

ICSE Administrative Co-sponsors

Duties of the ICSE Administrative Co-sponsors

Administrative duties are alternated between the co-sponsors of ICSE with ACM acting as the administrative co-sponsor in even years and IEEE CS in odd. Each co-sponsor follows its own administrative policies in providing administrative support for the conference.

The administrative co-sponsor will be responsible for:

- Receipt of budget
- Forwarding copy of budget to co-sponsor
- Securing budget approval from volunteer leaders in their organization and from the non-administrative sponsor
- Informing co-sponsor of budget approval 7 working days prior to official release so that an official approval letter can be sent at the same time to the Chair from each of the sponsors.
- The site selection process including review, negotiation and execution of all facility, hotel, and vendor contracts for conference
- Assisting with the opening of internal or external bank accounts
- Providing direction on visa application memos of support for attendees
- Proceedings production and printing through co-sponsors preferred vendors, including preparation for posting to the co-sponsors digital libraries
- Providing copyright and permission forms for conference proceedings and by-products
- Production, printing and distribution service including mailing labels for promotional material in-house or through co-sponsors preferred vendors.
- Hosting email distribution lists
- Hosting of the conference website
- All conference payments and reimbursements, including distribution of funds to sponsors at closing of conference
- General guidance and advice before and after conference on conference activities – timing, budget, milestones, working with professional conference management
- Maintaining list of preferred vendors
- Dealing with attrition clauses, cancellations, reimbursements, etc., and other unusual situations
- 6 weeks following the conference verify that all invoices have been received for major expense categories and provide summary for Chair
- Pay all bills including speaker expenses and student travel grants if under conference
- 16 weeks following conference issue a preliminary financial report to Conference Chair with copy to co-sponsor
- 20 weeks following conference issue a final financial report to Conference Chair with copy to co-sponsor

Each co-sponsor will assign a staff liaison to work with the conference committee. The administrative co-sponsor will be the primary liaison. If a steering committee exists, each co-sponsor will have the option of appointing a staff representative to attend meetings and participate in committee activities.

Budgeting the Conference

Consistently using the IEEE TMRF is encouraged, in order to provide readily comparable information for future ICSE conference leaders. However, use of the ACM TMRF is also acceptable.

The TMRF is a pre-formatted, Excel spreadsheet that includes many categories of information. One useful feature is these serve as reminders to conference leaders of possible expenses they may have overlooked.

There are certain common expectations for conference budgets:

- Conferences are budgeted conservatively;
- Attendance is based on recent conference history;
- Dramatic increases (or decreases) in registration fees are discouraged;
- An amount for contingency is required, to cover unexpected increases or additions to the budget
- A co-sponsor administrative fee is required

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