

## **AESS Conferences Report to the Board of Governors**

### **4-5 May 2008, Monterrey, CA**

Updated list of conference representatives:

- IEEE Aerospace – Marina Ruggieri & Robert C. Rassa
- IEEE Autotestcon BoD – R. C. Rassa, R. Hochberg, & D. Wallhermfachtel
- IEEE International Carnahan Conf. on Security Technology – R. B. Trebits
- IEEE/AIAA Digital Avionics Systems Conf. – C. R. Spitzer & Paul Kostek
- All Radar Conferences – Mark E. Davis
- IEEE/ION Position, Location & Navigation Symposium – John Weyrauch
- IEEE/AIAA/NASA Integrated Communications Navigation and Surveillance – P. Kostek, E. Hitt
- NAECON – Erv Gangl

We have recently made the ION co-sponsorship of PLANS a permanent MOU. The agreement was recently signed by me for AESS and Lisa Beaty for ION. The 2006 and 2008 conferences are very well run, and with the exception of a few bumps in the road with IEEE policy, everything is going quite smoothly.

Similarly we have also entered a permanent MOU with AIAA and NASA for the ICNS conference in Maryland each spring. AIAA/DATC, which is our 50% partner in the DASC, is the financial co-sponsor of ICNS with NASA on board as a technical co-sponsor. Many of the same faces running the DASC are involved also now in running ICNS.

I continue to have to deal with many discrepancies in IEEE conference financials and various reports. The attached quarterly report that I sent out earlier has a lot of information that disagrees with my records and the individual conferences records. I continue to work with our coordinator in Piscataway to sort this out.

A related problem is, of course, to get all of the conferences to “follow the rules” and produce the various reports and forms that IEEE requires. Our volunteers are scientists and engineers, not accountants and someone needs to remind TAB of that.

The following represents the accrued or actual conference surpluses from 2007. This basic data was sent to our treasurer but some was missing so I have corrected it from our own conference records.

2007 IEEE Aerospace Conference	\$239,060.21
2007 IEEE Radar Conference	\$79,826.65
2007 Integrated Communications Navigation and Surveillance Conference (ICNS)	\$24,847.17
AUTOTESTCON 2007	\$83,806.00
2007 IEEE International Carnahan Conference on Security Technology (ICCST)	-\$8,361.00
2007 IEEE/AIAA 26th Digital Avionics Systems Conference (DASC)	\$6,273.50
2007 Estimated (Reported) Total Surplus	\$425,452.53

For 2008, the conference budgeted surpluses are as follows.

2008 IEEE Aerospace Conference	\$81,527.50
2008 IEEE/ION Position, Location and Navigation Symposium - PLANS 2008	\$47,076.00
2008 Integrated Communications, Navigation and Surveillance Conference (ICNS)	\$17,464.50
2008 IEEE Radar Conference	\$27,766.54
NAECON 2008 - National Aerospace and Electronics Conference	\$11,633.28
2008 IEEE AUTOTESTCON	\$37,152.81
2008 IEEE/AIAA 27th Digital Avionics Systems Conference (DASC)	\$19,740.82
2008 Estimated Total Surplus	\$242,361.45

I am not concerned about the lower total budgeted for 2008 – the conferences tend to budget low, but still within the guidelines. Aerospace in 2007, for example, projected \$95,000 surplus but have returned over twice that amount. The exceptions are DASC, which is shrinking, and Carnahan, which despite their good intentions generally lose money.

Respectfully submitted,

Barry C. Breen

IEEE/AESS VP Conferences

# Conference Status Report

Report Date - 04/18/2008

All Open Conferences Since: 1 January 2002 and All Conferences Closed Between: 1 January 2008 - 31 March 2008

CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE				BUDGET (B) / ACTUAL (A) / INTERIM (I)			CLOSE DATE	FINAL RCV DATE	MISSING INFO	
				BUDGETED	/	ACTUAL		INCOME	EXPENSE	NET				
<b>AES</b>														
04/26/2004 8989	2004 IEEE Radar Conference  Wyndham Philadelphia at Franklin Plaza Philadelphia, PA	AES	50%	M	185	M		A						Sponsorship MOU, Final, Surplus
				N	70	N		I						
				SM		SM		B	196,650	137,662	58,988			
				SN		SN								
				SO		SO								
				O	20	O								
				T.	275	T								
05/09/2005 7974	2005 IEEE International Radar Conference  Crystal Gateway Marriott Arlington, VA	AES	50%	M	375	M	189	A	395,489	293,957	101,532	02/2008		Sponsorship MOU, Technical MOU, Surplus, 1042 Schedule, Audit
				N	300	N	186	I						
				SM		SM		B	523,850	314,135	209,715			
				SN		SN								
				SO		SO								
				O	10	O	475							
				T.	685	T	850							
07/25/2005 10278	2005 8th International Conference on Information Fusion - (FUSION 2005)  Wyndham Philadelphia at Franklin Plaza Philadelphia, PA	AES	45%	M	190	M		A						Sponsorship MOU, Final, Surplus, 1099 Schedule, 1042 Schedule, Proof of Bank Closure
				N	70	N		I						
				SM		SM		B	188,760	131,535	57,225			
				SN		SN								
				SO		SO								
				O	50	O								
				T.	310	T								
10/30/2005 10097	2005 IEEE/AIAA 24th Digital Avionics Systems Conference (DASC)  Hyatt Regency Crystal City Washington, DC	AES	38%	M	85	M	55	A	200,278	173,934	26,344	05/2006		Sponsorship MOU, Surplus, 1099 Schedule, 1042 Schedule
				N	35	N	77	I						
				SM		SM		B	196,935	173,078	23,857			
				SN		SN								
				SO		SO								
				O	87	O	56							
				T.	207	T	188							

# Conference Status Report

Report Date - 04/18/2008

All Open Conferences Since: 1 January 2002 and All Conferences Closed Between: 1 January 2008 - 31 March 2008

CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE				BUDGET (B) / ACTUAL (A) / INTERIM (I)			CLOSE DATE	FINAL RCV DATE	MISSING INFO	
				BUDGETED	/	ACTUAL		INCOME	EXPENSE	NET				
<b>AES</b>														
03/04/2006 11031	2006 IEEE Aerospace Conference  Big Sky Conference Center Big Sky, MT	AES	100%	M	175	M		A				Technical MOU, Final, Surplus, 1099 Schedule, 1042 Schedule, Proof of Bank Closure		
				N	252	N		I						
				SM		SM		B	470,840	409,555	61,285			
				SN		SN								
				SO		SO								
				O	75	O								
T.	502	T												
07/10/2006 11132	2006 9th International Conference on Information Fusion - (FUSION 2006)  Convitto della Calza Conv. Ctr Florence, Italy	AES	50%	M	220	M	301	A	372,988	312,405	60,583	01/2007  Sponsorship MOU, Surplus, 1099 Schedule, Proof of Bank Closure		
				N	0	N		I						
				SM		SM		B	187,782	178,241	9,541			
				SN		SN								
				SO		SO								
				O	80	O	74							
T.	300	T	375											
09/18/2006 9976	2006 IEEE AUTOTESTCON  Disneyland Hotel Anaheim, CA	AES	33%	M	225	M		A				Sponsorship MOU, Final, Surplus, 1099 Schedule, 1042 Schedule, Proof of Bank Closure		
				N	225	N		I	770,893.00	617,569	153,324			
				SM		SM		B	628,475	510,065	118,410			
				SN		SN								
				SO		SO								
				O		O								
T.	450	T												
10/16/2006 10985	2006 IEEE International Carnahan Conference on Security Technology (ICCST)  Radisson Plaza Hotel Lexington, KY	AES	100%	M	40	M	20	A	37,995	45,573	(7,578)	12/2006  Technical MOU, Loan Outstanding, 1099 Schedule, 1042 Schedule		
				N	45	N	1	I						
				SM		SM	3	B	75,500	56,030	19,470			
				SN		SN								
				SO		SO								
				O	35	O	47							
T.	120	T	71											

### Conference Status Report

Report Date - 04/18/2008

All Open Conferences Since: 1 January 2002 and All Conferences Closed Between: 1 January 2008 - 31 March 2008

CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE				BUDGET (B) / ACTUAL (A) / INTERIM (I)			CLOSE DATE	FINAL RCV DATE	MISSING INFO													
				BUDGETED	ACTUAL	INCOME	EXPENSE	NET																		
<b>AES</b>																										
03/03/2007 11723	2007 IEEE Aerospace Conference Big Sky Conference Center Big Sky, MT	AES	100%	M	103	M		A																Technical MOU, Final, Surplus, Certificate of Accuracy, 1099 Schedule, 1042 Schedule, Audit, Proof of Bank Closure		
				N	120	N		I																		
				SM		SM		B	521,985	440,458	81,528															
				SN		SN																				
				SO		SO																				
				O	258	O																				
				T.	481	T																				
04/17/2007 10336	2007 IEEE Radar Conference Westin Waltham Waltham, MA	AES	50%	M	254	M	230	A	397,379	237,726	159,653		03/2008												Sponsorship MOU, Surplus, 1099 Schedule, 1042 Schedule, Audit	
				N	76	N	201	I																		
				SM		SM		B	231,475	179,254	52,221															
				SN		SN																				
				SO		SO																				
				O	20	O	61																			
				T.	350	T	492																			
04/30/2007 12208	2007 Integrated Communications, Navigation and Surveillance Conference (ICNS)  Hilton Washington Dulles Airport Hotel Herndon, VA	AES	50%	M	230	M		A																	Sponsorship MOU, Final, Surplus, Certificate of Accuracy	
				N	0	N		I																		
				SM		SM		B	136,208	98,962	37,245															
				SN		SN																				
				SO		SO																				
				O		O																				
				T.	230	T																				
09/17/2007 10270	2007 IEEE AUTOTESTCON  Baltimore Convention Center Baltimore, MD	AES	50%	M	220	M		A																	Sponsorship MOU, Final, Surplus, Certificate of Accuracy, Audit, Proof of Bank Closure	
				N	220	N		I																		
				SM		SM		B	719,325	597,092	122,233															
				SN		SN																				
				SO		SO																				
				O	360	O																				
				T.	800	T																				

## Conference Status Report

Report Date - 04/18/2008

All Open Conferences Since: 1 January 2002 and All Conferences Closed Between: 1 January 2008 - 31 March 2008

CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE			BUDGET (B) / ACTUAL (A) / INTERIM (I)			CLOSE DATE	FINAL RCV DATE	MISSING INFO
				BUDGETED	/	ACTUAL	INCOME	EXPENSE	NET			
<b>AES</b>												
10/08/2007 12328	2007 IEEE International Camahan Conference on Security Technology (ICCST)  Hampton Inn Ottawa Conference Center Ottawa, ON, Canada	AES	100%	M	25	M	A					Technical MOU, Final, Surplus, Loan Outstanding, Certificate of Accuracy, 1099 Schedule, Proof of Bank Closure
				N	20	N	I					
				SM	40	SM	B	68,775	57,485	11,290		
				SN		SN						
				SO		SO						
				O	55	O						
				T.	140	T						
10/21/2007 12528	2007 IEEE/AIAA 26th Digital Avionics Systems Conference (DASC)  Adam's Mark Hotel Dallas, TX	AES	50%	M	40	M	A					Sponsorship MOU, Final, Surplus, Certificate of Accuracy, CB Destroy Check Form
				N	32	N	I					
				SM	15	SM	B	173,020	138,642	34,378		
				SN		SN						
				SO		SO						
				O	89	O						
				T.	176	T						
03/01/2008 12908	2008 IEEE Aerospace Conference  Big Sky Resort Big Sky, MT	AES	100%	M	58	M	A					Technical MOU, Final, Surplus, Certificate of Accuracy, 1099 Schedule, 1042 Schedule, Audit, Proof of Bank Closure, PROCEEDINGS PAST DUE
				N	80	N	I	542,245.00	446,481	95,764		
				SM	22	SM	B	542,245	446,481	95,764		
				SN	2	SN						
				SO		SO						
				O	399	O						
				T.	561	T						
05/05/2008 12334	2008 IEEE/ION Position, Location and Navigation Symposium - PLANS 2008  Hyatt Regency Monterey Resort & Conference Center Monterey, CA	AES	50%	M	190	M	A					
				N	104	N	I					
				SM		SM	B	411,270	317,118	94,152		
				SN	38	SN						
				SO		SO						
				O	101	O						
				T.	433	T						

# Conference Status Report

Report Date - 04/18/2008

All Open Conferences Since: 1 January 2002 and All Conferences Closed Between: 1 January 2008 - 31 March 2008

CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE			BUDGET (B) / ACTUAL (A) / INTERIM (I)			CLOSE DATE	FINAL RCV DATE	MISSING INFO
				BUDGETED	/	ACTUAL	INCOME	EXPENSE	NET			
<b>AES</b>												
05/05/2008 13735	2008 Integrated Communications, Navigation and Surveillance Conference (ICNS)  Bethesda Maryland USA Bethesda, MD, USA	AES	50%	M	210	M	A					
				N	35	N	I					
				SM	3	SM	B	206,863	171,934	34,929		
				SN		SN						
				SO		SO						
				O	3	O						
				T.	251	T						
05/26/2008 12501	2008 IEEE Radar Conference  Hotel Sheraton Golf Rome, Italy	AES	100%	M	167	M	A					
				N	110	N	I					
				SM	23	SM	B	350,612	322,845	27,767		
				SN		SN						
				SO		SO						
				O		O						
				T.	300	T						
07/16/2008 13668	NAECON 2008 - National Aerospace and Electronics Conference  Holiday Inn, Fairborn Dayton, OH, USA	AES	50%	M	150	M	A					Insurance, COI Chair, COI Treasurer, Banking Information
				N	60	N	I					
				SM		SM	B	84,815	61,548	23,267		
				SN		SN						
				SO		SO						
				O	160	O						
				T.	370	T						
09/08/2008 10629	2008 IEEE AUTOTESTCON  Salt Palace Convention Center Salt Lake City, UT	AES	33%	M	225	M	A					Sponsorship MOU
				N	225	N	I					
				SM		SM	B	578,175	466,605	111,570		
				SN		SN						
				SO		SO						
				O	180	O						
				T.	630	T						

# Conference Status Report

Report Date - 04/18/2008

All Open Conferences Since: 1 January 2002 and All Conferences Closed Between: 1 January 2008 - 31 March 2008

CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE			BUDGET (B) / ACTUAL (A) / INTERIM (I)			CLOSE DATE	FINAL RCV DATE	MISSING INFO
				BUDGETED	/	ACTUAL	INCOME	EXPENSE	NET			
<b>AES</b>												
10/26/2008 13932	2008 IEEE/AIAA 27th Digital Avionics Systems Conference (DASC)  Crowne Plaza St. Paul Riverfront St. Paul, MN, USA	AES	50%	M	60	M	A					Sponsorship MOU
				N	60	N	I					
				SM	15	SM	B	190,525	151,043	39,482		
				SN		SN						
				SO		SO						
				O		O						
				T.	135	T						
05/04/2009 13533	2009 IEEE Radar Conference  Pasadena Conference Center Pasadena, CA, USA	AES	50%	M	210	M	A					Technical MOU
				N	75	N	I					
				SM	15	SM	B	283,675	214,575	69,100		
				SN		SN						
				SO		SO						
				O	15	O						
				T.	315	T						
10/23/2009 14229	2009 IEEE/AIAA 28th Digital Avionics Systems Conference (DASC)  Florida Hotel and Conference Center Orlando, FL, USA	AES	50%	M	0	M	A					Budget, Insurance, COI Chair, COI Treasurer, Sponsorship MOU, All Sponsoring Entity Approval
				N	0	N	I					
				SM		SM	B	190,000	146,000	44,000		
				SN		SN						
				SO		SO						
				O		O						
				T.		T						
05/08/2010 10654	2010 IEEE International Radar Conference  Marriott Crystal Gateway Arlington, VA	AES	100%	M	0	M	A					Budget, Insurance, COI Chair, COI Treasurer, Banking Information, All Sponsoring Entity Approval
				N	0	N	I					
				SM		SM	B					
				SN		SN						
				SO		SO						
				O		O						
				T.		T						



## Missing Info Definitions

ITEM	Definition
<b>Budget</b>	A Budget has not been submitted for an IEEE financially sponsored conference which requires it.
<b>Insurance Form</b>	An Insurance form for the conference has not been submitted.
<b>COI Chair</b>	A Conflict of Interest form for the conference chair has not yet been received. This is for conferences that are greater or equal to 2007.
<b>COI Treasurer</b>	A Conflict of Interest form for the conference treasurer has not yet been received. This is for conferences that are greater or equal to 2007.
<b>Sponsorship MOU</b>	A Memorandum of Understanding (Sponsorship) between financial sponsors of the conference has not been submitted. This is necessary when there is more than one financial sponsoring entity.
<b>Technical MOU</b>	A Memorandum of Understanding (Technical) between technical sponsors has not been submitted. This is necessary when there is more than one technical sponsoring entity.
<b>Banking Information</b>	IEEE has not been notified of the type of banking the conference will be using to receive revenue and pay expenses. This could be concentration banking, a local bank in the name of the conference, or a 3rd party ledger account.
<b>Financial MOU (now called: Fiscal Agent MOU)</b>	A Financial MOU has not been submitted. This is necessary for banking/financial accounts that are not in the name of the conference or when third party accounts like university, general ledger, etc. accounts are used.
<b>Entity Approval</b>	All IEEE entities that are financially involved have not yet sent an email to conference-finance@ieee.org stating they approve the budget.
<b>Bank Signatures Card</b>	Signatures have not been submitted for a local bank being used where the bank account name is in the name of the conference.
<b>Final</b>	A Final Financial report has not been submitted
<b>Surplus</b>	The total surplus received does not come within \$100 when the total IEEE financial sponsorship percentage is multiplied by the total surplus shown on the final financial report. Note: Even though the correct anticipated surplus amount may have been received, the script does not remove the term surplus until a final financial report is received and entered in the database. This is the only way to make sure the appropriate amount was received.
<b>Loan Repayment</b>	The total loan amount issued by IEEE financial sponsoring entities has not yet been repaid in full.
<b>Certificate of Accuracy</b>	A Certificate of Accuracy form has not been submitted with the final financial report. This missing item is looked for if a conference is greater or equal to 2007.
<b>1099</b>	A 1099 Schedule of Payments form has not been submitted to IEEE for the tax year that the conference occurred.
<b>1099 Schedule Update</b>	If a conference is still open, a 1099 Schedule of Payments form has not been submitted to IEEE for the tax year following the year that the conference occurred. It may be that no payments were made. In that case, all IEEE would need is to receive a 1099 Schedule of Payments form that has the term "none" on it. This applies to conferences that have an end date equal or greater then December 31, 2007.
<b>1042</b>	A 1042 Schedule of Payments form has not been submitted to IEEE for the tax year that the conference occurred.
<b>1042 Schedule Update</b>	If a conference is still open, a 1042 Schedule of Payments form has not been submitted to IEEE for the tax year following the year that the conference occurred. It may be that no payments were made. In that case, all IEEE would need is to receive a 1042 Schedule of Payments form that has the term "none" on it. This applies to conferences that have an end date equal or greater then December 31, 2007.
<b>Audit</b>	When IEEE's financial involvement is 51% or greater where any of the following items exceed 100K (Budgeted Revenue, Budgeted Expenses, Final Revenue, Final Expenses) an audit is needed and has not yet been done
<b>Audit in Progress</b>	The audit materials have been sent to IEEE but the audit has not been completed.
<b>Destroy Check form</b>	A Destroy Unused Check form has not been sent to IEEE when a concentration banking account has been used by the conference.
<b>Proof of Bank Closure</b>	IEEE has not received one of the following items for a local bank or 3rd party ledger account that was used. Either a statement showing a zero balance or a letter stating that the account is closed.
<b>Registration Compliance</b>	IEEE has not yet received tax documents when a conference organizer stated that they have either: * Registered with any government authority in IEEE's name or another name or * Filed any tax returns
<b>PROCEEDINGS PAST DUE</b>	Conference Content has not been received by IEEE