

# REQUEST FOR BIDS TO PROVIDE CONFERENCE SUPPORT SERVICES FOR IEEE SENSORS CONFERENCES

## 1. INTRODUCTION/ BACKGROUND/ REQUIREMENTS

The [IEEE Sensors Council](#) is one of seven [technical councils](#) of the [IEEE](#) and is focused on sensors, transducers and integrated sensor-actuators, devices and systems.

The IEEE Sensors Council is seeking conference support services for delivery of its three flagship conferences **IEEE SENSORS 2020 (Rotterdam, Netherlands)**, **IEEE SENSORS 2021 (Sydney, Australia)**, and **IEEE SENSORS 2022 (Dallas, USA)**, plus preparatory actions for **SENSORS 2023, 2024, 2025 and 2026**. The selected professional Management Company is expected to provide and/or coordinate the services listed in the “Statement of Work” (Exhibit A) given later in this document. These comprise the following Service Categories:

1. General Conference Support Services including Technical Program and Publications Services (Statement of Work 1-9)
2. Exhibits Support Services (Statement of Work 10)
3. Web-based paper-handling service including processing of papers, and publications upload to IEEE Xplore (to work closely with provider of Service Category 1) (Statement of Work 11)

Management Company(ies) already having a Master Management Services Agreement (MMSA) with IEEE are invited to bid for Service Category 1 and/or Service Category 2, and/or Service Category 3. Therefore, depending on the outcome of the bid process, there may be one, two or three successful bidders. If there is more than one successful bidder we expect a statement confirming that there will be close co-operation between all parties to achieve seamless integration and an efficient overall conference support services team.

It is expected that bidders will be able to demonstrate the following with clear evidence:

- Track record of delivering conference support services for a minimum of 6 previous IEEE Conferences where IEEE has been the sole financial sponsor, and the number of attendees range from approximately 500 to 1000, and where a significant number of the conferences have been held in countries outside the USA. Bidders should demonstrate their ability to run conferences globally
- An appreciation and understanding of the global/ international context e.g. understanding of local taxes (VAT etc.), local sponsorship, local culture and customs, and local/ national holidays
- Successful management of the support services (as listed in the “Statement of Work”) from beginning to end, and an indication of overall surpluses (evidenced) for those conferences for which the bidder has previously been Management Company
- IT capability (including specific measures to address IT security and data backup) and use of technology/ social media/ conference apps where appropriate e.g. for set-up of a conference website with links for registration, hotel booking, management of technical papers (submission and scoring), and the experience to upload papers to IEEE Xplore, etc.
- Adding value, for example seeking partnership with local industry/ local Convention and Visitors Bureaux, being environmentally friendly/ considering value-for-money options
- Strategy for mitigating against risks associated with provision of the support services for conferences of this size and scope

## 2. BID FORMAT

Please make clear the Service Categories for which you are bidding by selecting one, or more, of the Options below:

| Option | Service Category                                                                                                                                                                                         |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A      | General Conference Support Services including Technical Program and Publications Services (Statement of Work 1-9)                                                                                        |
| B      | Exhibits Support Services (Statement of Work 10)                                                                                                                                                         |
| C      | Web-based paper-handling service including processing of papers, and publications upload to IEEE Xplore [successful bidder will work closely with provider of Service Category 1] (Statement of Work 11) |

For each Option, please indicate a baseline price for each of delegate numbers totaling: 600/ 750/ 900 delegates, plus the additional increment price per delegate if these baseline numbers are exceeded. Please ensure that each Option for which you are bidding is priced separately e.g. if a bid is submitted for Option A and Option B, please price them separately.

Bids should be structured under the following headings. Please address all headings to ensure your bid is fully considered:

1. Executive summary
2. Track record and surpluses (amount of surplus and as percentage of expense) from previous conferences. Confirmation of MMSA with IEEE
3. Track record (where appropriate) of attracting Exhibitors to the conferences for which the bidder has previously been Management Company
4. International conference support experience
5. Personnel involved (including use of any sub-contractors)
6. Methodology/ strategy/ capability for delivering the Statement of Work requirements. Please address delivery of the SENSORS 2020-22 conferences, plus preparatory actions for future SENSORS conferences
7. IT capability/ use of technology/ use of social media. In particular, provide detailed information on the security and data back-up infrastructure (e.g. mirror sites and other security features) which will be used to prevent data loss and data theft
8. Adding value
9. Risk analysis and mitigation
10. Cost/ reimbursement proposal for each of IEEE SENSORS 2021, 2022, 2023
11. All bids should include a **minimum of three letters of reference** from past clients for whom the bidder has provided similar support services for IEEE financially sponsored conferences ranging from 500 to 1000 attendees.

Please attach a copy of 'Exhibit A: Statement of Work' to your bid document.

### 3. SUBMISSION OF BID

Please send your bids electronically:

|                                                                                                                                                                             |                                                                                                                             |                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>To:</b><br>Deepak Uttamchandani,<br>Vice-President Conferences<br>IEEE Sensors Council<br><a href="mailto:d.uttamchandani@strath.ac.uk">d.uttamchandani@strath.ac.uk</a> | <b>CC:</b><br>Andrei Shkel<br>President-Elect<br>IEEE Sensors Council<br><a href="mailto:ashkel@uci.edu">ashkel@uci.edu</a> | <b>CC:</b><br>Mike McShane,<br>Past President<br>IEEE Sensors Council<br><a href="mailto:mcshane@tamu.edu">mcshane@tamu.edu</a> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|

Deadline for submission of bids is **1 April 2019**. Bidders may be invited to an online interview.

Questions should be directed to Professor Deepak Uttamchandani  
([d.uttamchandani@strath.ac.uk](mailto:d.uttamchandani@strath.ac.uk))

### 4. CONTRACTS AND LEGAL

All bids will be evaluated by Sensors Council to initially select the prospective Management Company(ies) to deliver the Conference Support Services. Subsequently, all material will be transferred to IEEE Event Contracting and IEEE Legal Services who will be responsible for all contractual and legal document finalization and sign-off between IEEE and the Management Company(ies).

## **EXHIBIT A: STATEMENT OF WORK**

**General:** The Statement of Work in paragraphs 1 - 11 below will apply to each one of the IEEE SENSORS 2020, SENSORS 2021 and SENSORS 2022 conference, referred to in the paragraphs below as 'Conference'.

### **Indicative Figures:**

|                                        | <b>Rotterdam<br/>2020</b> | <b>Sydney<br/>2021</b> | <b>Dallas<br/>2022</b> |
|----------------------------------------|---------------------------|------------------------|------------------------|
| Estimated Number of Attendees:         | 825                       | 825                    | 850                    |
| Estimated Number of Paper Submissions: | 950                       | 900                    | 1000                   |
| Estimated Number of Papers Accepted:   | 650                       | 600                    | 700                    |
| Estimated Number of Papers Presented:  | 625                       | 575                    | 675                    |

**Type of Event:** IEEE SENSORS is a four-day international technical conference on sensors, sensor systems and their applications. It is held annually between the last week of October and first week of November.

### **1. GENERAL PLANNING AND ADMINISTRATION, INCLUDING LOGISTICS COORDINATION:**

**Management Company will assist in identifying, establishing, implementing, and maintaining short and long term goals and objectives and philosophical policies for a successful Conference.**

#### **A. Management Company shall:**

1. Complete and submit all Conference application forms and Conference budget forms to IEEE seeking approval for the Conference
2. Serve in an advisory role, providing strong historical perspective on best practices and provide guidance on IEEE procedures and compliance
3. Create a Conference timeline specifying key input, roles/responsibilities, review and approval dates
4. Review timeline on an ongoing basis and send reminders as necessary to facilitate deliverables
5. Organize and facilitate regularly scheduled conference calls
6. Facilitate efficient communication among key Organizing Committee personnel
7. Provide status updates of key Conference planning activities at no more than monthly intervals
8. Coordinate with outside suppliers/vendors to provide audio visual services, promotional services, social events, print production, etc.
9. Obtain detailed host facility/ facilities and vendor bids, as required, and review in coordination with the Organizing Committee
10. Coordinate all required documentation from suppliers/vendors to meet IEEE compliance requirements (W8/W9, insurance certificates, billing applications, etc.)
11. Identify, negotiate, coordinate, and supervise all pre- and on-site Conference details with the host facility and other contractual supplies
12. Negotiate contracts and confirm all defined Conference requirements
13. Confirm all defined Conference details with the host facility
  - a. Set-ups (Conference rooms, exhibit area, registration area, receptions/banquets, catering needs)
  - b. Monitor and supervise all defined tasks and responsibilities during set-up, actual Conference, and tear-down to ensure quality of the Conference
  - c. Monitor daily charges for accuracy and billing
  - d. Ensure all contract obligations are met by all parties
  - e. Serve as direct liaison between Committee and hotel/convention center staff/vendors
  - f. Track shipping for all known deliveries
  - g. Review final hotel room pick up report daily
  - h. Daily review of security and safety with host facility
14. Assist in preparation of Awards.
15. Collect all presentations of tutorials and distribute via cloud, or similar, service

16. Coordinate all details pertaining to the confirmed Conference presenters and their respective presentation(s)
    - a. Create and coordinate distribution of Presenter/Author Kits for Proceedings and presentations
    - b. Prepare check-in material for each speaker/presenter
    - c. Conference presentation logistics and policies
  17. Contact Plenary/Invited/Keynote Speakers two weeks prior to Conference to review, update and/or assist in any last minute details
  18. Coordinate reimbursements for plenary speakers, invited speakers, etc.
- B. Post-Conference
1. Design and conduct an evaluation survey for participants to create a mechanism for feedback for future Conferences
  2. Conduct post- Conference meetings with Executive Committee and Conference volunteers
  3. Conduct post- Conference meetings with hotel/convention center
  4. Write and mail thank you notes to Speakers, Hotel staff, Planning Committee, and others as needed

## 2. FINANCIALS:

**Management Company will assist in developing, administering, maintaining, and adhering to the overall Conference program budget, create a budget in IEEE format for review and approval and coordinate all activities to comply within those parameters. These functions include:**

- A. All Conference finances should comply with IEEE's conference requirements and policies. (See [http://www.ieee.org/documents/ieee\\_policies.pdf](http://www.ieee.org/documents/ieee_policies.pdf) Policy paragraphs 10.1.6-10.1.11)
- B. Coordinate with the General Chair and Treasurer to develop a conservative budget that meets IEEE's minimum requirement of 20% surplus
- C. Invoice, receive, and issue receipts for all generated or prospective income
  1. Registration Fees
  2. Sponsors/Grants
  3. Social Functions
  4. Sale of Proceedings
  5. Workshops and Tutorials
- D. Process any refunds (if necessary)
- E. Initiate/ distribute necessary payments or reimbursements for speakers, facility, suppliers, materials, food and beverages
- F. Develop a bid process and mechanism for all identified purchases, subcontractors, and vendors.
- G. Maintain detailed financial records
- H. Provide monthly summary reports beginning six months before the Conference and ending when the Conference financials are closed
- I. Perform a complete reconciliation and provide a balanced itemized financial summary of all expenses, plus an income breakdown. This process should be completed within four, but no later than six, months following the Conference. Arrange for the audit of the Conference financials by an independent CPA according to IEEE's audit requirements
- J. Submit all final financial forms to the General Chair and Treasurer for review and subsequent submission to IEEE within six months of the close of the Conference
- K. Please note that the Management Company shall be entitled to reimbursement of the following incurred expenses (evidenced) in connection with the Services:
  1. Any travel expenses incurred by Management Company will be paid by the Conference. Travel will be reimbursed at cost and includes hotels, meals, and transportation. All travel will be subject to prior approval in writing by the General Chair and the Treasurer before the costs are incurred and all travel shall be undertaken in accordance with IEEE Travel Policy.
  2. Any charges incurred by the Management Company on behalf of the Conference not paid directly to the vendor will be reimbursed in full after submission of appropriate accounting. All third party vendor charges will be subject to prior approval in writing by the General Chair and Treasurer before the cost is incurred.
  3. Accurate and detailed records will be kept of all charges directly related to the conference incurred by the Management Company. All charges and fees relevant to the Conference

shall be paid direct to the vendor upon submission of appropriate accounting. Management Company, as a contractor for hire, shall not be entitled to reimbursement of customary office or operating expenses, commissions or payments from vendors, or any other remuneration except as stated above.

4. It is understood that all other direct expenses (i.e. credit card and wire transfer fees, printing, advertising, supplies, postage, shipping, transportation, equipment rental, decorator, security, on-site telephone charges and third party charges for equipment or services) are to be paid by the Conference.

### 3. SITE SELECTION AND CONTRACT NEGOTIATION:

**Management Company will assist in identifying the Conference host facility/ facilities, coordinating and negotiating the variables needed for final working contract(s) with the host facility/ facilities**

- A. This contract may include such items as:
  1. Change in management
  2. Arbitration
  3. Change in ownership
  4. Disclosure of other events and meetings
  5. Overbooking policy
  6. Speaker rates
  7. Staff rates
  8. Operation of full facility
  9. Conference room prices
  10. Construction policies
  11. Sleeping room rates
  12. Room restrictions and layout
  13. Cancellation policies
  14. Parking
  15. Insurance requirements
  16. Shipment and delivery
  17. Amenities
  18. Accessibility
  19. Chains of commands
  20. Front desk/check-in process
  21. Labor laws/union policies
  22. In-house medical care
  23. Guarantees
  24. Billing and accounting procedures
  25. Deposit policies
  26. Restrooms and public phones
  27. Gratuities vs. performance
  28. Housekeeping
  29. Shuttle service
  30. Audiovisual policies
  31. Check in-and-out times
  32. Security
  33. Catered function prices and limits
  34. Property damage policies
  35. Ratios of service personnel to Attendee in all areas
  36. Internet access
  37. Room block/attrition liability
- B. Consult with IEEE to ensure that the contract is compliant with IEEE standards. Contracts must be sent to IEEE for review and execution in accordance with current IEEE policies
- C. Solicit venue proposals for Conference
- D. Summarize proposals and provide to Organizing Committee for final selection
- E. Negotiate best possible contract terms with venue for Conference and sent the contract to IEEE for approval

### 4. PREPARATORY ACTIONS FOR FUTURE IEEE SENSORS CONFERENCES:

**IEEE Sensors Council plans future SENSORS conferences up to four years in advance. The planning process requires a number of actions to be undertaken in preparation for these future conferences. Management Company will perform the appropriate and necessary preparatory actions for the following future editions: SENSORS 2023, 2024, 2025 and 2026. Specific actions, to be performed in the relevant year, will include the following:**

- A. Coordinating the activity of Venue Search Panel for the above future editions of SENSORS
- B. Advising and assisting with venue selection for the above future editions of SENSORS
- C. Engagement and contracts with venues and convention bureaux of host cities selected for the above future editions of SENSORS (this may include site visits)
- D. Budget preparation in collaboration with prospective future hosts of SENSORS
- E. Continual engagement with the General Co-Chairs and Program Co-Chairs of the above future editions of SENSORS

## 5. MARKETING:

**Management Company will assist in developing and coordinating the marketing strategy and promotional material for the Conference.**

- A. Coordinate printing and mailing and emailing of ads and announcements. This includes assist in designing, overseeing production, proofing and printing of all information requested by the Organizing Committee, but not limited to the following: Initial Call for Papers, Media Releases, Final Call for Papers, Advance Announcements, Preliminary/Advance and Final Programs
- B. Coordinate the development and distribution of all promotional brochures, flyers, and announcements
- C. Pre-conference "mark your calendar" promotion to previous year's participants (observing GDPR rules)
- D. Pre-conference "mark your calendar" promotion to all potential attendees (observing GDPR rules)
- E. Hardcopy Call for Papers
- F. Create and send computerized electronic e-mail announcements (observing GDPR rules)
- G. Create Conference Promotional Brochure/Material
- H. Work with the Committee to develop promotional materials for the following year's Conference to ensure a smooth transition from year to year

## 6. CONFERENCE WEBSITE:

**Management Company will design and implement a unique website for the Conference.**

- A. Secure an identifiable URL "address" for the Conference
- B. Set up and maintain the website including, but not limited to, each of the following functions or components:
  - 1. Online conference registration (via a link)
  - 2. Online Paper Submission and Author Website (via a link)
  - 3. Organizing Committee information
  - 4. Host City information including hotels, restaurants, etc.
  - 5. Society information including membership and link to website
  - 6. Call for Papers
  - 7. Program information
  - 8. Award and Grant information if appropriate
  - 9. Travel advice and Visa requirements
- C. The copyright of the Conference website design shall be attributed and held by the IEEE Sensors Council and clearly identified as such. The Management Company shall be identified as the "webmaster" and contact for inquiries. The copyright of the underlying code which displays formatted web pages to users is retained by the IEEE

## 7. PUBLICATIONS SERVICES:

**Management Company will coordinate all details pertaining to the confirmed Conference presenters and their respective presentations.**

- A. Program Management, Advance Program and Conference Guide
  - 1. Assist in development of session schedule and assignment of papers to the appropriate sessions. Check for session/author conflicts and advise the Technical Program Chairman as necessary
  - 2. Assist to resolve conflicts in scheduling with the early notification of authors
  - 3. Collect data for publication of papers based on presentations done at the Conference
  - 4. Based on input of accepted papers and associated session assignments, provide electronic copy of the technical portion of the Advance Program to the Publications Chair
  - 5. Collect all relevant material from the Conference Chairs for development of the Conference Program (Welcome Message, Final TPC list, following year CFP, etc.)
  - 6. Supply and update information from the paper database needed to develop the Conference program and maintain an up-to-date technical program description on the web
  - 7. Provide the final Session Schedule for placement on the Conference website

8. Employ data scrubbing to ensure properly cased titles, author and affiliation name uniformity and casing, remove duplicate author name references, confirm submitted file data matches web form entry data
9. Produce final printed program and ship to conference venue
10. Format the Advance Program, Conference Guide, and signage for the conference from the technical session database
11. Place the Conference Program online prior to its publication at the conference
- B. Prepare the electronic conference proceedings for Xplore
  1. Fill out and submit to IEEE all Publication form requests to obtain ISBN numbers
  2. Manage IEEE copyright release form process and submit to IEEE headquarters. Ensure copyright forms are submitted for all final papers
  3. During final submission phase: ensure that all final, accepted PDF files clear CrossCheck and meet IEEE Xplore compliance and/or use all necessary means to bring bad PDF files into compliance
  4. Prepare the Master for the Proceedings from the electronic submissions which includes Main Menu page, Copyright page, Table of Contents, Welcome Message, Committee Listing, Sponsors, all Technical Papers, Author Index, and other items as requested and necessary
- C. Provide mobile conference app for attendees to use on their smart phones
  1. Mobile app will have versions for iPhone, Android, and Windows users
  2. Management Company to indicate who is their preferred mobile app provider, giving reasons
  3. Mobile app will provide comprehensive schedule information including instant scheduling updates for attendees, venue maps, news feed, exhibitor highlights, forum for attendee interaction, and PDF versions of the paper abstracts

## 8. REGISTRATION SERVICES:

**Management Company will implement an efficient and secure registration process for the Conference.**

- A. Online registration
  1. Provide a customized, user friendly, PCI compliant, online registration form appropriate for all computer operating systems and mobile platforms. The system will be accessible continuously 24/7 from the opening of registration until conclusion of the Conference
  2. Provide a test site to allow for review of registration site. Upon final approval, launch the live environment and the Conference can begin accepting registrations
  3. Connect IEEE merchant account to Conference registration site. Processing will be in U.S. currency only
  4. Ensure that check payments are issued in U.S. dollars
  5. Ensure wire transfers are assessed a \$20USD fee per transaction
  6. All attendees will have the ability to register online
  7. Verify membership status for each registration
  8. Verify author registrations for submitted papers
  9. Verify memberships of sponsoring entities if registration rates depend on this information, and it is available to Management Company
  10. Acknowledge each registration
  11. Provide uniform data to ensure accurate registrations and records
  12. Accept credit cards, checks, and wire transfers for the Conference
  13. Log each manual registration into registration and arrange for appropriate payment processing
  14. Ensure that all attendee data is uniform for use in printed receipts, tickets, and name badges for registrants at the Conference
  15. Collect emergency contact information from attendee during registration process
  16. Conference will be provided with a web link once the registration website is launched for 24/7, on demand reporting of registration progress/data
  17. Update registration database and clean up any duplicate or problem registrations



18. Management Company will make every effort to collect payment at time of registration so billing for uncollected funds is kept to a minimum
  19. Final registration reports will be available within 30 days after close of the Conference
- B. Registration Customer Services
1. Provide for answering all inquiries about individual email registration status
  2. Provide credit card refunds, based on Conference guidelines, to be processed immediately, upon request
  3. Provide tailored automatic/computerized confirmation letter to each registered participant. Every aspect of the Conference must be effectively relayed to the participants to enable them to plan ahead and maximize their financial investment and participation and avoid a variety of problems. Important factors to consider in pre-Conference registration should include:
    - a. Acknowledge receipt of payment or monies owed
    - b. Hotel reservation forms with deadlines
    - c. Changes in Conference/meeting schedule if any
    - d. Hotel rates and taxes, and payment procedures
    - e. Meal rates
    - f. Room restrictions or policies
    - g. Dress requirements/codes (if any)
    - h. Shuttle service or transportation to and from airport
    - i. Costs of local community activities
    - j. Check-in procedures, information, and location
    - k. Expected weather conditions
    - l. Recreation and shopping facilities available and costs
    - m. Restaurants and hotels in vicinity
    - n. Emergency message procedures
    - o. Maps
    - p. Dietary meal requirements
    - q. Pre- and post- tours
    - r. Religious services
    - s. Car rental
    - t. Visa procedures
- C. Registration Materials
1. Prepare camera-ready copy of Conference registration form
  2. Prepare registration packages for both advance and walk-in registrants. Materials may include Conference Guide, Proceedings, Final Program booklet, Conference Information sheet, special notices, location of all sessions, accreditation, Conference evaluation, participant list, name badge, receipt, tickets, city brochures, maps of the area, Conference gifts, ribbons, etc.
  3. Provide invitation letters according to IEEE guidelines for registered attendees. When a registration confirmation is emailed, the attendee is asked if he/she needs an invitation letter or a letter to support visa applications
- D. Registration Revenue Management
1. Manage and reconcile the collection of registration revenues on behalf of the Conference
  2. Registration funds are processed in US dollars, and are maintained within the IEEE system according to the following process:
    - a. Online payments are processed in real time.
    - b. All online registration income will be automatically transferred into the Conference designated IEEE Conference banking account on a daily basis
    - c. Wire payments may be accepted and will be processed manually. They will be deposited into a general IEEE holding account and will be transferred to the Conference bank account on a monthly basis after reconciliation is complete
    - d. Checks received for registration will be deposited into the concentration bank account on a weekly basis. A monthly cumulative summary and transaction report of all collected funds will be provided to the Conference Treasurer
  3. Provide biweekly electronic reports of Conference registration counts in each registration category and breakdown by payment method. These reports should begin two weeks before the abstract submission deadline and when the Conference convenes

4. Pursue payment of registration fee from those providing invalid charges
5. Arrange for depositing all received funds into an IEEE concentration bank account
- E. Onsite Registration Services
  1. Arrange an on-site registration desk at the host venue, including necessary support staff and computer/printing equipment as directed by the Organizing Committee
  2. Provide assistance with on-site pickup for advance registrants with minimal in-line waiting time
  3. Provide assistance with on-site registration for walk-in registrants
  4. Assist in training local registration staff and volunteer student assistants for on-site pickup of advance registration materials as directed by the Organizing Committee

## 9. TECHNICAL PROGRAM ASSURANCE SERVICES:

**Where Third Party Paper Processing Suppliers are used for the Conference, Management Company will ensure:**

- A. Coordination of all activities regarding Abstract submission and evaluation, and Final Manuscript submission
- B. Communication of decisions on Papers
- C. Communication with Program Committee
- D. Creation of a Session Schedule
- E. Seamless connection between Paper Processing website and Conference website

## 10. EXHIBITS/PROMOTIONAL PARTNERS:

**Management Company will solicit companies to take part in the Conference as Exhibitors and Promotional Partners.**

- A. Exhibit Services
  1. Work with Conference Committee on exhibit advance planning, exhibit space sales, exhibit management and exhibit finances, including establishment of fees
  2. Identify general contractors (decorators) and negotiate contract on behalf of Committee. Prepare RFP to distribute it to potential suppliers
  3. Work with the Committee and decorator to design a floor plan to maximize traffic for exhibitors and address specific needs of the Conference (break area, poster sessions, internet café, etc.)
  4. Develop a planning schedule (timeline) and a budget for the exhibits. Track events and expenses to the budget and report to the Committee as given in the schedule
  5. Recommend for approval exhibit pricing, exhibitor contracts and exhibitor prospectus
  6. Contact each Exhibitor at the prior year's Conference, provide them the information for the contracted year's Conference and encourage them to participate in the contracted Conference
  7. Establish and maintain a data base of prospective Exhibitors
  8. Establish target exhibit numbers based on past participation
  9. Handle all enquires, cancellations and changes related to booth spaces
  10. Provide confirmations and notify all Exhibitors of their respective booth locations
  11. Process Exhibitor payments via Credit Card, Check, Purchase Order or Wire Transfer and deposit directly to Conference bank account
  12. Verify all vendor invoices as they relate to the exhibition; follow up on all invoices until they are paid in full
  13. Post Exhibitor logos, web links and write-ups on Conference website
- B. Promotions
  1. Solicit prospective promotional partners from sources provided by Conference Committee, from topic related shows, topic related publications
  2. Send and follow up on all invoices, handle all enquires, handle cancellations and changes in promotional contributions
  3. Collect graphics for advertising, signage printing, and website placement

4. Process and promotional partner payments via Credit Card, Check, Purchase Order or Wire Transfer. Process all payments submitted and maintain them in a secure account until a transfer is requested by the Committee
5. Post Promotional Partner logos, web links and write-ups on Conference website
- C. Coordinate all activities pertaining to the conference's Exhibits program
  1. Solicit potential exhibitors from industrial, academic, and governmental sectors worldwide
  2. Negotiate attractive exhibit space capable of hosting conference morning and afternoon breaks
  3. Support the exhibitors in arranging booth furnishing and infrastructure (power, Internet, etc.)
  4. Promote conference attendance among commercial organizations worldwide (compliant with GDPR)
  5. Establish multi-year contracts to make the conference a recurring part of each exhibitor's marketing plans
  6. Propose other Exhibit Support Services that is felt are appropriate for the IEEE SENSORS Conference series

## 11. PAPER-PROCESSING SERVICE:

**Supplier shall provide web based paper submission and paper processing platform to align with Conference requirements**

### A. Specific Requirements

1. Set up website and system configuration for paper submission, review and decisions
2. Set up timeline with necessary milestones and deadlines, and circulate to appropriate Committee members
3. Provide link from the SENSORS conference website to the paper submission/review website
4. Customize web forms for submission and review process
5. Customize author informational web pages, provide templates and author help pages
6. Administer web submission and review process including distribution, access privileges, security, and automated reporting. Provide user assistance for authors and all Committee members
7. Broadcast email prompts as necessary to Program Committee members and Program Chairs to ensure that deadlines are met and workflow process does not stall
8. During initial submission phase, check submitted PDF files for file integrity and alert authors about bad file submissions. Remove duplicate and erroneous submissions
9. Broadcast decision notification to all authors via email on the appropriate date
10. During final paper submission phase, ensure final submitted PDF files meet IEEE Xplore compliance. If authors fail to adhere to compliance requirement, bring bad PDF files into compliance using all reasonable measures
11. Manage IEEE copyright release process using the IEEE eCF program (electronic copyright form)
12. Ensure that all submitted papers are sent to IEEE Crosscheck for plagiarism checking. Provide results online in real time to program Committee members, and remind Program Chairman to ensure action is taken on flagged submissions
13. Perform data scrubbing to ensure properly cased titles, author and affiliation name uniformity and casing, remove duplicate author name references, confirm submitted file data matches web form entry data
14. Assist in development of session schedule and assignment of papers to the appropriate session. Check for session/author conflicts and advise Chairman as necessary
15. Make copy of Session Schedule and My Schedule available on submission website and provide link
16. Provide export of all accepted paper data and PDF files to the Publication Chair and to Management Company for development of Conference Program and Digital Proceedings
17. Ensure that paper-handling server will be available for at least 60 days post-conference
18. Ensure that appropriate insurance requirements are met

19. Provide milestone progress updates (as defined during the configuration process) to the Technical Program Co-Chairs
20. Upon completion of final collection process, provide all final PDF files and submission data to the Publications Chairman and/or their designee
21. Set up and maintain database and back-end programs for the entire web-based process
22. Provide limited manual support for those authors having difficulty submitting via web interface
- 23. Provide detailed information on the security and data back-up infrastructure (e.g. mirror sites) which will be used to prevent data loss and data theft from the paper submission/ paper processing platform**