



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

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1 Scope

1.1 Identification

This document is a MANUAL for IGARSS Proposing Teams and Local Organizing Committees.

1.2 Purpose

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

<https://www.ieee.org/conferences/organizers/organizers-index.html>

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 Administrative Committee (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 Appendix B. For many years, the conference location alternated between North America and the rest of the world. In 2009 the GRSS AdCom decided to adopt a three-year rotation between North America, Europe/Africa, and Pacific/Asia. Table 1 shows the location of IGARSS from 2019 to 2023.

Table 1. Upcoming IGARSS location cycle.

Year	Region	Location
2019	Asia/Pacific	Yokohama, Japan
2020	North/South America	Hawaii, USA
2021	Europe/Middle East/Africa	Brussels, Belgium
2022	Asia/Pacific	Kuala Lumpur, Malaysia
2023	North/South America	Pasadena, California, USA



The rotation cycle set up is at the discretion of the AdCom, and could be changed in the future through formal review and deliberation processes.

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

2 Proposing 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 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.

GRSS has adopted a two-stage process for the delegation of an IGARSS: (i) open solicitation and review of pre-proposals, and (ii) down selection, invitation to submit, and final review of full conference proposals. A general call for pre-proposals is made approximately 5 years prior to the conference date. A team wishing to bid for an IGARSS must submit a pre-proposal, and if short listed, a full proposal. Requirements for pre-Proposal and full proposal are defined in Section 2.3 and Section 2.4.

2.2 Important Functions in the Running of an IGARSS

During pre-Proposal phase, the proposing team is expected to identify core members of the Local Organizing Committee (LOC), including the General Chair, Technical Program Committee Chair(s), and Finance Chair. Following is an overview of roles and responsibilities of the two conference operating entities: LOC and Professional Congress Organizer (PCO).



2.2.1 Local Organizing Committee (LOC) Responsibilities

With AdCom's support and oversight, the LOC is in charge of organizing and managing the conference. The LOC is expected to provide the local flavor of the conference, and, more 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. 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 LOC needs to anticipate and prepare for the high level of effort required to run an IGARSS. To ensure continuity of some programs and well-established aspects of IGARSS, GRSS AdCom (working with the LOC) will be responsible for certain conference functions.

Since 2008 the GRSS Conference Advisory Committee has been conducting attendee survey during IGARSS. These surveys are a useful source for feedbacks and comments from attendees and conference statistics. Contact the Chair of the Committee for updated information.

2.2.2 Conference Management Function

GRSS AdCom appoints a Professional Congress Organizer (PCO), 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 PCO is Conference Management Services Inc. (CMS). The contact information is provided in Appendix A. However, the LOC is free to propose its own approach to these functions in order to meet local requirements and

needs. An important consideration is that the system used to receive technical contributions (abstracts first and full papers later), and much of the operation of the Technical Program Committee (TPC), is embedded into the PCO conference management software system. The paper submission processing system is also linked to the registration process (including registration fee collection). Note that conference registration fees can be collected locally in the country where IGARSS takes place, provided the LOC adheres to IEEE rules and requirements.

2.3 Pre-Proposal to Host an IGARSS

The pre-proposal is a written document of twenty pages or less, and is typically prepared by the proposing LOC with minimal outside assistance and should not entail major expense in effort and cost in its production¹. The pre-proposal must address the following items, and 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.
- **Lodging** – Availability of adequate, suitable **hotels** for participants. Including:
 - Host hotel facilities that can accommodate the meeting room requirements (in case the conference venue is a hotel) and sleeping room needs must be booked easily at least three years in advance.
 - Nearby overflow hotels for additional meeting space and to provide alternative, generally less expensive lodging for attendees.

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.

- **Dining** – Easy access to multiple, cost-effective dining opportunities.
- **Other relevant factors**, as determined by the AdCom, such as:
 - Local industry or university support
 - Support and involvement of the local IEEE Organizational Unit
 - Concurrent events which may impact the conference
- **Budget** – Preliminary conference budget, which include 10% contingency and 10% surplus, for 1600–2000 attendees that highlights the value propositions, potential risks and mitigation strategies.

2.3.1 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 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

2.3.2 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 conference center or hotel venue. Considerations should include:
 - IGARSS attendance is now typically between 1400 and 2700. Proposed venues must be able to handle a minimum of 12 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 opening/plenary session, which may be attended by about 1200 delegates. The venue must meet the session 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) on Sunday prior to the conference.
- Wireless Internet access and charging stations
- Availability of childcare and emergency medical care facilities
- 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 IEEE has a generic standard hotel template and specific hotel chain standard templates for contracts:
http://www.ieee.org/conferences_events/conferences/organizers/contracts.html.
- There are National Account Representatives for many of the international chains, such as Hilton, Hyatt and Marriott, 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 conveniently accessible from 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 pertinent to travel to the venue. Is the proposed site near major airports? Is the airport located within a reasonable distance from 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 budget analysis including the amount of potential and/or confirmed support from corporate/government/organizational, potential sponsorships and grants, and other supports for conference venue and 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. Note that development and shipping of extensive packets of material could be time consuming to prepare, costly to ship, and generally not useful in the preliminary proposal review. 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.

2.3.3 Pre-Proposal Submission and Process Timeline

The pre-proposal must be submitted electronically in PDF format to GRSS Vice-President of Meetings & Symposia (VP M&S) by **January 31st of the year, four years prior to the event.** Current contact information for GRSS VP M&S is available through the GRSS AdCom web page (<http://www.grss-ieee.org/community/adcom/>). The pre-proposal will then be distributed to the AdCom for consideration at their spring meeting, usually held in early March. If there are more than two pre-proposals, the AdCom will down-select to two preferred options. The selected team(s) will then be invited to prepare a full proposal and a presentation to the AdCom at their summer meeting, which is held the weekend prior to IGARSS conference.

2.4 Full Proposal to Host an IGARSS

The full proposal design and format are 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 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 local convention bureau and may contain supporting letters from local officials. It is highly recommended that the team review past IGARSS proposals, which can be requested from GRSS VP M&S, during the proposal preparation. Past budgets are particularly useful, bearing in mind the differing cost structures in different parts of the world.

2.4.1 Full Proposal Submission and Presentation

The full proposal must be submitted electronically in PDF format to the VP M&S at least 30 days before the summer AdCom meeting in **July of the year, four years prior to the event**. Note that the summer (July) AdCom meeting is held the weekend prior to IGARSS conference. Teams who are invited to submit full proposals must provide a short (15 minutes) presentation during the summer AdCom meeting. The presentation file shall be submitted to the GRSS VP M&S at least one week before the scheduled presentation. The team also needs to provide printed copy (about 20 copies) of the full proposal to the AdCom (on site) immediately before the presentation.

3 Organizing and Running an IGARSS

3.1 Background

The proposing team/LOC needs to commence IGARSS planning/preparation activities as soon as the team is delegated to host the conference. The LOC must work with GRSS VP M&S in initiating the conference, which include completion of a Memorandum of Understanding (MOU) between GRSS and the hosting institution, IEEE conference registration, hiring of a PCO (and, for outside USA, a local PCO), review and approval of conference budget, and conference banking account set up. IEEE has comprehensive



guidelines and documents for planning and organizing a conference which are accessible through the IEEE Conference Organizer Portal website (<https://www.ieee.org/conferences/organizers/organizers-index.html>). IEEE provides an overview of conference management activities with a 24-month pre-conference timeline. However, the GRSS custom is a much longer interaction between the IGARSS LOC and the AdCom, which is detailed in the IGARSS Conference Timeline below.

IEEE documentation also indicates the contractual issues that arise in running a conference. Cash advances are typically 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, which would enable GRSS to expand its services and activities. A 10% contingency must also be included in the budget. To handle cash flow for each conference, IEEE sets up a subset of its bank account, where cash flows in and out. Please carefully review the IEEE Conference Organizer Toolkit website for comprehensive details on how the process is carried out:

<https://www.ieee.org/conferences/organizers/conference-organizer-toolkit.html>

3.2 IGARSS Conference Timeline and Reporting Schedule

To ensure successful planning and running of IGARSS, GRSS has over the years adapted and fine-tuned the suggested IEEE conference timeline. The IGARSS conference timeline and guidelines document is provided in Appendix C. The list of generic deadlines for IGARSS is shown in Appendix D. Summary of IGARSS proposal and reporting schedule is given in the following table, in which **Y** denotes the year of the conference. Note that there are three AdCom meetings per annum, generally in March, July (at IGARSS), and November (identified as 1, 2 and 3 in the table). Thus, Meeting Y-3.1 is the first² AdCom meeting, three years before the IGARSS. IGARSS is traditionally held during the long academic breaks of the northern hemisphere, from June to July.

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.



Table 1: Summary of IGARSS proposal and reporting steps

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

3.3 Local Organizing Committee – Roles and Responsibilities

Running an IGARSS is a complex endeavor and requires a dedicated team that function in a well-coordinated manner. IGARSS planning and management activities cover six major areas: Venues, Finance, Technical Programs, Social Programs, Outreach, and Exhibits. A high level diagram of these activities for IGARSS 2017 is show in Appendix E. General conference organizer roles and responsibilities are described in the IEEE Conference Organizer Portal website: <https://www.ieee.org/conferences/organizers/roles-responsibilities.html>



It is strongly recommended that the LOC contracts and involves a PCO (and, for outside USA, a local PCO) as early as possible in planning and running the conference. More detailed PCO's roles and responsibilities are listed in Appendix F. General roles and responsibilities of IGARSS General Chair(s) and Technical Program Committee Chair(s) are highlighted briefly below.

3.3.1 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.

3.3.2 Technical Program Committee (TPC) Chair(s)

The Technical Program Committee Chair (in some cases co-chairs) is a very important position as he/she is responsible for the entire Technical Program, albeit that he/she is assisted by a Technical Program Committee (TPC) in which the core memberships evolve slowly with time. The TPC is a reservoir of good conference practices. If possible, past Technical Program Committee Chair(s) can be asked to participate, or provide guidance to the present TPC Chair(s). It is strongly advised that TPC Chair(s) attends at least one of the TPC meetings for IGARSS that are held prior to the proposed conference year.

3.4 Technical Program Committee

Members of the Technical Program Committee (TPC) are selected and invited to contribute to the IGARSS program by the GRSS Conference Advisory Committee in cooperation with the Technical Program Chair(s). This is done in September/October prior to the Technical



Committee Meeting in March. The invitation and selection are done for every IGARSS. The Technical Program Committee (consists of approximately 60 members) is responsible for the IGARSS oral and poster session organization. The team shall consist of AdCom members, Technical Committee chairs/members, and experienced experts. Coordination between related general themes is a responsibility of the Technical Program Committee Chair(s).

3.5 Technical Program Development

3.5.1 General and Special Themes

IGARSS technical program 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 to the LOC after the March AdCom meeting one year prior to the conference. The general IGARSS technical themes for 2019 are listed in Appendix G.

3.5.2 Invited Oral Sessions

It is a 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 general submission sessions. Recent history has put the balance at about a maximum of 40/60 between invited and general submission oral sessions, although surveys indicate that the IGARSS 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 Committee Chair(s) needs to be aware of these proposals and approve them as long as they are adequately developed and met the IGARSS technical program standard. There may be up to 10 invited session hosted by the GRSS Technical Committees. Updated information of current



GRSS Technical Committees is available on IEEE GRSS Website (<http://www.grss-ieee.org/community/technical-committees/>).

3.5.3 Receiving, Reviewing and Allocating Papers

The reception of the papers and the review process is handled by the Professional Congress Organizer (PCO, i.e. conference management company), but the design of the five-day technical program is the sole responsibility of the TPC Chair(s) in conjunction with the TPC. The paper review process is facilitated by an online conference paper and technical program management system. However, the TPC Chair(s) must vet and update the database of reviewers, and might wish to expand or contract it. It is important to ensure that sufficient reviewers are available for each theme and commensurate with the expected number of papers in the theme.

The TPC Chair(s), in conjunction with their colleagues on the LOC, must decide on the number of parallel oral and poster sessions. Over the last few years IGARSS typically had 12 parallel oral sessions and 18 parallel poster sessions. The number of sessions may be adjusted, after close consultations with AdCom, based on unique circumstances of the conference. The exact number is a trade-off between 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% to 30% is common, but not mandatory. Another consideration is that a conference that is too large could make it impersonal, but a conference that is too small might not be financially viable.

3.5.4 Tutorials and Workshops

Tutorials covering technical topics are advanced courses, allowing GRSS practitioners to learn about new techniques in the field of Geoscience and Remote Sensing, or to advance in the fields in which they work. Working with the GRSS Director of Education, the LOC of the IGARSS (specifically TPC Chair(s) and/or Tutorials Chair(s)) establishes and manages the technical tutorial and workshop program. Technical Tutorials/Workshops are restricted to half-day or full day events and held on the Sunday prior to IGARSS. The document describing the



operation of technical tutorial and workshop program can be obtained from the GRSS Director of Education.

Industry oriented tutorials and workshops are organized as parts of the Technology, Industry, and Education (TIE) Forum. Details on the TIE Forum are provided in Section 7.

3.5.5 Technical Session Webcasting

To broaden technical and societal impacts, IGARSS typically offers live streaming/webcasting of selected sessions which are accessible online for the general public. Information about the live streamed sessions is publicized/announced on the IGARSS website and other social media platforms. The LOC, in collaboration with GRSS AdCom and supported by the PCO, is responsible for organizing and managing the webcast program and activities.

3.6 IGARSS Side Meetings

There are several GRSS activities (side meetings, some of which are funded directly by GRSS) held during the IGARSS week that need to be included in the conference planning:

1. GRSS Technical Committee Meetings
2. GRSS Technical Committee Chairs Luncheon
3. GRSS Technical Committee Luncheon
4. GRSS Chapter Chair Luncheon or Dinner
5. Student Prize Committee Luncheon
6. GRSS Editors Luncheon
7. Chapter Chairs Meeting

The LOC needs to coordinate and manage these activities in collaboration with the respective GRSS VPs and Directors.



3.7 Social Events and Attendee Support Services

3.7.1 Evening Social Events

IGARSS facilitates social interaction and networking opportunities for participants through several social events during the conference. Followings are the main social events taking place during IGARSS.

1. Welcome reception: Free for registered participants and takes place on the Sunday evening prior to IGARSS
2. Soccer Game (and/or other fun and competitive group activities): For registered participants (with minimum registration cost) and held on Wednesday evening during the conference.
3. Award Banquet: For registered participants and scheduled on Thursday evening.

Additional social events that highlight local culture and experience are strongly encouraged. These events can be scheduled in the remaining evenings of the conference.

3.7.2 Child Care Service

GRSS is committed to culture of inclusiveness and to broaden IGARSS participations. To that end, GRSS seeks to minimize barriers for a full and rewarding experience for all IGARSS participants. Child care service is one of the attendee support services that was highly valued in past IGARSS. IGARSS Child care services can be arranged by:

1. Providing a list of child care providers in the location of the conference; the list is generally provided by either the local tourism board or via the hotel itself.
2. Contracting with one centralized childcare service at the event location. The contract would need IEEE legal and IEEE's office of risk management's engagement to review and provide specific commentary as to the terms of service and in how that service will be administered.

Note that due to potential liability and legal issues, the LOC must work with GRSS VP M&S, IEEE Legal, and IEEE Office of Risk Management in planning and setting up child care services.



3.7.3 Social Program for Accompanying Persons

The LOC is also encouraged to offer social programs/activities for accompanying persons during IGARSS. These programs can be established in collaboration with the local convention and visitor bureau, tour operators, and/or local establishments. Example programs include local culture and arts, daily-tours, wellness activities, and local cuisine experiences.

3.8 Technology, Industry, and Education (TIE) Forum

3.8.1 General Information

The TIE Forum 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. IGARSS provides complimentary one-day registrations to invited TIE speakers who do not have papers at the conference.

The LOC of IGARSS will appoint a TIE Forum Chair(s) to organize and run the TIE Forum. 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 Forum 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 Forum 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.

TIE Forum 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



Example of the TIE activity poster advertisement



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.

3.8.2 Planning the TIE Forum

Planning of the TIE events commence 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 contact and work with AdCom members (working group) who traditionally organize these non-technical events. The initial engagement should be made at IGARSS or at the AdCom meeting one year prior to the conference. The LOC and AdCom working group are strongly encouraged to schedule a break-out session during the November AdCom Meeting for planning the TIE Forum logistics for IGARSS of the following year. Following is a typical planning timeline for some of the activities in TIE Forum.

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 a budget estimate for the event.

March/April:



Speakers and lead of the coding workshop are confirmed. The GRSS YP Program 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. An “IEEE 50% Rule” proposal to GRSS will be submitted to cover the cost of the event in case the sponsorship funding is lower than projected.

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. For TIE Forum events with limited capacities (such as YP Mixer and WinGRSS Luncheon), usually about 10% of the capacity is reserved for GRSS invitees. IGARSS PCO (CMS) needs to be notified of the number of event 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 respective TIE Forum event Chair. If tickets are not sold out, the TIE Forum events should be advertised at the plenary presentation and at 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.

3.9 GRSS Summer School (GR4S)

A GRSS Summer School (GR4S) is organized and hosted by the IGARSS LOC during the week prior to IGARSS. 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 of GR4S are listed below.

- The GR4S is typically a week-long educational event with undergraduate and/or graduate students as 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. The GR4S Chair works with and has a monthly planning teleconference with the GRSS Director of Education (who leads the GR4S activities).
- The GR4S is held at a location near the IGARSS venue. Typically, the venue is a nearby university.
- The GR4S is organized as a budget neutral event (i.e. no net profit or loss). The primary goal is to provide a high-quality and low-cost educational experience for students.
- Registration fees for the GR4S are kept as low as possible (typically no more than USD\$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 made available to the attendees.
- A GR4S typically has 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.
- GR4S emphasizes 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 IGARSS with the benefit of reduced conference registration fee.

More detailed information about GR4S is available in the GR4S Handbook, which can be requested from GRSS Director of Education.

3.10 Budget and Financial Responsibilities

IEEE/GRSS is the sole financial sponsor of IGARSS. IGARSS General Chair and Finance Chair have full responsibility of the conference finances and are responsible for managing the conference budget. The LOC must be cognizant of potential risks and challenges, including potential conflict of interest, in preparing and managing the conference budget. Risk mitigation strategies must be considered early on in the conference planning processes. After the conference, the Finance Chair and the PCO are responsible for preparing and submitting all materials for post conference financial auditing (typically two months after the conference). Conference financial auditing will be conducted by IEEE or by a certified accounting firm. To comply with auditing requirements and also to ease the preparation of audit materials, the use of IEEE budget and reporting worksheet is strongly recommended. Excel file of the IEEE Budget Worksheet is available from GRSS VP of Meetings and Symposia. There are many IEEE requirements and procedures regarding conference financial management. The LOC (specifically the Finance Chair and the General Chair) should consult and work closely with the GRSS Chief Financial Officer (CFO) on operational and financial matters.

Followings are major budget categories of an IGARSS budget:

- Revenues:
 - Conference registration fees
 - Tutorial fees
 - Exhibits, sponsorships, grants and donations



- Expenses:
 - Conference venues and local arrangements
 - Food and beverages
 - Conference management/services and administration

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. Request for GRSS advance loan should be submitted in writing to GRSS CFO. An example detailed budget is provided in Appendix H.

3.11 A Typical IGARSS Week

The conference has evolved to a schedule that has been followed by IGARSSs over the last few years. Events start the Friday prior to the week of IGARSS with the AdCom meeting and conclude with the closing ceremony on Friday afternoon. Note that for 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. A typical schedule for the days of the IGARSS week is shown in the following table.

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	VIP/plenary speakers breakfast; Opening/Plenary Session; VIP Luncheon; Technical (oral & poster) Sessions PM; TIE Forum; evening social event
Tuesday	Technical (oral & poster) sessions AM and PM; WinGRSS Luncheon; Technical Committee and Chapter Chair Meeting ; TIE Forum; evening social event
Wednesday	Technical (oral & poster) Sessions AM and PM; TIE Forum; Young Professionals Luncheon; Technical Committee Meeting; soccer game or other group sport event; Technical Committees and Chapter Chairs Dinner
Thursday	Technical Sessions (oral & poster) AM and PM; TIE Forum; Editor’s Luncheon; Technical Committee Meeting, Awards Banquet in the evening
Friday	Technical (oral) Sessions AM and PM; Poster session AM; Closing ceremony

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 after consultation with the VP for Meetings and Symposia as attendees have come to expect this type of format. An example “Schedule At-A-Glance” for IGARSS 2017 is provided in Appendix I. The following tables provides the general list of events and locations that the LOC must take care:

**Table 2: List of events during IGARSS
(to be taken care of by GRSS' management company and AdCom with LOC support)**

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 and PCO)

Sunday, MM DD-1	
Tutorials	CONVENTION CENTER
Opening Ceremony/Plenary Rehearsal Participant Lunch	TBD
Opening Ceremony/Plenary Rehearsal	CONVENTION CENTER
Registration	CONVENTION CENTER
Welcome Reception	CONVENTION CENTER
Monday, MM DD	
Registration	CONVENTION CENTER
Exhibit Hall Opening	CONVENTION CENTER
VIP/Plenary Breakfast	TBD
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Opening Ceremonies and Plenary	CONVENTION CENTER
VIP Lunch	TBD
Parallel Oral Sessions PM	CONVENTION CENTER
Technical Committee Meeting PM	CONVENTION CENTER
Poster Session PM	CONVENTION CENTER
TIE Forum PM	CONVENTION CENTER
Tuesday, MM DD+1	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Women in GRSS Luncheon	TBD
Exhibit Hall	CONVENTION CENTER
Technical Committee Meeting	CONVENTION CENTER
Poster Sessions AM & PM	CONVENTION CENTER
TIE Forum	CONVENTION CENTER
Wednesday, MM DD+2	



Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Young Professional Luncheon	CONVENTION CENTER
Technical Committee Meeting	CONVENTION CENTER
Exhibit Hall	CONVENTION CENTER
Poster Sessions AM & PM	CONVENTION CENTER
TIE Forum	CONVENTION CENTER
Technical Committees and Chapter Chairs Dinner	TBD
Soccer Match or Other group sport event	TBD
Thursday, MM DD+3	
Registration	CONVENTION CENTER
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Editors Luncheon	TBD
Technical Committee Meeting	CONVENTION CENTER
Exhibit Hall	CONVENTION CENTER
Awards Banquet	TBD
Poster Sessions AM & PM	CONVENTION CENTER
TIE Forum	CONVENTION CENTER
Friday, MM DD+4	
Accompanying Person's Hospitality Suite (TBD)	CONVENTION CENTER
Registration	CONVENTION CENTER
Parallel Oral Sessions AM & PM	CONVENTION CENTER
Poster Session AM	CONVENTION CENTER
Closing Ceremony	CONVENTION CENTER



4 Updating this Documentation

This document is maintained by the GRSS Conference Advisory Committee (CAC) with contributions/inputs from IGARSS organizers. This document is generally reviewed and updated annually. Questions and suggestions pertinent to planning and operating of an IGARSS should be referred to the GRSS CAC. Contact information for the current Chair of GRSS CAC is listed below.

Current Chair of GRSS Conference Advisory Committee:

Saibun Tjuatja

Department of Electrical Engineering
The University of Texas at Arlington
UTA Box 19016
Arlington, Texas 76019-0016, USA
Email: tjuatja@uta.edu

5 Summary

This document summarizes the processes in proposing, setting up and running an IGARSS. It begins at the pre-Proposal stage (5-year out), 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, USA

Contact person: Ms. Billene Cannon, CEO

Tel: +1. 979.846.6800

E-mail: billene@cmsworldwide.com



Appendix B Information on Past IGARSS

Table 4: Summary of Past IGARSS

Year	Location	Technical Attendance	Total Participation
1981	Washington DC, USA		
1982	Munich, Germany		
1983	San Francisco, California, USA		
1984	Strasbourg, France		
1985	Amherst, Massachusetts, USA		
1986	Zurich, Switzerland		
1987	Ann Arbor, Michigan, USA		
1988	Edinburgh, UK		
1989	Vancouver, BC, Canada		
1990	College Park, Maryland, USA		
1991	Helsinki, Finland		
1992	Houston, Texas, USA	500	600
1993	Tokyo, Japan		
1994	Pasadena, California, USA		
1995	Florence, Italy		
1996	Lincoln, Nebraska, USA		
1997	Singapore		
1998	Seattle, Washington, USA		
1999	Hamburg, Germany		
2000	Honolulu, Hawaii, USA		
2001	Sydney, Australia		
2002	Toronto, Canada		
2003	Toulouse, France		
2004	Anchorage, Alaska, USA		
2005	Seoul, South Korea		
2006	Denver, Colorado, USA		
2007	Barcelona, Spain		
2008	Boston, Massachusetts, USA	1721	2071
2009	Cape Town, South Africa		
2010	Honolulu, Hawaii, USA		
2011	Sendai/Vancouver, Canada		
2012	Munich, Germany	2700	3000
2013	Melbourne		
2014	Quebec City, Canada		
2015	Milan, Italy		
2016	Beijing, China		
2017	Fort Worth, Texas, USA	1600	1900
2018	Valencia, Spain		
2019	Yokohama, Japan	2800	3100



Appendix C IGRASS Conference Timeline

IGARSS TIMELINE – GUIDELINES																		
PRE - CONFERENCE																		
48-60 MONTHS	48-42 MONTHS	42-36 MONTHS	36-24 MONTHS	24-18 MONTHS	18-12 MONTHS	12-9 MONTHS	9-6 MONTHS	6-4 MONTHS	4-3 MONTHS	2 MONTHS	6-4 WEEKS	2 DAYS	10-12 HOURS	POST - CONFERENCE				
														1 WEEK	3 WEEKS	1 MONTH	3-12 MONTHS	
Establish the core committee	Organize the conference with GRSS	Review IEEE membership information and determine if address for IEEE is required	Submit conference information with GRSS approval for IEEE account	Develop content and data for market research	Submit proposal for publication from IEEE	Develop editor proposals	Develop editorial conference website	Send request for proposal (RFP) for website development	Establish a Web portal for attendees and post on the conference website	Promote site and conference (social media)	Establish the ITC	Finalize the Technical and Program Committees	Complete speaker and technical session assignments	Organize and prepare for conference publication (QA)	Prepare and submit abstracts	Develop and submit abstracts	Develop and submit abstracts	Submit final financial report to IEEE
Contact IEEE Section and GRSS	Request the IEEE logo	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Establish IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account	Request for IEEE account
Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS	Request information to ensure IEEE and GRSS compliance with IEEE and GRSS
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Appendix D Generic IGARSS Deadlines

Tasks	Due Date (Note: 20YY-1 indicates the year before 20YY)
IGARSS 20YY Website (version 1.0) material send to PCO (CMS)	18 months before the conference
IGARSS 20YY website on-line	After the banquet of IGARSS 20YY-1
General invitation to IGARSS 20YY (1st announcement)	After the closing ceremony of IGARSS 20YY-1
Send calls for invited sessions & tutorial proposals (2nd announcement)	August 20YY-1
3rd announcement: info updates & due dates reminder	1st week of October 20YY-1 (a few days before proposal deadline)
Invited Session proposal deadline	1st week of October 20YY-1
Invited Sessions acceptance notification	1st week of November 20YY-1
Abstract submissions system on-line	1st week of November 20YY-1
4th announcement: info update & due dates reminder	1st week of November 20YY-1
Tutorial Proposal deadline	2nd week of November 20YY-1
Invitation to join the science committee (reviewers)	1st week of December 20YY-1
5th announcement: info updates & items due in January of 20YY	1st week of December 20YY-1
Tutorial Proposal acceptance notification	2nd week of December 20YY-1
6th announcement: updates & due dates	1st week of January 20YY (a few days before Abstract submission deadline)
Abstract submission deadline	1st week of January 20YY
Travel Support Application deadline	
Student Paper Competition deadline	
Abstract review system on-line	3rd week of January 20YY
Notification: abstract reviewers and assignment	3rd week of January 20YY
Reminder for reviewers: review progress and deadline	4th week of January 20YY
7th announcement: updated venue and transportation info	1st week of February 20YY
Notification: invited session organizers	1st week of February 20YY
Abstract review deadline	2nd week of February 20YY
TPC: Paper assignment and session organisation	3rd week of February 20YY
TPC: paper assignment and session formation deadline	4th week of February 20YY
TPC Meeting - complete Phase-1 technical program	1st week of March 20YY
TPC: Phase-2 technical program deadline	3rd week of March 20YY
Abstract status available on-line	4th week of March 20YY
Registration system on-line	
Notification: Abstract status & registration info	
8th Announcement: Prelim technical program, venue, early registration	1st week of May 20YY
Reminder for authors: early registration and full paper deadline	3rd week of May 20YY (a few days before early registration deadline)
Early Registration deadline	3rd week of May 20YY
Full Paper Submission deadline	
TPC: Final technical program deadline	2nd week of June 20YY
9th Announcement: Final tech program, social programs, venues	Four weeks before the conference
10th Announcement: Updated info, online registration deadline	Three weeks before the conference
Reminder for authors: presentation & poster info	Two weeks before the conference
Online registration deadline	One week before the conference
IGARSS 20YY	Conference Week



Appendix E IGARSS 2017 Project Diagram





Appendix F Conference Management Contractor's Role and Responsibilities.

Sample split of responsibilities between GRSS' Conference Management Company and the local Professional Congress Organizer (L-PCO) based on programs outside North America. In North America, GRSS Conference Management Company (CMS at the time of writing) usually takes the role of the conference PCO.

Table 5: Summary of tasks and coordination (responsibilities) between the LOC, PCO and L-PCO

IGARSS 20XX			
Task	Contact Person(s)	Start Date	Deadline
Local Contracts			
Convention Center	GRSS/LOC/PCO		
AdCom/Host Hotels	GRSS/LOC/PCO		
Food & Beverages (F&B) – coffee breaks	LOC/PCO/L-PCO		
Transportation	L-PCO		
A/V	L-PCO		
Off-Site Venues	L-PCO		
Additional Hotels (if required or requested)	L-PCO		
Decorator/Drayage Companies	L-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	LOC/PCO		
Abstract submission	TPC Chair(s)/PCO		
Travel support application deadline	GRSS/PCO		
Student paper competition deadline	TPC Chair(s)/PCO		
Accommodation info	LOC/PCO		
Registration - Attendees	LOC/PCO		
Registration - Exhibitors/Sponsors	LOC/PCO		
Prepare Letters of Invitation re: Visas	PCO		
Accepted paper list and email	TPC Chair(s)/PCO		
Full paper instructions	TPC Chair(s)/PCO		
Advanced program	TPC Chair(s)/PCO		
Ability to search by author, title, session	TPC Chair(s)/PCO		



TIE Forum program	TIE Forum Chair/LOC/PCO		
Finance			
Establish Concentration Banking Account with IEEE and/or a local account	LOC/PCO		
Preparation of preliminary budget and maintain ongoing budget.	LOC/PCO/L-PCO		
Prepare and submit audit material to auditor	Finance Chair/PCO		
Submit financial report			
Conference Guide			
Front matter (introduction)	General Chair(s)/TPC Chair(s)/PCO		
Organization of session information	TPC Chair(s)/PCO		
Indexing	PCO		
Print Master	PCO		
Print Production	L-PCO		
Conference Proceedings			
Front matter	General-Chair(s)/TPC Chair(s)/PCO		
Organization of session information	TPC Chair(s)/PCO		
Indexing	PCO		
USB Production	PCO/L-PCO		
Gifts for attendees			
Gifts selection	LOC/PCO/L-PCO		
Procurement	L-PCO		
Coffee break location and quantity			
Set up, monitor, and quantity adjustment	PCO/L-PCO		
Support staff and volunteers"			
Student volunteers	LOC		
On-site registration staff	PCO/L-PCO		
Signage			
Signage for Technical Session (oral and poster) - master	PCO		
Signage for Technical Session (oral and poster) - production	L-PCO		
TIE Forum signage – master & production	TIE Forum Chair/L-PCO		
General conference signage - master	PCO/L-PCO		
General conference signage - production	L-PCO		
CVB information to be distributed at registration time	L-PCO		
Technical program			
Specific Topics	TPC Chair(s)		
Solicit for invited sessions	TPC Chair(s)		



Establish panels	TPC Chair(s)/General Chair(s)		
Abstract Submission System On-line	TPC Chair(s)/PCO		
Invitation to reviewers	TPC Chair(s)		
Reply from reviewers	TPC Chair(s)		
Compile/update reviewer database	TPC Chair(s)/GRSS CAC/PCO		
Appoint/update theme coordinators	TPC Chair(s)		
Student prize paper sessions	TPC Chair(s)/LOC/AdCom		
Confirm invited session organizers	TPC Chair(s)		
Papers to reviewers	TPC Chair(s)/PCO/Session Organizers		
Confirm session chairs	TPC Chair(s)/PCO		
Sessions defined by Session Organizers	TPC Chair(s)		
Sessions reviewed by chairs	TPC Chair(s)		
Additional communication with authors	TPC Chair(s)/PCO		
A/V, recording, and webcasting	PCO/L-PCO		
Mass email reminders about deadlines			
Submission Deadline	TPC Chair(s)/PCO		
Review Deadline	TPC Chair(s)/PCO		
Author Registration Deadline	TPC Chair(s)/PCO		
Final Abstract Submission Deadline	TPC Chair(s)/PCO		
Early Registration Deadline	PCO		
Full Paper Submission Deadline	TPC Chair(s)/PCO		
Sponsors & Exhibitors			
Identifying potential sponsors	LOC/GRSS/PCO/L-PCO		
Follow-up	LOC/GRSS/PCO/L-PCO		
Sponsorship packages	PCO		
Exhibitor Prospectus (development and promotion)	PCO/L-PCO		
Outreach Activities			
TIE Forum	TIE Forum Chair/GRSS		
Other Activities	LOC/AdCom		
Social events			
Social events/tours selection	L-PCO/LOC		
Events and tours arrangements	L-PCO/LOC		
Events and tours advertisements	L-PCO/PCO		
TPC Meeting			



TPC meeting location	GRSS/LOC/PCO		
Room requirements	TPC Chair(s)/GRSS/PCO		
Hotel block	PCO		
A/V	PCO		
Meals	PCO		
Evening activities	TPC Chair(s)/GRSS/PCO		
AdCom meeting			
location	AdCom/PCO		
A/V & Internet access	PCO		
Room reservation	PCO		
Attendees confirmation	GRSS President/PCO		
Meeting room setup	PCO		
F&B	PCO		
GRSS President Reception	GRSS President/PCO		
Notification to AdCom Participants (with meeting agenda)	GRSS President/PCO		
AdCom Dinner	GRSS President/PCO		
Tutorials			
Tutorial Proposal Deadline	TPC Chair(s)/PCO		
Tutorial Notification	TPC Chair(s)/PCO		
CEUs from IEEE	Tutorial Chair/GRSS Dir. Education/PCO		
Collecting Tutorial Booklet Material for Publication and permission to post on GRSS web	Tutorial Chair/PCO/L-PCO		
Production/Printing of Tutorial Booklets	PCO/L-PCO		
Room, A/V, F&B	PCO/L-PCO		
Parallel oral session logistics			
Technical Session design	TPC Chair(s)/PCO/L-PCO		
Oral session room assignment	TPC Chair(s)/PCO		
Oral session room set up	TPC Chair(s)/L-PCO		
Poster session logistics			
Sessions set up and number of poster boards	TPC Chair(s)/PCO/L-PCO		
Supplies: pins, adhesive tape, velcro	L-PCO		
Social Events – Sunday (the day before IGARSS)			
Welcome/Plenary session rehearsal - Sunday morning or afternoon	GRSS/LOC/PCO/L-PCO		
Rehearsal lunch - Sunday	GRSS/LOC/PCO/L-PCO		
Welcome Reception (Sunday evening) – space, F&B, A/V, entertainment	LOC/L-PCO		
Technical session/program management			
Session chair packet/instruction	TPC Chair(s)/PCO		
Speaker preparation room	L-PCO		



Session room monitors (help with set up, timer, survey, etc.)	LOC/L-PCO		
Opening ceremony and Plenary session			
Program of events	General Chair/ TPC Chair(s)/AdCom/PCO/L-PCO		
A/V and room set up	General Chair/ TPC Chair(s)/PCO/L-PCO		
VIP lunch - Monday	LOC/L-PCO		
GRSS Technical Committee meetings			
Meeting room assignment	LOC/GRSS VP TA/L-PCO		
F&B (if applicable)	L-PCO		
A/V	L-PCO		
Student paper competition award committee luncheon			
Location	L-PCO		
F&B	L-PCO		
Editors' luncheon			
Location	L-PCO		
F&B	L-PCO		
List of attendees	EICs/LOC		
Invitation	EICs		
Technical Committee and Chapter Chair Dinner			
A/V	GRSS VP TA/GRSS VP PA/L-PCO		
Location	L-PCO		
F&B	L-PCO		
Invitation	GRSS VP TA/GRSS VP PA		
Young Professionals' Lunch and/or Mixer			
A/V (if needed)	GRSS IDEAS Chair(s)/L-PCO		
Location	L-PCO		
F&B	L-PCO		
Invitation	GRSS IDEAS Chair(s)		
Soccer game or other group sports (Wednesday evening)			
Location	LOC/L-PCO		
T-shirts & supplies	LOC/L-PCO		
Transportation	L-PCO		
Snacks and beverages	L-PCO		
First Aid/Medical Emergency	LOC/L-PCO		
Banquet (Thursday evening)			
Location	LOC/L-PCO		
Transportation	L-PCO		
F&B	LOC/L-PCO		
A/V & staging	LOC/L-PCO		
Entertainment	LOC/L-PCO		
GRSS Awards	AdCom/LOC/L-PCO		
Closing Ceremony			
Program	LOC/next IGARSS Chair(s)		
Location	L-PCO		
F&B	L-PCO		



Gift/memento for next IGARSS Chair(s)	General Chair(s)		
Entertainment	LOC/L-PCO		
Miscellaneous Needs			
Public relations	L-PCO		
Internet/WiFi access	L-PCO		
Special rooms (admin, storage, etc.)	L-PCO		
VIP and accompanying person's lounge	L-PCO		

Appendix G Current IGARSS General Technical 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 (Optical, Multispectral, Hyperspectral, SAR)	A.1	Electromagnetic Modelling
	A.2	SAR Interferometry: Along and Across Track
	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, Clouds 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 H Sample Budget

Samples of budgets from previous IGARSS are available from the GRSS VP of Symposia and Meetings. The sample budget shown in the following pages is for reference only.



REVENUE:		BUDGET		
TOTAL CONFERENCE REVENUE (Without Loans)				1,326,525.00
TOTAL REGISTRATION FEES, TUTORIALS, SYMPOSIUMS				1,186,125.00
1000	Conference Registration Fees	1750		\$ 1,163,425
		# Units	Amount Per	Total Amount
1010	Registration-Member	656		486,750.00
	<i>Subtotal Adv. Member</i>	586		439,500.00
1011	Advance- Full	586	750.00	439,500.00
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
	<i>Subtotal At Conf. Member</i>	70		47,250.00
1015	At Conf. Regular- Full	35	850.00	29,750.00
1016	At Conf. Regular- Limited	0	0.00	0.00
1017	At Conf. Regular- 1 day	35	500.00	17,500.00
1018	At Conf. Regular- Other	0	0.00	0.00
1020	Registration- Nonmember	512		491,200.00
	<i>Subtotal Adv. Nonmember</i>	464		440,800.00
1021	Advance- Full	464	950.00	440,800.00
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
	<i>Subtotal At Conf. Nonmember</i>	48		50,400.00
1025	At Conf. Regular- Full	48	1,050.00	50,400.00
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
	<i>Subtotal Adv. Reduced rate</i>	0		0.00
1031	Advance- Full	0		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
	<i>Subtotal At Conf. Red. Rate</i>	0		0.00
1036	At Conf. Regular- Full			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	0.00
1040	At Conf. Regular- Other	0	0.00	0.00
1050	Registration- Student Member	332		100,500.00
	<i>Subtotal Adv. Student member</i>	323		96,900.00
1051	Advance- Full	323	300.00	96,900.00
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
	<i>Subtotal At Conf. Student Mem.</i>	9		3,600.00
1055	At Conf. Regular- Full	9	400.00	3,600.00
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	164		66,200.00
	<i>Subtotal Adv. Student Nonmember</i>	158		63,200.00
1061	Advance- Full	158	400.00	63,200.00
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
	<i>Subtotal At Conf. Student Nonmem.</i>	6		3,000.00
1065	At Conf. Regular- Full	6	500.00	3,000.00
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	0.00
	<i>Subtotal Adv. Society member</i>		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
	<i>Subtotal At Conf. Society Member</i>		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		35		12,650.00
	<i>Subtotal Adv. Life Member</i>		31		10,850.00
1081	Advance- Full		31	350.00	10,850.00
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
	<i>Subtotal At Conf. Life Member</i>		4		1,800.00
1085	At Conf. Regular- Full		4	450.00	1,800.00
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		51		6,125.00
1091	Exhibits Only		0	0.00	0.00
1092	Spouse/Guest		35	175.00	6,125.00
1093	Other		0	0.00	0.00
1094	Complimentary		16	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
1106	Regular- Other		0	0.00	0.00
1200	Tutorial Fees		120		22,700.00
1201	General Fees		0	0.00	0.00
1203	Full-Day - Professional		15	300.00	4,500.00
1204	Half-Day - Professional		55	200.00	11,000.00
1205	Full-Day - Student		15	200.00	3,000.00
1206	Half-Day - Student		35	120.00	4,200.00
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		0		0.00
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		0	0.00	0.00
1305	Page Charges		0	0.00	0.00
1306	CD Rom/Video, Members		0	0.00	0.00
1307	CD Rom/Video, Non Members		0	0.00	0.00
1308	Other		0	0.00	0.00



1400	Exhibits			25		100,000.00
						0.00
1401	Exhibits					0.00
1402		Booths		25	4,000.00	100,000.00
1403		Tabletops		0	0.00	0.00
1404		Other		0	0.00	0.00
						0.00
1500	Corporate Support			4		30,000.00
1501	Patron Support			4	7,500.00	30,000.00
1502	Advertising			0	0.00	0.00
1600	Grants, Donation			0		0.00
1601	Grants, Donation			0	0.00	0.00
1700	Social Event			260		10,400.00
1701	Women Professional Luncheon			50	40.00	2,000.00
1702	YP Luncheon			75	40.00	3,000.00
1703	Editors Luncheon			40	50.00	2,000.00
1704	TC and Chapter Chairs Luncheon			50	50.00	2,500.00
1705	Soccer Game			45	20.00	900.00
1800	Interest			0		0.00
1800	Bank Interest		Rec	0		0.00
1900	Miscellaneous			1		40,000.00
1910	IEEE Society Advance Loans			1	CLICK HERE FOR	40,000.00
1920	IEEE Section Advance Loans			0	0.00	0.00
1940	Hotels Room Use Rebate (to be verified)			0	34,500.00	0.00



EXPENSE:						
TOTAL CONFERENCE OUTLAYS (With Loan Repayments)						1,241,645.93
LOANS						40,000.00
TOTAL CONFERENCE OUTLAYS (Without Loans)						1,201,645.93
2000	Management/Services					120,000.00
2002	Internal General					0.00
2004	External General					120,000.00
2100	Registration Expense					2,500.00
2101	Registration Expense					0.00
2102	Badges/tickets/evaluations					2,500.00
2200	Promotion					39,500.00
2201	Announcement					2,000.00
2202	First Call For Papers					4,000.00
2203	Call For Papers					5,000.00
2204	Advance Program					
2205	Final Program					6,000.00
2206	Advertisements					10,000.00
2207	Other	GARSS 2016 Exhibit				12,500.00
2300	Exhibit/Vendor					27,000.00
Total Exhibit/vendor Expense						
2301	Vendor Program		SUBTOTAL	Exhibitors	Rate	0.00
2302				0	0.00	0.00
2303				0	0.00	0.00
2304				0	0.00	0.00
2305						0.00
2306						0.00
2307	On-Site Costs		SUBTOTAL			15,000.00
2308	Space rental					0.00
2309	Security					0.00
2310	Insurance					0.00
2311	Mgmt Fee					0.00
2312	Construction/Decorator					15,000.00
2313	Other		SUBTOTAL			12,000.00
2314	Exhibitor Directory					1,500.00
2315	Advertising					2,500.00
2316	Transport					0.00
2317	Dryage					0.00
2318	Carpet					8,000.00
2319	Flyers					0.00
2320	Bags					0.00
2321	Other					0.00
2350	Tutorial Expenses	Num of Tutorials =	0	Days	Rate	10,000.00
2351	Total Tutorial Speaker Fees					7,500.00
2352	Speaker Full day			0	0.00	7,500.00
2353	Speaker Full day			0	0.00	0.00
2354	Speaker -- Half day				0.00	0.00
2355	Speaker -- Half day				0.00	0.00
2356	Travel Expense				0.00	0.00
2357	Total Tutorial 'Other' Expenses (Please List)					2,500.00
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	2,500.00



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)					26,750.00
2401		Paper		2000	5.00	10,000.00
2402		USB		2000	8.00	16,000.00
2403		Shipping				750.00
2500	Proceedings (At or Post Conference/Tutorial)					55,000.00
2501		Paper - JSTAR				25,000.00
2502		Apps				5,000.00
2503		Sessions recording (Camtasia)				25,000.00
2600	Conference Local Arrangements					221,550.00
2601		Audio-Visual				80,000.00
2602		Poster Board Rental		120	\$ 50.00	6,000.00
2603		Internet Access/Communications				2,000.00
2604		Signage				3,500.00
2605		On-site Temps				3,000.00
2606		Security				4,500.00
2607		Convention Center				31,625.00
2608		Hotel Meeting Rooms				0.00
2609		Hotel Penalties				0.00
2610		Tours				0.00
2611		Attendee Gifts		1750	\$ 35.00	61,250.00
2612		Transportation				27,675.00
2613		Hotel Gratuities				2,000.00
				#	# People	Amount Per
2700	Food and Beverage					420,908.00
						* TUTORIAL RELATED FOOD EXPENSES ----- 3,060.00
						** EXHIBITS RELATED FOOD & BEVERAGE ----- 2,000.00
2701		Total Receptions:		18000	1,666.00	62.50
2702	1	Welcome Reception			1532	55.00
2703	2	Award Banquet		18000	1800	\$ 70.00
2704	3	Reception		0		0.00
2705		** Exhibit Move-in Beverages		0		2,000.00
2706		Are Tax (___%) and Gratuity (18%) Included??		0		0.00
2707		Total Breakfasts:		0	0.00	25.00
2708	1	Session Chair Breakfast (not planned)		0	0	25.00
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	37.86	50.00
2717	1	Award Committee Luncheon			10	\$ 60.00
2718	2	VIP Luncheon			10	\$ 60.00
2719	3	Women Professional Luncheon			50	\$ 40.00
2720	4	YP Luncheon			75	\$ 40.00
2721	5	TC & Chapter Chair Luncheon			50	\$ 50.00
2722	6	Editors Luncheon			40	\$ 50.00
2723		** Exhibits related Luncheons				0.00
2724		* Tutorial related Luncheon			30	\$ 50.00
		Are Tax (___%) and Gratuity (18%) Included??				0.00
2725		Total Dinners:		0	#DIV/0!	#DIV/0!
2726	1	Dinner				0.00
2727	2	Dinner				0.00
2728	3	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	4,415.33	13.00	172,198.00
2735	1	Break - AM	0	6563	13.00	85,319.00
2736	2	Break - PM		6563	\$ 13.00	85,319.00
2737	3	Break				0.00
2747		** Exhibits related Breaks				0.00
2748		** Exhibits related Breaks				0.00
2749		* Tutorial related Break		120	\$ 13.00	1,560.00
2750		* Tutorial related Break				0.00
2751		* Tutorial related Break				0.00
2752						0.00
2753		Other F & B activities	2	100	125.00	6,250.00
2754		TPC Luncheon	1	50	50.00	2,500.00
		TPC Dinner	1	50	75.00	3,750.00
2755		* Tutorial related Break	0	0	0.00	0.00
2756		** Other Exhibits related Social Funct	0	0	0.00	0.00
2800	Program					9,000.00
2801		Special Speakers Fee				7,500.00
2802		Special Speakers Travel				1,500.00
2803		Program Speaker Fees				0.00
2804		Program Speaker Travel				0.00
2805		Other Program Production				0.00
2806		Paper Review				0.00
2900	Conference Administration					87,333.75
2901		Credit Card Fees				35,583.75
2902		Bank Fees (incl. wire transfer)				1,750.00
2904		Travel Grants & Awards				8,000.00
2905		Insurance & Bonding				500.00
2906		Printing/Duplication				10,000.00
2907		Postage				7,500.00
2908		Office Supplies				1,500.00
2910		Freight Shipping				3,500.00
2911		Grant G&A				0.00
2912		Phone Fax				4,000.00
2913		Admin Services				0.00
2914		Staff travel				15,000.00
2915		Other				0.00
2950	Society Admin Fee					350.00
2951		Society Admin Fee				350.00
2975	Audit Fee					6,000.00
		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)				6,000.00
3000	Committee			Hours	Per Hour	65,900.00
3001		OC & TPC Gifts				3,000.00
3002		OC & Volunteer Attire				3,000.00
3003		Travel				40,000.00
3004		Meetings, Conf Calls				17,500.00
3005		Secretary Hours		0	0.00	0.00
3006		Committee Dinner	2	20	60.00	2,400.00
3007		Committee Social Event		0	0.00	0.00
3008		Student Volunteers		0	0.00	0.00
3009		Other				0.00
3050	Value Added Tax (VAT) Owed					0.00
3051		VAT				0.00



Appendix I IGARSS 2017 Schedule “At-A-Glance”

IGARSS 2017 SCHEDULE AT A GLANCE						
Time	SUN 7/23/17	MON 7/24/17	TUE 7/25/17	WED 7/26/17	THU 7/27/17	FRI 7/28/17
8:00 - 9:40	Tutorials & Workshop (8:30 - 12:00)	Opening Session (8:45 - 10:00)	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions
9:40 - 10:40		Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break
10:40 - 12:20		Plenary Session & Symposium Introduction (10:30 - 12:20)	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions
12:20 - 13:40	Lunch Break (12:00 - 13:30)	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
13:40 - 15:20	Tutorials & Workshop (13:30 - 17:00)	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions
15:20 - 16:20		Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Poster Sessions & Coffee Break	Coffee Break
16:20 - 18:00		Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions & TIE Forum	Oral Sessions (15:50 - 17:30)
18:00 - 19:00						Closing Ceremony
19:00 - 22:00	Welcome Reception (19:30 - 21:30)	Tex-Mex Dinner	Texas Night	Soccer Tournament	Awards Banquet	Rodeo Night

