

**IEEE AUTOTESTCON**  
**Memorandum of Agreement**  
**Between**  
**The IEEE AUTOTESTCON Board of Directors**  
**and**  
**IEEE AUTOTESTCON\_\_\_\_\_**

This document serves as a formal agreement -between the AUTOTESTCON Board of Directors and the Organizing Committee for AUTOTESTCON (year) respecting areas of responsibilities, assignments and procedures of the Board and the Committee. In all cases, the two bodies complement each other. The Board establishes policies and procedures and supervises implementation of a core group of activities, while the committee provides the creative leadership in the presentation of these activities. In short, the Board sets the rules and the committee carries them out within the administrative guidelines set down by the Board. It is understood that the conference committee will follow the policies and procedures of the IEEE and the AUTOTESTCON Board, and any specific direction on AUTOTESTCON elements as provided by the Board.

AUTOTESTCON (year) will be held (dates) at (venue).

AUTOTESTCON has two permanent sponsors – the IEEE Aerospace and Electronics Systems Society and the IEEE Instrumentation and Measurement Society. A third sponsor may be the local IEEE entity or entities in the area in which the conference is held. The two permanent sponsors provide cash advances to the conference of \$5,000 each. The local sponsoring entity also supplies a loan of \$5,000 but that advance may be split if there is more than one participating local section or council. These advances are in the form of loans which will be returned to the sponsors within 30 days of the end of the conference and before any surplus is distributed.

The Board consists of three representatives from the two permanent sponsors – Aerospace and Electronic Systems Society and Instrumentation and Measurement Society and each may serve a maximum of two three-year terms on a January 1-December 31 timeframe. Conference representatives serve for three years, beginning the start of the year before the conference and ending the end of the year after.

Any surplus existing after the return of the advances to the sponsors and after payment of all expenses will be divided equally among the sponsors provided all three provide the same amounts in advance. This allows for more than one local sponsor which shall split the local advance equally. Any losses sustained by the conference will be satisfied by the reduction of e returns of initial loans to the sponsors, with any further losses borne equally by the sponsors.

The local IEEE Section sponsor will use its best efforts to involve local members of the Section as part of the Conference Committee, although no member of a local sponsor occupy any position of financial authority which may compromise the local group's role as Conference Sponsor.

The Conference Committee will operate within the bounds of the AUTOTESTCON Charter as authorized by the IEEE. In the event of a conflict, The Memorandum of Agreement shall prevail.

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For purposes of this document, the AUTOTESTCON Charter will be considered a part of this Memorandum of Agreement.

The Conference Chair agrees to abide by the AUTOTESTCON Charter, Operations Manual, and all specific direction provided by the AUTOTESTCON Board of Directors. The Conference Chair will help ensure that his committee complies with all AUTOTESTCON Charter requirements and Board direction.

The Board retains the right to withdraw an AUTOTESTCON authorization for cause, and to replace an AUTOTESTCON Chair for cause.

The copyright of all papers presented at and published in the Conference Proceedings of AUTOTESTCON will be transferred to the IEEE. Authors will submit signed copies of the IEEE Copyright Form to the Conference Committee prior to the start of the conference. While IEEE will hold copyright to all papers presented, the local Section will be allowed to republish the material after the conference Proceedings has been issued. Any material republished by the local Section will display all copyright notices as they appear in the Proceedings. Any request received by the local Section to reprint the conference material shall be forwarded or referred to the Manager of IEEE Copyrights and Permissions.

Conference gifts are provided for the following:

- Authors
- VIPs
- Board of Directors
- Committee Members

Gifts are normally in the \$15 to \$20 range and will not exceed \$20. Registration bags with the conference logo, provided to all registrants, should not exceed a cost of \$20.

Following are procedures within major conference categories:

***Financial Management***

- Each Conference Committee will establish its own bank account in the name of IEEE AUTOTESTCON (year) after receiving formal authority from the Board. The account registration must carry the IEEE Federal Employer Identification Number for conferences (13-1656633). Signatures on the bank account include the conference chair, treasurer, AUTOTESTCON Agent and an executive of IEEE. The Conference Chair will send a duplicate signature card to the Agent who will obtain the IEEE signature and add his own, then return the card.
- All signers must be members of the IEEE.
- Bank accounts must be set up with a physical address, not a post office box.
- A preliminary conference budget must be submitted with the proposal to host the conference. The budget must be updated every six months. A Conference Information Form, Conference Publication Form and Request for Insurance must be filed with the Agent at the appropriate time before the conference. Forms are available on the IEEE website ([www.ieee.org](http://www.ieee.org)) and from the Agent. Major changes in a budget must be approved by the Board before implementation. The

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Conference Committee will not interface directly with the Sponsors on budget or management issues.

- All major contracts (hotel, convention center, exhibits/drayage contractor, etc.) must be reviewed and approved by the Board and signed by the Chairman of the Board or his designee. Contracts are to be submitted to the Agent.
- Each AUTOTESTCON will use the IEEE credit card service and will obtain a credit card machine from IEEE prior to the predecessor AUTOTESTCON (to handle exhibitor signups). A second credit card machine will be obtained for registration one-to-two months in advance of its conference.
- Requests for seed money, repayment of seed money, and distribution of final financial reports, the audit and surplus funds are routed through the AUTOTESTCON Agent.
- All conferences must use the designated auditor – Jeffrey Ligerman, CPA, of Los Angeles California – for its final audit. Mr. Ligerman is familiar with AUTOTESTCON procedures and practices.

***Publications***

- A preliminary call for papers will be distributed to the authorized AUTOTESTCON Mailing List no earlier than one month in advance of the predecessor conference as well as distributed directly, not mailed, at the predecessor conference. The Second and Final Calls for Papers will be distributed via the authorized AUTOTESTCON mailing list three months after the predecessor conference. The calls also will be posted on the AUTOTESTCON web site. Mailing labels or contact information for an approved mailing house for the distribution will be obtained from the Agent.
- Production of the conference Proceedings in CD- ROM version will be supervised by the AUTOTESTCON Agent, who will select the printer/manufacturer and provide all instructions and requirements. Papers will be in IEEE Xplore format.
- CD-ROM proceedings will be included in full registration kits.
- Sale price for additional CD-ROM Proceedings at the conference will be the set by the conference committee consistent with AUTOTESTCON standards and in consultation with the Board of Directors. The product is intellectual property.
- The Preliminary Program, in either a booklet format (vestpocket size) or a postcard pointing to the website, will be distributed in late March or early April. The AUTOTESTCON Agent can recommend a printer/ mailing house.
- The Advance Program is a vestpocket booklet with the full technical program, list of exhibitors, speakers and key events of the conference. It will be distributed in July. The Agent can arrange for printing and mailing if the Conference Committee desires.
- Conference Program – This vestpocket publication is distributed at the conference and includes the full technical program including room assignments and updated information on speakers and conference events. The graphic design of the preliminary, advance and

conference programs will reflect the same graphic theme but each subsequent version will be enriched with the addition of color and other enhancements, thus avoiding confusion of the preliminary/advance and final versions.

### ***Registration***

- Registration Control Systems (RCS) is the professional registration service selected by the Board to provide registration services. RCS reports to the Board through the AUTOTESTCON Agent. The Board will establish registration policy but the committee Registration Chair will have authority over specific operations and identified options within that policy. RCS costs are borne by the Conference

- Registration booth personnel will be trained to ask for e-mail addresses and other key information if not already provided by the attendee. Registration Control Systems, collecting registrations via the web, will seek the same information. Further, RCS will seek to obtain home addresses of military-base personnel.

- The Board will establish and approve the attendee registration fees.

### ***Technical Program Processing***

- Abstracts and an abstract submission form will be submitted via e-mail to a collection site specified by the Technical Program Chair.

- Papers selected for the program will be submitted by the author(s) to a dedicated AUTOTESTCON ftp site (file transfer protocol website) maintained by the AUTOTESTCON Agent. The Technical Program Chair, and others designated by the Conference Chair, will have access to the site.

### ***Exhibits***

- Booth sales at the predecessor AUTOTESTCON will be based on the following priority: First. Large exhibitors (3 or more booths), Second,. Medium exhibitors (2 booths), Third. Small exhibitors (one booth) – with all sales on a first-come basis by category. Booth sales will commence on Wednesday (second day) of the conference, usually at the time of opening of the exhibit hall. Exhibit sales may commence at a slightly earlier time than official opening IF proper notification has been provided to all exhibitors on the prior day.

- One complimentary conference registration is offered to each company exhibiting at AUTOTESTCON and paying the booth fee as established by the Board. Complimentary registration is not provided to gratis exhibitors. The complimentary registration will be administered in the form of a voucher which will be sent to the company ahead of the conference for redemption at the exhibitor registration desk. Thus, it will be a company decision as to who receives the registration. Only one complimentary registration is provided per exhibiting and paying organization regardless of the number of booths.

- A gratis booth policy providing one booth space free of charge to separate command military units will be continued (one free booth per three-letter organization code). Additional booths per command (i.e. for the same three-letter organization code) will be charged at the commercial rate. Gratis booths will NOT receive a complimentary conference registration. The same policy will apply for publications with which the conference has advertising-for-booth-space agreements.

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- Complimentary booth space with pipe and drape and basic furniture (tables, chairs) and power will be provided to the next-year AUTOTESTCON (two booths), the following AUTOTESTCON (one booth) and IEEE (one booth). Also, the conference in its negotiation with an exhibit contractor will specify no-charge setup of the registration center and conference booths, move-in and move-out of registration equipment, proceedings and similar materials and set-up and tear-down of the conference theme center
- The Board will establish and approve exhibit booth rental charges.
- The prime criteria for best booth awards will be content and presentation of the company message, with the conference theme secondary. Prizes will be plaques or framed certificates only.

**Webpage**

- Each Conference will use the designated AUTOTESTCON website
- Each conference will select a single point-of-contact for communications with the authorized AUTOTESTCON webmaster. All contact with the webmaster will be through this POC and/or the Agent.
- The POC will work with the webmaster to determine the preferred format for submitting material and other details of submission.
- Separate pages with links for each AUTOTESTCON will be established on the AUTOTESTCON home page. A future conference may populate a page two years in advance of its conference with name, date, location and a “save the date” type message. One year in advance, the page can be expanded to include a call for papers, call for exhibitors, conference committee and tourist/visitor information about the location. Later, a registration form can be added, along with a hotel reservation form (or link to the hotel site) and elements of the advance program such as a technical paper schedule, list of exhibitors, social events, a welcome message and listing of other meetings. Within 30 days after the conference closes, all material from the page is deleted and a message summarizing activities and “thank-you-for-coming-and-see-you-next-year-in-(next location)” is posted.
- The home page contains a basic schedule of future AUTOTESTCONS, links to the various conference pages and basic data – history, listing of Board of Directors, the AUTOTESTCON Operations Manual and the AUTOTESTCON Charter.

The Memorandum of Agreement represents the agreement between the Board of Directors and the Conference Committee and any amendment must have Board approval

Date:

Date:

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AUTOTESTCON Board of Directors

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AUTOTESTCON (year) Committee