

7 September, 2004

TO: AESS Board of Governors
FROM: Barry C. Breen
VP Conferences

Attached is the Fall Report on Conferences.

The first pages are the usual summary, details of which we can discuss at the meeting.

The remaining pages concern a proposed merger of the PLANS conference with the ION Spring Meeting. What is attached is the summary of the last phone teleconference between the IEEE PLANS executive committee and representatives of ION. This is followed by a comparison spreadsheet of differences, similarities and proposed merged conference characteristics.

Finally there are initial comments that I received back from Mary Ann Dewald of IEEE Conference Services regarding this proposal. Understand that the version I forwarded to Mary Ann was an earlier draft, and I think the last teleconference addresses some of her concerns.

The 2004 ION GPS Conference is in Long Beach, the same week as our meeting in San Antonio. The next meeting to discuss the merger is in Long Beach, same day as our meeting, 22 September.

Please be prepared to offer opinions and ideas, as AESS BOG will necessarily be asked to approve this merger, if it is to proceed.

I think the biggest item we will need from the PLANS executive committee and ION is a draft MOU, defining the future co-sponsorship.

Status of AESS Conferences

September 7, 2004 – Barry C. Breen, VP Conferences

Status of all Financially Sponsored Conferences – No change in Aerospace status since April. They are still delinquent for 2002 and 2003 so don't count on seeing this for three years at least. 21st DASC 2002 is still not closed., although 2003 DASC is closed.

Aerospace 2000 – Closed 11/03, \$81,099 Surplus (\$20,275 to AESS)

Aerospace 2001 – Final report, \$38,485 surplus (\$19,242 to AESS)

Aerospace 2002 – No final report, approved budget \$55,161 surplus (\$27,581 to AESS)

Aerospace 2003 – Approved budget \$54,562 surplus (\$16,369 to AESS)

Aerospace 2004 – Approved budget \$77,165 surplus (100%)

Autotestcon 2002 – Closed 6/04, \$108,443 surplus (\$35,747 to AESS)

Autotestcon 2003 – Final report, \$133,828 surplus (\$44,609 to AESS)

Autotestcon 2004 – Approved budget \$82,475 surplus (33%)

Autotestcon 2005 – Approved budget \$93,221 surplus (33%)

Autotestcon 2006 – Approved budget \$103,280 (33%)

Autotestcon 2007 – Prelim budget \$108,409 (33%)

Autotestcon 2008 – Planning stages for Salt Lake City

Carnahan 2002 – Closed 7/03 with \$26,819 surplus (100%)

Carnahan 2003 – No budget submitted, Taipei, Taiwan 10/2003 (0%)

Carnahan 2004 – Approved budget \$13,396 surplus (100%)

21st DASC 2002 – Interim report \$22,560 surplus (50%)

22nd DASC 2003 – Closed 7/04, \$55,265 surplus (\$27,633 to AESS)

23rd DASC 2004 – Approved budget \$97,870 surplus (50%)

24th DASC 2005 – Planning stages for Baltimore/DC area

25th DASC 2006 – Planning stages for Portland, OR

5th International Conference on Information Fusion (FUSION 2002) – Closed 2/04, \$46,002 surplus, (40%)

8th International Conference on Information Fusion (FUSION 2005) proposed for Philadelphia (TBD%)

PLANS 2002 – Final report filed with \$34,134 surplus

PLANS 2004 – Approved budget \$16,890 surplus

RadarCon 2002 – Closed 9/03, \$61,369 surplus (\$30,685 to AESS)

RadarCon 2003 – Final report \$52,699 surplus (\$26,349 to AESS)

RadarCon 2004 – Approved budget \$58,988 surplus (50%)

RadarCon 2005 – Planning stages for Arlington, VA

2004 36th IEEE Southeastern Symposium on Systems Theory (SSST 2004) – Approved budget \$4070 (50%)

History of Conference Fines –

May 2004

21st DASC 2002 - \$600

April 2004

Aerospace 2002 - \$750

Aerospace 2003 - \$350

January-March 2004

3 MOS. NO FINES!

December 2003

21st DASC 2002 - \$350

November 2003

Autotestcon 2002 - \$175

PLANS 2002 - \$600

October 2003

Aerospace 2002 - \$600

September 2003

NO FINES!

August 2003

Fusion 2002 - \$350

June - July 2003

2 MOS. NO FINES!

May 2003

PLANS 2002 - \$350

Aerospace 2002 - \$350

April 2003

Aerospace 2001 - \$750

Aerospace 2002 - \$350

December 2002 – March 2003

4 MOS. NO FINES!

November 2002

20th DASC 2001 - \$350

October 2002

Aerospace 2001 - \$600

May - September 2002

5 MOS. NO FINES!

April 2002

Aerospace 2001 - \$350

November 2001 - March 2002

5 MOS. NO FINES!

October 2001

PLANS 1998 - \$750
 PLANS 2000 - \$600
 Aerospace 2000 - \$600
 Autotestcon 2000 - \$175

**August – September 2001
2 MOS. NO FINES!****July 2001**

PLANS 1998 - \$750

**February - June 2001
5 MOS. NO FINES!****January 2001**

Carnahan 1998 - \$750
 PLANS 1998 - \$750

Record of Technically Co-sponsored Conferences

16th Annual Battery Conference on Applications and Advances (1/2001)
 17th Annual Battery Conference on Applications and Advances (1/2002)

2002 Information Decision & Control (South Australia – (2/2002)

Symposium on Phased Array Systems and Technology (Boston 10/2003)

International Conference on Microwaves, Radar and Wireless Communications – MIKON 2002 (Warsaw, Poland – 5/2002)

9th International Conference on Integrated Navigation Systems (St. Petersburg, Russia – 5/2002)
 10th International Conference on Integrated Navigation Systems (St. Petersburg, Russia – 5/2003)
 11th International Conference on Integrated Navigation Systems (St. Petersburg, Russia – 5/2004)
 12th International Conference on Integrated Navigation Systems (St. Petersburg, Russia – 5/2005)

2002 IEEE Conference on UWB Systems (5/2002)
 UWBST 2003 – Ultra Wideband Systems & Technologies – (11/2003)

4th International Conference on Information Fusion – FUSION 2001 (Montreal, Quebec – 8/2001)

36th Intersociety Energy Conversion Engineering Conference (IECEC – 7/2001)
 37th Intersociety Energy Conversion Engineering Conference (IECEC – 7/2002)
 2nd International Energy Conversion Engineering Conference (IECEC – 8/2004)

19th International Congress on Instrumentation in Aerospace Simulation (8/2001)
 2003 20th International Congress on Instrumentation in Aerospace Simulation Facilities

4th Military and Aerospace Applications of Programmable Devices & Technologies (9/2001)
 2002 Military and Aerospace Applications of Programmable Devices & Technologies (9/2002)
 2003 Military and Aerospace Applications of Programmable Devices & Technologies (9/2003)
 2004 Military and Aerospace Applications of Programmable Devices & Technologies (9/2004)

4th Annual IEEE Conference on Intelligent Transportation Systems & IEEE Intelligent Vehicles Symposium (8/2001)
 5th Annual IEEE Conference on Intelligent Transportation Systems & IEEE Intelligent Vehicles Symposium (Singapore – 9/2002)
 6th Annual IEEE Conference on Intelligent Transportation Systems & IEEE Intelligent Vehicles Symposium (Shanghai – 10/2003)
 7th Annual IEEE Conference on Intelligent Transportation Systems & IEEE Intelligent Vehicles Symposium (DC – 10/2004)

RADAR 2001 – CIE International Conference on Radar (Beijing, China 10/2001)
 RADAR 2002 – IEE/IEEE International Conference on Radar (Edinburgh, UK – 10/2002)
 RADAR 2003 – International Conference on Radar (Adelaide, Australia – 9/2003)
 RADAR 2004 – International Conference on Radar (Toulouse, France – 10/2004)

Non-volatile Memory Technology Symposium 2001 (NASA/JPL – 11/2001)
 Non-volatile Memory Technology Symposium 2002 (Hawaii – 11/2002)

Core Technologies for Space Systems (11/2001)
 2003 Core Technologies for Space Systems Conference (11/2003)

2002 Military Electronics Conference & Showcase (Baltimore – 9/2002)

2002 Military & Aerospace Electronics West Show with COTScon (San Diego – 12/2002)
 2003 Military & Aerospace Electronics East Show with COTScon (Baltimore – 4/2003)
 Military & Aerospace Electronics West 2003 Show (San Diego -12/2003)

International Conference on Recent Advances in Space Technologies (RAST 2003) (Istanbul – 11/2003)

IEEE Sensors 2003 (Toronto – 10/2003)

IEE Waveform Diversity & Design 2004 (Edinburgh – 11/2004)

IEEE-NANO 2004 – 4th IEEE Conference on Nanotechnology (Munich – 8/2004)
 IEEE-NANO 2005 – 5th IEEE Conference on Nanotechnology (Nagoya – 7/2005)

Conference Status Report
 Conferences Closed 1 January 2004 - 21 May 2004
 Open Conferences 1 January 2000 - 21 May 2004
 Report Date - 21 May 2004

Legend for Missing Info: **F** = Final Report / **L** = Loan Outstanding / **S** = Surplus / **A** = Audit / **AIP** - Audit in Process

CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE				BUDGETED (B) / ACTUAL (A)			CLOSE DATE	MISSING INFO
				Budgeted	Actual	INCOME	EXPENSE	NET				
05/05/2003 8552	2003 IEEE Radar Conference Huntsville Marriott Huntsville, AL	AES	50	M.	165	M.	A	153,502	103,964	49,538	AIP	
				N.	85	N.	B	153,150	126,164	26,986		
				O.		O.						
				T.	250	T.						
09/22/2003 8003	AUTOTESTCON 2003 Disneyland Hotel Anaheim, CA	AES	33	M.	200	M.	A	476,675	416,075	60,600	S,F,A	
				N.	225	N.	B					
				O.		O.						
				T.	425	T.						
10/12/2003 9014	2003 IEEE/AIAA 22nd Digital Avionics Systems Conference Crowne Plaza Hotel Indianapolis, IN	AES	50	M.	110	M.	A	194,813	139,548	55,265	AIP, Soc.App	
				N.	95	N.	B	237,416	173,550	63,866		
				O.	55	O.						
				T.	260	T.						
03/06/2004 9477	2004 IEEE Aerospace Conference Big Sky Conference Center Big Sky, MT	AES	100	M.	180	M.	A	499,190	422,025	77,165		
				N.	262	N.	B					
				O.	120	O.						
				T.	562	T.						
03/14/2004 9571	2004 36th IEEE Southeastern Symposium on Systems Theory (SSST 2004) The Wyndham Atlanta Hotel Atlanta, GA	AES	50	M.	60	M.	A	30,375	26,305	4,070	S,F,A(sel)	
				N.	15	N.	B					
				O.	60	O.						
				T.	135	T.						
04/26/2004 9220	2004 IEEE Position, Location and Navigation Symposium - PLANS 2004 Hyatt Regency Monterey, CA	AES	100	M.	80	M.	A	203,190	186,300	16,890		
				N.	160	N.	B					
				O.		O.						
				T.	240	T.						

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CONF DATE	CONFERENCE TITLE & LOCATION	SPON	FIN%	ATTENDANCE				BUDGETED (B) / ACTUAL (A)			CLOSE DATE	MISSING INFO	
				Budgeted	Actual	Income	Expense	Net					
04/26/2004 8989	2004 IEEE Radar Conference	AES	50	M. 185	M. 70	N. 20	O. 275	A	196,650	137,662	58,988		
	Wyndham Philadelphia at Franklin Plaza Philadelphia, PA							B					

Meeting Notes form Aug 31 Telecon between ION and PLANS

The following is a summary of the meeting between the ION and PLANS representatives to discuss the possibility of merging PLANS with one of the ION conferences.

The meeting was attended by

Penny Axelrad
Neal Barnett
Len Jacobson
Jim Doherty
Frank van Graas
Carl Andren
Lisa Beaty
Chuck Bye
Jim Huddle (part of the meeting)

Introduction - The reason for the desire to merge an ION Conference and PLANS from the ION representatives' perspective was that there are too many Spring Navigation conferences and it is difficult for all parties to put on good conferences. Therefore the desire was to merge two conferences and create a single higher quality conference. This would give our customers more value for their money.

The PLANS representative agreed and also indicated that the volunteer nature of the PLANS conference leads to inconsistencies in the conference, especially as we have to become more digitized to meet our customer's expectations.

The PLANS representative then stated that this was a discussion, not a negotiation. The topic of a merger has been brought to the AESS BOG. The BOG representative expressed some reservations. The reservations included the character of the conference (size and social atmosphere), finances and copyright ownership.

We then discussed many of the issues in the comparison chart (Comparison Chart V2.doc). The following will attempt to summarize the discussion on each topic.

Which meetings would be merged - The desire from the ION is to merge their Annual Meeting (June time frame) with PLANS. Having the merged meeting in the late April time frame, the current time frame for the PLANS meeting, appeared reasonable to both groups. The Annual ION meeting attendance is the 200-300 range. The PLANS meeting is in the 300 range. Some conference participants attend both conferences, though the level of joint participants is not known. (Not mentioned at the telecon: The Lowes can accommodate another 130 rooms over the current PLANS commitments).

Annual or Biennial - Two options were discussed. One option is a IEEE/ION PLANS meeting in even years and a separate ION meeting in odd years. The other is an annual PLANS meeting with alternate primary sponsor (IEEE/ION PLANS in even and ION/IEEE PLANS in odd years). Both seemed acceptable to the ION. PLANS did not indicate a

preference. (Note - I think some ION council members will be more receptive to the biennial option because it allows the odd years to have a more military focus. - Penny)

Tutorials - The goal of both groups for the tutorials is the same, which is to provide a better conference experience to their customers. The ION only has tutorials at their Sept meeting. The June meeting does not have tutorials. In Sept the ION typically contracts with another organization (e.g. Navtech) to put on the tutorial sessions. PLANS, typically, provides tutorials by contracting with individual instructors. The ION does not have a requirement to contract with one organization but typically does not get viable proposals from multiple tutorial providers. .. However, the ION is flexible. The tutorials at PLANS have been of good quality. But PLANS does have some poor ones, occasionally, because of poor publicity or instructors. The PLANS tutorial process is functioning okay, but can always be improved.

Technical Program - The organizations are very similar in structure and duties for Tech Program chair, Track chairs, and Session Chairs. The paper and abstract selection process is also similar. The biggest difference is that PLANS publishes the proceedings before the conference and ION does it after. The PLANS representative stated that the key item was to have papers available at the conference. The ION does and will do this by making papers available via hard copy with 1 day response time or via electronic download. The PLANS representative indicated that this may be acceptable to PLANS, since the need for a bound paper proceedings is fast becoming obsolete. The ION has rigid scheduling of session, which is viewed favorably by the attendees. The PLANS has received comments both for and against rigid timing. PLANS commented that we are flexible on this subject.

Registration, Abstract/Paper Submittal, Conference setup etc - The ION National Office does this for ION. The PLANS uses volunteers or contracts to individual companies. For PLANS sometime contracting works and sometimes it doesn't. A big benefit of the merger to the PLANS conference would be a professional group taking care of the details of the conference.

Finances - The ION indicated that it would provide financial data in the format and detail required by the IEEE, including audits. The ION, because it is non-profit, has external independent audits to maintain its non-profit status. The PLANS representative raised the idea of contracting the ION for the 2006 for a fixed fee rather than a shared financial model. The ION said they would consider this, especially for the first joint conference, but probably wouldn't like this to be a permanent arraignment. The ION took the action to brainstorm ideas for different ways to handle the finances. No recommendation or preferred method to handle the finances for the merged conference was identified.

Copyright - The issue of who owns the copyright was discussed. The ION does not have the author sign over the copyright to the ION as the IEEE does. The ION only gets specific rights from the authors. The ION indicated that they were okay with the IEEE owning the copyright, but they would want a no fee license for all copyrights. The purpose would be to sell proceedings and individual papers. The ION believes that the customers it provides conference papers are distinct from the customers to which the IEEE provides PLANS

conference papers. The issue of first right of publication was briefly discussed without any conclusions being reached.

Conclusion - The discussion between the ION and PLANS representatives went well. The conferences have differences and similarities. Some issues will be difficult to resolve. However, it was agreed that we should continue the discussions to determine if and how we want to merge the conferences. The PLANS representatives took the action to get additional guidance from the AESS BOG regarding their recommendations or constraints to a merger. The ION will continue to discuss the feasibility of the merger to ensure that they want to merge and, as appropriate, identify ideas regarding how to merge. The ION and PLANS representatives will meet the evening of Sept 22 at the ION Conference in Long Beach CA to continue the discussion. The ION will setup the meeting.

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
TECHNICAL PROGRAM			
Focus	Navigation Technology	Navigation Technology	Navigation Technology
Annual or Biennial Sponsorship?			<p>Biennial Sponsorship: Combine IEEE PLANS with the ION's summer meeting in even years.</p> <p>Note: In the odd years ION left to run its own program, partner with military co-sponsors etc. and serve different sector of ION membership more eastern location.</p>
Meeting Name	ION' Annual Meeting (June)	IEEE PLANS (April)	<p>PLANS hosted by IEEE & ION</p> <p>Note: In the odd years odd years ION's summer meeting would be renamed the ION's Biennial Meeting.</p>
Length	2 ½ - 3 days	<p>4 days Day 1 = tutorials Day 2-4 = Papers</p>	<p>4 days Day 1 = tutorials Day 2-4 = Papers</p>
Tutorials	<p>N/A</p> <p>ION recognizes that quality of tutorials (good or bad) reflect back on the conference and hosting organizations more than it reflects back to individual instructors.</p> <p>All tutorial providers must comply with ION's current <i>Tutorial Provider Policy</i>.</p>	<p>PLANS runs courses for individual instructors.</p> <p>PLANS collects all revenues and pays expenses for meeting room and a/v.</p> <p>PLANS pays 50% commission of collected fees to instructor.</p>	<p>Tutorials shall be offered day one of the conference. Tutorials shall compliment the technical program and current technological/market forces. Conference's program committee shall suggest tutorial topics.</p> <p>ION prefers tutorials are provided in accordance with the ION's <i>Tutorial Provider Policy</i> to ensure consistent and professional product. However, ION is negotiable.</p> <p>Tutorial providers and/or individual</p>

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
Technical Program Committee	<p data-bbox="457 581 716 613">Volunteer Committee</p> <p data-bbox="457 651 919 878">Program Chair appointed by ION President with consultation/recommendations from past year's Program Chair that becomes General Chair following year. National Office maintains "short list" of recommendations.</p> <p data-bbox="457 919 919 1117">Program Chair recruit session co-chairs in cooperation with ION Conference Committee. Goal is to obtain diversity among session chairs in terms of industry, government, academia, gender & international participation.</p> <p data-bbox="457 1154 877 1385">Ultimate responsibility for the technical program rests with the Program Chair. The General Chair understands he/she will have the opportunity to produce the program should the Program Chair cease to perform.</p>	<p data-bbox="947 581 1205 613">Volunteer Committee</p> <p data-bbox="947 651 1394 743">PLANS Executive Committee sets up technical program and recruits track chairs.</p> <p data-bbox="947 919 1394 1016">Track chairs recruit session co-chairs. Session chairs review, invite and select abstracts for their session.</p>	<p data-bbox="1436 147 1948 313">instructors shall submit proposal to teach suggested topics. Acceptance/rejection shall be based on the recommendation of the committee. Tutorial providers shall comply with policies as determined.</p> <p data-bbox="1436 350 1927 548">Conference shall provide instructors with meeting room, basic a/v set-up and limited catering for attendees. Instructors shall be responsible for providing copies of class notes for attendees and prepare and bring their own teaching materials/presentations.</p> <p data-bbox="1436 586 1927 678">One mutually agreed upon individual shall act as Program Chair for the conference, currently Brian Norling for 2006.</p> <p data-bbox="1436 716 1955 979">Program Chair shall work in cooperation with PLANS General Chair (Chuck Bye) and ION's meetings chair (Frank van Grass) to recruit track chairs. Track chairs shall recruit session co-chairs. Track chairs shall seek to obtain diversity in session chairs. Session chairs review, invite and select abstracts for their session.</p> <p data-bbox="1436 1016 1927 1320">Final program responsibility lies with the Program Chair. Program Chair and Track Chairs shall have access to PLANS Executive Committee and the ION Conference Committee for resources and assistance in maintaining diversity among session chairs in terms of industry, government, academia, gender & international participation.</p>

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
Abstract Submission	Abstracts submitted and acknowledged via the ION's web site. Process managed by National Office.	Electronic submission managed by All Academic (PLANS currently liable for 2006).	Abstract submission/acknowledgement and program changes to be managed by ION National Office via web site. PLANS still to determine if they can break existing contract with All Academic. If not, recommend postpone merger until 2008.
Abstract Selection	Abstracts selected by session chairs with coordination and negotiation of Program Chair.		Session Chairs select abstracts in coordination with National Office.
Coordination with Authors & Session Chairs	National Office notifies all authors of acceptance/rejection. National Office provides authors kits and session chair kits with deadlines and other important information.		National Office notifies all authors of acceptance/rejection. National Office provides authors kits and session chair kits with deadlines and other important information.
Program Updates/Changes	National Office coordinates all paper cancellations, substitution and notifies session chairs and alternate authors of the same. National Office maintains current program "live" on web site with links to all abstracts.		National Office coordinates all paper cancellations, substitution and notifies session chairs and alternate authors of the same. National Office maintains current program "live" on web site with links to all abstracts.
Authors Presentation/Publishing Options	Authors present & publish. "No-show" authors are not published in the proceedings. Proceedings are intended to be a record of what transpired during the conference. However, sometimes an author will present but then not publish as paper is not written in time (not a large percentage). Authors bring presentations with them to the conference.	Authors given options to: 1) Present – only 2) Publish – only (author pays fee for this) 3) Present and publish	Authors given options to: 1) Present & Publish: These authors shall be given priority in abstract selection. Authors that select this option and then "no show" or cancel will not be published in the proceedings. 2) Present Only: Make a presentation at the meeting and provide visuals for proceedings but not a formal paper. Authors that select this option and then "no show" or cancel

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
	ION provides each session with a laptop, computer projector, lapel mic for author, handheld mic for Q&A and podium mic for session chair.		<p>shall not have any visuals included in the proceedings. These abstracts shall receive secondary consideration behind the present and publish option and are only recommended for policy or program update briefings.</p> <p>3) Publish Only: These authors shall submit paper for publication in the proceedings for a fee but shall not present at the meeting. These papers shall be clearly identified in the proceedings as “publish only”.</p>
			<p>Authors bring presentations with them to the conference.</p>
			<p>ION provides each session with a laptop, computer projector, lapel mic for author, handheld mic for Q&A and podium mic for session chair.</p>
			<p>IEEE PLANS give ION use of any computers/projector the conference may own (if required).</p>
Session Scheduling	Strictly schedule enforced paper presentation schedule enables conference participants to easily schedule their time and move between parallel sessions.	Time controlled by session chair.	Strictly schedule enforced paper presentation schedule enables conference participants to easily schedule their time and move between parallel sessions.
Proceedings	<p>Published and distributed 8 weeks following conference.</p> <p>Papers made available to ION members on website as they are submitted per regular download fee structure.</p>	<p>Proceedings distributed at the conference.</p> <p>Are papers available on web site?</p>	<p>Proceedings produced and mailed to all eligible participants 8 weeks following the conference.</p> <p>Papers shall be made available on the ION’s web site for download to all eligible conference participants free or charge until after the CD’s are circulated.</p>

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
	Proceedings copies sold.	Submits requisite proceedings to IEEE. IEEE maintains copyrights on all papers and on proceedings.	IEEE shall maintain the copyright for papers and proceedings. IEEE shall give ION an unlimited royalty free license to maintain, distribute and sell individual papers and full proceedings through ION web site. ION shall make electronic copy of the proceedings available to IEEE.
Paper Awards	N/A	Best Paper Awards (1 per track)	One Best Presentation Awards shall be presented in each track.

ORGANIZATION

Pre-Registration	National Office creates registration forms. Registration may be done by fax or website.	Independent contractor processes registration by fax or website.	National Office manage pre and on-site registration process.
On-Site Registration	National Office	Independent Contractor	
Location	Generally East Coast/central location; location often based co-sponsorship.	West Coast Resort	West Coast Resort with second property close enough to comfortably accommodate government attendees. PLANS Exec. Comm. makes selection with input and recommendations from ION.
Hotel			
Selection & Contract	National Office Managed	PLANS Executive Committee Note: Executed Contract Already April '06	PLANS selection and IEEE PLANS liable in hotel contract.
Contract Negotiation	National Office Managed	Independent Contractor	National Office Managed
Interface Hotel, A/V, etc. (Logistics)	National Office Managed	PLANS Conference Chair manages (paid or volunteer basis?)	National Office Managed

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
Publicity	National Office Managed	Publicity Chair Managed (volunteer)	National Office Managed
	Programs etc. produced and managed by National Office	Programs Produced by Contractor	PLANS to provide ION with electronic registration list from 2004 event to ensure they are included in the 2006 mailing.
	ION List 14,000	PLANS List	
	Sorted Portion GPS World List Rented	GPS World List Rented	
	Broadcast E-mails	Broadcast E-mails	
	Call for Abstracts, Pre-Conference Program and On-Site Conference Program Produced	Call for Abstracts, Pre-Conference Program and On-Site Conference Program Produced	

FINANCES

Registration rates	National Office recommends registration rate in budget in relation to anticipated revenues and expenses. 04 Base Rate Regis = \$490/\$550 Late	PLANS Executive Committee sets registration rates. 04 Base Rate Regis = \$600/\$700 Late	National Office to prepare budget one year prior to event for approval by ION and PLANS Executive Committees. Budget shall: 1) detail all social and conference events; 2) establish registration rates; 3) shall include line items in each category for ION overhead and staff expenses to manage technical program/web products, produce all publications, process registrations, all pre and post show arrangements and reporting, etc.; and 4) shall allow for 50/50 split of any conference excess. Budget shall also itemize any special or unique requirements being funded by individual organizations.
Budget	National Office prepares budget the December prior to event. Budget establishes registration rates for event. Budget approved by Council January.	PLANS Executive Committee sets budget.	
Collection Revenue and Payment of Expenses	National Office collects all revenues and pays all expenses. ION does not accept/bill from purchase orders.	Finance Chair collects all revenues and pays all expenses. Finance Chair bills purchase orders.	National Office shall collect all revenue and pay all expenses.

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
Financial Reporting	National Office provides post-conference financial and statistical report.	Finance Chair provides report compliant with IEEE standards.	National Office shall provide post conference reporting to ION and PLANS Executive Committee and Program Committee. ION shall complete any special reporting required by IEEE.
Liabilities/Seed Money	From National Office operating fund.	PLANS provides \$30K	IEEE PLANS shall assume sole liability and all costs associated with hotel's contracted minimums including, but not exclusive of, attrition, cancellation fees, fees associated with contracted minimums/reductions of catering minimums etc. The ION shall assume liability for all pre-conference expenses in terms of publicity, overhead expenses and labor, meeting deposits, etc.
Excess/Profit	Fed back into ION membership programs.	Returned to IEEE AESS	Any excess shall be split 50/50 upon the closing of the books on the event (usually 60-90 days following the event).

EXHIBIT

National Office Managed Table Top Only Fee= \$990 (includes one registration) Exhibitor amenities provided.	Exhibit Chair Managed (volunteer) Formal Exhibit Area 8'x10' booths Fee = \$1900 Set-Up Decorator Services Contracted	National Office Managed Formal Exhibit Area 8'x10' booths. National Office shall contract for decorator services. Exhibitor amenities shall be included in the meeting budget. (Note: ION has potential to greatly increase exhibitor presence at the PLANS meeting as ION manages the GNSS show. For this reason it will be important exhibitor services that are consistent with that of the GNSS show in order not to negatively affect ION's relationship with GNSS exhibitors.
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AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
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UNIQUE REQUIREMENTS

Council Meeting		Board of Directors AESS Meet, IEEE PLANS Executive Committee Meets (Is this the post conference party?)	Any individual meeting requirements for two organizations shall be charged to each organization and not the meeting. Examples of this would include cost of annual awards etc.
Annual Awards/Fellows Program		Kershner Award Walter Fried Award	Shall be presented at a joint awards ceremony.
Student Travel Grant Program (\$500 in matching travel expenses for up to 5 student authors & complimentary full registration)		N/A	Student Travel Grant Program shall be included in the meeting budget (\$500 in matching travel expenses for up to 5 student authors & complimentary full registration).
N/A		Post conference party for PLANS Executive Committee and meeting track chairs.	Debriefing/wrap-up dinner shall be provided for the Program Committee and Executive Committees for both PLANS and ION. This shall be included as a meeting expense.

MISCELLANEOUS

Spouses Program	Spouses Coffee Hour First Day	Organized Spouses Program (Are paid tours offered?)	Spouses Coffee Hour first day technical program. Hotel concierge to sell individual tours based on personal preferences.
Session Chair Acknowledgement	Certificates	Gift (decided on by meeting coordinator)	Certificates for session co-chairs. Gifts for track chairs & Program Chair.
Attendee Gifts	N/A	Gift	None
Corporate Sponsorship of Event	Not Permitted	Accepted for Specific Events (Is this still the case?)	Negotiable, based on interest and applicable sponsorship type.

AREA/TOPIC	ION	IEEE PLANS	RECOMMENED for 2006
Volunteer Subsidiary	<p>Program & General Chair Receive Complementary Registration (they pay own sleeping room costs)</p> <p>Official Plaque of Recognition Presented</p> <p>Amenity & Gift Provided</p> <p>Comp Suite Provided ION President</p>	<p>Meeting Coordinator reimbursed airfare and lodging for all PLANS meetings.</p>	<p>General Chair, Program Chair and track chairs receive complementary registration (they pay own sleeping room costs).</p> <p>Official Plaque of Recognition Presented</p> <p>Amenity & Gift Provided</p> <p>Comp sleeping room provided to ION President and PLANS General Chair.</p>

Re FW IONPLANS Merger.txt

From: m.dewald@ieee.org
Sent: Tuesday, August 31, 2004 6:12 PM
To: Breen, Barry
Cc: 'Huddle, James'; 'Mary Ann Fritziinger'
Subject: Re: FW: ION/PLANS Merger

Barry,
I've read all the material you provided.

Do you really want to "merge" or just "co-locate"

Merge = Joint Co-Sponsor which combines all finances into one budget

and each assumes a specific percentage according to an MOU

Co-Locate = Both PLANS & ION are held in the same location, same

dates and each has their own budget and own publication

I've been on the ION website and they seem to only have 2 categories for

co-sponsor

<http://www.ion.org/council/policy/cosponsorship.pdf>

- Technical Co-sponsor of an ION meeting w/another organization

 - ION plans everything and manages the finances

 - This does not meet IEEE's definition of Co-Sponsor

 - Non-profits do not have "profit" they have "surplus"

- ION Cooperative Co-sponsorship of a technical meeting run by another organization

 - ION has no contractual, management, financial responsibility or

 - liability

 - This is not far from IEEE's definition of a Technical Co-Sponsor

You can access IEEE Policy on Conferences from the Conference Organizers

Web Page

Conference info is in Section 10 of policy

<http://www.ieee.org/conferences/conflink.html>

Also look at the Meetings Organization Manual for guidance.

Either way you go on this you will need an MOU that CLEARLY states exactly

what is expected from each organization.

I would also be worried about the fees charged by ION for the management -

get this up front - even before the budget

Conference Publication

Re FW IONPLANS Merger.txt

- Publication must comply with IEEE Xplore requirements (see Conf Org Web Page for info)
- Is ION's process for paper collection similar to PLANS?
- As for the number of copies of the pub IEEE will want - this will be decided in the future by the Conference Publication Program, Contact: Mark Vasquez, <m.vasquez@ieee.org> Also check with Mark on posting papers prior to conference?
- Clear all the IP issues with Bill Hagen, IEEE Copyrights Manager, <w.hagen@ieee.org>
- What is ION's "Tutorial Provider Policy"???

I guess my main worry is that ION will take over PLANS.

This is an important decision and there is a lot more info the AES BoD needs to obtain on this issue - it's a big decision
 Please keep me in the loop as you proceed and contact me with any questions
 - if I don't know the answer I will find out.

Regards,
MA

Mary Ann DeWald
 Sr. Manager, Conferences
 +1 732 562 3873
 +1 732 981 1769 (Fax)
 m.dewald@ieee.org

* * * * *

Conference Search

- <http://www.ieee.org/conferencesearch/>
Conference Organizers Home Page
- <http://www.ieee.org/conferences/conflink.html>
Conference Management Services (CMS)
- <http://www.ieee.org/conferences/cms/intro.html>

* * * * *

"Breen, Barry"

<barry.breen@hone To: "' Mary Ann
 DeWald' " <m.dewald@ieee.org>, "' Mary Ann Fri tzi nger' "
 Page 2

Re FW IONPLANS Merger.txt
ywell.com>

<m.fritzinger@ieee.org>

James' " <j.huddle@ieee.org>

08/26/2004 06:47

cc: "' Huddle,

Subject: FW:

ION/PLANS Merger

PM

Dear Mary Ann's,

One of our conference Executive Boards has been approaching ION (Institute of Navigation) with the idea of merging our AESS PLANS (Position, Location and Navigation Symposium) with their annual June meeting. Although the meetings are quite different, the conference topics have almost 100% overlap and this idea has been proposed before. Currently ION meets every June and PLANS meets in even years only earlier in the Spring.

From the attachments it appears that the IEEE volunteers would be handing most of the work over to ION staff but they seem to be heading for a joint sponsorship (50/50) like we have with AIAA for the Digital Avionics Systems Conference (DASC).

The attachments show some of the dialogue that is going on. The AESS Board of Governors is just now finding out about this and we are wondering how some of the issues in the attachments will be effected by IEEE policy.

For example, they (ION) want to share in the copyright ownership (IP). I'm not sure ION has been made aware of all the financial and contract oversight that we (IEEE) require. Can you take a look at the attached documents and advise? AESS Board is meeting in September and this will be a

Re FW IONPLANS Merger.txt

hot discussion topic. There are already members that want the idea dropped, but I get the feeling that PLANS is having difficulty covering all the bases with their current volunteers and are looking to ION to pick up a lot of the work.

Most of the DASC volunteers are members of both IEEE and AIAA and I suspect that many of the PLANS volunteers are similarly members of both ION and IEEE.

Thanks,
AESS VP Conferences

Honeywell

Barry C. Breen Aerospace Electronic Systems
Senior Principal Engineer 15001 N.E. 36th St.
FAA DERPO Box 97001, M/S L2L
Redmond, WA 98073-9701
(425) 885-8836 (Phone)
(425) 885-2994 (Fax)
(425) 241-4730 (Mobile)
www.egpws.com barry.breen@honeywell.com

-----Original Message-----

From: Huddle, James [mailto:jim.huddle@ngc.com]
Sent: Thursday, August 26, 2004 1:10 PM
To: Barry Breen
Cc: Jim Leonard; Russell Lefevre (IEEE)
Subject: FW: ION/PLANS Merger

Barry

This is currently what is evolving as per the proposal by the ION to merge with the PLANS Conference

Jim

-----Original Message-----

From: Bye, Charles T (MN65) [mailto:chuck.bye@honeywell.com]
Sent: Thursday, August 26, 2004 12:45 PM
To: PLANS: Zueck, Dora A. (E-mail); Bahar PLANS: Uttam (bahar@uttam.biz); Bill O'Halloran; Huddle, James; PLANS: Barnett, Neal J. (E-mail); PLANS: Cortland, Larry (E-mail); Dugandzic, Phil; PLANS: Norling, Brian