



This document updates the Annual Broadcasting Symposium (ABS) conference planning process, including the impacts of the COVID19 pandemic on all IEEE conferences. Regardless of the way conferences have operated in the past, IEEE has established new processes and procedures for all future events. This document, which was reviewed and adopted by the BTS AdCom, highlights some of those processes and procedures. It will be the responsibility of BTS staff to report all budgetary items to the BTS President, Vice-president, Treasurer, FinCom Chair, and Vice-President of BTS Conferences.

### **IEEE BTS ABS Conference Finance guidelines**

- The Conference Chair is responsible for overseeing and coordinating the whole conference, with vice-chair shadowing in anticipation of being Conference Chair the following year.
- The Conference Chair, Vice-Chair, Conference Treasurer and BTS staff will submit budgets through IEEE Conference Exchange ([ICX](#)). Decisions on pricing for registration will be made by the Conference Committee with assistance and advice of BTS staff (particularly with regard to past events).
- Once a conference application is received, IEEE Meetings, Conferences and Events (MCE) will send an email for approval to the BTS Treasurer. As necessary, BTS staff will guide and advise the BTS Treasurer, and will review all conference documents and finances for accuracy.
- In determining net conference income, expenses for conference logistical costs (e.g., host virtual platform, hotel, food and beverage, AV, etc.) will be deducted from the conference revenue.
- The ABS forecast budget must be approved by the BTS Treasurer and VP of BTS Conferences.
- The Conference Chair, Conference Treasurer, and decision-making committee members (those with signature authority for conference arrangements) will review all of the necessary information on the appropriate IEEE Conference [applications](#) and [expense platform](#) for the conference.
- BTS staff will continue to review the budget during and after the conference and follow [IEEE guidelines](#).

- BTS staff will continue to work with the Conference Treasurer and send reporting information to the BTS Treasurer, and VP of BTS Conferences as needed.
- Eligibility for complimentary registrations is determined by the decision-making conference committee members and associated costs will be deducted from the BTS expense budget (not from conference income), keeping in mind the overall financial health of the conference and BTS budget.
- BTS follows [IEEE Financial Policies](#), which includes a restriction that no volunteers may be paid/rewarded with monetary funds. Travel expenses will be reimbursed with itemized receipts and approval by the BTS Treasurer.
- Conference events should be planned as hybrid (both in-person and virtual) events as appropriate.
- Proposed budgets may not include any contingencies. In the event of unexpected expenses, the Conference Committee must notify BTS staff immediately to ensure compliance with IEEE guidelines.

[1.22.21 Adoption by BTS AdCom]