

COVID-19 Outbreak Impact

- ▶ The outbreak impact on our conferences and events:
 - Health and safety of members, employees and participants of paramount importance.
 - Travel restrictions, declared state of emergency, raising health advisories and individual anxiety.
 - Conference postponement: consider relaxing attendee cancellation and refund policies; provide flexibility related to non-presented paper policies (no-show) for affected authors.
 - Virtual options and remote presentations and policy.
- ▶ IEEE Event Emergency Response Team (EERT):
 - IEEE's centralized event emergency preparedness hub, offering strategies, best practices, and resources for all IEEE global events.
 - EERT is monitoring the Coronavirus outbreak and its potential risk to IEEE's global event business; will assist in minimizing the impact of emergencies on event performance, safety and well-being attendees, and organizational reputation.
 - Engage IEEE prior to any decisions to relocate, postpone, or cancel a conference for guidance on financial impacts and contractual obligations to preserve any insurance that may be available.
 - All inquiries should be sent by email to eert@ieee.org with your concern. Also, call the EERT team lead, Sherry Russ Sills, +1 908 566 8167 (Mobile).

IEEE Event Cancellation Insurance

- ▶ All 100% IEEE FCS approved conferences are automatically covered by the IEEE Event Cancellation Insurance Policy (effective October 2013)
 - Other conferences (not wholly owned by IEEE) have the option to purchase individual Event Cancellation Insurance policies.
- ▶ To qualify for coverage, the following conditions **MUST** be met:
 - Must be 100% financially sponsored by one or more IEEE Society and/or OUs,
 - Must be approved by IEEE and included in the IEEE Conference Database, and
 - Detailed conference budget **MUST** be submitted and included in the IEEE Conf. Database.
 - The conference must partner with IEEE's office of Risk Management & IEEE's insurer carrier **BEFORE** decision points on how to act.
- ▶ The coverage addresses cancellation, postponement or relocation:
 - Protects the conferences from lost revenue and/or additional expenses incurred as a result of natural disasters, fire or flood damage to a venue, airline or hotel staff strikes, and other unforeseen causes of event cancellation, postponement, or curtailment of an event.
 - Allows for potential return of all or a portion of fees for attendance, exhibition, and sponsorship or potential payment of incurred expenses and retention of anticipated profit
 - Does not provide coverage for the lack of support of the conference (e.g. poor attendance due to lack of promotion or interest) or the financial failure of any party.

<https://www.ieee.org/about/volunteers/risk-insurance/conference-insurance.html#event-cancellation-insurance>

Virtual Options/Remote Presentations

▶ Remote web conferencing:

- More and more IEEE organizational units are using it rather than “in person” meetings.
- If you have an ieee.org email account, then you are part of Google GSuite, which includes **Google Hangouts** (no recording option). Hangouts will support up to 100 users for a remote meeting and that number is anticipated to go up to 250 within two weeks.
- Alternatively, IEEE MGA offers **WebEx meetings** (has recording option, up to 1,000 participants) for Region Meetings, Sections, AdCom, ExCom, FinCom, OpCom, etc. It is acceptable to err on the side of safety and the personal comfort of our volunteers. If needed, prioritize your agenda to handle any time-sensitive items or motions via WebEx (or similar), then postpone the face-to-face meeting until later in the year.
- For Remote Conferencing additional information at <https://site.ieee.org/vtools/remote-conferencing/> and questions by email to mga-im@ieee.org

▶ Remote Presentations:

- IEEE allows remote presentations of papers in the conferences, through WebEx or other means. These papers are considered legitimate full conference papers and published in Xplore.
- The conference can charge a reduced fee for remote authors who will join only the particular session in which their paper features.
- MCE's digital events team could consult on support options for IEEE WebEx system if needed. <https://ieeemce.org/virtual-events-center-of-excellence/>