

Appendix W:

Calendar of Events and Important Things Noted

--- A Companion with the Document:

“Organization of the 2008 IEEE International Ultrasonics Symposium (IUS)”

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2008 IEEE International Ultrasonics Symposium (IUS)

Beijing International Convention Center (BICC)

Beijing, China, November 2-5, 2008

(Latest Revision: October 26, 2009)

1. Notes

This is a shortened version of the full report: “Organization of the 2008 IEEE International Ultrasonics Symposium (IUS)”. It consists mainly of a Calendar of Events that the 2008 IEEE IUS used and a list of things that the 2008 IEEE IUS considered to be important but might be overlooked. The page numbers listed correspond to those in the full report.

We appreciate Dr. Susan Trolier-McKinstry, the President of the UFFC Society, and Dr. Gerry Blessing, a former President of the UFFC Society, for their suggestions to produce this document, and their efforts to improve it.

2. 2008 IEEE IUS Conference Web Address

Additional information can be found at the 2008 IEEE IUS conference website:

http://ewh.ieee.org/conf/ius_2008/

as well as in the conference proceedings DVD (ISBN: 978-1-4244-2480-1; and IEEE Catalog Number: CFP08ULT-DVD).

3. Calendar of Events

Major Calendar of Events (see P. 29 in the full report)

Events	Open (<i>Actual</i>)	Deadlines
Abstract Submission: (Link)	<i>April 16, 2008 (Opened)</i>	<i>May, 4, 2008</i>
Paper Submission: (Link)	<i>Oct. 10, 2008 (Opened)</i>	<i>November 2, 2008</i>
Early Registration: (Link)	<i>July 20, 2008 (Opened)</i>	<i>September 12, 2008</i>
On-Site Registration: (Link)	<i>Nov. 1, 2008 (Opened)</i>	<i>November 5, 2008</i>
Hotel Discount Rate: (Link)	<i>April 11, 2008 (Opened)</i>	<i>October 5, 2008 *</i>
Visa Document: (Link)	<i>April 11, 2008 (Opened)</i>	<i>September 30, 2008 **</i>
Exhibit Registration: (Link)	<i>April 11, 2008 (Opened)</i>	<i>July 15 ***, Sept. 15, 2008</i>

Before the opening dates in the table above were finalized, they were shown in red, for example, “*April 16, 2008 (tentative)*” and the heading “Open (Actual)” was named “Open (Estimate)” to avoid wasting users’ time to follow the links. Once each date was finalized, it changed to, say, “*April 16, 2008 (Opened)*”. The deadlines were predetermined and firm.

Other Calendar of Events (see P. 29 – P. 32 in the full report)

Five years and three months before the conference:

- [Explored the possibility to have the 2008 IEEE IUS in Beijing, China](#): – Due to the 2008 Beijing Olympics, the General Chair was asked by the Ultrasonics Committee of the IEEE UFFC Society to check the possibility to have the 2008 IEEE IUS in Beijing, China. On August 1, 2003, the General Chair started searching the web and talking to colleagues in China to explore the possibility.

Four years and seven months before the conference:

- [Approval of the conference](#): – The 2008 IEEE IUS was approved on April 16 and 17, 2004, respectively, by the Ultrasonics Committee and the Administrative Committee (AdCom) of the IEEE UFFC Society.

Reports presented before the conference:

- [Reports to the IEEE UFFC Ultrasonics Committee](#): – Reported biannually to the Ultrasonics Committee on the status of preparations of the conference. (One was at the annual IEEE IUS conferences and the other was at the 2nd TPC meeting that was normally held in Chicago. The reports were also presented to the UFFC AdCom whenever the AdCom meetings were collocated with the Ultrasonics Committee meetings.)

Four years and five months before the conference:

- [Select a venue](#): – The General Chair and the then Vice President of Ultrasonics, Dr. Clemens C. W. Ruppel, visited Beijing, China, in June 2004 to select a possible conference venue (about 10 hotels and convention centers were visited and evaluated).

About three years and ten months before the conference:

- [Contract development with CICCST](#): – Began to develop contract with the China International Conference Center for Science and Technology (CICCST) on January 24, 2005.

About two years and three months before the conference:

- [Conference website](#): – Opened on August 3, 2006

Finalized as soon as possible and update as necessary on the conference web before the conference (“Web Entry” below in the rest of the document indicates links shown on the 2008 IEEE IUS website):

- [Web Entry: “General Chair Message”](#) – Finalize as soon as possible and update as necessary
- [Web Entry: “Technical Chair Message”](#) – Finalize as soon as possible and update as necessary
- [Web Entry: “Organizing Committee”](#) – Finalize as soon as possible and update as necessary
- [Web Entry: “BICC Floor Plan / Location”](#) – Finalize as soon as possible
- [Web Entry: “Cheaper Air Tickets”](#) – Finalize as soon as possible – it is an additional convenience for attendees
- [Web Entry: “Beijing City / Subway”](#) – Finalize as soon as possible
- [Web Entry: “Nearby Shopping / Food”](#) – Finalize as soon as possible
- [Web Entry: “Other Beijing Tours”](#) – Finalized as soon as possible
- [Web Entry: “Beijing Photos”](#) – Finalize as soon as possible
- [Web Entry: “Beijing Olympics”](#) – Finalize as soon as possible
- [Web Entry: “Beijing Weather”](#) – Finalize as soon as possible
- [Web Entry: “Join IEEE UFFC/Students”](#) – Finalize as soon as possible
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- [Web Entry: “IEEE Beijing Office Open”](#) – Finalize as soon as possible and update whenever relevant news appear
- [Web Entry: “2007 IUS - New York”](#) – Finalize as soon as possible
- [Web Entry: “IEEE TUFFC”](#) – Finalize as soon as possible (this is to encourage authors of the conference proceedings papers to submit more complete and expanded papers to the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control – TUFFC)
- [Web Entry: “IEEE UFFC”](#) – Finalize as soon as possible
- [Web Entry: “IEEE”](#) – Finalize as soon as possible
- [Web Entry: “UFFC Officers”](#) – Finalize as soon as possible (update as necessary)
- [Web Entry: “Past Proceedings”](#) – Finalize as soon as possible (update as necessary)
- [Web Entry: “Other UFFC Meetings”](#) – Finalize as soon as possible (update as necessary)
- [Web Entry: “Order CD Archive”](#) – Finalize as soon as possible
- [Web Entry: “IEEE Xplore”](#) – Finalize as soon as possible
- [Web Entry: “Join IEEE UFFC”](#) – Finalize as soon as possible
- [Web Entry: “Join IEEE”](#) – Finalize as soon as possible

About one-year and four months before the conference:

- [Web Entry: “Call for Papers”](#) – Finalized the First Call for Papers on July 4, 2007 (the First Call for Papers was also published in IEEE TUFFC and was distributed during the 2007 IEEE IUS). The Final Call for Papers was finalized and placed on web on February 6, 2008)

About one-year and three months before the conference:

- **Find a vendor for conference registration:** – After being declined by FASS to serve the 2008 IEEE IUS, we started to find a new registration vendor on August 28, 2007. Eventually, we found YesEvents, a Baltimore, Maryland, USA based company, who was willing to help our conference for online registration (onsite registration had already been arranged with CICCST, with which we started to negotiate on January 24, 2005).

About one year and one month before the conference:

- **Find a vendor for the technical program:** – Started to find a vendor for our technical program on October 1, 2007. Eventually, we found Mira Digital Publishing, a St. Louis, Missouri, USA based company.
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- **Web Entry: “Plenary Speaker”** – Finalized on October 24, 2007 (select a plenary speaker early so that we have time to publicize the talk)

About one year before the conference:

- **Budget:** – Have the conference budget approved by the UFFC Administrative Committee (AdCom)
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- **Pass-the-Baton meeting:** – Held in New York on the last date of the conference on October 31, 2007. This meeting was to learn experience from the 2007 IEEE IUS.
- **The First Technical Program Committee (1st TPC) meeting:** – Held in New York on the last date of the conference on October 31, 2007. This meeting was mainly to select invited speakers, recruit new TPC members, and suggest short course topics.

About 9 months before the conference:

- **Web Entry: “Technical Program Committee (TPC)”** – Finalized on February 1, 2008, after the first Technical Program Committee (TPC) meeting that was held at the end of the previous conference (October 31, 2007)
- **Web Entry: “Invited Talks”** – Finalized by February 1, 2008, after the first TPC meeting that was held at the end of the previous conference (October 31, 2007)
- **Web Entry: “Special Clinical Session”** – Finalized by February 1, 2008, after the first TPC meeting that was held at the end of the previous conference (October 31, 2007)
- **Web Entry: “Short Courses”** – Finalized by February 1, 2008, after the first TPC meeting that was held at the end of the previous conference (October 31, 2007)

About 7 months before the conference:

- **Web Entry: “Exhibits”** – Exhibits webpage opened on April 11, 2008 and the exhibitor list had been finalized by September 15, 2008, the exhibit registration deadline
- **Web Entry: “Conference Hotels”** – Finalized on April 11, 2008
- **Web Entry: “Visa Application”** – Finalized on April 11, 2008
- **Web Entry: “Three Local Guest Tours”** – Finalized on April 11, 2008
- **Web Entry: “China Tours”** – Finalized on April 11, 2008
- **Web Entry: “Corporate Sponsors”** – Added sponsors as soon as they have made contributions
- **Web Entry: “Taxi / Bus Help”** – Finalize as soon as possible (when the hotels are finalized)
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- **Web Entry: “Student Paper Compete”** – Finalized as soon as possible, no later than April 16, 2008, when the abstract submission site was open

- [Web Entry: “Abstract Submission”](#) – Opened on April 16, 2008 (the date was later than we planned since the abstract submission process involved a lot of customizations and testing of Mira submitSMART module that were related not only to abstract submission, but also review, system operations by organizers, data report process, and program assembly module, the Mira programSMART)

About 6 months before the conference:

- [Abstract submission deadline](#): – Midnight, Sunday, May 4, 2008, Pacific Standard Time (PST), USA
- [Group chairs assigned abstracts to reviewers](#): – Group Chairs assigned reviewers with Mira reviewSmart and sent batch downloaded PDF abstracts to reviewers if they wish. General/TPC Chairs notified reviewers for their login passwords with blast email. This was done from May 5-6, 2008.
- [Reviewed abstracts by reviewers](#): – May 7 – June 6, 2008 (original dates: May 7 – May 27, 2008).
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- [Visited China](#): – Checked the local preparation in China by the General Chair in May, 2008

About 5 months before the conference:

- [Group Chairs handled review results with Mira spreadsheets](#): – June 7 - 13, 2008.
- [The Second Technical Program Committee \(2nd TPC\) meeting](#): – Held in Chicago from June 14-15, 2008 to finalize the technical program

About 4 months before the conference:

- [Web Entry: “Abstract Results”](#) – Opened on July 2, 2008 (this page was intended to communicate with authors for the statuses of their abstracts – decisions on abstracts were made during the 2nd TPC meeting that was held in Chicago, USA, from June 14-15, 2008)
- [Web Entry: “Oral Presentation Guide”](#) – Finalized on July 2, 2008, the date that the abstract results were announced
- [Web Entry: “Poster Present. Guide”](#) – Finalized on July 2, 2008, the date that the abstract results were announced
- [Web Entry: “Session Chairs”](#) – Finalized on July 2, 2008, the date that the abstract results were announced (this page may be useful for the session chairs to find their assigned sessions more easily)
- [Web Entry: “Student Travel Support”](#) – Finalized on July 2, 2008, at the same time when abstract results were announced
- [Web Entry: “Competition Finalists”](#) – Finalize on July 2, 2008, at the same time when abstract results were announced
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- [Web Entry: “Condensed Program”](#) – Finalized on July 4, 2008 after the 2nd TPC meeting that was held in Chicago, USA, from June 14-15, 2008 and the conference program was finalized (a preliminary version of the condensed program was made before the 2nd TPC)
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- [Exhibit registration deadline to have their names in the Program and Abstract Books](#): –July 15, 2008
- [Made a request to the Awards Chair of UFFC Society to make certificates to appreciate the efforts of the Organizing Committee members](#): –July 15, 2008
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- [Web Entry: “Monday Noon Lunch”](#) – Finalized before online registration open
- [Web Entry: “Monday Evening Social”](#) – Finalized before online registration open
- [Web Entry: “Tuesday Dinner/Shows”](#) – Finalized before online registration open

- [Web Entry: “Guest Breakfasts”](#) – Finalized before online registration open
- [Web Entry: “Student Breakfast”](#) – Finalize as soon as possible
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- [Web Entry: “Conference Registration”](#) – Finalized on July 20, 2008 (this was later than what we planned for since it was time-consuming to customize the registration website so that it would not only work for the online registration, but also work for the on-site registration using an Administration Center specifically developed for the 2008 IEEE IUS)

About 3 months before the conference:

- [Web Entry: “Meeting Planner”](#) – Opened on August 13, 2008 (the date was later than we planned since it took some time for us to customize and test the functionalities of the Mira attendSMART module)
- [Web Entry: “Full Program”](#) – Finalized on August 17, 2008 (Mira provided the program in grids in Microsoft Word format from its database and the General Chair of the 2008 IEEE IUS added the front matters, ensured that the minimum font size (no smaller than 5 points for abstract title, author names, and author affiliations) in each grid was big enough so that the contents were readable, added colors, headers, footers, bleed tabs, page numbers, Table of Contents, and designed the covers). The Program Book was sent to China for printing.
- [Web Entry: “Abstract Book”](#) – Finalized on August 17, 2008 (Mira provided the formatted abstract pages from its database and the General Chair of the 2008 IEEE IUS added the front matters, colors, headers, footers, bleed tabs, page numbers, Table of Contents, and designed the covers) The Abstract Book was sent to China for printing.
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- [Web Entry: “Conference Statistics”](#) – Updated as the data become available

About 6 weeks before the conference:

- [Advance registration deadline:](#) – Midnight, Tuesday, September 12, 2008, Pacific Standard Time (PST), USA
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- [Exhibit registration deadline:](#) –September 15, 2008

About 4 weeks before the conference:

- [Visa application deadline](#) – September 30, 2008
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- [Web Entry: “Opening Session / Awards”](#) – Finalized about one month before the conference (placed awards winners on the web)

About 3 weeks before the conference:

- [Hotel reservation deadline:](#) – October 5, 2008, Beijing Time
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- [Web Entry: “Paper Submission”](#) – Finalized on October 10, 2008 (the date was later than we planned since it took time to implement and test the protocol of the multimedia paper submission and DVD production, which is the first in the 46-year history of the annual IEEE IUS conferences)

About 1 week before the conference:

- [Final preparation of the conference:](#) – The General Chair went to China on October 26, 2008 to have a final check of preparation of the conference with the Finance Chair, Dr. Jan Brown.

Two days before the conference:

- **On-site registration:** – Started at 6:00 p.m., Saturday, November 1, 2008, Beijing Time

One day before the conference:

- **Paper submission deadline:** – Midnight, Sunday, November 2, 2008, Beijing Time

During the conference:

- **Web Entry: “Competition Winners”** – Finalized in the evening of Monday, November 3, 2008, when the winners were determined

Shortly after the conference:

- **Web Entry: “Conf. Photos / Videos”** – Finalized shortly after the conference

Developed using DVD proceedings after the conference:

- **Web Entry: “Sessions (Papers)”** – Finalized shortly after the 2008 IEEE IUS Proceedings were ready to be published (this page has also been included in the DVD to give users more options in browsing the contents of DVD)

4. A List of Things That the 2008 IEEE IUS Had Considered

The following is a list of things that the 2008 IEEE IUS had considered to be important but might be overlooked.

Conference Statistics (see P. 23 – P. 25 in the full report)

Got the three spreadsheets (two from Mira on P. 56 and 82 of the full report for the abstract submission and the proceedings paper submission, respectively, and one from YesEvents on P. 101 of the full report for conference registration) to derive various statistics of the conference. The entries of the spreadsheets were requested by the 2008 IEEE IUS and were downloaded multiple times directly from the respective vendor websites during the course of the conference to avoid lost of data.

Conference Website (see P. 27 – P. 32 in the full report)

Based on the success of the websites of previous IEEE IUS conferences, the 2008 IEEE IUS has tried to make the accesses to the contents of the conference website direct and straightforward with a fixed (non-moving) Table of Contents on left frame (pan). The website also avoided having links buried deep in the site so that users could find the information they need in less time and would be less likely to miss the information the conference intended to convey. Most important links and current links were highlighted on the main page in addition to their placements in the Table of Contents on the left pan. The 2008 IEEE IUS has used a standard Universal Resource Locator (URL) assigned by the IEEE and used the IEEE web server.

Local Arrangements (see P. 33 – P. 47 in the full report)

The 2008 IEEE IUS paid attention to:

- **Badges:** – Made the badge name **big** but at the same time provided full name and affiliation information on the badges. The designations, “Member”, “Guest”, “Student”, and “Retiree” etc would help to prevent people register in wrong categories that may have big differences in registration fees. (See the design in Fig. VII-6 of Section VII in the full report.)
- **Signage:** – Made big and clear signage (**25** inch by **18** inch) with a good contrast to background to help attendees to find their sessions and get around (including big banners if feasible). (See the design in Fig. VII-7 of Section VII in the full report.)
- **Registration counters:** – The size of the counter was **12** m (wide) by **3** m (deep), consisting of **6** counters. (See “Floor Plan of Conference Venue and Considerations for Exhibition” in Section VII in the full report.)
- **Committee meetings:** – Got these meetings organized so that the respective meeting organizers could send out notices earlier enough to their committee members to avoid confusion or missing the meetings. (See “Appendix C. Meeting Schedule” in the full report.)
- **Coffee breaks:** – Had about **four** stations to avoid over crowdedness. (See “Coffee Breaks” in Section VII of the full report.)

- **Business centers:** – It would be nice to have business centers in or near the venue for attendees. (See “Business Centers and Nearby Food and Shopping” in Section VII of the full report.)
- **IEEE booth:** – Setup an IEEE booth for free. (The booth does not need to be fancy. *Two* draped tables with *two* chairs and *one* waste bucket would be enough.) UFFC Society publicity chair or student representatives in AdCom may also want to setup a similar booth. (See “Setup a Booth for IEEE Representatives” in Section VII of the full report.)
- **Student travel support:** – The Finance Chair of the 2008 IEEE IUS made an arrangement for students to pick up their money on the registration counters. (See “Help Students Pickup Their Travel Support Money” in Section VII of the full report.)
- **Water and cups:** – We bought bucket water for each oral presentation room and put tables and cups for attendees on the back of the rooms. (See “Condensed Technical Program” in Section VIII of the full report.)
- **Visa document:** – We paid the local company to handle official visa application documents. (See “Visa Application Document” in Section VII of the full report.)
- **Professional photography:** – We paid CICCST for a professional photographer for the plenary session. (See “Major Local Tasks” in Section VII of the full report.)
- **Security guards:** – We paid CICCST for security guards for both the conference and exhibits. (See “Floor Plan of Conference Venue and Considerations for Exhibition” in Section VII of the full report.)

Technical Program (see P. 48 – P. 72 in the full report)

The 2008 IEEE IUS paid attention to:

- **Overall:** – We executed the conference in *6* parallel sessions and in *3* days with a plenary session in which the society awards were presented. Attendees were given an opportunity to network with each other in one evening buffet dinner and be entertained in another evening in a formal banquet setting. A buffet lunch for all attendees in the first day of the conference was provided. Student award winners were honored at the beginning of the banquet. The President Reception was also arranged. An entertainment program for both AdCom and TPC was held the day before the conference technical program. (See “Appendix C. Meeting Schedule” in the full report.)
- **Poster boards and spacing:** – Made *2* m (wide) by *1* m (high) poster boards (the factory cut the boards to the size we specified). We had ensured the distance between any two rows of the boards to be at least *8* feet from each other (*10* feet whenever possible) for the double sided boards. (See “Floor Plan of Conference Venue and Considerations for Exhibition” in Section VII of the full report.)
- **Poster board coordinator:** – We had *one* dedicated staff member for posters. The staff member arranged poster board spacing, changed poster labels each morning, for each poster session and provided board fixing materials for poster presenters. (See “Appendix R. Agreement - CICCST Services and Fees for 2008 IEEE IUS” in the full report.)
- **Poster boards photos:** – *Two* photos of the poster boards were shown on the web in “Poster Present. Guide”. One showed entire board and the other showed a magnified surface of the boards so that presenters got an idea how to make and post their posters. (See “Appendix N. Guides for Oral and Poster Presenters” in the full report.)
- **Poster labels:** – The 2008 IEEE IUS had made clear labels for each poster for an effective organization of the poster sessions. (See Fig. VII-15 in “Signage” in Section VII of the full report.)
- **Audio/Visual:** – Made sure there was one computer in each oral presentation room for presenters to upload their presentations via USB thumb drives. (The 2008 IEEE IUS also allowed presenters to

hook their computers to the projectors directly so that they could present some multimedia contents that would be difficult to present otherwise.) We had one staff member in each room to help presenters and check badges so that people got what they paid for. (See “Appendix R. Agreement - CICCST Services and Fees for 2008 IEEE IUS” and “Appendix N. Guides for Oral and Poster Presenters” in the full report.)

- **Speaker preparation:** – The 2008 IEEE IUS had arranged in the Speaker Preparation room two identical sets of computers and projectors that were the same as those used in the oral sessions. This ensured that what had passed the test in the Speaker Preparation room would work in the oral sessions. (See Fig. VII-15 in “Signage” in Section VII of the full report.)
- **Oral and poster labels with clear meaning:** – We made the meaning of oral and poster labels clear to help attendees find presentations more easily. This helped to make the list of presentations in the Program Book and Abstract Book clear, and helped to make the list of papers in DVD, UFFC Society web, and IEEE Xplore clear too. (See “Appendix N. Guides for Oral and Poster Presenters” “Session Labels of Oral Presentations”, and “Poster Presentations and Labels” in Section VIII in the full report.)
- **Abstract formatting:** – The abstracts were nicely formatted to reduce possible fatigues of reviewers who were asked to review a large number of abstracts. (See “Abstract Formatting” in Section VIII in the full report.)
- **Abstract submission deadline:** – The deadline was strictly enforced without any extension to allow a smooth flow of the program. Authors who missed the deadlines would ensure they meet the deadlines of our future conferences. (See “Appendix J. Abstract Submission and Results” in the full report.)
- **Paper submission deadline:** – The deadline was strictly enforced to prevent someone to include talks of others in his/her papers. (See “Appendix K. Proceedings Paper Submission” in the full report.)
- **Make reviewers aware of the time-saving features for entering scores:** – It would be of help to reviewers if they are aware of the time-saving features for entering scores quickly when they review abstracts offline. (See “Time-Saving Features for Reviewers” in Section VIII in the full report.)
- **Mira websites:** – It would be of help to be familiar with the Mira abstract submission, review, program assembly, paper submission, and meeting planner websites and features. This helped the 2008 IEEE IUS tremendously, making the organization of the conference efficient with fewer mistakes. (See Sections VIII and IX in the full report.)
- **Default letters:** – The default letters that the 2008 IEEE IUS made in the Mira system could be used as a reference for future conferences. (See “Appendix V. Default Letters of 2008 IEEE IUS” in the full report.)
- **Mira representatives in the 2nd TPC:** – The 2008 IEEE IUS found it was extremely helpful to have 2 representatives from Mira to our 2nd TPC meeting to solve any technical problems on the spot. (See “Appendix S. Agreement - Mira Services for Technical Program and Conference Proceedings” in the full report.)
- **Condensed program:** – The 2008 IEEE IUS added colors for different groups in the condensed program and indicated the number of invited talks in each session. This helped attendees to find the talks they were interested more easily and highlighted our invited talks. (See “Appendix D. Condensed Program” in the full report.)
- **Session Chairs:** – The 2008 IEEE IUS provided the names of Session Chairs on web and thus the chairs could find their sessions more easily. Emails were sent to the chair to direct them to the web. (See “Appendix O. Session Chairs” in the full report.)
- **Session summary form:** – The 2008 IEEE IUS produced about 200 Session Summary Forms on the registration counters and on the podium of each oral session so that the chairs of both oral and poster sessions could fill them out. The form was very important since papers that were not presented

properly were not included in the 2008 IEEE IUS proceedings. (See “Appendix P. Session Summary Form” in the full report.)

- **Abstract results:** – The 2008 IEEE IUS took advantage of Mira email record system to direct authors who have not received the email notifications regarding their abstract statuses for some reason to the Mira website to view the emails sent to them. This worked very well for the 2008 IEEE IUS and there was no single author asked us for abstract results. (See “Appendix J. Abstract Submission and Results” in the full report.)
- **Student travel support:** – The 2008 IEEE IUS had paid extra programming hours to make student travel support module in the Mira system. This might also be useful to the future conference organizers. (See “Appendix M. Student Travel Support”, “Student Travel Support”, “Group Chair Menu”, and “General Chair and TPC Chair Menu” in Section VIII in the full report.)
- **Student travel support recipients:** – The 2008 IEEE IUS had listed the **50** student travel support recipients on the web as a permanent record so that future conferences could cross check to make sure these students were not awarded again so that our limited amount of money could reach more students. In addition, to encourage students, who are the future of our society, to join IEEE and UFFC Society, the 2008 IEEE IUS checked with IEEE database through the Membership Chair of the UFFC Society to verify if students were both IEEE and UFFC members, which were part of the conditions listed on the conference web for the award. (See “Appendix M. Student Travel Support”, “Student Travel Support”, “Group Chair Menu”, and “General Chair and TPC Chair Menu” in Section VIII in the full report.)
- **Program Book and Abstract Book:** – The 2008 IEEE IUS had made sure that each grid of the Program Book had a font size of **5** points (for both Arial and Times New Roman fonts). If the texts were out of the grid due to this font size, author affiliations were abbreviated or truncated. This was very important for our conference. The width of the Program Book was the traditional **4** inches wide so that it could be placed inside a pocket. (Program Book dimension: **4** inch by **9** inch; Abstract Book dimension: **5.5** inch by **8.5** inch. The font size was **7** points with Times New Roman for the Abstract Book.) (See “Program and Abstract Books” in Section VIII in the full report. The books can be downloaded from the conference website at http://ewh.ieee.org/conf/ius_2008/z_doc_misc/2008.08.17_2008_ieee_ius_program_book_web.pdf and http://ewh.ieee.org/conf/ius_2008/z_doc_misc/2008.08.17_2008_ieee_ius_abstract_book_web.pdf , respectively)
- **Exhibits schedule on the books:** – It was important to the exhibitors to put their exhibition time schedule and locations on the Program Book and Abstract Book so that attendees could make arrangements to visit their booths. (See the Program and Abstract Books above and the conference website at: http://ewh.ieee.org/conf/ius_2008/z32_exhibits.html)

Conference Proceedings (see P. 73 – P. 91 in the full report)

The 2008 IEEE IUS paid attention to:

- **Multimedia papers:** – The 2008 IEEE IUS had established with Mira for submitting and processing multimedia papers. (See “Multimedia Conference Proceedings Papers” in Section IX in the full report.)
- **Submit to TUFFC:** – The 2008 IEEE IUS had encouraged authors to submit an expanded and more complete version of their conference papers to IEEE TUFFC. (See “Submit Papers to IEEE TUFFC” in Section IX in the full report.)

- **DVD proceedings:** – The 2008 IEEE IUS had added convenient features to the DVD beyond the standard Mira indexSmart browsing and searching tools. For example, the 2008 IEEE IUS provided both PDF and HTML main menus, and provided a session browser. (See “Main Menu of DVD Proceedings”, “The PDF-Based Main Menu Document”, “HTML (Web-Based) Main Menu of DVD Proceedings”, and “Paper Browser Interface” in Section IX in the full report.)
- **Delivery of proceedings:** – The 2008 IEEE IUS proceedings were delivered to IEEE Xplore (including a proper delivery of multimedia contents), UFFC website (FASS website), and attendees. (See “Delivery of IEEE Xplore-Compatible Files”, “Delivery of Conference DVD to FASS”, and “Shipping DVDs to Attendees” in Section IX in the full report.)

Registration Services (see P. 92 – P. 106 in the full report)

The 2008 IEEE IUS paid attention to:

- **Registration forms:** – The 2008 IEEE IUS developed a paper registration form first and then used it as a basis for the online registration form that was developed by YesEvents, the registration company. We found it was efficient to do this way. (See “Appendix B. Print Conference Registration Form” in the full report.)
- **Administration Center:** – The 2008 IEEE IUS had worked with YesEvents who spent hundreds of hours of programming time to establish an Administration Center (Admin Center). The Admin Center allowed on-site registration company to use the same registration database of YesEvents without having to have YesEvents personnel onsite. This center helped the 2008 IEEE IUS to accurately and quickly reconcile the money for both online and on-site cash registrations. (See “Appendix T. Agreement - YesEvents Registration Services” and “Administration Center in Section X in the full report.”)
- **Registration Kiosk:** – The 2008 IEEE IUS had 8 Windows XP systems with a dedicated 2-Mbits/s high-speed Ethernet line for on-site registration. In the contract with YesEvents, the 2008 IEEE IUS had requested technical support during the registration hours (including weekends) of Beijing, which has about 12 hours time difference from that of the USA. In addition, the 2008 IEEE IUS had requested the local Chinese registration company to have their traditional paper registration ready as a backup in case internet services were interrupted. Although the traditional paper registration might be error prone (attendees might give unclear names, addresses, and/or email addresses in their hand writing and thus making mailing of DVD proceedings to attendees difficult later) and thus would not be desirable, it was intended for the last resort only. (See “Appendix T. Agreement - YesEvents Registration Services”, “Floor Plan of Conference Venue and Considerations for Exhibition” in Section VII, and “Registration Kiosk” in Section X in the full report.)
- **Registration training:** – Since the 2008 IEEE IUS used the local company, CICCST, to handle on-site registration, which reduced the cost, the General Chair had trained the staff of CICCST to use the database of YesEvents through the Admin Center before the start of onsite registration. (See “Appendix T. Agreement - YesEvents Registration Services”, “Floor Plan of Conference Venue and Considerations for Exhibition” in Section VII, and “Registration Kiosk” in Section X in the full report.)
- **Registration staffing:** – We had many trained volunteers who were mostly graduate students on English major from nearby Universities in the registration counters and in the registration Kiosk to answer questions of attendees so that the main registration staff would not be distracted. These students were eager to talk to conference attendees to practice their English and their services helped them earn extra credits and their resumes in finding jobs after graduation. (See “Appendix R.

Agreement - CICCST Services and Fees for 2008 IEEE IUS”, and “Registration Kiosk” in Section X in the full report.)

- **Some suggestions:** – The 2008 IEEE IUS feels that in our future conferences it would be of help to also request a dedicated high-speed internet line and somehow test it before conferences. Even so, the backup measures that the 2008 IEEE IUS used in Beijing might still be needed as we understand that the internet is a relatively new technology and it may take a while before it is mature in different parts of the world (our conferences are rotating around the world now). (I.e., to have the registration company, such as YesEvents, technical support standby and think about a backup measure so that we do not get interrupted during the on-site registration.) (See “Registration Kiosk” in Section X in the full report.)

Short Courses (see P. 107 – P. 108 in the full report)

The 2008 IEEE IUS paid attention to:

- **Short courses:** – The 2008 IEEE IUS made sure that the coffee breaks, rooms of proper sizes, registration, short course material printing and pickup, and advertisement of the courses on the conference website were properly arranged in addition to the organization of the short course topics. (See Section XI “Short Courses” in the full report.)

Finance (see P. 109 in the full report)

The 2008 IEEE IUS paid attention to:

- **Finance:** – The finance of the 2008 IEEE IUS includes conference budget development, interaction with IEEE, setup of bank accounts, loans from the UFFC Society, student travel support money delivery, paying bills, close book after the conference, IEEE audits, and many other tasks. (See Section XII “Finances” in the full report.)

Publicity (see P. 110 in the full report)

The 2008 IEEE IUS paid attention to:

- **Publicity:** – About two weeks before the major deadlines listed near the beginning of this document, announcements were sent out to appropriate recipients via emails. (See Section XIII “Publicity” in the full report.)

Exhibits (see P. 111 in the full report)

The 2008 IEEE IUS paid attention to:

- **Exhibits:** – Most exhibits booths of the 2008 IEEE IUS had a size about **3** m by **3** m. Each exhibition booth was equipped with **one** back drop panel, one **4-foot** wide table, **two** chairs, **one** waste basket, standard electricity and lighting, and a signage that showed the name of the company. Additional lighting, electricity, and services could be ordered and paid for by individual companies. We also provided a **wine** service to exhibitors during their setup on Sunday, November 2, 2008. (See Section XIV “Exhibits” and “Floor Plan of Conference Venue and Considerations for Exhibition” in Section VII in the full report.)

- **Location of exhibition:** – The 2008 IEEE IUS paid attention to the location of exhibitors, who would like to be exposed to the greatest extent. The exhibition booths were arranged near the conference registration counters, poster areas, coffee break areas, and session rooms. Exhibitors said the worst thing for them was to put them in an isolated room where no people could find them easily or there would be no traffic to them, wasting their time and money. (See “Appendix R. Agreement - CICCST Services and Fees for 2008 IEEE IUS” in Section VII in the full report.)
- **Incentive for local Chinese company and cost reduction:** – The 2008 IEEE IUS shared **50%** of surplus from the exhibits with the local Chinese company. The exhibition prices were set by the 2008 IEEE IUS with **\$1,000** for those who have exhibited during the past two years and **\$1,100** for others. This encouraged CICCST to recruit more exhibitors and ensured a proper treatment of exhibitors. (See “Appendix R. Agreement - CICCST Services and Fees for 2008 IEEE IUS” in Section VII in the full report.)

Meet IEEE Requirements (see P. 113 in the full report)

The 2008 IEEE IUS paid attention to:

- **Contract approval:** – All contracts that handled money over **\$25,000** were approved by the IEEE (although the contract with a registration company might not exceed \$25,000 but the registration company could collect more than \$25,000 registration fees and thus the approval was still needed). (See Section XIV “Meet IEEE Requirements” in the full report.)