IEEE Conference Contracting Overview

October 2018
AGENDA

- MCE Conference Contracts Team
- Prepare for your Conference
- Contract Lifecycle
- Templates
- Contract Submission & Review Process
- Financial Guidelines & Responsibilities
The Conference Contracts Team
Who are we and How can we help?

- Specialized and experienced team in the meetings industry
- Strong negotiation ability to maximize contract value and minimize risk
- Deliver subject matter expertise across all contract types
- Ensure all standards and budgetary requirements are met
- Enhance cost savings/concessions
- Act as your “second set of eyes” to ensure IEEE contract standards are met
Preparing for your Conference
As you begin to think about your conference...

- Location Placement
  - IEEE Landscape
  - IEEE Volume
  - Bundling Opportunities
- Complete your conference application
- Draft a working budget
- Review the history of the event
- MCE can help you from the beginning
- Ready to make your venue selection and enter into the contracting process
Types of Contracts/Service

- Hotel Contracts – Int’l and Domestic
- Convention Centers
- Social Venues
- Catering
- Meeting Management / PCO’s
- Registration Management
- Exhibit Management/Decorator
- General/Independent Contractor
- DMC/Tour Companies
- Audio Visual/Production
- Transportation
Contract Lifecycle
Contracting: Current Process Flow

Organizer requests bids/proposals/contracts from potential vendors

Vendor submits proposal and/or contract to Organizer

Organizer & Vendor negotiate terms and iterate business needs/requirements

Organizer submits contract to MCE Conf. Contracts to review

MCE reviews key business terms and identifies opportunities for further negotiation

Addresses for completion (i.e. not on our template, missing forms, etc)

MCE submits contract to IEEE Legal & Compliance (L&C) and other SME’s (e.g. Insurance) for review

L&C Approves agreement

Organizer Approves agreement

MCE submits requisition to IEEE Strategic Sourcing for approval

Requisition is approved and sent for signature by both parties
Contract Templates

Speed up the Process !
Contract Templates

- Using IEEE established templates creates efficiency and timely execution of the contract

- MCE can provide the following templates
  - Major Hotel Chain Agreements
    - Hilton, IHG, Marriott, Hyatt, etc.
  - Generic IEEE Hotel Agreement
  - Master Management Service Agreement (MMSA)
  - Master Service Agreement (MSA)
  - Independent Contractor Agreement

- Templates are located at: [https://www.ieee.org/conferences_events/conferences/organizers/contracts.html](https://www.ieee.org/conferences_events/conferences/organizers/contracts.html)

- MSA, IC and Addendum templates will need to be provided by the IEEE MCE Contracts department if no access to inside IEEE.

- Contracts authored by the service provider should be submitted as a Word document when possible
IEEE Contract Submission
The Contract Submission Process

Starts after your budget is submitted and conference application is approved

- Step 1 – Complete Conference Application and submit conference budget
- Step 2 – Prepare Conference Contract(s) and Required Documentation
- Step 3 – Submitting the Contract for Review
Conference Application/Budget

Step 1

- Seek approval from IES AdCom to conduct an event
  - Will provide guidance on next steps, including IEEE Conference Application

- Proposal should always include a pro-forma budget
  - IEEE-wide requirement prior to contract review
  - If this is not possible confer with the leadership team to determine the best course of action

- Conference Mentor Program
  - Conference support for newer organizers
Prepare Documentation

Step 2

- Tax forms (W8/W9)
- Agreement
  - Master Service Agreement (MSA)
  - Meeting Management Services Agreement (MMSA)
  - Small Vendor Agreement
- Detailed Scope of Work (SoW)
  - Proposal
  - Bid
  - Pro-forma invoice
Submit Your Contract

Step 3

- Include
  - Conference Year
  - Conference Record #
  - Acronym
  - Type of Contract
  - Level of importance
    - (if applicable) in subject heading

- Tell us anything we need to know to help review/process the contract
  - List which documents are attached
  - W8/W9 tax form is always required

- Submit contracts to
  - conference-contracts@ieee.org
  - Only ONE contract per email request
IEEE Contract Review
Conference Contracts

Review Process

What happens when you submit a contract for review?

- MCE Conference Contracting Team
  - Receive contract
  - Complete Subject Matter Expert (SME) review
  - Review business terms and revise as needed
  - Highlight areas of further negotiation
  - Rate analysis
  - Compare against event history and spend
  - Evaluate, are there any “bundling” opportunities
  - Assess concessions
  - Minimize risk
Conference Contracts
Review Process – Continued...

- **Legal and Compliance Department (L&C) Review**
  - Once SME review is completed there will be a full review of the legal terms and conditions by the L&C Team.
  - Additional iterations are sometimes required to finalize the document and achieve legal approval.

- **Office of Risk and Insurance Management Services (ORIMS)**
  - If needed the ORIMS team will review contracts to ensure the contract includes the required insurance coverage and we can satisfy those required of us.

- **Strategic Sourcing**
  - MCE submits contract to Strategic Sourcing for signature.
  - DocuSign is the preferred method for obtaining contract signatures.
Contract Focus Areas

Contract Negotiation: What to look for?

- **Attrition:** Hotels charge attrition penalties for under consumption or failure to meet guaranteed minimums. This applies to room blocks and Food & Beverage spend.
  - **Room Blocks:** Negotiate a clause that allows you to reduce the room block on designated dates without penalty.
  - **F&B:** Include a clause that allows you to both reduce your guaranteed minimum and also pay a reduced percentage if you fall short.
  - **Slippage Clause:** The allowable slippage clause is attrition’s other half. Instead of telling you the percentage of rooms you need to fill, some hotels will tell you the percentage of rooms that are allowed to go un-booked.

- **Food & Beverage:** Be aware of the ++
  - This means plus service charge and tax.
  - Our templates are either INCLUSIVE or EXCLUSIVE

- **Sleeping Room History**
  - Do some research to see what the room blocks have been for past events
Contract Focus Areas

Additional things to look for...

- Concessions: ASK FOR THEM!!
- Complimentary Rooms
- Review/Adjustment Dates
- Liquidated Damages/Cancellation
- Awareness of what is happening
- Flexibility in dates
- Get everything in writing
- Rebooking clause
Financial Guidelines & Responsibilities
Financial Guidelines
Review & Legal Approval

Contracts < $5,000 USD
- Conference contracts less than US $5,000 will be reviewed upon request.

Contracts, Agreements, Commitments > $5,000 USD
- Utilize an approved IEEE contract templates
- Require legal and compliance review
- Submit to conference-contracts@ieee.org for review and approval by an IEEE legal and Compliance department lawyer before signature
Financial Guidelines

Signing Authority

Contracts, Agreements, Commitments < $25,000

- Contracts under $25,000 may be signed by VP of Conferences, Conference Chair, Region/Section Chairs, Society President after IEEE Legal Approval
- Once the contract is approved by IEEE Legal & Compliance the contract must still go through the standard requisition process and executed by an authorized volunteer via DocuSign

Contracts, Agreements, Commitments > $25,000

- Only IEEE Management Council and their designees are the authorized signers for contracts of this value
Summary

- Gather your information and know the needs of your event
- Register your conference and draft your budget
- Plan ahead
- Engage early and leverage MCE expertise
- Prepare your documents and use templates when possible
- All contracts with a value over $5,000 USD must be submitted to MCE for review and approval
- Observe IEEE Financial Guidelines when executing your volunteer responsibilities
- Understand the components of the review process and allow for that time
- If you need assistance, we are here to help
Thank You

Contact Information

Send Contracts to
conference-contracts@ieee.org

IEEE MEETINGS, CONFERENCES & EVENTS
Vita Feuerstein, CMP
Manager, Conference Contracting
445 Hoes Lane
Piscataway, NJ 08854 USA
Phone: +1 732.562.6826
E-Mail: vita@ieee.org

IEEE MEETINGS, CONFERENCES & EVENTS
Stacie DeMicco
Event Sourcing & Contract Specialist
445 Hoes Lane
Piscataway, NJ 08854 USA
Phone: +1 732.562.5526
E-Mail: s.demicco@ieee.org

IEEE MEETINGS, CONFERENCES & EVENTS
Marci Semel, CMP
Event Sourcing & Contract Specialist
445 Hoes Lane
Piscataway, NJ 08854 USA
Phone: +1 732.562.5440
E-Mail: m.semel@ieee.org

IEEE MEETINGS, CONFERENCES & EVENTS
Jackie Smith
Event Sourcing & Contract Specialist
445 Hoes Lane
Piscataway, NJ 08854 USA
Phone: +1 732.562.5539
E-Mail: jaclyn.smith@ieee.org
Resources

- Templates are located at:
  http://www.ieee.org/conferences_events/conferences/organizers/contracts.html

- Submit to conference-contracts@ieee.org

- Conference application link
  http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html

- Contract Review Process Guide (authored by L&C Team)