

PROJECT NAME: IEEE CASS Flagship Conferences – Hybrid Conference Platform

This Statement of Work (“SOW”) is entered into as of October 21, 2021 by The Institute of Electrical and Electronics Engineers, Incorporated (“IEEE”), a public charity incorporated under the New York Not-For-Profit Corporation law, and Conference Catalysts, LLC (“Supplier”).

The services outlined in this SOW are in accordance with the Master Services Agreement dated September 19, 2018 (“Agreement”) between IEEE and Supplier. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement.

1. **PURPOSE & DESCRIPTION OF Services**

Supplier shall provide the following Services:

Supplier shall provide CONFlux – a hybrid conference platform, for the following 2022 CAS Conferences:

* IEEE LASCAS 2022
* IEEE AICAS 2022
* IEEE ISCAS 2022
* IEEE NEWCAS 2022
* IEEE MWSCAS 2022
* IEEE ISICAS 2022
* IEEE APCCAS 2022
* IEEE ICECS 2022

1. **SPECIFIC REQUIREMENTS**
   * The following are the specific tasks to be performed by the Supplier:

HYBRID EVENT PLATFORM

* Supplier will provide user experience diagrams or information.
* Supplier will provide the facility for authors to upload videos (mp4 format) and presentation slides (PDF or PPT format) and will collect all files on their servers according to size parameters and file naming conventions, mutually agreed upon with Event.
* Supplier will provide explicit instructions to Organizing Committee for data required.
* Paper management system service provider will provide full and complete data, according to guidelines provided, to Supplier.
* Registration management system service provider will provide a database output from the registration system with name, email address, and registration type to Supplier.
* Supplier will set up the hybrid platform to follow the scheduling as if the conference were to be held in person.
* Supplier will set up redundancy through multiple back-end systems (Vimeo and AWS) to serve video presentations through platform. Videos will be accessible via built-in player or via download (for individuals in China), as required.
* Supplier will include functionality to highlight Sponsors within the platform.
* Supplier will include functionality for attendees to contact presenters with questions via the platform.
* Supplier will import all registrants into the system, assign user access based on registration type, and email registrants their login credentials.
* Supplier will provide a dedicated Conference Manager to interface with paper management system service provider and organizing committee representatives, as required from initiation of contract through the conclusion of the conference.
* Supplier will provide on-demand support for any registrant inquiries associated with system access.
* Supplier will perform stress testing of the system to ensure anticipated simultaneous users will enjoy uninterrupted access.
* Supplier will adhere to all relevant GDPR and data privacy guidelines, as covered in their Master Services Agreement.
* Event will own exclusive rights to all videos and Supplier will export and provide them to Client after the Conference viewing period is over.
* Following the conclusion of the event, Supplier will provide usage data analytics.

HYBRID EVENT SUPPORT

* Supplier will provide a dedicated Project Manager to interface with Organizing Committee representatives and other conference support staff, as required from initiation of contract through the conclusion of the conference. Project Manager will assist with coordination necessary to facilitate scheduling and execution of live sessions.
* Supplier will set up and operate Zoom accounts and associated licenses to facilitate events including, but not limited to, Plenaries, Industry Talks, Panels, and Technical Sessions.
* Supplier will coordinate and operate practice sessions through Zoom in advance of the conference with session chairs and speakers, as required.
* Supplier will provide staff to facilitate live presentations through Zoom, as required.

1. **PERIOD OF PERFORMANCE**
   * SOW start date: November 1, 2021
   * SOW completion date: December 31, 2022
2. **COMPENSATION FOR SERVICES** 
   * Supplier shall receive the following fees for the Services[[1]](#footnote-2):
   * $7,800 – IEEE LASCAS 2022
   * $7,800 – IEEE AICAS 2022
   * $73,500 – IEEE ISCAS 2022
   * $11,675 – IEEE NEWCAS 2022
   * $27,475 – IEEE MWSCAS 2022
   * $7,000 – IEEE ISICAS 2022
   * $7,600 – IEEE APCCAS 2022
   * $18,000 – IEEE ICECS 2022
   * Expenses:
   * IEEE shall not reimburse Supplier for expenses incurred while performing the Services.
   * All amounts paid to Supplier pursuant to this Agreement, including any and all fees and expenses, shall not exceed $160,850.
   * Description of specific fees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Line Item | Description | Quantity | Unit of measure | Price | Total |
| 1 | CONFlux Event Platform for IEEE LASCAS 2022 |  | 1 | $7,800 | $7,800 |
| 2 | CONFlux Event Platform for IEEE AICAS 2022 |  | 1 | $7,800 | $7,800 |
| 3 | CONFlux Event Platform for IEEE ISCAS 2022 |  | 1 | $73,500 | $73,500 |
| 4 | CONFlux Event Platform for IEEE NEWCAS 2022 |  | 1 | $11,675 | $11,675 |
| 5 | CONFlux Event Platform for IEEE MWSCAS 2022 |  | 1 | $27,475 | $27,475 |
| 6 | CONFlux Event Platform for IEEE ISICAS 2022 |  | 1 | $7,000 | $7,000 |
| 7 | CONFlux Event Platform for IEEE APCCAS 2022 |  | 1 | $7,600 | $7,600 |
| 8 | CONFlux Event Platform for IEEE ICECS 2022 |  | 1 | $18,000 | $18,000 |
|  |  |  |  | TOTAL: | $160,850 |

1. **DESIGNATED IEEE REPRESENTATIVE CONTACT INFORMATION:**

Amara Amara

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74500 Evian Les Bains

France

Email: [aamara@ieee.org](about:blank)

1. **DESIGNATED SUPPLIER REPRESENTATIVE CONTACT INFORMATION:**

Chris Dyer

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Gainesville, FL 32609

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Email: [cdyer@conferencecatalysts.com](about:blank)

1. **Governing Documents**

This SOW is governed by the Agreement. In case of conflict between this SOW and the Agreement, the terms of this SOW shall prevail.

**IN WITNESS WHEREOF**, the parties hereto have executed this SOW as of the day first above written.

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| **THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INCORPORATED**  By:  Name:  Title:  Date: | **Conference Catalysts, LLC**  By:  Name:  Title:  Date: |

1. [↑](#footnote-ref-2)