically located not too far from the oral sessions, but between the posters and the rooms for oral sessions; the coffee breaks and exhibits are located, in this order.

There are often a number of additional side meetings that should be accommodated such as workshops related to a specific future or current mission and other spontaneous meetings.

The LOC has the option to move or add events to this nominal schedule, but should do so only after consultation with the VP for Meetings and Symposia as attendees have come to expect this type of format.

The following table provides a more comprehensive list of events that the organizers must take care of:

Table 2: List of events during IGARSS
(to be taken care of by the management company or the Executive Director for GRSS)

Friday, MM DD-3	
AdCom Meeting	Host Hotel or Convention Center - TBD
President's Reception	Host Hotel or Convention Center - TBD
Saturday, MM DD-2	
AdCom Meeting	Host Hotel or Convention Center - TBD

Table 3: List of events during IGARSS (to be taken care of by the LOC)

Sunday, MM DD-1	
Tutorials	CONVENTION CENTER
Plenary Participant Lunch	TBD
Plenary Participant Rehearsal	CONVENTION CENTER
Registration	CONVENTION CENTER
Welcoming Reception	CONVENTION CENTER
Monday, MM DD	
Registration	CONVENTION CENTER
Exhibit Hall Opening	CONVENTION CENTER
VIP/Plenary Breakfast	TBD
Session Chair Breakfast	TBD
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Opening Ceremonies and Plenary	CONVENTION CENTER
VIP Lunch	TBD
Technical Sessions	CONVENTION CENTER
Technical Committee Meeting PM	CONVENTION CENTER
Poster Session	CONVENTION CENTER
Tuesday, MM DD+1	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Technical Sessions	CONVENTION CENTER
Women in Engineering Luncheon	TBD
Exhibit Hall	CONVENTION CENTER
Technical Committee Meeting PM	CONVENTION CENTER
Poster Sessions	CONVENTION CENTER

Wednesday, MM DD+2	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Technical Sessions	CONVENTION CENTER
Young Professional Luncheon	CONVENTION CENTER
Technical Committee Meeting PM	CONVENTION CENTER
Exhibit Hall	CONVENTION CENTER
Poster Sessions	CONVENTION CENTER
Technical Committees and Chapter Chairs Dinner	TBD
Soccer Match	TBD
Thursday, MM DD+3	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Technical Sessions	CONVENTION CENTER
Editors Luncheon	TBD
Technical Committee Meeting PM	CONVENTION CENTER
Exhibit Hall	CONVENTION CENTER
Awards Banquet	TBD
Poster Sessions	CONVENTION CENTER
Friday, MM DD+4	
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Registration	CONVENTION CENTER
Technical Sessions	CONVENTION CENTER

9 Updating this Documentation

This document is maintained by the Conference Advisory Committee (CAC) of the AdCom, and this committee really appreciates input from operational IGARSS organizers. It is recommended to contact the CAC, and ask the questions that are not answered in this document or are unclear.

Current Chair of Conference Advisory Committee:

Irena Hajnsek

Institute of Environmental Engineering,
Swiss Federal Institute of Technology Zurich, Switzerland
Microwaves and Radar Institute,
German Aerospace Center, Oberpfaffenhofen, Germany
Email: irena.hajnsek@dlr.de

10 Summary

This document summarizes the import steps in proposing, setting up and running an IGARSS. It begins at the pre-Proposal stage, guides the successful bidders through the processes leading up to the IGARSS itself. This long lead-up phase requires considerable interaction with the GRSS AdCom.

Appendix A GRSS Contractor to Support IGARSS Events

Company: Conference Management Services, Inc.

3833 S Texas Ave, Ste 221, Bryan TX 77802

Contact person: Ms Billene Mercer, CEO

Tel: +1 + 979.846.6800
E-mail: mercer@cmsworldwide.com

Appendix B   Useful Information

Table 4: Summary of Past IGARSS

Year	Location	Technical Attendance	Total Participation	Exhibitors	Income	Expenses	Surplus
1981	Washington						
1982	Munich						
1983	San Francisco						
1984	Strasbourg						
1985	Amherst						
1986	Zurich						
1987	Ann Arbor						
1988	Edinburgh						
1989	Vancouver						
1990	College Park						
1991	Helsinki						
1992	Houston						
1993	Tokyo						
1994	Pasadena						
1995	Florence						
1996	Lincoln						
1997	Singapore						
1998	Seattle						
1999	Hamburg						
2000	Honolulu						
2001	Sydney						
2002	Toronto						
2003	Toulouse						
2004	Anchorage						
2005	Seoul						
2006	Denver						
2007	Barcelona						
2008	Boston	1721	2071				
2009	Cape Town						
2010	Honolulu						
2011	Sendai/Vancouver						
2012	Munich	2700	3000				
2013	Melbourne						
2014	Quebec						

Appendix C   Sample Memorandum of Understanding

Sample Memorandum of Understanding can be found at:

http://www.ieee.org/conferences_events/conferences/organizers/mou.html

Appendix D   Conference Management Contractor's Role and Responsibilities.

Sample split of responsibilities between GRSS' Conference Management Company and the LOC Preferred PCO (Professional Congress Organizer) based on programs outside North America. In North America, GRSS Conference Management Company (CMS at the time of writing this document) usually takes the role of Preferred PCO as well.

Table 5: Summary of tasks and a potential sharing between the LOC and the GRSS Contractor

IGARSS 20XX		TPC TBD		
Task **Please note: The dates in color are dates that are keyed to the TPC date and will vary with the TPC. Those dates in black will not vary respective to the TPC date (They are keyed to the Symposium start date).**	**Contact Person**	**Start Date**	**Deadline**	**Notes** **Notes**
Local Contracts				
Convention Center	GRSS/Committee/CMS			
AdCom/Host Hotels	GRSS/Committee/CMS			
Transportation	PCO			
A/V	PCO			
Off-Site Venues	PCO			
Additional Hotels (if required or requested)	PCO			
Decorator/Drayage Companies	PCO			
REMINDER THAT ANY CONTRACT OVER $25,000 USD MUST BE APPROVED AND SIGNED BY IEEE HEADQUARTERS. ADDITIONALLY, ALL CONTRACTS UNDER $25,000 MUST BE SENT TO IEEE FOR THEIR FILES.				
Web				
Development of Conference Website	Committee/CMS			
Abstract submission	Tech. Program Chairs/CMS			

	Travel support application deadline		GRSS/CMS				
	Student paper competition deadline		Tech. Program Chairs/CMS				
	Accommodations	(Accommodations information to website)	Committee -> CMS				
	Registration - Attendees	(Requires finalizing all tutorial day activities.)	Committee/CMS				
	Registration - Exhibitors/Sponsors		Committee/CMS				
	Prepare Letters of Invitation re: Visas		CMS				
	Accepted paper list and email		Tech. Program Chairs/CMS				
	Full paper instructions		Tech. Program Chairs/CMS				
	Advanced program		Tech. Program Chairs/CMS				
	Ability to search by author, title, session		Tech. Program Chairs/CMS				
	Onsite Registration Staff (student/professional conference reg staff)		CMS/Committee/PCO				
Finance							
	Establish Concentration Banking Account with IEEE	**(Discussion to continue regarding registration funds to be accepted and if local currency can be accepted.)**	CMS/Committee	Requires 2 signatures: Melba + somebody from LOC or GRSS AdCom			
	Support preparation of preliminary budget and maintain ongoing budget.		Committee/CMS/PCO	Budget template can be found in IEEE web site (conference organizers page)			
	Prepare and submit audit material to		Committee/CMS				

auditor						
Submit financial report						
Conference Guide						
Front matter (introduction)		Conference Co-Chairs/Tech. Program Chairs/CMS				
Organization of session information		Tech. Program Chairs/CMS				
Indexing		CMS				
Print Master		CMS				
Print Production		PCO				
Conference Proceedings						
Front matter		Conference Co-Chairs/Tech. Program Chairs/CMS				
Organization of session information		Tech. Program Chairs/CMS				
Indexing		CMS				
DVD Master		CMS				
DVD/USB Production	**(Need to insure there are no issues with duplication and local copyright laws.)**	PCO or CMS in the USA depending on local copyright laws (TBC)				
Gifts for attendees						
What should they be?	(Possibly items indigenous to Australia?)	CMS/Committee/PCO				
Procurement	(Local PCO knows what's available)	PCO				
Coffee break location and quantity						
(not the contract itself)		CMS/PCO				
Student "volunteers"						
Universities?		Committee				
Signage in general						
Signage for Technical		CMS				

	Session - master					
	Signage for Technical Session - production	PCO				
CVB information to be distributed at registration time		PCO				
Technical program						
	Specific Topics?	Tech. Program Chairs				
	Solicit for invited sessions	Tech. Program Chairs				
	Establish panels	Tech. Program Chairs				
	Abstract Submission System On-line	Tech. Program Chairs/CMS				
	Invitation to reviewers	Tech. Program Chairs				
	Reply from reviewers	Tech. Program Chairs				
	Reviewer database established	Tech. Program Chairs/CMS				
	Theme coordinators established	Tech. Program Chairs				
	Student prize paper sessions	Tech. Program Chairs/Committee				
	Session organizers established	Tech. Program Chairs				
	Papers to reviewers	Tech. Program Chairs/CMS/Session Organizers				
	Session chairs invited	Tech. Program Chairs/CMS				
	Sessions defined by SO	Tech. Program Chairs				
	Sessions reviewed by chairs	Tech. Program Chairs				

Additional communication with authors			Tech. Program Chairs/CMS				
A/V	(CMS to advise requirements; PCO to order)	**NOTE: Webcasting/recording may be required. PCO needs to determine if venue is able to provide necessary connections and to investigate whether venue has any exclusives.**	CMS/PCO				
Mass email reminders about deadlines **(This list is inclusive of, but not limited to, the email reminders sent.)**							
Submission Deadline			Tech. Program Chairs/CMS				
Review Deadline			Tech. Program Chairs/CMS				
Author Registration Deadline			Tech. Program Chairs/CMS				
Final Abstract Submission Deadline			Tech. Program Chairs/CMS				
Early Registration Deadline			CMS				
Full Paper Submission Deadline			Tech. Program Chairs/CMS				
Sponsors & Exhibitors							
Identifying potential sponsors	*(CMS based on history; PCO to assist with new or local potential sponsors.)*		Committee/GRSS/CMS/PCO				
Follow-up			Committee/GRSS/CMS/PCO				
Sponsorhip packages (samples)			CMS				
Exhibitor Prospectus	*(Development and promotion.)*		CMS (needs to check floorplan and placement of posters...)/PCO				
Outreach Activities							

Identify Organizations/Agencies	TBD? -- GRSS/Committee	(TBC - Antonio Plaza, new dtor of education)	
Identify Activities	TBD? -- GRSS/Committee		
Social program			
Arrange for tours in and around city	PCO/Committee		
Advertise tours in and around city	PCO -> CMS (inputs for web, if needed)		
Suggestions?	PCO/Committee/CMS -> CMS (inputs for web, if needed)		
TPC			
(This may be determined by the location of the event).			
Finalize location	GRSS/Committee/CMS		
Room requirements	TBD (MS or PCO) depending on location		
Hotel block	TBD (MS or PCO) depending on location		
A/V	TBD (MS or PCO) depending on location		
Meals	TBD (MS or PCO) depending on location		
Evening activities	TBD (MS or PCO) depending on location		
AdCom meeting			
Finalize location	Donna S. Young		
A/V	Donna S. Young		
Reserve room	Donna S. Young		
Number of attendees	Crawford, Donna S. Young		
Setup room	Donna S. Young		
Wireless	Donna S. Young		
Meals	Donna S. Young		
Coffee	Donna S. Young		
Water on tables	Donna S. Young		
Reception first night	Donna S. Young		

Notification to AdCom Participants (with initial schedule)		Crawford, Donna S. Young					
Dinner second night	Menu	Donna S. Young					
	Location (recommendations from PCO)	Program Co-Chairs/Stein/PCO					
	Reservation	Donna S. Young					
	Transport	Donna S. Young					
Tutorials Sunday (6-8)							
	Tutorial Proposal Deadline	Tech. Program Chairs/CMS					
	Tutorial Notification	Tech. Program Chairs/CMS					
CEUs from IEEE	(or PDH - professional development hours?)	IEEE/CMS					
Collecting Tutorial Booklet Material for Publication and ask for permission to post on GRSS web		CMS					
Production/Printing of Tutorial Booklets		PCO					
ICEO Sunday (full day) ICEO/PCO/CMS							
Block room, A/V, catering but paid by ICEO, not from IGARSS budget							
Technical session logistics							
How many? 10?		Tech. Program Chairs/CMS					
Which rooms?	(Which subject tracks are the greatest draw - small, medium, large rms.?)	Tech. Program Chairs/PCO					

Number of seats/room	(Determined by contract proposal from CONVENTION CENTER.)	Tech. Program Chairs/PCO					
Water in rooms		PCO					
Poster	Number of boards?	Tech.Program Chairs/CMS					
	Pins / Velcro	PCO					
	Board Signage Master	CMS					
	Board Signage Printing	PCO					
Social Events during IGARSS							
Plenary session rehearsal - Sunday morning or afternoon		GRSS/LOC/PCO/CMS					
Rehearsal lunch - Sunday		GRSS/LOC/PCO/CMS					
CONVENTION CENTER							
Welcome Reception Sunday evening	Location	Committee/PCO					
	Menu	PCO					
	A/V	Committee/PCO					
	Entertainment	Committee/PCO					
CONVENTION CENTER							
Chairs' breakfast Monday morning	Location	PCO					
	Menu	PCO					
	A/V	Committee/PCO					
	Materials Packets	Tech. Program Chairs/PCO/CMS					
	Speaker	Tech. Program Chairs					
CONVENTION CENTER							
Plenary - Monday	Location	Tech. Program Chairs/PCO/CMS					

morning							
	A/V		Tech. Program Chairs/PCO/CMS				
	Set-Up		Tech. Program Chairs/PCO/CMS				
	Program of Events	IGARSS Chair(s)	Woodgate/Jones				
		Someone from local Universities	TBD				
		Someone from city/local government	TBD/PCO				
		GRSS President	Crawford				
		IEEE President or President Elect	TBD				
		IEEE awards + Fellows	TBD				
		Plenary speakers	Committee				
		Ideas?	Committee				
	VIP lunch - Monday		GRSS/PCO				
CONVENTION CENTER							
Technical committee meetings Monday through Wednesday afternoon	Menus (snacks)		Committee/GRSS PCO				
	Solicit chairs for details		Committee				
	Find rooms		PCO				
	Water		PCO				
Student paper competition award committee lunch -	(~ 6 pax)						

Tuesday						
CONVENTION CENTER						
Editors' luncheon - Thursday	Menu	PCO				
	Location	PCO				
	Attendees	Committee				
	Invitation	Three EICs				
CONVENTION CENTER						
Technical Committee and Chapter Chair Dinner - Wednesday	A/V	Tech.Program Chairs/PCO/VP TA				
	Location	PCO				
	Menu	PCO				
	Invitation	Tech. Program Chairs				
CONVENTION CENTER						
Young Professionals' Lunch - Wednesday	A/V	GOLD rep./PCO				
	Location	PCO				
	Menu	PCO				
	Invitation	GOLD rep.				
(TBD)						
Soccer game - Wednesday	**Organizer - NEEDS OWNERSHIP!**	**(Talk to Paul Siquiera – unofficial "Soccer Chair"). E-mail: siqueira@ecs.umass.edu)** Committee				
(participants may pay for T-shirts)	Location	Committee/PCO				
	Transportation	PCO				
(TBD)						
Banquet-Thursday evening	Location	Committee/PCO				
	Transportation	PCO				

	Menu		PCO					
	A/V for speakers		PCO					
	Program	"Gift" for next IGARSS Chair(s)	Woodgate/Jones					
		Society awards + best paper awards + student paper competition award	GRSS + Crawford					
		Entertainment	PCO / LOC					
Miscellaneous Issues								
			Committee					
Public relations			PCO					
Sufficient Wifi access								
Special rooms	Admin office		PCO					
	Authors' prep room		PCO					
	Internet café with enough computers		PCO					
	Accompanying person's lounge	**(If required)**	PCO					

Appendix E   Conference Deadlines

ITEMS	Date	Day	Comments
Send calls for invited sessions +Tutorial	September 01st	Monday	
Invited Session Proposal Deadline	October 03th	Friday	reminder 3 days before
Invited Session Notification	November 10th	Monday	
Abstract Submission System On-Line	November 17th	Monday	send invitation to submit abstract
Tutorial Proposal Deadline	November 21th	Friday	
Abstract Deadline	January 09th	Friday	send reminder on the 5th Jan
Travel Support Application Deadline	January 09th	Friday	
Student Paper Competition Deadline	January 09th	Friday	
Tutorial Notification	December 19th	Friday	
TPC Meeting	March 6th	Fri-Sat-Sun	AdCom Sa-So
Abstract Status Available On-Line	April 3rd	Friday	
Registration Opens	April 8th	Wednesday	invitation with deadlines (full paper submission/registration)
Early Registration Deadline	May 29th	Friday	same as for full paper submission deadline/registration
Online Registration Deadline	July 10th	Friday	
Full Paper Submission Deadline	May 29th	Friday	
IGARSS Conference	July	Sun-Fri	

Appendix F   Current Technical Paper Themes

The general IGARSS themes are defined by the Conference Advisory Committee for each year. It is important that the themes are attractive both in terms of bringing in good, relevant papers, as well as encouraging large numbers of attendees.

Table 6: Summary of general themes of IGARSS

Titles	No.	Themes
Data Analysis Methods	**A.1**	Electromagnetic Modelling
(Optical, Multispectral,Hyperspectral, SAR)	**A.2**	SAR Interferometry: Along and Across
	A.3	Differential SAR Interferometry
	A.4	SAR Imaging Techniques
	A.5	POL and POLInSAR
	A.6	Bistatic and digital beamforming SAR
	A.7	Tomography and 3D mapping
	A.8	Subsurface Sensing / Ground Penetrating Radar
	A.9	Feature Extraction and Reduction
	A.10	Image Segmentation
	A.11	Object Detection and Recognition
	A.12	Classification and Clustering
	A.13	Estimation and Regression
	A.14	Change Detection and Multi-Temporal Analysis
	A.15	Target Detection and Unmixing
	A.16	Image and Data Fusion
	A.17	Geographic Information Science
Cryosphere Applications	**C.1**	Snow Cover
	C.2	Ice Sheets and Glaciers
	C.3	Sea Ice
	C.4	Permafrost
Data Management and Education	**D.1**	Data Management and Systems
	D.2	Remote Sensing Data and Policy Decisions
	D.3	Education and Remote Sensing
Land Applications	**L.1**	Land Use Applications
	L.2	Land Cover Dynamics
	L.3	Forest and Vegetation: Application and Modelling
	L.4	Forest and Vegetation: Biomass and Carbon Cycle
	L.5	Agriculture
	L.6	Urban and Built Environment
	L.7	Topography, Geology and Geomorphology
	L.8	Soils and Soil Moisture

	L.9	Wetlands
	L.10	Inland Waters
Atmosphere Applications	**M.1**	Precipitation and Clouds
	M.2	Numerical Weather Prediction and Data Assimilation
	M.3	Atmospheric Sounding
	M.4	Aerosols and Atmospheric Chemistry
Ocean Applications	**O.1**	Ocean Biology (Color) and Water Quality
	O.2	Ocean Surface Winds and Currents
	O.3	Ocean Temperature and Salinity
	O.4	Coastal Zones
	O.5	Ocean Altimetry
Mission, Sensors and Calibration	**S.1**	Satellite Missions
	S.2	Small Satellite Technology
	S.3	SAR Instrument and Calibration
	S.4	Scatterometer, Cloude and Rain Radar
	S.5	Microwave Radiometer Instruments and Calibration
	S.6	GNSS-R Sensors
	S.7	Lidar Sensors
	S.8	Passive Optical, Hyperspectral Sensors and Calibration
	S.9	UAV and Airborne Platforms
	S.10	Ground based Systems

Appendix G   Sample Budget

Samples of budgets from previous IGARSS are available from the VP Symposia and Meetings. The sample budget is given as a reference only.

Table 7: Sample IGARSS Budget

IGARSS XXXX Budget: Place

Note: In this sample budget some expenses have been deliberatedly deleted since they change from year to year.

The surplus must be at least 10%, plus a 10% contingency (after the above mentionned expenses are included).

			BUDGET	
2500	**S U R P L U S**	32%		**244.152,67**
1300	**T O T A L R E C E I P T S (Incl. Loans & VAT)**			**1.013.725,00**
2200	**T O T A L O U T L A Y S**			**769.572,33**

REVENUE / EXPENSE/ SURPLUS ANALYSIS		
	LOANS	
Conference Revenue	50.000,00	933.100,00
Tutorial Revenue		10.625,00
Exhibits Revenue		70.000,00
TOTAL REVENUE		1.013.725,00
Conference Expense	50.000,00	749.484,84
Tutorial Expense (See Tutorial Expense below plus Tutorial related Food & beverages)		5.850,00
Exhibits Expense (See Exhibits Expense below plus Exhibits Related Food & Beverages)		14.237,49
TOTAL EXPENSE		769.572,33
Conference Surplus		183.615,16
Tutorial Surplus		4.775,00
Exhibits Surplus		55.762,51
TOTAL SURPLUS		244.152,67

					BUDGET
	REVENUE:				
	TOTAL CONFERENCE REVENUE (Without Loans)				963.725,00
	TOTAL REGISTRATION FEES, TUTORIALS, SYMPOSIUMS				732.875,00
1000	**Conference Registration Fees**		1200		$ 722.250
			# Units	Amount Per	Total Amount
1010	**Registration-Member**		500		347.500,00
		Subtotal Adv. Member	*350*		*227.500,00*
1011		Advance- Full	350	650,00	227.500,00
1012		Advance- Limited	0	0,00	0,00
1013		Advance- 1 Day	0	0,00	0,00
1014		Advance- Other	0	0,00	0,00
		Subtotal At Conf. Member	*150*		*120.000,00*
1015		At Conf. Regular- Full	150	800,00	120.000,00
1016		At Conf. Regular- Limited	0	0,00	0,00
1017		At Conf. Regular- 1 day	0	0,00	0,00
1018		At Conf. Regular- Other	0	0,00	0,00
1020	**Registration- Nonmember**		300		261.250,00
		Subtotal Adv. Nonmember	*250*		*212.500,00*
1021		Advance- Full	250	850,00	212.500,00

1022		Advance- Limited		0	0,00	0,00
1023		Advance- 1 Day		0	0,00	0,00
1024		Advance- Other		0	0,00	0,00
		Subtotal At Conf. Nonmember		**50**		**48.750,00**
1025		At Conf. Regular- Full		50	**975,00**	48.750,00
1026		At Conf. Regular- Limited		0	0,00	0,00
1027		At Conf. Regular- 1 day		0	0,00	0,00
1028		At Conf. Regular- Other		0	0,00	0,00
1030	**Reduced Rate**			**0**		**0,00**
		Subtotal Adv. Reduced rate		**0**		**0,00**
1031		Advance- Full		0	**0,00**	0,00
1032		Advance- Limited		0	0,00	0,00
1033		Advance- 1 Day		0	0,00	0,00
1034		Author		0	0,00	0,00
1035		Advance- Other		0	0,00	0,00
		Subtotal At Conf. Red. Rate		**0**		**0,00**
1036		At Conf. Regular- Full		0	**0,00**	0,00
1037		At Conf. Regular- Limited		0	0,00	0,00
1038		At Conf. Regular- 1 day		0	0,00	0,00
1039		Author		0	0,00	
1040		At Conf. Regular- Other		0	0,00	0,00
1050	**Registration- Student Member**			**150**		**40.000,00**
		Subtotal Adv. Student member		**100**		**22.500,00**
1051		Advance- Full		100	**225,00**	22.500,00
1052		Advance- Limited		0	0,00	0,00
1053		Advance- 1 Day		0	0,00	0,00

1054		Advance- Other		0	0,00	0,00
		Subtotal At Conf. Student Mem.		**50**		**17.500,00**
1055		At Conf. Regular- Full		50	**350,00**	17.500,00
1056		At Conf. Regular- Limited		0	0,00	0,00
1057		At Conf. Regular- 1 day		0	0,00	0,00
1058		At Conf. Regular- Other		0	0,00	0,00
1060	**Registration- Student Nonmember**			**40**		**14.000,00**
		Subtotal Adv. Student Nonmember		**30**		**9.750,00**
1061		Advance- Full		30	**325,00**	9.750,00
1062		Advance- Limited		0	0,00	0,00
1063		Advance- 1 Day		0	0,00	0,00
1064		Advance- Other		0	0,00	0,00
		Subtotal At Conf. Student Nonmem.		**10**		**4.250,00**
1065		At Conf. Regular- Full		10	**425,00**	4.250,00
1066		At Conf. Regular- Limited		0	0,00	0,00
1067		At Conf. Regular- 1 day		0	0,00	0,00
1068		At Conf. Regular- Other		0	0,00	0,00
1070	**Registration- Society Member**			**0**		**0,00**
		Subtotal Adv. Society member		**0**		**0,00**
1071		Advance- Full		0	**0,00**	0,00
1072		Advance- Limited		0	0,00	0,00
1073		Advance- 1 Day		0	0,00	0,00
1074		Advance- Other		0	0,00	0,00
		Subtotal At Conf. Society Member		**0**		**0,00**
1075		At Conf. Regular- Full		0	**0,00**	0,00
1076		At Conf. Regular- Limited		0	0,00	0,00

1077		At Conf. Regular- 1 day		0	0,00	0,00
1078		At Conf. Regular- Other		0	0,00	0,00
1080	**Registration- Life Member**			**40**		**10.750,00**
		Subtotal Adv. Life Member		*30*		*7.500,00*
1081		Advance- Full		30	**250,00**	7.500,00
1082		Advance- Limited		0	0,00	0,00
1083		Advance- 1 Day		0	0,00	0,00
1084		Advance- Other		0	0,00	0,00
		Subtotal At Conf. Life Member		*10*		*3.250,00*
1085		At Conf. Regular- Full		10	**325,00**	3.250,00
1086		At Conf. Regular- Limited		0	0,00	0,00
1087		At Conf. Regular- 1 day		0	0,00	0,00
1088		At Conf. Regular- Other		0	0,00	0,00
1090	**Special Registration**			**170**		**48.750,00**
1091		Exhibits Only		0	0,00	0,00
1092		Spouse/Guest		50	75,00	3.750,00
1093		Other		120	375,00	45.000,00
1094		Complimentary		0	0,00	0,00
1100	**Miniconferences/Symposiums**			**0**		**0,00**
1101		Advance- Single		0	0,00	0,00
1102		Advance- Multi		0	0,00	0,00
1103		Advance- Other		0	0,00	0,00
1104		Regular- Single		0	0,00	0,00
1105		Regular- Multi		0	0,00	0,00

**This is one day registration

Code		Description		Qty	Unit	Total	
1106		Regular- Other		0	0,00	0,00	
1200	**Tutorial Fees**			**95**		**10.625,00**	
1201		General Fees		0	0,00	0,00	
1203		Advance - Member		10	150,00	1.500,00	Full Day Student
1204		Advance - Nonmember -		15	200,00	3.000,00	Full Day Regular
1205		Advance - Student Member		35	75,00	2.625,00	Half Day Student
1206		Advance - Student Nonmember		35	100,00	3.500,00	Half Day Regular
1207		Advance - Other		0	0,00	0,00	
1208		Regular- Single		0	0,00	0,00	
1209		Regular- Multi		0	0,00	0,00	
1210		Regular- Other		0	0,00	0,00	
1211		At Tutorial - Member		0	0,00	0,00	
1212		At Tutorial - Nonmember		0	0,00	0,00	
1213		At Tutorial - Student Member		0	0,00	0,00	
1214		At Tutorial - Student Nonmember		0	0,00	0,00	
1215		At Tutorial - Other		0	0,00	0,00	
1216		Tutorial Notes (sales)		0	0,00	0,00	
1217		Other		0	0,00	0,00	
1300	**Conf Publication Sales**			**1850**		**46.500,00**	
1301		Paper, Members		0	0,00	0,00	
1302		Paper, Non Members		0	0,00	0,00	
1303		To IEEE Headquarters		0	0,00	0,00	

1304		From IEEE Book Broker		1800	25,00	45.000,00
1305		Page Charges		0	0,00	0,00
1306		CD Rom/Video, Members		50	30,00	1.500,00
1307		CD Rom/Video, Non Members		0	0,00	0,00
1308		Other		0	0,00	0,00
1400	**Exhibits**			**20**		**70.000,00**
						0,00
1401		Exhibits		20	3.500,00	70.000,00
1402			Booths	0	0,00	0,00
1403			Tabletops	0	0,00	0,00
1404			Other	0	0,00	0,00
						0,00
1500	**Corporate Support**			**0**		**50.000,00**
1501		Patron Support		0	0,00	0,00
		NASA				25.000,00
		JAXA				15.000,00
		NICT				10.000,00
1502		Advertising		0	0,00	0,00
1600	**Grants, Donation**			**0**		**45.000,00**
1601		Grants, Donation		0	0,00	45.000,00	GRSS travel grants

1700	**Social Event**				**360**		**17.350,00**
1701		Food and Beverage Function:			0	0,00	0,00
			Awards Banquet		210	70,00	14.700,00	In 2010 Sold about 215 tickets
			Young Profesionals Lunch		55	15,00	825,00	In 2010 sold 58 tickets
			Tech Committee & Chapter Chairs Lunc		40	25,00	1.000,00	In 2010 Set for 57, sold 46 tickets
1702		Tours			0	0,00	0,00
1703		Other: Soccer Shirts			55	15,00	825,00	2010: sold 64 shirts, includes participants & spectators who bought a shirt
1800	**Interest**				**0**		**2.000,00**
1800		Bank Interest		Rec	0		2.000,00
1900	**Miscellaneous**				**0**		**50.000,00**
1910		IEEE Society Advance Loans			0	0,00	50.000,00
1920		IEEE Section Advance Loans			0	0,00	0,00
1940		Other(Specify)			0	0,00	0,00
	EXPENSE:						
	TOTAL CONFERENCE OUTLAYS (With Loan Repayments)						769.572,33
		LOANS					50.000,00

	TOTAL CONFERENCE OUTLAYS (Without Loans)					**719.572,33**
2000	**Management/Services**					**0,00**
2002		Internal General				0,00
2004		External General				0,00
		CMS: Original				VARIES AND DEPENDS ON AGREEMENT
		CMS: Ammendment				VARIES AND DEPENDS ON AGREEMENT
		CMS: Site Sourcing/ Venue Selection				VARIES AND DEPENDS ON AGREEMENT
2100	**Registration Expense**					**0,00**
2101		Registration Expense				VARIES AND DEPENDS ON AGREEMENT
2102		Badges/tickets/eval uations				VARIES AND DEPENDS ON AGREEMENT
2200	**Promotion**					**48.206,04**
2201		Announcement				0,00
2202		First Call For Papers				0,00

				Exhibitors	Rate	
2203		Call For Papers				3.681,40
2204		Advance Program				0,00
2205		Final Program				13.500,00
2206		Advertisements				6.473,92
2207		Other				24.550,72
2300	**Exhibit/Vendor**		**Total Exhibit/vendor Expense**			**14.237,49**
2301		Vendor Program	**SUBTOTAL**	Exhibitors	Rate	237,49
2302						
2303		Exhibitor Guide (English) Data		0,00	0,00	237,49
2304						
2305						0,00
2306						0,00
2307		On-Site Costs	**SUBTOTAL**			14.000,00
2308		Space rental				0,00
2309		Security				4.000,00
2310		Insurance				0,00
2311		Mgmt Fee				0,00
2312		**Decorator**				10.000,00
2313		Other	**SUBTOTAL**			0,00
2314		Exhibitor Directory				0,00
2315		Advertising				$ -
2316		Transport				0,00

2317		Dryage				0,00
2318		Carpet				0,00
2319		Flyers				0,00
2320		Bags				0,00
2321		Other				0,00
2350	**Tutorial Expenses Num of Tutorials =**		**0**	Days	Rate	**5.850,00**
2351		**Total Tutorial Speaker Fees**		8		**5.850,00**
2352		Speaker Full day		5	750,00	3.750,00
2353		Speaker Full day			0,00	0,00
2354		Speaker -- Half day		6	350,00	2.100,00
2355		Speaker -- Half day			0,00	0,00
2356		Travel Expense			0,00	0,00
2357		**Total Tutorial 'Other' Expenses (Please List)**				**0,00**
2358		Tutorial Signage		0	0,00	0,00
2359		Audio Visual Equip/labor		0	0,00	0,00
2360		Adv Tutorial registration expense		0	0,00	0,00
2361		At Tutorial registration Expense		0	0,00	0,00
2362		Computer expenses		0	0,00	0,00
2363		Notes expense		0	0,00	0,00
2364		Space Rental		0	0,00	0,00
2365		Tutorial Advertising		0	0,00	0,00

2366		Other Tutorial Expense:		0	0,00	0,00
2400	**Technical Digest (Pre Conference/Tutorial)**					**20.000,00**
2401		Paper				0,00
2402		CD Rom (USB's)				20.000,00
2403		Shipping				0,00
2500	**Proceedings (At or Post Conference/Tutorial)**					**6.000,00**
2501		Paper				0,00
2502		CD Rom				3.800,00
2503		Shipping				2.200,00
2600	**Conference Local Arrangements**					**199.600,00**
2601		Audio-Visual				80.000,00
2602		Music licensing fees				0,00
2603		Ops. Room Equipment				0,00
2604		Signage				7.000,00
2605		On-site Temps				5.600,00
2606		Security				0,00
2607		Convention Center				50.000,00
2608		Hotel Meeting Rooms				0,00
2609		Hotel Penalties				0,00

			#	# People	Amount Per	Total Amount
2610		Tours				0,00
2611		Other				0,00
2611 A		Attendee gifts: bags				15.000,00
2611 A		Internet				36.000,00
2612		Transportation				6.000,00
2613		Hotel Gratuities				0,00
2700	**Food and Beverage**					**276.800,00**
		* TUTORIAL RELATED FOOD EXPENSES -----------------				0,00
		** EXHIBITS RELATED FOOD & BEVERAGE --------------------------				0,00
2701		Total Receptions:	0	0,00	0,00	60.000,00
2702	1	Reception	0	0	0,00	60.000,00
2703	2	Reception	0			0,00
2704	3	Reception	0			0,00
2705		** Exhibit Related Receptions	0			0,00
2706		Are Tax (__%) and Gratuity (18%) Included??	0			0,00
2707		Total Breakfasts:	0	0,00	0,00	0,00
2708	1	Breakfast	0	0	0,00	0,00
2709	2	Breakfast				0,00
2710	3	Breakfast				0,00
2711	4	Breakfast				0,00
2712	5	Breakfast				0,00
2713		** Exhibits related Breakfasts				0,00

2714			* Tutorial related Breakfasts				0,00
2715			Are Tax (__%) and Gratuity (18%) Included??				0,00
2716			Total Luncheons:	0	0,00	0,00	26.800,00
2717		1	VIP Luncheon	0	0	0,00	1.200,00
2718		2	Session Chairs Luncheon				16.000,00
2719		3	Young Proffessionals Luncheon				3.300,00
2720		4	Technical Committees/ Chapter ChairsLuncheon				3.200,00
2721		5	Editors Luncheon				2.100,00
		6	Student Prize Award Committee Lunch				1.000,00
2722			** Exhibits related Luncheons				0,00
2723			* Tutorial related Luncheon				0,00
2724			Are Tax (__%) and Gratuity (18%) Included??				0,00
2725			Total Dinners:	0	0,00	0,00	30.000,00
2726		1	Awards Banquet	0	0	0,00	30.000,00
2727		2	Dinner				0,00
2728		3	Dinner				0,00
2729		4	Dinner				0,00
2730		5	Dinner				0,00
2731		6	Dinner				0,00
2732		7	Dinner				0,00
2733			Are Tax (__%) and Gratuity (18%) Included??				0,00
2734			Total Breaks:	0	0,00	0,00	140.000,00
2735		1	Break	0	0	0,00	0,00
2736		2	Break				0,00
2737		3	Break				0,00

2738	4	Break				0,00
2739	5	Break				0,00
2740	6	Break				0,00
2741	7	Break				0,00
2742	8	Break				0,00
2743	9	Break				0,00
2744	10	Break				0,00
2745	11	Break				0,00
2746	12	Break				0,00
2747		** Exhibits related Breaks				0,00
2748		** Exhibits related Breaks				0,00
2749		* Tutorial related Break				0,00
2750		* Tutorial related Break				0,00
2751		* Tutorial related Break				0,00
2752						0,00
2753		Other F & B activities	0	0	0,00	20.000,00
2754			0	0	0,00	0,00
2755		* Tutorial related Break	0	0	0,00	0,00
2756		** Other Exhibits related Social Functions	0	0	0,00	0,00
2800	**Program**					**1.500,00**
2801		Special Speakers Fee				0,00
2802		Special Speakers Travel				0,00
2803		Program Speaker Fees				1.500,00
2804		Program Speaker Travel				0,00

2805		Other Program Production				0,00
2806		Paper Review				0,00
2900	**Conference Administration**					**125.338,18**
2901		Credit Card Fees				25.000,00
2902		Bank Fees				0,00
2903						0,00
2904		Travel Grants & Awards				45.000,00
2905		Insurance & Bonding				200,00
2906		Printing/Duplication				10.000,00
2907		Postage				1.500,00
2908		Office Supplies				1.200,00
2909						
2910		Freight Shipping				2.000,00
2911		Grant G&A				0,00
2912		Phone Fax				0,00
2913		Admin Services				16.238,18
2914		Staff travel				24.200,00
2915		Other				0,00
2950	**Society Admin Fee**					**0,00**
2951		Society Admin Fee				0,00

GRSS travel grants (in/out expense, but will have to include for audit so included in budget)

2975	**Audit Fee**				5.782,80
				If IEEE is doing the audit, manually enter the EST FEE number below into the grey box on the right	
2976		Audit Fee (.6% of rev. or exp. whichever is greater)		EST FEE .6%	$ 5.782,35	5.782,80
3000	**Committee**			Hours	Per Hour	12.367,09
3001		OC & TPC Gifts				500,00
3002		OC Attire				1.000,00
3003		Travel				10.000,00
3004		Meetings, Conf Calls				831,47
3005		Secretary Hours		0	$ -	0,00
3006		Committee Dinner		0	$ -	0,00
3007		Committee Social Event		0	$ -	0,00
3008		Student Volunteers		0	$ -	0,00
3009		Other				35,62
3050	**Value Added Tax (VAT) Owed**					3.890,73
3051		VAT (consumption tax)				3.890,73

3100	**Miscellaneous**				**0,00**
3101		IEEE Society Advance Loan Repayments			50.000,00
3102		IEEE Section Advance Loan Repayments			0,00
3104		CONFERENCE ADMIN FEES (% of Meeting Expenses)			0,00
3105		Contingency (for Budget Only)			0,00
3106		Other(Specify)			0,00

BUDGET

HOTEL ROOMS BLOCKED

	HOTEL 1		DAYS	# OF ROOMS	RM RATE	DATES	-
	Day 1-DayNN						-
							-

	HOTEL 2		DAYS			DATES	-
	Day 1-DayNN						-
							-
	HOTEL 3		DAYS			DATES	-
	Day 1-DayNN						-

						-

	HOTEL 4	**DAYS**			**DATES**	-
	Day 1-DayNN					-
						-
	GRAND TOTALS	**TOTAL DAYS**			**DATES**	-
	Day 1-DayNN					-
						-

Appendix H   GR4S Planning Documents

Key aspects to a successful GR4S.

- The GR4S is typically a week-long educational event with undergraduate and/or graduate students as a the primary target audience.

- The GR4S is promoted via the IGARSS promotional venues, including the IGARSS website where the IGARSS registration page is located, and all promotional materials clearly identify GRSS as a sponsoring organization.

- The LOC designates an individual who serves as the Chair for the GR4S, who is supported by an organizing committee. The Chair has a monthly planning teleconference with the AdCom member who leads the GR4S activities.

- The GR4S is held during the week prior to IGARSS.

- The GR4S is held in a location nearby to the venue of the IGARSS. Typically, the venue is a nearby university.

- Budgetarily, the GR4S should organized to have no net profit or loss. The primary goal is to provide a high-quality, low-cost educational experience for students.

- Registration fees for the GR4S are kept as low as possible (typically no more than $100). The fees can be lower for student than for non-student participants.

- Low cost housing options are provided to participants. Typically university student housing is arranged by the LOC.

- Low-cost local transportation options are available to the attendees.

- Typically, a GR4S has approximately 30-50 attendees from multiple countries.

- The GR4S is widely advertised, for example via GRSS social media (FB, Twitter, LinkedIn), emails to GRSS chapters, emails to student registrants of IGARSS, and within IGARSS promotional materials.

- Often, a GR4S has an emphasis on topic(s) of interest to students. For example, a GR4S can have an emphasis on emerging technologies, such as small-satellites, drones, or deep learning, or on particular applications, such as precision agriculture, disaster response, etc. The level of the materials should be aimed at students who are not yet experts in the field.

- Often, a GR4S is a mixture of class-room style lectures and hands-on activities. The lectures are typically given by a mixture of local experts and speakers who are active within GRSS who are attending IGARSS.

- Student participants of the GR4S are provided opportunities to serve as volunteers at the next week's IGARSS with the benefit of reduced registration.

Example Planning & Execution Timeline

10.1 July-August

10.2 Construct Organizing Committee and Initiate Monthly Teleconferences with ADCOM lead for GR4S activities

10.3 August-September

10.4 Determine Site, Dates, Theme

10.5 October

10.6 Develop Draft Program (Topics and Potential Speakers)

10.7 October

10.8 Develop Budget

10.9 November

Invite Speakers

10.10 January

Finalize Site (reserve meeting rooms) and Local Accommodations

10.11 January

Finalize Speakers and Program

10.12 February

Launch Website with Online Registration & Payment

10.13 February-March   Distribute Invitations

10.14 April-June   Continued Communication with Participants & Speakers

10.15 April-June   10.16 Continued Local/Logistical Organizinization (Food, Transportation, On-Site Accomodations, Signs, Name Tags, Sign-In Table, Handouts, Student Volunteers, etc)

July   10.17 Hold Summer School

July   10.18 Distribute Surveys, Presentations, etc to Participants & Thank You's to Speakers

10.19 August-September   10.20 Close-out Financials, Submit Reimbursement Requests to GRSS

10.21 November   10.22 Give Final Report to GRSS AdCom

Appendix I