

January 2021

[1] SCS Conference Gift, Recognition, and Award Policy

All Gifts and Recognition must be in accordance with relevant IEEE Policies, Local Regulations, Law, and Tax reporting requirements.

[IEEE Policies](#) [hyperlink]

Including –

Sec 4 - Awards Activities.

Sec 9.9 Conflict of Interest Section F - Business Gifts

Sec 12.13 Anti-Bribery and Corruption Policy.

GIFTS:

Society and Conferences may provide small logo branded items to acknowledge participation. These are not individually personalized with an inscription, but rather have generic logo and society name/conference name branding. They are provided broadly to a community e.g., Conference attendees, society members and not given individually. They help to advertise the society/conference. Value is <\$25 and examples include t-shirts, pins, umbrellas, pens etc. Gift cards are excluded – unless specific to providing meal/refreshments at a conference site and require society/IEEE approval. These are general guidelines and provide a frame work for plans that should be reviewed as part for the conference society/IEEE reporting and budgeting.

Volunteer and Staff Recognition Awards:

The society strongly supports the recognition of volunteers and staff (e.g., outstanding individual awards, team awards, service awards, and retirements) using certificates. Certificates should name the individual, the specific contribution, and the awarding conference or society. The certificate may be mounted in either a frame or in plaque form. The cost to personalize can be significant but the resulting final value of the item is them derived from the raw material value of the “certificate” and should be minimal. For significant milestones [e.g., leadership retirement awards] personalized items such as fruit bowls, vase or cup may be appropriate but are very infrequently given. Awards must not include honorariums. These are general guidelines and provide a frame work for plans that should be reviewed as part for the conference society/IEEE reporting and budgeting.

Conference\Society Content Awards – e.g., best papers:

This is described in section 4 of the IEEE awards policy and should be reviewed as part for the conference society/IEEE reporting and budgeting.

[2] SCS Meetings and Individual Meals and Beverage Policy :

IEEE Policy <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/travel-expense-reimbursement-guidelines.pdf>

All Meal and Beverage Expenses must be in accordance with relevant IEEE Policies, Local Regulations, Law, and Tax reporting requirements.

Reasonable food and beverage expenses will be reimbursed provided the full names of individuals who participated in the meal and a detailed business purpose of the meeting are documented and approved. Receipts are required for meal & beverage expenditures that exceed US\$25. Individual daily meal and beverage expenses are limited to US\$100. The total cost of meals plus gratuity should not exceed the daily maximum meal allowance. Expenses that exceed the US\$100 daily threshold require a written explanation on the individual’s expense report.

Group meal/beverage expenses incurred in conjunction with a meeting or conference where room costs and morning/afternoon breaks are included may exceed the US\$100 daily maximum but must not include extravagances. Meeting and Conference Expenses that exceed the US\$100 daily threshold require a written explanation as part of the conference budget approval and reporting processes.