

THE INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS,  
INC. (IEEE)

**Intelligent Transportation Systems Society (ITSS)**

**Society Operations Manual**

Date of the approval by ITSS BoG: 26 September 2025

Date of the review by IEEE-TAB: 24 August 2025

Date of Amendments

(Edition #1): 26 September 2025

(Edition #2): 15 January 2026

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## 1.0 Introduction and Overview

This is the Operations Manual of the Intelligent Transportation Systems Society (ITSS). The primary intent of this Manual is to provide detailed descriptions of responsibilities, procedures, and guidelines for both the members and the Society officers of the Board of Governors (BoG) within the Society. Members of the ITS Society may review and study this Operations Manual as well. This Operations Manual also defines the interactions required among the BoG members, officers, and committees that govern the affairs of the Society. Figure 1 illustrates the hierarchy of documents and their order of precedence.

A secondary goal is to point to the governing documents that serve specific officers and committees. These documents contain procedures, guidelines, and templates for specific activities within the committees.

Care has been taken to ensure this Operations Manual is consistent with the ITS Society Constitution and Bylaws. In case of conflict, the Constitution and Bylaws take precedence. New appointees to Society offices are encouraged to read current copies of the ITS Society Constitution and the ITS Society Bylaws, available for review on the ITS website at <https://www.ieee-itss.org> or to seek a copy from the Society's Operations Manager. Those two publications define, for legal purposes, the governance of the Society.

### 1.0 Specific Objectives of this Operations Manual

The objectives of this Operations Manual are to:

- (i) Explain those requirements of the IEEE Charter, Constitution, Bylaws, and Policies and Procedures that the Society must implement.
- (ii) Define the goals, objectives, responsibilities, and duties for:
  - BoG Members
  - Society Officers
  - Chairs and Co-Chairs of Standing Committees
  - Society Representatives to other entities
  - Operations Manager
  - Technical Committees
  - Society Chapters
  - Ad Hoc operations and committees
- (iii) Define the organization of the Society and the relation of each Society entity (e.g., the BoG, Standing Committee, Technical Committee (TC), etc.) to other entities within the Society (including Chapters) and to the various entities within IEEE, such as Technical Activities Board (TAB), Member and Geographic Activities Board (MGA), Publication Services and Products Board (PSPB), the Educational Activities Board (EAB), the Standard Association Board (SA), Regions, and Section.

## The Precedence of Governing Documents



### 1.1 Contents of this Operations Manual

This Manual includes:

- (i) A brief description of the mission, objectives, and field of interest for the Society. The official Field of Interest, as approved by TAB, is stated in the Constitution, Article I, Section 3.
- (ii) A description of the ITS Society organization.
- (iii) A detailed description of each office and committee within the Society.
- (iv) A detailed description of the rights, responsibilities, and duties of Society officers such as President, President-Elect, Past President, Vice-Presidents, Committee Chairs, and Liaisons.
- (v) References for documents that describe specific procedures, guidelines, and template.

Appendices describing procedures and supporting descriptions that pertain to Society governance.

This Manual should be reviewed periodically by the ITSS BoG to ensure it reflects appropriately the ITSS organization and its operating procedures.

## 1.2 Definitions, Acronyms and Terms

As defined in the Bylaws.

## 2.0 Field of Interest, Mission Statement, and Objectives

### 2.1 Field of Interest

The ITSS Constitution, Article 1, Section 3, includes the Field of Interest statement of the Society. The mission statement and objectives flow from the Field of Interest statement.

### 2.2 Mission Statement

The mission of the Society is to:

- Provide the most comprehensive and high-quality services to our members and related professionals.
- Serve as the professional incubator for the growth of all (particularly younger) members.
- Be at the forefront of future ITS technological advances.

The Society's audience includes professionals in academia, industry, and government, who are theoreticians, practitioners, students, and those in allied engineering specialties who use intelligent transportation systems engineering principles & technologies in their work. The Society accomplishes its mission by providing preeminent publications in the fields of intelligent transportation systems, by conducting conferences covering leading edge theories, technologies, products & services, and by promoting standards in the field of interest. The Society sponsors lifelong learning programs of both a scientific and an applied nature and encourages the development of education in intelligent transportation systems engineering and science.

### 2.3 Objectives

#### 2.3.1 General

Article I, Section 2, of the ITS Society Constitution states the purposes of the Society.

#### 2.3.2 Specific

Toward meeting these purposes, the Society has the following objectives:

- (i) Publish Transactions on ITS and Transactions on IV which contain technical papers on scientific contributions in the field of intelligent transportation systems.
- (ii) Publish a Magazine, which contains technical papers on scientific contributions in the ITS field, articles, tutorials, announcements, and other information of interest to Society members.
- (iii) Publish an Open Access Journal, which contains technical papers on scientific contributions in the field of intelligent transportation systems.
- (iv) Sponsor publication of books from IEEE Press or other technical publishers.

- (v) Solely sponsor the annual International Transportation Systems conference series, the annual Intelligent Vehicles Symposia conference series.
- (vi) Participate in, co-sponsor and offer technical sponsorship to other conferences, symposia, and workshops as recommended by the Conferences Committee and approved by BoG.
- (vii) Produce tutorials and webinars in various forms, such as online videos and conference programs, for the continuing education of the membership.
- (viii) Develop and implement educational initiatives, awards and activities for Society members particularly for advancing student educational goals and missions.
- (ix) Collaborate with chapters and sections in the promotion and implementation of programs for education of its members.
- (x) Collaborate with other IEEE societies in regards to all of the foregoing.
- (xi) Provide professional recognition of its members' contributions through Society awards and sponsorship of IEEE awards and Fellow nominations.
- (xii) Represent the technical interests of IEEE members whose technical interests coincide with those of this Society within IEEE.
- (xiii) Develop and reaffirm standards relating to the field of intelligent transportation systems and adopt baseline policies and procedures following the requirements of the IEEE-Standards Associations (IEEE-SA)
- (xiv) Offer formal Professional Development Hours (PDH) or Continuing Education Units (CEU) to participants at tutorials and sessions at Society conferences, symposia, or workshops to satisfy continuing education requirements associated with professional licensure.

### **3.0 Organization of the Society**

The governance, activities, and work of the Society are carried out by the members of the Board of Governor, Society Officers, standing committees, working groups and representatives to other bodies.

#### **3.1 The Board of Governors (BoG)**

The BoG is the governing body of the Society and is responsible for overseeing the management of the Society. The BoG establishes policies and procedures to be followed by office holders within the Society. The BoG voting members are:

- 15 elected Members-at-Large.
- President
- President-Elect in odd-numbered year.
- Past President in even-numbered year; and
- the appointed Officers of the Society i.e. Vice-Presidents.

The BoG meets at least two (2) times per year. Typically, during a calendar year, each member of the BoG holds at least one office/committee chair or serves on a committee each year. Unless otherwise

specified within the Society Constitution or the Society Bylaws, a majority of the BoG Voting Members shall constitute a quorum at any meeting.

### 3.2 Officers

The day-to-day management of the Society is delegated to the Officers and Committee Chairs of the Society. The Society Officers are:

- (i) A President, appointed by the BoG
- (ii) A President-Elect, in odd-numbered years, appointed by the BoG
- (iii) The Past-President, in even-numbered years
- (iv) Vice-Presidents, appointed by the BoG, are:
  - Vice President for Financial Activities
  - Vice President for Conference Activities
  - Vice President for Publication Activities
  - Vice President for Technical Activities
  - Vice President for Member Activities
  - Vice President for Administrative Activities
  - Vice President for Educational Activities
  - Vice President for Industry & Standards Activities

### Eligibility for Office

Eligibility to run and hold the office of **President-Elect** is open to all Society officers, BOG members, and Editors-in-Chief who held that position for any period of time during the five years prior to the year of the election and are current IEEE and Society members in good standing.

Eligibility to run and hold the offices of the Vice President for **Financial Activities**, the Vice President for **Conference Activities**, the Vice President for **Publication Activities**, the Vice President for **Member Activities**, the Vice President for Technical Activities, the Vice President for **Administrative Activities**, the Vice President for **Educational Activities**, and the Vice President for **Industry & Standards Activities** is open to all Society officers, BOG members, and technical and standing committee chairs, who held one or more of such positions for at least one year during the five years prior to the election.

The names of any nominees for Officers who are not eligible under the Constitution or Bylaws shall be withdrawn by the President of the Society.

### 3.3 Standing Committees

Standing committees address specific responsibilities and duties within the ITS Society. The size of a Standing Committee must be adequate and appropriate to carry out the work of that committee. The members of Committees will serve terms as specified until their successors are appointed or the committee is dissolved or they resign. The following Standing Committees are authorized:

- (i) Technical Activities Committee
- (ii) Industry & Standards Committee
- (iii) Nominations and Appointment (N&A) Committee
- (iv) Membership Development Committee

- (v) Awards Committee
- (vi) Fellow Evaluating Committee
- (vii) Finance Committee
- (viii) Conferences Committee
- (ix) Publications Committee i.e. Publication Board
- (x) Educational Activities Committee
- (xi) Long Range Planning Committee.

### **3.4 Ad Hoc Committees**

An Ad Hoc committee tackles a specific problem or issue. It is, by nature, a temporary committee. The BoG may authorize ad hoc committees. The President appoints members of these committees or may request the Chair of the Committee to appoint the additional Committee members. Ad Hoc committees will exist for a maximum period of two years, unless specified otherwise when the committee was formed. The members of Committees will serve until their successors are appointed or the committee is dissolved. Formation of an Ad Hoc committee may be an effective way for forming a future standing committee.

### **3.5 Representatives to Other Bodies**

The President may make annual appointments to other entities. They are either Society Liasons, or Delegated Representatives. Liaison appointments provide a communication link between the Society and the other entity. Delegated Representatives have an official vote on the affairs of the other entity. Delegated Representatives will serve terms as specified until their successors are appointed or the position is dissolved, or they resign. Section 22.0 of this document describes details of the Society Representatives Appointment process.

## **4.0 The Board of Governors (BoG)**

The Board of Governors (BoG) is the governing body of the Society. It is responsible for overseeing the management of Society affairs through regular reviews. The BoG meets at least two times each year, sets policies and procedures, and conducts regular reviews of Society activities at each BoG meeting. Additionally, there are annual Strategic Planning Meetings that will include Chapter Chairs, Technical Committee Chairs and Editors-in-Chief of the Society periodicals.

The BoG voting membership makeup is as per Section 3.1 of this document. Only voting members of the BoG are eligible to vote on issues involved in Society Operations.

### **4.1 Election and Term of Office**

The fifteen (15) Members-At-Large of the BoG are elected per the Bylaws, Section VIII-D, Nominations, Elections and Appointments. The Nominations and Appointments (N&A) Committee annually nominates at least eight candidates for election to the five positions available. The Chair of the

N&A Committee presents a slate of nominated candidates to the BoG, which upon approval places these candidates before the membership.

## **4.2 Duties of BoG Voting Members**

- (i) Represent the interests of the ITS Society membership
- (ii) Attend regularly scheduled meetings as a representative of the Society
- (iii) Maintain communication with ITS members
- (iv) Solicit new members, help promote members to higher grades, and seek out potential candidates for all Society positions
- (v) Serve on one or more Standing, Technical and/or Ad Hoc Committees, if appointed

## **4.3 Operations of the BoG**

### ***4.3.1 Yearly Meetings***

The BoG holds two primary annual on-site meetings, one in the Spring (in conjunction with the annual IV Conference), and another in the Fall (in conjunction with ITSC conference). Additionally, annual Strategic Planning Meetings are held with TC Chairs, Chapter Chairs and EiCs. These meetings provide for fora in which the BoG members hear status and progress reports of all committees and all main publications and discuss strategic and immediate concerns of the society and implement necessary actions.

The exact dates of the BoG meetings for the entire current calendar year should be announced in December of the previous calendar year.

### ***4.3.2 Robert's Rules of Order***

Meetings are conducted according to Robert's Rules of Order and in accordance with IEEE policies and rules. Generally, the VP Administration briefs the members of BoG before each major meeting on the operation of Robert's Rules of Order. A brief version of the rules is available on the Society Management website and also on the IEEE website.

### ***4.3.3 Voting and Quorum***

Article VII, Section 9 of the Constitution defines a quorum.

### ***4.3.4 Votes without a Meeting, i.e Email Voting***

A vote is intended to complement the regularly scheduled BoG meetings, not to replace the meetings. Typically, an email vote may be used for resolving issues that were not decided in a normal BoG meeting along with emergencies that may occur or important issues that may arise between regular BoG meetings and which the President deems too vital to wait for the next BoG meeting.

Motions may be presented to the BoG by email only by the Society Vice President Administration, but such motions still must follow the same procedures as motions made during regular BoG meetings. The proposed motion, with a second, must be presented to the President for consideration. The proposal must contain the rationale for the proposal, cost analysis, and the reason for expediting the proposal (using the motion form provided by the BoG).

The time allowed for voting shall be at the discretion of the President with this time normally being not less than one week from the date of posting of the motion followed by immediately informing the voting BoG members of the existence of the motion. The votes are automatically tallied and recorded (for archival purposes) by the website and become available to the BoG members.

### **Voting via Electronic Voting Platforms**

Voting within meetings and via email shall be done via an Electronic Voting Platform when the ballot is a secret ballot. Electronic voting shall have three choices YES, NO, or ABSTAIN. The motion will be considered as decided when all BoG members eligible to vote (BoG Voting Members) have voted, or when the allotted time for voting has expired, or when the majority of the BoG Voting Members vote YES or NO:

- (i) If more than 50% of the BoG Voting Members do vote YES, the motion carries, unless the Constitution or Bylaws require a two-thirds majority.
- (ii) If more than 50% of the BoG Voting Members do vote NO, the motion is defeated.
- (iii) ABSTAIN or lack of response by an eligible voter will be considered and reported as ABSTAIN and counted as a “no” vote per Robert’s Rules of Order.

If an electronic voting platform is used, and access to the platform has been confirmed by all voting members, then only the electronic voting platform shall be used to capture votes, unless a system-wide technical issue arises. An alternative option for recording all votes should be in place in case of a technical issue.

The results of the vote shall be confirmed promptly in writing or by electronic transmission. The written results or electronic transmissions shall be filed with the minutes of the proceedings of the BoG or the BoG committee.

#### ***4.3.5 Reimbursement of Travel Expenses***

Reimbursements must be requested and made in accordance with IEEE policies and rules. Members planning to request reimbursement are expected to obtain tickets and accommodations in a timely manner to try to ensure the lowest practical costs. Reimbursement will be for actual costs of bus, coach train or coach day airfare. Reimbursement will not be made unless original or scanned copies of receipts are attached to the expense report. . The ITSS Travel Policy and IEEE Expense Reimbursement Guidelines apply to all expense reports.

#### ***4.3.6 Reimbursement of Travel Expenses for Non-Members***

Reimbursements must be requested and made in accordance with IEEE policies and rules. Travel by invited speakers or guests must be requested in advance and approved by the President before booking travel if the costs are to be covered by the Society’s budget.

## **5.0 Society President**

The President manages Society affairs as directed by the BoG and in accordance with powers and duties as defined in the Society Constitution and Bylaws. The President is responsible for the protection of Society interests. In the absence or incapacity of the President, those duties will be performed by the President-Elect, in odd-numbered years, or the Past-President, in even-numbered years, as defined in the Constitution, Article VII Section 4.

If action of the President is required and the President and President-Elect are both unable to perform the requisite duties, the line of succession is the Past President, Vice President for Financial Activities, and then other Vice Presidents based on seniority.

### **5.1 Appointment and Term of Office**

The appointment and term of office for President is per Article VII, Sections 4 of the Constitution and Article VIII, Section D of the Bylaws. For usual and typical circumstances, the election and term of office are as follows:

The BoG appoints a new President. The individual appointed President of the Society shall, during the first year following election serve as President-Elect and during the second and third year as President. During the fourth year they shall serve as the Past President.

### **5.2 Objectives**

The President leads the Society and the BoG to promote the interests of the Society and its members in professional, academic, societal, and political realms.

### **5.3 General Responsibilities**

The President will:

- (i) Represent the interests of Society members at all IEEE Boards and other Institute entities.
- (ii) Guide and coordinate the efforts of Society Officers and Chairs toward ensuring quality and meaningful Society services (e.g., high quality publications, conferences and Technical Committee activities, etc.).
- (iii) Foster Society longevity and growth by judicious appointment of Officers, Chairs, and Society Representatives.
- (iv) Provide timely resolution of all matters for which the President has designated or implied IEEE and Society responsibilities.
- (v) Review and present the Society Strategic Plan, goals and objectives to the BoG at the first regular meeting following the election.
- (vi) Annually appoint candidates for Standing Committees, typically done no later than by the end of January of the year the presidency takes effect.
- (vii) Appoint Society-directed delegates with the assistance of pertinent Chairs and VPs.
- (viii) Attend (if at all possible and highly recommended) the November IEEE TAB and leadership training which takes place in the year before the President's term begins.

## 5.4 Specific Responsibilities

### 5.4.1 External

The President:

- (i) Manages Society affairs in accordance with IEEE Institute Policies and Procedures and the mandates of the BoG.
- (ii) Serves as the primary Society focal point for communications with the
  - IEEE Technical Activities Board
  - IEEE Officers and Staff
  - IEEE Service Activities
  - Technical Activities Department
  - Division IX Director
  - Presidents of other IEEE Societies and Councils
  - Membership and Geographical Activities Board
- (iii) Represents the interests of the Society and its members, as a voting member of the Technical Activities Board (TAB) and the directed delegate of the Society. Upon request from IEEE TAB, the ITSS President will appoint the Past President, or President-Elect, or Vice-President for Administrative Activities, to attend the TAB meeting as an Alternate, in accordance with the process outlines in the IEEE TAB Operations Manual and IEEE Policies. During service as the Alternate, the appointed officer must assume the same types of fiduciary duties as the Society President.
- (iv) Ensures that a complete roster of Society positions is delivered to IEEE Headquarters and all IEEE Boards each year; usually done by the Operations Manager on request by the President.
- (v) Attends the TAB Society/Council President's Forum or appoints an Alternate as a representative. Typically, the TAB Society/Council President's Forum is held three times annually.
- (vi) Attends the Division IX meetings as Society representative (if a meeting is called for and the presence of the President is requested).
- (vii) Serves as a member of the Division IX Director-Elect nominating committee and identifies individuals within ITS Society to nominate for the Division IX Director-Elect position.
- (viii) Represents the Society in the 5-Year Society Review by TAB.
- (ix) Represents the Society in the 5-Year Review of ITSS Periodicals by the TAB Periodical Review and Advisory Committee. This representation is undertaken jointly with an EiC of the ITSS periodical of concern.

### 5.4.2 Internal

The President:

- (i) Prepares a slate of Society appointments for positions entitled to a BoG vote.

Makes special appointments, as well as appointments to standing committees, ad hoc committees, technical committees, directed delegates, etc., as needed, to positions not entitled to a BoG vote. These appointments do not need BoG approval.

- (ii) Serves as an Ex-officio member of all committees of the Society except of the Nominations & Appointment Committee and Fellow Evaluating Committee
- (iii) Provides guidance, counsel and assistance to Society Officers, Committee Chairpersons, etc. Reconciles differences between Society Officers, Chairs and entities within and outside the Society.
- (iv) Presides over the BoG meetings or empowers the Vice President for Administrative Activities to preside over the BoG meetings.
- (v) Fills within-term vacancies of the BoG, with the BoG approval.
- (vi) Attends essential training meetings conducted by TAB or IEEE Headquarters. Requests Society Officers and Chairs to attend meetings appropriate to their office.
- (vii) Reviews and presents the Society Strategic plan, goals and objectives upon assuming office and through close collaboration and consultation with the Long Range Planning Standing Committee.
- (viii) Ensures that Society expenditures are in accordance with the BoG-approved budget and IEEE requirements.
- (ix) Requests or accepts resignations from Society positions approved by the BoG or by other responsible Society entity.
- (x) Jointly prepares the agenda for all BoG meetings with the Vice President Administration and the Operations Manager.
- (xi) Regularly communicates with the Society Membership through the Society Magazine and Society Newsletter by preparing the President's column for each issue of the Society Magazine and Society Newsletter while in office.

## 6.0 President-Elect

The President-Elect is preparing to assume the office of the President in the following term. The President-Elect serves with the President to protect the Society interests. In the absence or incapacity of the President, the President-Elect will typically assume the responsibilities of the Office of the President.

- The BoG appoints a new President-Elect based on nominations received in response to the one Call for Officer Nominations.
- The term of the office is a one year.

Many factors can alter the term, such as voluntary resignation or by vote of the BoG to remove the President-Elect from office.

## 6.1 Objectives

The President-Elect will assist and support the President to promote the interests of the Society and its members in the professional, academic, societal, and political realms. The President-Elect will operate very much as a “President in training,” learning the operations of the IEEE and the Society in preparation to assume the office of the President.

## 6.2 General Responsibilities

The President-Elect will assist and support the President to:

- (i) Represent the interests of Society members before all IEEE Boards and other Institute entities.
- (ii) Guide and coordinate the efforts of Society Officers and Chairs toward ensuring quality and meaningful Society services (e.g., high-quality publications, conferences and Technical Committee activities) in accordance with the current Strategic Plan.
- (iii) Provide diligent and timely resolution of all matters for which the President has designated or implied IEEE and Society responsibilities.
- (iv) Preside over the BoG meetings (if asked by the President) and presides over the annual Strategic Planning Meeting.

## 6.3 Specific Responsibilities

### 6.3.1 External

The President-Elect will assist and support the President to:

- 6.3.1.1 Manage Society affairs in accordance with IEEE Institute Policies and Procedures and the mandates of the BoG.
- 6.3.1.2 The President-Elect should try to attend at least one TAB meeting, preferably the November meeting when the New Member Training is offered.

It is recommended that the President-Elect holds or has held membership on at least one IEEE- or TAB-level committee. This is not a requirement but a suggested activity to acquaint with the operations of the IEEE.

### 6.3.2 Internal

The President-Elect shall:

- 6.3.2.1 Manage communications with the Operations Manager.
- 6.3.2.2 Oversee and ensure that maintenance of the Society websites remains up to date. These websites include, but are not limited to:
  - 6.3.2.2.1 the public website
  - 6.3.2.2.2 the management website
  - 6.3.2.2.3 committee websites
- 6.3.2.3 Review and approve contracts for setting up and maintaining the Society website.

- 6.3.2.4 Assist the President in the selection of members for standing committees.
- 6.3.2.5 Serve as the Chair of the Society Long Range Planning Committee and oversee the review and update of the Society’s governing documents (Constitution, Bylaws, and Society Operations Manager).
- 6.3.2.6 Assist the President and the Operations Manager in preparing the “5-year Society Review Report”.
- 6.3.2.7 Regularly communicate with, guide, and instruct Society Representatives and ensure that their reports are available at BoG meetings.
- 6.3.2.8 Assist the President, as requested, with Society-related projects, initiatives, and tasks.

## 7.0 Vice Presidents

The Vice Presidents support the goals of the Society and support the President in attaining these goals. The Vice Presidents select and chair their Standing Committees, as defined in subsequent sections of this Operations Manual. The currently authorized Vice Presidents are:

- Vice President for Financial Activities
- Vice President for Conference Activities
- Vice President for Publication Activities
- Vice President for Technical Activities
- Vice President for Member Activities
- Vice President for Administrative Activities
- Vice President for Educational Activities
- Vice President for Industry & Standards Activities

### 7.1 Appointment and Term of Office

The appointment and term of office for a Vice President is per Article VII, Section 6, of the Constitution and Article VIII, Section D of the Bylaws.

Society Officers shall be elected by the current sitting members of the BOG in their annual meeting

The BoG shall have two weeks to review the President-Elect and Vice President candidate slates. Members of the BoG can recommend additional candidates for each President-Elect and Vice President vacancy via petition signed by at least 20% of the voting Members of the BoG. President-Elect candidate petitioners must also be vetted according to the process outlined in IEEE Policies.

Nominations for the Vice President Publications are only solicited from the current Editors-in-Chief.

Election for President-Elect, Vice President for Financial Activities, Vice President for Technical Activities, Vice President for Administrative Activities, Vice President for Educational Activities, and Vice President for Industry & Standards Activities shall take place in even-numbered years with terms to begin in January of the following year. Election for Vice President for Conference Activities, Vice President for Publication Activities, Vice President for Member Activities, shall take place in odd-numbered years with terms to begin in January of the following year.

In order to allow for those who are not elected to one office to become candidate for another office, the order of election when applicable shall be: President-Elect first, then Vice President for Financial Activities, then Vice President for Publication Activities, then Vice President for Conference Activities,

then Vice President for Technical Activities, then Vice President for Member Activities, then Vice President for Administrative Activities, then Vice President for Educational Activities, and then Vice President for Industry & Standards Activities.

For each office, the candidate with the majority votes shall be declared the winner. In the case of multiple candidates, if no candidate receives a majority, the candidate with the lowest vote count will be dropped from further consideration, Voting continues until such a majority is reached.

The President shall inform IEEE and the successful candidate of their election and shall arrange for the transfer of responsibility. If an appointed officer fails to accept office or a disapproval is received from IEEE, then the candidate with the next highest vote count is elected.

## 7.2 Objectives

Vice Presidents will assist and support the President to promote the interests of the Society and its members in professional, academic, societal, and political realms.

## 7.3 General Responsibilities

Vice Presidents will assist and support the President and:

- (i) Chair and lead a Society standing committee of relevance to their portfolio.
- (ii) Serve in specific other assignments at the request of the President.
- (iii) Periodically review and ensure the information is current about the particular standing committee on the ITSS website.
- (iv) Lead the particular standing committee represented by the specific office of the Vice President; currently the Society Standing Committees are as follows:
  - Conferences Committee
  - Nominations and Appointments Committee
  - Finance Committee
  - Publications Committee
  - Technical Activities Committee
  - Membership Development Committee
  - Long Range Planning Committee
  - Awards Committee
  - Fellow Evaluating Committee
  - Industry & Standards Committee
  - Educational Activities Committee

With the exception of the Nominations and Appointments Committee, the chairs of the standing committees are appointed by the President or President-elect, upon taking office, for the following two years.

The Society may establish such additional Standing Committees as may be deemed desirable.

Each Standing Committee shall have the power to create subcommittees of its own

- (v) Participate in the annual officers and editors strategic planning meeting to assist in setting direction for the Society.
- (vi) Review and revise, when needed, the mission, plan and metrics of the [ITS](#) Society Strategic

- plan for the particular standing committee of the Society.
- (vii) Participates in the preparation and process for the TAB Society Review, which occurs on a 5-year cycle.
- (viii) Periodically submits an article for inclusion in the Society Newsletter.
- (ix) Prepare the budget associated with their area and communicate actual expenditures to the VP of Finance as they occur.

## 7.4 Specific Responsibilities

The Vice Presidents have the following duties.

### 7.4.1 Vice President for Financial Activities

Serves as Chair of the Society Finance Standing Committee and has these responsibilities:

The Vice President for Financial Activities shall serve as society treasurer and shall oversee the financial matters of the society including the preparation of the annual budget.

Each year, prior to the annual BOG meeting, the Vice President for Financial Activities shall prepare the proposed annual budget and submit it to the BOG for approval. Prior to that, the Vice President for Financial Activities shall provide fiscal guidance to the Vice Presidents in the preparation of their budgets. He/she shall monitor expenditures to verify that they are in accord with the approved budget. He/she shall prepare financial reports as requested by the President and the BOG.

- i. Holds at least two meetings of the Finance committee each year, normally in conjunction with the BoG meetings.
- ii. Maintains regular communication with the TAB Finance Office.
- iii. Reviews for approval any contract for the Society that is not reviewed for approval by the President.
- iv. Prepares the annual budget with support from the Finance Committee.

### 7.4.2 Vice President for Publications Activities

There shall be a Vice President for Publication Activities, who shall oversee all the publications activities in the society, including the transactions, newsletters, magazines, podcast and other publications. The Vice President for Publication Activities shall:

- i. Chair the society's Publication Board and report the Publication Board recommendations to the Board of Governors
- ii. Prepare the annual budget submission to the BOG, based on guidance from the Vice President for Financial Activities, for approval.
- iii. Establish publication policies for all Society sponsored publications.
- iv. Approve IEEE press publications sponsored by the Society.
- v. Supervises all publications of the Society and provides counsel and guidance to the editors.
- vi. Monitors contracts for Editors-in-Chief (EIC) and Editorial Assistants of various publications of the Society.
- vii. Monitors contracts for publishing materials for the Society.
- viii. Assists the editors of publications in regular communication with IEEE publications and periodicals and with the TAB Publications Office.

- ix. Coordinates budgets for each Society-sponsored publication with assistance and input from relevant EICs.
- x. Is regularly available for consultation by the editors of the Society publications.
- xi. Serves as an ex-officio member of the Society Finance Committee.
- xii. Holds at least two face-to-face meetings of the Publications Board each year, normally in connection with the BoG meetings. Confers as needed with members of the Publications Board via e-mail or teleconferences, as appropriate.
- xiii. Performs reviews of the Society publications each year and presents results, including a report on the timeliness of the publications, to the BoG at each of the BoG meetings.
- xiv. Represents the Society in the 5-Year Review of Periodicals, e.g., Transactions, Open Journal, and Magazine, by the TAB Periodical Review and Advisory Committee.

The current EICs are to chair the Society Publication Board on a 2-year rotational basis and are to assume a role of the Vice President for Publication activities over the same appointment term.

#### ***7.4.3 Vice President for Educational Activities***

The Vice President serves as Chair of the Society Education Standing Committee.

There shall be a Vice President for Educational Activities, who shall oversee programs for the growth of Society educational and student-related activities, while advocating members' interests across all Society programs. The Vice President for Educational Activities shall:

- i. Prepare an annual plan that recommends policies and plans for educational development.
- ii. Coordinate the Distinguished Lecture Program of the society.
- iii. Approve plans for Educational and student-support activities.
- iv. Oversee and coordinate the activities of the Educational Activities Committee.
- v. Delegates the supervision of the Society's Distinguished Lecturer Program (DLP) by appointing a Chair of the Distinguished Lecturer Program. The DLP Chair has the following responsibilities:
  - Evaluates new candidates to become Distinguished Lecturers (DLs)
  - Instructs DLs as to procedures
  - Communicates with Chapters concerning the DLP
  - Maintains the budget for DLP lectures and provides funds for travel to deliver those lectures
  - Approve Distinguished Lecturer expense reports in Concur
- vi. Delegates the supervision of the production of video tutorials on the Society's public website.
  - a. Evaluates new candidates to video tutorials
  - b. Instructs lecturers as to procedures
  - c. Reviews and ensures the quality of the video tutorials
  - d. Maintains the budget for video tutorials
- vii. Holds at least two face-to-face meetings of the Education Committee each year, normally in connection with BoG meetings. Confers as needed with members of the Education Committee via e-mail or teleconferences, as appropriate.
- viii. Serves as an ex-officio member of the Society Finance Committee.
- ix. Initiates, assesses, facilitates, and manages other education initiatives of the Society, such as short courses, summer schools, webinars, and magazine tutorials.

- x. Performs reviews of the committee activities each year and presents results to the BoG at each of the BoG meetings.

#### ***7.4.4. Vice President for Conference Activities***

The Vice President serves as Chair of the Society Conferences Standing Committee.

There shall be a Vice President for Conference Activities, who shall oversee the conference activities of the society, including chairing the conference organizing committee. Together with the Society Conference Standing Committee, the Vice President for Conference Activities shall:

- i. Prepare the annual budget submission to the BOG for approval, based on guidance from the Vice President for Financial Activities, and make projections on future conference budgets.
- ii. Periodically review the activities of the current and future Society sponsored and cosponsored conferences.
- iii. Recommend to the BoG proposals for future sites for the Society sponsored conferences.
- iv. Recommend to the BoG conferences requesting Society sponsorship or co-sponsorship.
- v. Coordinate International Conferences.
- vi. Appoint the Society's primary representative on cosponsored conference committees.
- vii. Supervises all Conference Activities of the Society and provides counsel and guidance to the Conference staff along with serving as the liaison between the Conference staffs and the Society Conference Standing Committee.
- viii. Assists the local Conference staff in regular communication with IEEE Conference Committees and Society.
- ix. Participates in determining budget details for the conference activities.
- x. Monitors and approves contracts for conferences services to the Society.
- xi. Serves as an ex-officio member of the Society Finance Committee.
- xii. Holds at least two face-to-face meetings of the Conference Standing Committee each year, normally in connection with BoG on-site meetings. Confers as needed with members of the Conferences Committee via e-mail or teleconferences, as appropriate.
- xiii. Performs reviews of the Society Conference Management each year and presents results (including a report on the Society's Conference Performance with respect to the IEEE-CEE's Report on a State of Business and Portfolio Summary) to the BoG at each of the BoG meetings.

#### ***7.4.5 Vice President for Member Activities***

There shall be a Vice President for Member Activities, who shall oversee programs for the growth of Society membership and its Regional Activities while advocating members' interests across all Society programs. The Vice President for Member Activities shall:

- i. Chair of the Society Member Activities Standing Committee
- ii. Prepare an annual plan that recommends policies and plans for membership development and forecasts expected membership growth,
- iii. Approve the creation or elimination of Society Chapters and oversee the activities of the Regional Activities Committee.
- iv. Supervises the Chapter activities of the Society and their development with assistance from the Chapter Chair Liaison.
- v. Supervises the membership development activities.
- vi. Works with the Education Committee to promote membership development.
- vii. Coordinates student activities and Student Chapters.

- viii. Performs reviews of the Membership Standing Committee activities each year and presents results to the BoG at each of the BoG meetings.
- ix. Establishes an Outreach Subcommittee to work under the guidance of the Society Membership Standing Committee
- x. Develops an annual plan that recommends outreach activities and publicity efforts aimed at increasing the global visibility and impact of the Society.
- xi. Oversees the Society marketing and publicity efforts, including the management of the website, social media accounts, and email and print marketing campaigns.
- xii. Works with all Society Officers to increase the global impact of their area through strategic outreach activities or publicity efforts.
- xiii. Uses outreach and publicity efforts to promote the vision of the Society to be the major volunteer-led international community and networking platform for interchanging, discussing, and fostering progress in scientific research and innovations in the field of ITS for the benefit of humanity.
- xiv. Serves as an ex-officio member of the Society Finance Committee.

#### ***7.4.6 Vice President for Industry & Standards Activities***

There shall be a Vice President for Industry & Standards Activities, who shall oversee programs for the growth of Society standards activities, while working with various industries, professional organizations and sister societies to lead the ITS-related technology standards. The Vice President for Industry & Standards Activities shall:

- i. Chairs and leads the Society Industry & Standards Activities Standing Committee
- ii. Develop an annual plan to initiate ITSS standards activities for more technical groups by working with other BoG members.
- iii. Coordinate industry involvement.
- iv. Set up the goal and specific aims for the current/future standards projects.
- v. Chair and coordinate the activities of the Standards Activities Committee
- vi. Supervises the Standards Activities of the Society.
- vii. Participates in the development and management of IEEE Standards.
- viii. Undertakes annual reviews of the Industry & Standards committee activities each year and presents results to the BoG.
- ix. Serves as an ex-officio member of the Society Finance Committee.

#### ***7.4.7 Vice President for Technical Activities***

There shall be a Vice President for Technical Activities, who shall develop, promote, and oversee the technical activities of the society including all the technical committees. The Vice President for Technical Activities shall:

- i. Serves as Chair of the Society Technical Activities Standing Committee.
- ii. Prepares the annual budget submission for the technical activities, including the technical committees, to the BOG for approval, based on guidance from the Vice President for Financial Activities.
- iii. Approves the creation and elimination of technical committees and coordinates their activities.
- iv. Performs technology forecasting and promotes emerging areas within the scope of interest of the Society.
- v. Develop relations with other IEEE and non-IEEE entities whose interests overlap those of this Society.

- vi. Supervises the Technical Activities of the Society.
- vii. Proposes the appointment of TC chairs to the President during meeting of the BoG.
- viii. Performs annual reviews of the technical committee activities each year and presents results to the BoG.
- ix. Presents yearly to the BoG the current list of TCs for approval
- x. Ensures the appropriate presentation of the leadership and activities of each TC on the Society website
- xi. Serves as an ex-officio member of the Society Finance Committee.
- xii. Ensures that the TC activities are periodically highlighted in the Magazine.

#### **7.4.8 Vice President for Administrative Activities**

The Vice President for Administrative Activities shall serve as society secretary and be responsible for all reports, petitions, and records concerning the Society. He/she shall keep true and faithful minutes of all meetings of the BOG and general meetings of the Society and shall make such reports of activities as may be required by the BOG or the IEEE Executive Committee who shall be responsible for sending out notices according to instructions of the BOG, or required by the Society Constitution or Bylaws. He/she shall keep file copies of all meeting notices, minutes of meetings, letters and bulletins except for those which may be specifically assigned to the custody of others. He/she shall send current archival copies to the IEEE for storage. Secretarial expenses must be in accordance with an annual budget approved by the Society. President may authorize secretarial expenses but shall be responsible for adherence to the annual budget.

The Vice President for Administrative Activities shall:

- i. Advise counsels, and provide guidance to the incumbent Society officers, based on his or her experience and understanding of Society affairs. The Vice President for Administrative Activities
- ii. Help to ensure continuity in day-to-day operation of the Society
- iii. Provide continuity within the BoG and lend experience to all aspects of running the Society.
- iv. Be Ex-Officio Member of the Awards Committee.
- v. Be Ex-Officio Member of the Finance Committee.
- vi. Oversee operations of the Operations Manager
- vii. Oversee preparation of the BoG Meeting Agendas by the Operations Manager
- viii. Be President's Primary Alternate at IEEE-TAB Meetings
- ix. Fulfills specific assignments from the Society President.

## **8.0 Editors-in-Chief**

In addition to their main role, Editors-in-Chief of the Society Periodicals shall chair and lead the Society Publication Board on a 2-year rotational basis and also assume the role of the Society Vice-President for Publication activities over the same term.

### **8.1 Editor-in-Chief of Transactions on Intelligent Transportation Systems**

The Editor-in-Chief of the Transactions on Intelligent Transportation Systems shall be charged with efficient operation of the publication of the *IEEE Transactions on Intelligent Transportation Systems*. Election of the Editor-in-Chief of Transactions on Intelligent Transportation Systems follows the

procedures specified in IEEE ITS Society Publications Manual. The Transactions on ITS Editor-in-Chief has the responsibility for recommending to the Society Publication Standing Committee (i.e. the Publication Board) the number of Senior Editors and Associate Editors of the Transactions to be appointed, the technical areas that each of the Associate Editors shall cover, and suitable candidates for appointment as Senior Editors and Associate Editors.

The Editor in Chief of Transactions on Intelligent Transportation Systems has responsibility for the publication of the Transactions. This includes, to:

- i. Select and mentor Senior/Associate Editors in Chief as potential successors.
- ii. Identify Associate Editors who possess the proper background, skills, and availability to review submitted papers.
- iii. Contract and manage editorial assistants to prepare papers for publishing. The pay for editorial assistants must be reviewed and recommended by the VP of Publications and approved by the BoG.
- iv. Effectively interface with the publisher in a timely manner to manage manuscripts submitted and meet publishing deadlines.
- v. Represent the Transactions at the annual IEEE Panel of Editors meeting.
- vi. Serve as a member of the Publications Committee providing guidance and direction to the Publications portfolio.
- vii. Participate in the annual officers and editor's strategic planning meeting to assist in setting direction for the Transactions.
- viii. Assist the Vice President of Publications in preparing semiannual reports for the BoG to represent the current status of the Transactions on Intelligent Transportation Systems.

## **8.2 Editor-in-Chief of Transactions on Intelligent Vehicles**

The Editor-in- Chief of Transactions on Intelligent Vehicles shall be charged with efficient operation of the publication of the IEEE Transactions on Intelligent Vehicles. Election of the Editor- in-Chief of Transactions on Intelligent Vehicles follows the procedures specified in "MOU for Financial Co-Sponsorship of IEEE Transactions on Intelligent Vehicles."

The Transactions on Intelligent Vehicles Editor-in-Chief has the responsibility for recommending to the Transactions' Steering Committee the number of Senior Editors and Associate Editors of the Transactions to be appointed, the Technical areas that each of the Senior Editors and Associate Editors shall cover, and suitable candidates for appointment as Senior Editors and Associate Editors.

The Editor in Chief of Transactions on Intelligent Vehicles has responsibility for the publication of the Transactions. This includes:

- i. Select and mentor Senior/Associate Editors in Chief as potential successors.
- ii. Identify Senior/Associate Editors who possess the proper background, skills, and availability to review submitted papers.
- iii. Contract and manage editorial assistants to prepare papers for publishing. The pay for editorial

- assistants must be reviewed and approved by the VP of Publications and approved by the BoG.
- iv. Effectively interface with the publisher in a timely manner to manage manuscripts submitted and meet publishing deadlines.
  - v. Represent the Transactions at the annual IEEE Panel of Editors meeting.
  - vi. Serve as a member of the Publications Committee providing guidance and direction to the Publications portfolio.
  - vii. Participate in the annual officers and editor's strategic planning meeting to assist in setting direction for the Transactions.
  - viii. Assist the Vice President of Publications in preparing semiannual reports for the BoG to represent the current status of the Transactions on Intelligent Vehicles.

### 8.3 Editor-in-Chief of ITS Magazine

The Magazine Editor-in-Chief shall be charged with efficient operation of the publication of the *IEEE Intelligent Transportation Systems Magazine*. Election of the Editor-in-Chief of the IEEE Intelligent Transportation Systems Magazine follows the procedures specified in IEEE ITS Society Publications Manual.

The Magazine Editor-in-Chief has the responsibility for recommending to the Publication Committee the number of Associate Editors of the Magazine to be appointed, the technical areas that each of the Associate Editors shall cover, and suitable candidates for appointment as Associate Editors.

The Editor in Chief of the ITS Magazine has responsibility for the publication of the ITS Magazine. This includes:

- i. Select and mentor Senior/Associate Editors in Chief as potential successors.
- ii. Identify qualified members of the Editorial Board to provide technical insight and guidance to the magazine. Work with the Editorial Board in setting the direction of the magazine including themes for each edition and special editions with guest editors.
- iii. Contract and manage editorial assistants to prepare manuscripts for publishing. The pay for editorial assistants must be reviewed and approved by the VP of Publications and approved by the BoG.
- iv. Effectively interface with the publisher in a timely manner to manage papers submitted and meet publishing deadlines.
- v. Represent the ITS Magazine at the annual IEEE Panel of Editors meeting.
- vi. Serve as a member of the Publications Committee providing guidance and direction to the ITS Publications portfolio.
- vii. Participate in the annual officers and editor's strategic planning meeting to assist in setting direction for the ITSS Publication portfolio
- viii. Assist the Vice President of Publications in preparing semiannual reports for the BoG to represent the current status of the ITS Magazine.

## 8.4 Editor-in-Chief of the Open Journal of ITS

The OA ITS Editor-in-Chief shall be charged with efficient operation of the publication of the *Open Access on Intelligent Transportation Systems*. Election of the Editor-in-Chief of Open Access on Intelligent Transportation Systems follows the procedures specified in IEEE ITS Society Publications Manual.

The OA-ITS Editor-in-Chief has the responsibility for recommending to the Publication Committee the number of Senior Editors and Associate Editors of the OA-ITS to be appointed, the Technical areas that each of the Associate Editors shall cover, and suitable candidates for appointment as Senior Editors and Associate Editors.

The Editor in Chief of the Open Journal of ITS has responsibility for the publication of the Journal. This includes:

- i. Select and mentor Associate Editors in Chief as potential successors.
- ii. Identify Associate Editors who possess the proper background, skills, and availability to review submitted papers.
- iii. Contract and manage editorial assistants to prepare papers for publishing. The pay for editorial assistants must be reviewed and approved by the VP of Publications and approved by the BoG.
- iv. Effectively interface with the publisher in a timely manner to manage papers submitted and meet publishing deadlines.
- v. Represent the Open Journal at the annual IEEE Panel of Editors meeting.
- vi. Serve as a member of the Publications Committee providing guidance and direction to the ITS Publications portfolio.
- vii. Participate in the annual officers and editor's strategic planning meeting to assist in setting direction for the ITSS.
- viii. Assist the Vice President of Publications in preparing semiannual reports for the BoG to represent the current status of the Journal.

## 8.5 Editor of the ITSS Newsletter

Newsletter Editor shall be charged with efficient operation of the publication of the *IEEE ITS Newsletter*. The Newsletter Editor shall be responsible for soliciting society updates, activities report, news in the ITS related fields, and editing these news items into quarterly publications.

Appointment of the Editor of Intelligent Transportation Systems Newsletters follows the procedures specified in IEEE ITS Society Publications Manual.

## 8.6 Producer of the ITS Podcast

ITS Podcast producer shall be charged with efficient operation of the podcast. The Podcast Producer shall be responsible for soliciting people in ITSS to interview, record and upload on the internet site. Election of the Podcast producer of Intelligent Transportation Systems follows the procedures specified in IEEE ITS Society Publications Manual.

## **9.0 Past President**

The Past President advises, counsels, and provides guidance to the incumbent Society officers, based on his or her experience and understanding of Society affairs. The Past President helps to ensure continuity in day-to-day operation of the Society.

### **9.1 Term of Office**

The Past President must have been the President of the Society within the past two (2) years and follows automatically after his or her term as President. Many factors can alter the term, such as voluntary resignation or by vote of the BoG to remove the Past President from office. In principle, the term of the office is for one year.

### **9.2 Objectives**

The role of the Past President is to provide continuity within the BoG and lend experience to all aspects of running the Society.

### **9.3 General Responsibilities**

The Past President operates at the pleasure of the President.

### **9.4 Specific Responsibilities**

The Past President serves in these capacities:

- i. Voting member of the BoG in accordance with the Constitution and Bylaws.
- ii. Chair of the Society Nominations and Appointments (N&A) Standing Committee.
- iii. Chair of the Society Awards Standings Committee
- iv. Chair of the Society Long Range Planning Standing Committee.
- v. Member of the Finance Committee.
- vi. Fulfills specific assignments from the Society President.

## **10.0 Finance Standing Committee**

The Finance Committee shall assist the Vice President for Financial Activities in developing Society budgets, reviewing long-range fiscal planning, and suggesting new sources for income.

The Chairperson of the Finance Committee shall be the Vice President for Financial Activities.

The incoming Chair of the Finance Committee nominates the members of the Committee, who are then appointed by the President with the approval of the BOG. Vice President Elect for Financial Activities serves ex officio as a voting member of the committee.

The Finance Committee plans and prepares the budget and advises the President and BoG of the financial welfare of the Society.

### **10.1 Selection and Term of Office**

The Finance Committee is chaired by the Society Vice President, Finance. There are six voting members on the Finance Committee:

- (i) The Vice President, Publications

- (ii) The Vice President, Technical
- (iii) The Vice President Industry & Standards Activities
- (iv) The Vice President, Conferences
- (v) The Vice President, Education
- (vi) The Vice President, Membership

The term of office is for one (1) year. The term of office renews or updates each year according to whomever serves in the respective offices listed above.

## 10.2 Objectives

The Finance Committee assures the financial welfare of the Society and advises the BoG towards prudent courses of action to maintain a healthy financial state.

## 10.3 General Responsibilities

The Finance Committee seeks to understand IEEE financial policies and then to implement those policies in the Society financial operations. The Finance Committee reviews initiatives and activities to maintain appropriate fiscal operation within the BoG and the Society.

## 10.4 Specific Responsibilities

The Finance Committee will:

- 10.4.1 Assist the VP Finance in the preparation of the annual budget. This budget will normally balance proposed expenditures by anticipated revenues. The one exception, if allowed by IEEE, is that the inclusion of initiatives may result in a negative balance.
- 10.4.2 Review the final budget proposal prior to submittal for approval by the BoG; the budget will be submitted for approval by the BoG at the last meeting of the year ending before the new year to which the budget will apply. Note: IEEE generally requires a response to the first-pass budget by August 1 of the preceding year. The response to the second-pass budget is typically submitted by early September of the preceding year. The final budget is approved by IEEE TAB at the November TAB meeting of the preceding year.
- 10.4.3 Review the financial position of the Society and its conferences.
- 10.4.4 Assure compliance with the IEEE by-law provisions regarding conflict of interest.

## 10.5 Funding

Generally, the committee does not have separate outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

## 10.6 Procedures and Guidelines

Any document that describes procedures and guidelines for activities directed by the Finance Committee is to appear as **Appendix A** to this Operations Manual.

## 11.0 Publications Standing Committee

The Publication Board is recognized as the Society Publication Standing Committee.

The Publication Board shall establish publication policy and budgets subject to annual review by the Society. It shall assist the appropriate Editors-in-Chief of Society Periodicals in the choice of special topics and in guiding and planning all Publications and assist the Editor of Newsletter and Producer of Podcast for their operations.

The Publication Board shall be composed of the Editors-in-Chief of all the publications of the Society, the Editor of the Newsletter and Podcast Producer.

Publication and Editorial expenses must be in accordance with an annual budget approved by the Society.

The Publications Board may stimulate, accumulate, review, and publish quality articles and archival journal papers in the Transactions, the Open Journal, and the Magazine, and other Society publications. The Publications Board may also provide tutorial and Society information in various venues, such as the Society website.

### 11.1 Selection and Term of Office

The Chairperson of the Publication Board shall be a one of the Editors-in-Chief who assumes the Chair role on 2-year rotational basis. The Chairperson of the Publication Board also assumes a role of the Society Vice President for Publication Activities over the same term.

The members on the Publications Board:

- (i) The Editor-in-Chief of the Transactions – responsible for the overall operations of the Transactions, compliant with IEEE PSPB Manual.
- (ii) The Editor-in-Chief of the Magazine - responsible for the overall operations of the Magazine, compliant with IEEE PSPB Manual.
- (iii) The Editor-in-Chief of the Open Journal - responsible for the overall operations of the Journal, compliant with IEEE PSPB Manual.
- (iv) The President, in consultation with the Chair, may appoint additional members to the Committee.

The term of office is for one (1) year. Members are eligible for reappointment.

### 11.2 Objectives

The Publication Board assures that the needs of the publication portfolio of the Society are met in full and advises the BoG towards prudent courses of action to maintain a healthy and competitive periodicals and publication activities.

### 11.3 General Responsibilities

The Publications Committee ensures that publications undertaken by the Society are compliant with the

IEEE PSPB manual and policies and to any further guidance or controls prescribed by the BoG.

## 11.4 Specific Responsibilities

The Publications Board

- 11.4.1 Annually reviews the current Editor-in-Chief appointments and nominates for approval by the BoG candidates for Transactions Editors-in- Chief (EICs), Magazine Editor-in-Chief (EIC), and the Open Journal Editor-in-Chief (EIC). Each year at the BoG's Fall Meeting a motion is brought forward to appoint each EIC for the following year, if it is deemed to be necessary.
- 11.4.2 Reviews, approves, or disapproves the Transactions EIC's nominations of Transactions Associate Editors.
- 11.4.3 Reviews and approves or disapproves the Magazine EIC's nominations of Editorial Board Members.
- 11.4.4 Reviews and approves or disapproves the Open Journal EIC's nominations of Editorial Board Members.
- 11.4.5 Ensures the continuity of operations in publishing activities irrespective of staffing changes. This requires an on-going program of development of individuals trained as back-up for key functions.
- 11.4.6 In consultation with the EICs, recommends the annual budget for the Transactions, Magazine, Open Journal , and other publication activities, submits it to the VP Finance prior to the first meeting of the BoG during the preceding year, and requests BoG approval.

## 11.5 Procedures and Guidelines

Any document that describes procedures and guidelines for activities directed by the Publication Board is to appear as **Appendix B** to this Operations Manual.

## 12.0 Educational Activities Standing Committee

The Educational Activities Standing Committee shall be responsible for encouraging student membership in the Society by all student members of the IEEE who are interested in the Field of Interest of the Society. This Committee shall also perform various services for the student members and develop various educational and student-support activities.

The Education Committee also provides educational activities for the professional development of the Society membership and for the profession. Educational activities include, but are not limited to, the Distinguished Lecturer Program, and video tutorials. The committee collaborates with various standing committees, such as Publications and Membership Development, to maximize the spread of these educational activities

The Chairperson of the Educational Activities Committee shall be the Vice President for Educational Activities.

The incoming Chair of the Educational Activities Committee nominates the members of the Committee, who are then appointed by the President with the approval of the BOG.

### **12.1 Selection and Term of Office**

The chair of the Education Committee is the Vice President for Educational Activities. With BoG approval, the President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

### **12.2 Objectives**

The Education Committee supports the professional development of the Society's membership with meaningful educational opportunities and activities. It also strives to serve the technical advancement of the profession.

### **12.3 General Responsibilities**

The Education Committee ensures that educational activities undertaken by the Society are subject to IEEE policies and to any further guidance or controls prescribed by the BoG. The committee also advertises these educational activities as significant benefits for members of the Society.

### **12.4 Specific Responsibilities**

The Education Committee:

- (i) Implements the educational policies and procedures approved by the BoG.
- (ii) Ensures the continuity of operations in educational activities irrespective of staffing changes. This requires an on-going program of development of individuals trained as back-up for key functions.
- (iii) Recommends the annual budget for educational activities, submits it to the Vice-President Finance prior to the first meeting of the BoG during the preceding year, and requests BoG approval.
- (iv) Maintains and supports educational activities that include, but are not limited to:
  - Distinguished Lecturer Program (DLP)
  - Summer School Initiatives
  - Website Video Tutorials
  - Other related activities

### **12.5 Funding**

Budgeting and funding for the activities and initiatives of the committee are performed yearly and have dedicated lines in the budget. The educational activities that require funding include, but are not limited to:

- Distinguished Lecturer Program (DLP)
- Other educational activities

### **12.6 Procedures and Guidelines**

Any document that describes procedures and guidelines for activities directed by the Education Committee is to appear as **Appendix C** to this Operations Manual.

## **13.0 Membership Development Standing Committee**

This Committee shall be responsible for encouraging membership in the Society by all members of the IEEE who are interested in the Field of Interest of the Society, and by non-IEEE members as Affiliate Members. This Committee shall pass upon the qualifications of applicants for Affiliate Membership in the Society. This Committee shall also perform various services for the members and focus on resolving the problems of membership retention.

The Membership Development Committee also plans and implements effective programs aimed towards achieving growth in ITS Society membership. This includes the retention and advancement-in-grade of present membership and the persuasion of present IEEE members to join the ITS Society.

### **13.1 Selection and Term of Office**

The chair of the Membership Development Committee shall be the Vice President for Member Activities. The incoming Chair of the Membership Development Committee nominates the members of the Committee, who are then appointed by the President with the approval of the BOG. The term of office is for one (1) year. Members are eligible for reappointment.

### **13.2 Objectives**

The Membership Development Committee supports the activities and growth of the Society. It ensures that chapters and members are finding resources to meet their needs for professional development. It is responsible for using outreach and publicity efforts to increase the global impact of and promote the vision of the Society to be the major volunteer-led international community and networking platform for interchanging, discussing, and fostering progress in scientific research and innovations in the field of ITS for the benefit of humanity.

### **13.3 General Responsibilities**

The Membership Development Committee has four primary responsibilities:

- 13.3.1 Chapter activities and development
- 13.3.2 Membership professional development
- 13.3.3 Student Chapter activities
- 13.3.4 The Society outreach activities development

### **13.4 Specific Responsibilities**

The Membership Development Committee will strive to serve; retain and increase membership, through the following:

- 13.4.1 Maintain contact with IEEE to obtain ideas, statistics, philosophies, and other inputs pertinent to the means for attracting new members and exploit such assistance for the ITS Society. Attend membership development workshops and related meetings as appropriate.
- 13.4.2 Submit the appropriate budget requests for membership development activities to the Finance Committee for subsequent BoG action.
- 13.4.3 Actively encourage ITSS members to apply for advancement in membership grade.

- 13.4.4 Actively publicize Chapter activities in the ITS Society Magazine.
- 13.4.5 Publicize new members and promotions in membership grade, particularly in the Magazine.
- 13.4.6 Maintain a list of current Society membership, utilizing the IEEE database.
- 13.4.7 Organize a membership booth at Society-sponsored conferences.
- 13.4.8 Stimulate ITSS Chapters and IEEE Sections membership campaigns with information about the ITSS and the benefits of belonging. Support these chapters through appropriate financing of guest speakers and by suggesting speakers on ITS-related technical issues.
- 13.4.9 Enlist the active participation of specific individuals in chapters and sections for the promotion of ITSS membership.
- 13.4.10 Maintain and distribute an updated promotional brochure on ITSS.
- 13.4.11 Recommend, develop, and publicize educational programs that are available to ITS Society members in conjunction with the Education Committee.
- 13.4.12 In cooperation with the Education Committee, WIE & YP Committee organize Panel Discussions at the Society's flagship Conferences.
- 13.4.13 Maintain an active Chapter Chair Liaison to work and be in communications with the members, Chapters and the BoG for fostering Chapter involvements towards achieving Committee goals.

### **13.5 Funding**

Budgeting and funding for the activities and initiatives of the committee are performed yearly and have dedicated lines in the budget. The membership activities that require funding include, but are not limited to:

- Membership Outreach Program
- Membership Professional Development Programs
- Chapter Chairs Summit
- Regional and Student Chapters Funding Program

### **13.6 Procedures and Guidelines**

Any document that describes procedures and guidelines for activities directed by the Membership Development Committee is to appear as **Appendix D** to this Operations Manual.

## **14.0 Conferences Standing Committee**

The Conferences Committee coordinates society sponsorship and participation in future conferences and technical meetings, and monitors operation of the current conferences. It is chaired by the Vice President for Conference Activities.

The Committee Chair shall present to the BOG a future plan extending for a reasonable length of time, a minimum of three years. This plan shall include a timetable, expected attendance, scope, etc.

The organization of each Conference or Technical Meeting sponsored by the Society shall include a Steering Committee and a Program Committee whose General Chair and Program Chair shall be appointed by the President upon the recommendation of the Conference Committee and with the advice and consent of the BOG. The individual members of the respective committees should be recommended by the Committee Chair and approved by the BoG.

The Conferences Committee may recommend to the BoG to co- sponsor Conferences with other professional organizations, inside or outside IEEE, and plan, organize and sponsor other activities held in conjunction with the conferences of such organizations. It may appoint individuals as Society liaison to such specific Conferences.

The President of the Society may appoint, for a duration not to exceed 5 years, individuals as coordinators of each of the Society's conferences. The Conference Coordinators act to maintain continuity and format of the conferences in cooperation with the Conference Committee.

The Conferences Committee establishes the process and methodology for organization and successful execution of all Society conferences, symposia and workshops, in a consistent manner that meets all IEEE conference policies and rules. The committee reviews schedules, budgets, and performance of conferences for which it has oversight responsibility.

#### **14.1 Selection and Term of Office**

The chair of the Conferences Committee is the Vice President for Conference Activities. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointments.

#### **14.2 Objectives**

The Conferences Committee manages and oversees conferences, symposia, and workshops to serve the educational and professional needs of the members of the Society. The committee upholds the reputation of the Society and strives to ensure that every conference generates a revenue surplus.

#### **14.3 General Responsibilities**

The Conferences Committee oversees and administers the Society's sponsorship, co-sponsorship and participation in conferences, symposia, and workshops. The Committee also establishes the process and methodology for organization and successful execution of all Society conferences, symposia and workshops, in a consistent manner that meets all IEEE conference policies and rules. The Conferences Committee recommends to the BoG those organizers that will implement the process and organizational structure of the conferences, symposia and workshops.

#### **14.4 Specific Responsibilities**

The Conferences Committee will:

- 14.4.1 Provide guidance and direction to those responsible for organizing Technical Conferences, Symposia, or Workshops that are sponsored or co-sponsored by the Society and that require registration fees and budgeting.
- 14.4.2 Endorse dates, locations, and budgets of Society Technical Conferences, and other meetings as noted above.

- 14.4.3 Provide a master schedule of all conferences and other meetings for the use of the BoG and for publication in the Magazine.
- 14.4.4 Provide timely information to IEEE Headquarters.
- 14.4.5 Obtain timely financial reports of all conferences and ensure that monetary advances and surpluses are returned to IEEE Headquarters for credit to the Society's account, where registration fees and budgeting are required.
- 14.4.6 Keep the President and the BoG informed of technical conferences and conference plans and results.
- 14.4.7 Direct conference boards to prepare, and update as required, guides for use of technical conference and conference Chairs,
- 14.4.8 Participate in meetings of the BoG and advise, as appropriate, in formulating policies.
- 14.4.9 Coordinate activities with other Committees, e.g. Technical and Standards Activities Committee, Membership Committee, and Publications Committee.
- 14.4.10 Provide input and participate in keeping current the "IEEE Technical Meetings Organization Manual, A Guide to Conference Planning."

## **14.5 Funding**

Budgeting and funding for conferences, symposia, and workshops are separate from the committee's operation and have dedicated lines in the budget, if required.

Generally, the committee does not have separate outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

## **14.6 Procedures and Guidelines**

Any document that describes procedures and guidelines for activities directed by the Conferences Committee is to appear as **Appendix E** to this Operations Manual.

## **15.0 Technical Activities Standing Committee**

The Technical Activities Committee shall be responsible for coordinating and directing operations of Technical Committees of the Society.

The Chairperson of the Technical Activities Committee shall be the Vice President for Technical Activities.

The incoming Chair of the Technical Activities Committee nominates the members of the Committee, who are then appointed by the President with the approval of the BOG.

The Technical Activities Committee recommends to the BoG the establishment of, or the dissolution of,

Technical Committees (TCs) as new needs arise. Following yearly evaluation of activities by the VP for Technical Activities, the current slate of TCs operating within the Society, should be presented to the BoG at the Fall meeting.

Technical Committees are responsible for technical activities within the ITS Society's field of interest. These committees represent the Society's "centers of expertise." Organizationally, they communicate with the BoG via the Technical Activities Committee. A list of current Technical Committees (TCs) is found in Appendix G

### **15.1 Selection and Term of Office**

The chair of the Technical Activities Committee is the Vice President, Technical Activities. The President, in consultation with the Chair, appoints members to the committee after the BoG's approval is obtained. The term of office is for one (1) year. Members are eligible for reappointment.

Upon recommendation of the Vice-President for Technical Activities, and the approval of the BoG, the President appoints a Chair for each Technical Committee (TC) (at any BoG meeting). A TC Co-Chair may also be appointed. All TC Chairs and TC Co-Chairs must be IEEE ITSS members.

The terms of office for the Chairs for each TC are for one (1) year. The President may reappoint TC Chairs or replace them during or after each term.

### **15.2 Objectives**

The Technical Activities Committee facilitates the generation or reaffirmation of technical standards, technical guidelines, and the IEEE Technical Interest Profile (TIP) codes relevant for the ITS fields. The Technical Activities Committee meets at least twice a year in conjunction with the BoG meetings, and reviews the status of all TCs, their activities and milestones.

### **15.3 General Responsibilities**

The Technical Activities Committee annually reviews the structure and activities of all TCs to make certain that it meets the primary objectives of the Society in its field of interest. The Technical Activities Committee periodically revisits and updates the specific mission of each TC.

The Technical Activities Committee fosters the link with industry in the specific field of interest of each TC.

The general activities of Technical Committees (TCs) include but are not limited to:

- (i) Ensuring the formation of working groups engaged in developing or reaffirmation of technical standards.
- (ii) Developing technical guidelines and best practices.
- (iii) Encouraging and soliciting of sound technical papers.
- (iv) Assisting in planning technical conferences, which include the active participation in technical program committees, the sponsoring, organizing and conducting of sessions at Society technically co-sponsored Conferences.

- (v) Assisting the Awards Committee with introducing and nominating high-quality and deserving candidates for various Society and IEEE Awards as well as elevation to Senior and IEEE Fellow grades.

The general responsibility for a TC chair is to perform all the management activities for the satisfactory operation of the TC according, but not limited, to the TC evaluation procedure set forth in the following TC Guidelines:

- (i) To foster bringing together Society members with like professional interests for the exchange of information, education, and the development of professional expertise.
- (ii) To foster link with industry in the specific field of interest of the TC.
- (iii) To nominate members for various Society Awards and recognitions.

#### **15.4 Specific Responsibilities**

The specific activities of TCs include but are not limited to:

- (i) Provide a summary of activities by April and September of each calendar year to the Chair of the Technical Committee.
- (ii) Hold committee meetings that bring together Society members with like professional interests for the exchange of information, education, and the development of professional expertise.
- (iii) Provide notification of planned Technical Committee meetings to the Magazine Editor, the Society Operations Manager, and the local Section and Chapter Chairs via the TAC chair.
- (iv) Participate in Society sponsored conferences through the planning, organization, and sponsorship of conference sessions.
- (v) Propose, initiate, develop, and reaffirm standards via the Technical Activities Committee. Conduct these activities for development and reaffirming standards either solely or in conjunction with other such technical committees, including technical committees of other Societies
- (vi) Encourage and solicit technical papers that merit publication in the Transactions, Open Journal, or presentation at Society-sponsored conferences.
- (vii) Recommend candidates for both Society and Institute awards and recognition.
- (viii) Submit annual activity reports to the Technical Activities Committee Chair by September 15 each year.
- (ix) Participate in the development of Society Educational Programs (e.g., distinguished speakers, tutorials, webinars, joint meetings with chapters and sections in whose region Committee meetings occur).
- (x) Recommend candidates for the BoG.

- (xi) Promote Society membership.
- (xii) Sponsor focused Workshops as necessary or appropriate. Such Workshops may be held in conjunction with major Society Conferences, based on agreement with the Conferences Committee.
- (xiii) Organize Special Sessions at Society Flagship Conferences and other Society-sponsored conferences, workshop and symposia.

Responsibilities of the TC Chairs include but are not limited to:

- (i) Administer, guide, and provide general guidance to that TC to enhance the professional effectiveness and quality of TC operations.
- (ii) Ensure communication with the TAC Chair and provide the activity reports.
- (iii) Approve the formation and closing of sub-committees.
- (iv) Appoint other TC officers, including subcommittee chairs, if necessary.
- (v) Encourage communications between members of the TC.
- (vi) Represent the TC on the TC chair round table meeting facilitated yearly by the Technical Activities Committee.
- (vii) Work with the Chair of the Technical Activities Committee in assessing financial and other needs, accomplishments, recommendations, problems, and aspirations of that TC.
- (viii) Encourage publication of technically oriented articles in the Magazine.
- (ix) Support the search, within the field of the TC, for possible candidates for Society and IEEE Awards as well as elevation to IEEE Senior and Fellow grades.
- (x) Ensure the TC activities are in agreement with the existing Constitution and Bylaws of the Society.
- (xi) Foster link with industry in the specific field of interest of the TC.
- (xii) Submit highlights of TC activities to the Society Magazine editor and Society Newsletters.

A TC Chair may appoint a TC Secretary, with member approval. The TC Secretary has the following duties:

- (i) Prepares meeting agendas as directed by the TC Chair and distributes copies (via mail or email or electronic transmission) to all TC members and others at least four (4) weeks before that TC meeting.
- (ii) Takes official minutes, including attendance lists, of the TC meetings, distributes these minutes (via mail or email or electronic transmission) to all TC members, the Chair of the Technical and Standards Activities Committee and other interested IEEE personnel within

four (4) weeks of that TC meeting.

- (iii) Maintains an up-to-date list of the TC membership complete with full names, initials, current addresses, phone numbers, fax numbers, E-mail addresses, and TC assignments.
- (iv) Forwards updates to TC contact lists and operations to the Operations Manager of the Society.
- (v) Maintains the up-to-date information on the TC activities and leadership for publication on the Society webpage (TAC section).

In the absence of a Secretary, the TC Chair fulfills these responsibilities.

### **15.5 Funding**

Budgeting and funding for activities are performed yearly and have dedicated lines in the budget.

It is usual practice that expenses are normally the responsibility of the members of the TCs or their employers. Reimbursement of TC expenses will be considered only upon approval, in writing, by the President; the TC must request approval from the Chair of the Technical Activities Committee before these expenses are incurred to receive reimbursement of these expenses. The technical activities that require funding include, but are not limited to:

- Outstanding TC Award
- TC Funding Program

### **15.6 Procedures and Guidelines**

Any document that describes procedures and guidelines for activities directed by the Technical Activities Committee is to appear as **Appendix F** to this Operations Manual.

## **16.0 Industry & Standards Standing Committee**

The Industry & Standards Committee shall be involved in developing ITS standards proposals and developing partnerships with ITS industry businesses.

The Industry & Standards Committee Chair shall be the Vice President for Industry & Standards Activities.

The incoming Chair of the Industry & Standards Committee nominates the members of the Committee, who are then appointed by the President with the approval of the BOG.

### **16.1 Selection and Term of Office**

The Chair of the Industry & Standards Activities Committee is the Vice President, Standards Activities. The President, in consultation with the Chair, appoints members to the committee, subject to the prior approval by the BoG. The term of office is for one (1) year. Members are eligible for reappointment.

The Chair of the Industry & Standards Committee may decide to appoint several sub-committees and their chairs. All Sub-committee Chairs must be IEEE ITSS members.

The terms of office for each Sub-committee Chair is for one (1) year. The Chair of the Industry & Standards Committee may reappoint Sub-committee Chairs or replace them during or after each term.

## 16.2 Objectives

The Industry & Standards Activities Committee facilitates the generation or reaffirmation of technical standards, technical guidelines, and the IEEE Technical Interest Profile (TIP) codes relevant for the ITS fields. The Committee also generates and develops partnerships with other ITS institutions and ITS industry leaders. The Committee meets at least twice a year in conjunction with the BoG meetings, and reviews the status of all sub-committees, if any.

## 16.3 General Responsibilities

The IEEE has a policy to develop standards in the fields of interest encompassed by its Societies. The IEEE Standards Board controls and guides the development of standards and associated activities. This Board oversees and coordinates standards development within the Institute, develops standards policies and procedures, and represents the Institute in standards matters in other organizations. Standards sponsored or co-sponsored by the Society are developed by working groups formed by members of IEEE, with individual membership of IEEE-SA. The Industry & Standards Committee's operations has to be fully in line with the IEEE-SA' operation.

## 16.4 Funding

Budgeting and funding for activities are performed yearly and have dedicated lines in the budget.

## 16.5 Procedures and Guidelines

Any document that describes procedures and guidelines for activities directed by the Industry & Standards Committee is to appear as **Appendix G** to this Operations Manual.

## 17.0 Nominations and Appointments Standing Committee

The Nominations and Appointments (N&A) Committee serves the Society by:

- providing slates of candidates for Member-at-Large of the BoG.
- organising a process of electing society officers, and
- advising, if requested, the President on various appointments that the Society President is to make

The Chairperson of the Nominations and Appointments Committee shall consult with each candidate prior to nomination to determine willingness to serve if elected.

The Nominations and Appointments Committee shall be guided in its selections by the principles of efficiency, geographical distribution, past history, and technical interest.

### **17.1 Selection and Term of Office**

The appointment and Term of office for the Nominations and Appointments Committee Chair and Members are outlined in the ITSS Society Bylaws:

### **17.2 Objectives**

The N&A Committee provides a measure of assurance that eligible, capable and collegial candidates are presented for approval to the BoG and the President.

### **17.3 General Responsibilities**

The Appendix I describes procedures, guidelines and timelines for issuing a slate of candidates for Member-at-Large of the BoG and organizing a process of election of society officers.

### **17.4 Funding**

Generally, the committee does not have separate outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

### **17.5 Procedures and Guidelines**

Any document that describes procedures and guidelines for activities directed by the Nominations & Appointments Committee is to appear as **Appendix H** to this Operations Manual.

## **18.0 Long Range Planning Standing Committee**

The Long Range Planning Committee maintains the current vision and mission of the society and its committees by keeping an updated Strategic Plan for the Society. The committee manages the Society's Constitution, Bylaws, and Operations Manual, and assists the Society President in initiating, negotiating, preparing, and completing agreements with other IEEE entities or other organizations as may be approved by the BoG.

### **18.1 Selection and Term of Office**

The Chair of the Society Long Range Planning Committee is the President-Elect i.e. the Past President. A Co-Chair may also be appointed. The President, in consultation with the Chair, appoints members to the committee, subject to the prior approval obtained from the BoG. The term of office is for one (1) year. Members are eligible for reappointment.

### **18.2 Objectives**

The Society Long Range Planning Committee ensures the smooth and appropriate operation of the Society by maintaining Society vision, governing documents, procedures and guidelines, agreements and contracts, tools for management, and training of BoG members.

### **18.3 General Responsibilities**

The Society Long Range Planning Committee performs the following activities:

- 18.3.1 Annually collects, analyzes, and revises the Strategic Plan for the Society.
- 18.3.2 Reviews, determines, and recommends changes to the Society Constitution, the Bylaws and the Society Operations Manual. Prepares recommended changes for subsequent approval.
- 18.3.3 Initiates, negotiates, prepares, and completes agreements with other IEEE entities or other organizations as may be requested and/or approved by the BoG..
- 18.3.4 Implements tools and processes to facilitate effective management and governance of the Society. Utilizes web-based tools wherever possible and practical.
- 18.3.5 Provides the necessary training to BoG members to effectively use and utilize the established tools.

### **18.4 Specific Responsibilities**

The Society Long Range Planning Committee has responsibilities to:

- 18.4.1 Collect input from members of BoG and incorporate new ideas into the vision, mission, and strategic plan of the Society. This data collection typically gains significant input during the Officers Strategic Planning Meeting.
- 18.4.2 Collect metrics and data from the BoG and the Society and analyze and compare to the strategic plans of the Society.
- 18.4.3 Maintain a written Strategic Plan for the Society.
- 18.4.4 Present to the BoG the Strategic Plan
- 18.4.5 Formulate the annual review of the activities of the Society and present this summary to the BoG during the first meeting of the following year.
- 18.4.6 Coordinate the biannual review and editing of the Constitution, Bylaws, and Operations Manual. Call the attention of the BoG to any inconsistencies between current practice and the requirements of the Constitution, Bylaws, and this Operations Manual. Examine proposals for amendments of the Society's governing documents and recommends final drafts for adoption by the BoG. Review policies and bylaws of the TCs to insure consistency with the Bylaws of the Society. The President may request the Society Long Range Planning Standing Committee to review one or all the governing documents at any time.
- 18.4.7 Assist the Operations Manager in providing copies of the Society's governing documents to the entire BoG for the purpose of review or revision.
- 18.4.8 Chair reports the Committee's findings from the governing document reviews to the BoG.

18.4.9 Review the agreements and contracts for tools and training of the BoG.

18.4.10 Ensure that the tools and training of the BoG are appropriate and adequate.

## **18.5 Funding**

Generally, the committee does not have separate, outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

## **18.6 Procedures and Guidelines**

Any document that describes procedures and guidelines for activities directed by the Long Range Planning Committee is to appear as **Appendix I** to this Operations Manual.

## **19.0 Awards Standing Committee**

The Awards Committee makes and evaluates recommendations for regularly established IEEE awards, and administers such Society awards as may be specified in the Bylaws.

### **19.1 Objectives**

The Awards and Membership Recognition Committee supports the professional development of the Society's membership with meaningful recognition and awards. It publicizes these achievements through various means.

### **19.2 Selection and Term of Office**

The Society Awards Committee consists of at least three members, all of whom are Society members, and is chaired by the President-Elect in odd year i.e. by Past President in the even year. The President, in consultation with the Chair, appoints members to the committee, subject to the prior approval of the BoG. The term of office is for one (1) year. Members are eligible for reappointment. The Chair may decide to assign one Subcommittee member the responsibility for oversight of each Society award.

### **19.3 Responsibilities**

At least once every five years, the Society Awards Committee will review each society award and determine whether any revisions to the award language are necessary. The Committee also will consider 1) whether each award is continuing to effectively achieve the original goals of the award, regardless of whether an award is named after an individual, and 2) whether the financial condition of the Society is able to continue to support each award.

If the original intent of the award is not being achieved, or the award is no longer relevant, or the financial condition of the Society can no longer support the award, the Society Awards Committee may bring a motion to the ITSS BoG to consider cessation of the award.

The Society Awards Committee may propose or consider suggestions from the BoG members for creation of new awards if there is significant activity in a new field or in an area of particular interest to the ITSS.

Suggested proposals for a new award must be submitted by April 1 to the Chair of the Society Awards

Committee, using the IEEE Template for Establishing a New Society/Council Award. The proposal must also include the rationale for the creation of the award.

The Society Awards Committee issues a Call for Award Nominations for the Society-level awards of the ITS Society. It also evaluates all nominees for these awards, selects the recipient, and inform the BoG on the final selections. The Committee's final selection Does not require BoG approval

The goal is to have two or more nominees for each award. All Award information can be found on the Society website and in the TAB Awards Manual as well as in the Appendix K to this Manual. The Timeline for the Call for Award Nominations is detailed in Appendix K as well.

### **19.4 Procedures and Guidelines**

Any document that describes procedures and guidelines for activities directed by the Awards Committee is to appear as **Appendix J** to this Operations Manual.

## **20.0 Fellow Evaluating Committee**

This Committee, and related committees, shall be responsible for evaluating the qualifications of candidates for Fellow in accordance with the IEEE Fellow Committee Operations Manual

The Fellow Evaluating Committee Chair will be nominated by the Nominations and Appointments Committee and appointed by the President with approval of the BOG.

The incoming Chair of the Fellow Evaluating Committee nominates the members of the Committee, who must be an elected Fellow of IEEE, are then appointed by the President with the approval of the BOG.

### ***20.1 Selection and Term of Office***

The Fellow Evaluating Committee consists of at least five members, all of whom are ITS Society members and IEEE Fellows. The Society President recommends a Chair to the BoG for approval. The Chair serves for a one-year term and is eligible for re-appointment to a second, one- year term. The Chair may serve as an evaluator for one additional year, immediately after having served as the Chair. The President also may recommend a Vice-Chair to the BoG for approval. The Vice-Chair serves for a one-year term, and is eligible for re-appointment, but cannot serve for more than three consecutive one-year terms. The President, in consultation with the Chair, appoints a minimum of three and a maximum of five evaluators to the committee, for one-year terms. Evaluators are eligible for re-appointment, but cannot serve for more than three consecutive one- year terms. The appointments will be staggered, such that not more than about one-third of the members conclude their service on the committee in any calendar year. The evaluators may serve up to three consecutive one-year terms, and can then serve up to two, one-year terms as the Chair. No member may serve for more than five (5) consecutive years, regardless of the position held. In consultation with and consent of the Society President, the Chair may solicit and appoint additional reviewers, as needed, who are IEEE Fellows and experts in the field for which a nominee is being cited. The term of such appointments will be for the current evaluation year only. If the services of the same reviewer are deemed necessary for a subsequent year, a similar appointment for that year must be made. Appointments of additional reviewers must be made in a given year prior to

January 31 of that year. The names of the Chair, Vice-Chair, Evaluators and additional reviewers must

be posted on the Society website.

## **20.2 Responsibilities**

The Fellow Evaluating Committee evaluates nominations for IEEE Fellow that fall within the purview of the ITS Society and reports the results of the evaluation to the IEEE Fellow Committee.. The IEEE Fellows Manual takes precedence over the ITS Society governing documents related to the Fellows nomination and evaluation procedures.

## **20.3 Guidelines for the Chair**

The Chair should become familiar with the IEEE processes and documents related to the elevation of Fellows, which can be found at [iee.org](http://iee.org). The current Chair should establish contact with the past Fellow Evaluating Committee Chair for any suggestions and to ensure continuity of Committee activities. Upon leaving office, the retiring Chair should work closely with the new Chair to make sure that all uncompleted matters are discussed.

## **20.4 Evaluation of Fellow Nominations**

The evaluation of Fellow nominations is the sole task of the Fellow Evaluating Committee. The process of evaluating the nominees shall be in accordance with the IEEE Fellow Committee Operations Manual.

## **20.5 Procedures and Guidelines**

The IEEE Fellow Committee Operations Manual is the final authority on issues related to the processes used in the Fellow evaluation processes.

## **21.0 Society Liaisons and Delegated Representatives**

The ITS Society has representation on other IEEE Societies, Boards, Councils and Committees, as well as on entities in other organizations outside IEEE. This inter-organizational representation may have been mandated by TAB or by the IEEE Board, or it may have been established by mutual agreement with the entity in question. A listing of these entities can be found in **Appendix L** of this handbook.

### **21.1 Selection and Term of Office**

Representatives are appointed by the President of the Society, and Directed Delegates, who have a vote on the outside entity, are appointed by the BoG. The term of office is for one (1) year, unless the representatives or directed delegates serve a term as specified by the outside entity. Representatives and Directed Delegates are eligible for reappointment.

### **21.2 Objectives**

Society Representatives and Directed Delegates serve to bridge between the Society and other entities and enable collaboration that serves the mission, goals, and objectives of the Society.

### **21.3 General Responsibilities**

The general responsibility of each representative or delegate to another professional organization is to

provide a two-way information flow between the ITS Society and another professional entity.

## 21.4 Specific Responsibilities

The following list of specific responsibilities will assist in carrying out this task:

- 21.4.1 The representative will actively foster communication between the Society and the other entity, particularly in areas where the Society and the other entity have intersecting interests.
- 21.4.2 The representative will strive to attend a significant portion of the meetings held by the other entity, and to participate in those activities of that entity which may appear to intersect the interests of the ITS Society. For those meetings which the representative cannot attend in person, the representative will review meeting minutes when they become available.
- 21.4.3 The representative will immediately prepare and report any item of importance or concern that arises in other-entity meetings, or in the review of their meeting minutes, to the ITS Society President.
- 21.4.4 The representative will prepare a written report and present a verbal report, and forward the report to the Operations Manager for the last BoG meeting of the year.

## 21.5 Funding

The travel and activities of some representatives and delegates may have dedicated lines in the budget. Budgeting and funding for the travel and activities of representatives and delegates are performed yearly. The President must review the proposed costs for travel and activities and the BoG must approve the travel and activities of representatives and delegates.

## 21.6 Succession Planning

Generally, there is no fixed procedure or plan for succession with appointed delegates, other than they should be acquainted with the operation of the Society and considered capable to represent the Society.

## 21.7 Procedures and Guidelines

Any document that describes procedures and guidelines for activities directed by the *Society Representatives and Directed Delegates* is to appear as **Appendix L** to this Operations Manual.

## Appendices

## **Appendix A**

### **Procedures and Guidelines for Finance Standing Committee**

**TBA**

## **Appendix B**

### **Procedures and Guidelines for Publications Standing Committee**

**TBA**

## **Appendix C**

### **Procedures and Guidelines for Educational Activities Standing Committee**

**TBA**

## **Appendix D**

### **Procedures and Guidelines for Membership Development Standing Committee**

**TBA**

## Appendix E

### Procedures and Guidelines for Conferences Standing Committee

**Note:**

The ITSS Conference Operations Manual, listed below as V1.0, April 2025, is available for the download from

<https://ieee-itss.org/conf/organizers/>

Being a work-in-progress document, its downloaded version may not be identical to the one currently included in this version of the ITSS Operations Manual.

#### E. IEEE ITSS CONFERENCES OPERATIONS MANUAL

[Title]

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Version: [Comments]

Date: Thursday, January 29, 2026 March 31, 2025

This manual serves as the comprehensive “handbook” for planning, managing, and executing IEEE ITSS conferences. It provides detailed guidelines for every stage of the conference lifecycle—from bidding and proposal procedures through to post-conference review—and is intended for current and future conference organizers, as well as for interested authors / attendees who wish to understand the organizational process.

## Version History

Version	Authored By	Release Date	Changes
<b>0.1</b>	Ahmed Hussein	Draft	This is the first draft version
<b>1.0</b>	Ahmed Hussein	31.03.2025	This is the first approved version

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## Introduction

This chapter explains the purpose, scope, target audience, and provides an overview of IEEE ITSS conferences.

## Purpose and Vision

### Purpose

The purpose of this manual is to serve as a comprehensive, step-by-step guide for organizing IEEE ITSS conferences. It provides detailed procedures, templates, and best practices to ensure that every stage of the conference lifecycle—from the initial bidding and proposal submission to post-conference evaluations—are executed with precision, transparency, and in compliance with IEEE policies.

### Vision

The vision of the IEEE ITSS Conferences is to foster a vibrant platform for disseminating cutting-edge research, innovative technologies, and industry collaborations in the field of Intelligent Transportation Systems. By setting clear standards and procedures, this manual aims to:

- Enhance the overall quality and consistency of ITSS conferences.
- Streamline operational processes to reduce administrative burdens.
- Promote innovation, diversity, and excellence in technical and logistical planning.
- Ensure that all stakeholders—organizers, speakers, sponsors, and attendees—benefit from a well-organized, engaging, and successful event.

## Scope and Applicability

### Scope

This manual applies to all IEEE ITSS conferences and encompasses the following categories:

- **Financially Sponsored Conferences:** Fully funded by IEEE ITSS, ensuring comprehensive support and resource allocation.
- **Financially Co-Sponsored Conferences:** Events in which IEEE ITSS collaborates with other IEEE or external societies to share financial responsibility.
- **Technically Co-Sponsored Conferences:** Conferences endorsed by IEEE ITSS based on technical merit without direct financial involvement.

### Applicability

The guidelines, procedures, and templates provided in this manual are intended for:

- **Current Organizers:** Those actively managing and executing IEEE ITSS conferences.
- **Prospective Organizers:** Future hosts who wish to bid on and plan IEEE ITSS events.
- **Conference Stakeholders:** Including IEEE ITSS BoG, sponsors, reviewers, speakers, and attendees interested in understanding the operational framework.

The manual is designed to be dynamic and is updated periodically to reflect evolving standards, technological advancements, and feedback from previous events.

## Target Audience

This manual is crafted for a diverse audience, including:

- **Conference Organizers and Chairs:** Individuals responsible for leading and coordinating various aspects of ITSS conferences.
- **Technical Program Committee Members and Reviewers:** Experts involved in the peer review process and technical content development.

- **Finance and Administrative Personnel:** Team members managing budgets, sponsorships, and logistical operations.
- **Industry Sponsors and Partners:** Organizations interested in collaborating with IEEE ITSS to showcase innovations and contribute to conference success.
- **Attendees and Contributors:** Researchers, practitioners, and students who benefit from the insights and networking opportunities provided by these conferences.
- **IEEE ITSS Leadership and Governance:** Stakeholders responsible for strategic oversight and quality assurance of conference operations.

### Conferences Overview

IEEE ITSS conferences provide a vital forum for sharing innovative research and technological advancements. This manual embodies ITSS principles, ensuring every event is executed with operational excellence and in full compliance with IEEE policies.

IEEE ITSS conferences serve as a vital forum for the exchange of ideas, research findings, and technological innovations in the realm of Intelligent Transportation Systems. They are designed to:

- **Showcase Technical Excellence:** Featuring technical sessions, plenary speeches, workshops, and panel discussions that cover the latest ITS advancements.
- **Foster Industry-Academia Collaboration:** Encouraging partnerships among researchers, industry experts, and policymakers to drive ITS innovation.
- **Promote Inclusivity and Diversity:** Creating platforms that welcome diverse perspectives and provide equal opportunities for participation across different regions.
- **Support Continuous Learning and Development:** Offering tutorials, and mentorship opportunities to nurture the next generation of experts in ITS.
- **Drive Economic Impact:** Through strong networking opportunities, ITSS conferences aim to influence policy, promote sustainable practices, and stimulate industry growth.

Each conference is meticulously planned and executed following a structured process that begins with the bidding and proposal phase, extends through detailed operational planning, and concludes with comprehensive post-event evaluations. The manual details these phases to ensure that every conference consistently meets the highest standards of quality and effectiveness.

## Roles & Responsibilities

This chapter defines the various leadership roles and responsibilities essential for the successful organization of IEEE ITSS conferences. It establishes a clear organizational structure, outlines the key roles across different levels, and provides an accountability framework through a detailed RASI chart. This clarity helps ensure smooth coordination and effective decision-making throughout the conference lifecycle.

### Overview & Organizational Structure

Successful conference management relies on a well-defined hierarchy that integrates strategic oversight with detailed operational management. At the top level, IEEE ITSS leadership and key oversight bodies provide guidance and final approval. Below them, dedicated organizing committees handle the day-to-day execution of the conference. This chapter outlines:

- **Strategic Leadership:** Includes roles such as the Vice President (VP) for Conferences, the Conferences Standing Committee, and the Board of Governors (BoG) who set the vision and provide final approvals.
- **Operational Leadership:** Comprises various conference chairs responsible for distinct work packages (e.g., technical program, finances, local arrangements).
- **Accountability Framework:** A RASI (Responsible, Accountable, Supportive, Informed) chart is used to clearly allocate tasks and responsibilities, ensuring all aspects of the conference are managed efficiently.

### Key Leadership Roles

#### Vice President (VP) for Conferences

- **Role**  
Serves as the overall Project Manager for all IEEE ITSS conference activities.
- **Responsibilities**
  - Provide strategic oversight and final decision-making on escalated issues.
  - Coordinate with all conference chairs and leadership bodies.
  - Liaise with the IEEE ITSS BoG to ensure strategic alignment.
  - Monitor overall progress and enforce compliance with IEEE ITSS policies.
- **Timeline**  
Involved from proposal stage through post-conference review and closure.

#### Conferences Standing Committee

- **Role**  
Committee members act as a subject-matter expert and advisor during the proposal review and planning phases.
- **Responsibilities**
  - Evaluate proposals based on technical merit, financial feasibility, and alignment with ITSS goals.
  - Provide recommendations and support for problem-solving.
  - Assist in setting benchmarks and performance indicators.
- **Timeline**  
Active during bidding, planning, and review phases.

### Board of Governors (BoG)

- **Role**  
Key stakeholders who provide final approvals and strategic oversight.
- **Responsibilities**
  - Review and approve proposals and key decisions.
  - Ensure that conference initiatives align with IEEE ITSS's long-term goals.
  - Provide feedback and justification in cases of rejection.
- **Timeline**  
Involved at critical approval stages, including proposal review and final acceptance.

### IEEE (Conferences, Events & Experiences) CEE Team

- **Role**  
Supports financial and contractual aspects of conference organization.
- **Responsibilities**
  - Support contract negotiations and audit preparations.
  - Assist with bank account setup and financial reconciliation.
  - Serve as a resource for contractual and financial compliance.
- **Timeline**  
Active throughout the finance lifecycle from budget preparation to final reporting.

## Conference Chairs & Operational Leads

Each IEEE ITSS conference is managed as a collection of work packages, with dedicated chairs overseeing specific domains. These roles ensure that all operational details are handled efficiently.

### General Chair

- **Role**  
Overall leader and primary decision-maker for the conference.
- **Responsibilities**
  - Coordinate all work packages and ensure cohesive execution.
  - Appoint and supervise other chairs.
  - Serve as the main point of contact for IEEE ITSS leadership and external stakeholders.
  - Oversee progress from proposal preparation to final debrief.
- **Timeline**  
Involved from proposal stage through post-conference debrief.

### Program Chair

- **Role**  
Oversee the technical and academic content of the conference.
- **Responsibilities**
  - Manage the Call for Papers (CFP) and paper review process.
  - Coordinate with the Technical Program Committee to finalize the program.
  - Schedule sessions, keynotes, and special events.

- **Timeline**

Active during CFP announcement, review, and program finalization phases.

#### Finance Chair (Treasurer)

- **Role**

Manages the financial planning and budgetary aspects of the conference.

- **Responsibilities**

- Prepare and monitor the pre-conference, interim, and final budgets.
- Oversee financial transactions and manage the conference bank account.
- Ensure compliance with IEEE financial policies and handle audits.
- Provide justification for estimates and ensure a target surplus (typically 15–20%).

- **Timeline**

Involved from initial budget preparation to final financial reporting post-conference.

#### Publications Chair

- **Role**

Manages the production and submission of conference proceedings.

- **Responsibilities**

- Oversee paper formatting, submission, and compliance with IEEE publication standards.
- Coordinate with authors to collect Electronic Copyright Forms (eCF) and Letters of Acquisition (LOA).
- Ensure timely submission of proceedings to the IEEE Conference Publications Program (CPP).

- **Timeline**

Active from paper acceptance through final publication.

#### 3.3.5 Registration Chair

- **Role**

Oversee attendee registration and on-site check-in processes.

- **Responsibilities**

- Manage online registration systems and ensure data accuracy.
- Coordinate on-site registration logistics and staffing.
- Monitor registration numbers and provide regular updates.

- **Timeline**

From registration launch until event day.

#### Registration Chair

- **Role**

Responsible for overseeing all aspects of attendee registration and check-in.

- **Responsibilities**

- Oversee the setup and administration of the online registration platform.
- Monitor the registration process continuously to address any technical issues promptly.

- Organize and manage the on-site check-in process by setting up registration desks, distributing badges, and preparing conference kits.
- Maintain an accurate database of all registered participants, ensuring data is properly recorded and regularly updated.
- Ensure that registration processes adhere to all relevant IEEE ITSS policies, including data protection and privacy standards
- **Timeline**  
From the launch of the online registration system until the final check-in process on the event day and is also responsible for post-event reporting on registration data.

#### Local Organization Chair

- **Role**  
Responsible for venue and on-site logistics.
- **Responsibilities**
  - Secure the venue and coordinate with local vendors.
  - Manage logistics, including transportation, accommodations, and on-site operations.
  - Ensure safety and compliance with local regulations.
- **Timeline**  
From venue selection and contract negotiation through the duration of the event.

#### Publicity Chair

- **Role**  
Manages marketing, communications, and media outreach.
- **Responsibilities**
  - Develop and execute a comprehensive publicity plan.
  - Maintain the conference website using the society-provided template.
  - Coordinate with media outlets and social media channels.
- **Timeline**  
Active from pre-conference marketing through post-event promotions.

#### Workshops & Tutorials Chair

- **Role**  
Organizes additional educational sessions such as workshops and tutorials.
- **Responsibilities**
  - Plan the structure and content of workshops/tutorials.
  - Coordinate with speakers and technical experts.
  - Ensure sessions align with conference objectives.
- **Timeline**  
From CFP stage through final program scheduling.

#### Industry Engagement / Sponsorship Chair

- **Role**

Manage relationships with industry partners, sponsors, and exhibitors.

- **Responsibilities**

- Secure sponsorships and develop tiered sponsorship packages.
- Engage with potential exhibitors and manage sponsor contracts.
- Coordinate with the Finance Chair to integrate sponsorship funds into the budget.

- **Timeline**

Throughout the bidding, proposal, and planning stages.

#### Student Activities Chair

- **Role**

Coordinates initiatives targeting student participation.

- **Responsibilities**

- Organize student competitions, workshops, and networking events.
- Liaise with student organizations and academic institutions.

- **Timeline**

From proposal stage through conference execution.

#### Competition Chair

- **Role**

Manage any competitive events held during the conference.

- **Responsibilities**

- Define competition guidelines and submission criteria.
- Secure judges and manage the competition process.
- Oversee the awarding process and feedback collection.

- **Timeline**

Specific to competition cycles within the conference.

#### YP & WiE Chair

- **Role**

Focuses on engaging Young Professionals (YP) and Women in Engineering (WiE).

- **Responsibilities**

- Organize networking events and targeted sessions for YP and WiE.
- Develop mentorship opportunities and inclusive programming.

- **Timeline**

Active from planning through the event.

#### Additional Roles

Other roles may be defined as needed by the organizing committee. These might include:

- Sustainability Chair: Ensure the conference follows green and sustainable practices.
- Special Sessions Chair: Coordinate sessions such as panels, invited talks, or industry roundtables.

### RASI Chart for Key Conference Tasks

The RASI (Responsible, Accountable, Supportive, Informed) chart below outlines the roles and

accountability for critical tasks across the conference lifecycle. This chart ensures that every major task is clearly assigned and that all stakeholders know their responsibilities. This chart is a living document that should be updated as needed.

Task	VP for Confere nc	Standi ng Commite e	BoG	CEE Team	General Chair	Program Chair	Finance Chair	Local Org Chair	Other Chairs
<b>Proposal Preparation</b>	I	S	I	I	A/R	I	S	I	S
<b>Proposal Review &amp; Approval</b>	I	R	A	I	S	I	I	I	I
<b>Conference Application</b>	I	S	I	S	A/R	I	I	I	I
<b>Conference Publication App.</b>	I	I	I	I	I	A/R	I	I	I
<b>Pre-Conf. Budget Preparation</b>	I	I	I	S	S	I	A/R	I	I
<b>Interim Budget Updates</b>	I	I	I	S	S	I	A/R	I	I
<b>Final/Actual Budget Reporting</b>	I	I	I	S	S	I	A/R	I	I
<b>Technical Program Finalization</b>	I	I	I	I	S	A/R	I	I	I
<b>Local Arrangements</b>	I	I	I	I	S	I	I	A/R	I
<b>Conference Closing &amp; Reporting</b>	I	I	I	S	A/R	I	A/R	I	I

*Key: R = Responsible, A = Accountable, S = Supportive, I = Informed*

## Conferences Overview & Series-Specific Guidelines

This chapter provides an overview of the various IEEE ITSS conference series. It defines the unique scope, themes, and history of each series, offering specific guidelines for bidding timelines, venue selection, submission policies, and performance metrics. The following sections present detailed descriptions for each conference series based on current IEEE ITSS information.

### Flagship Conferences

Flagship conferences are premier events organized by the IEEE ITSS. These conferences are fully financially sponsored by the IEEE ITSS, ensuring they receive full support and resources to maintain high standards of quality and impact. The flagship status signifies their importance in advancing the field of intelligent transportation systems through the dissemination of cutting-edge research and fostering collaboration among experts.

#### IEEE ITSC - International Conference on Intelligent Transportation Systems

- **Scope & History**

The IEEE International Conference on Intelligent Transportation Systems (ITSC) is the annual flagship conference of the IEEE Intelligent Transportation Systems Society (ITSS). It invites researchers, engineers, practitioners, and students from industry, universities, and government agencies to present their latest work and discuss innovative research and applications for intelligent vehicles and vehicle-infrastructure cooperation. ITSC welcomes articles covering new developments in theory and applications, vehicle technologies, and demonstrations. Additionally, the conference supports proposals for workshops and tutorial sessions, typically offered the day before the symposium.

For detailed historical data and previous conference editions, please refer to the ITSC conference history page: <https://iee-itss.org/conf/itsc/>

- **Topics & Themes**

- Advanced ITS Mobility Systems
- Air, Road, and Rail Traffic Systems
- Autonomous Vehicle Systems
- Cooperative and Connected Vehicles
- Cyber-Physical Systems and IoT
- Emerging ITS Technologies and Innovations
- Human Factors and Vehicle Interaction
- Infrastructure and ITS Technologies
- Intelligent Waterborne Systems
- ITS Field Tests and Implementation
- ITS Validation and Verification
- Logistics and Intelligent Freight
- Public Transport and Mobility Services
- Safety, Security, and Privacy
- Sensing, Perception, and Scene Understanding
- Traffic Data Analytics and Machine Learning

- **Bidding Timetable**

- The IEEE ITSC conference follows a rotating schedule, with each year taking place in a different global region. The sequence of regions is as follows:
  - One year, it will be held in the Americas (either North or South).
  - The next year, it will be held in the Asia/Oceania region.
  - The following year, it will be held in the Europe/Africa region.
  - After completing the cycle, the regions repeat in the same order.
- The bidding process for hosting the conference occurs in a 24–36 month cycle. Interested parties can submit their bids through the IEEE ITSS website.
- Bids are accepted from June 1st, with the final deadline for submission set to August 1st. The host city and region are selected in September, three years prior to the event.
- To determine the relevant region for your bid, refer to the history of past conferences on the IEEE ITSC website.
- **Baseline Program**
  - Day 1:
    - Workshops and Tutorials
    - Welcome Reception (Social Event)
  - Day 2:
    - Opening Ceremony
    - Plenary Speech 1
    - Morning / Afternoon Parallel Tracks Regular / Invited Sessions
    - Morning / Afternoon Parallel Poster Sessions
    - (Optional) Students Activities Social Event
  - Day 3:
    - Plenary Speech 2
    - Morning / Afternoon Parallel Tracks Regular / Invited Sessions
    - Morning / Afternoon Parallel Poster Sessions
    - ITS Society Awards Ceremony
    - Gala Banquet Dinner (Social Event)
  - Day 4:
    - Plenary Speech 3
    - Morning / Afternoon Parallel Tracks Regular / Invited Sessions
    - Morning / Afternoon Parallel Poster Sessions
    - Conference Awards Ceremony
    - (Optional) Farewell Event
- **Submission and Conference Dates Policies**
  - **Submission Deadline:** The submission deadline is **March 1st** of the same year as the conference. No extensions will be granted.

- **Notification Dates:** Notifications will be sent by **May 1st**, following an 8-week review cycle.
- **Conference Dates:** The conference is always scheduled for the **2nd or 3rd week of September** of the same year, taking place from **Tuesday to Friday**.

## IEEE IV - Intelligent Vehicles Symposium

- **Scope & History**

The IEEE Intelligent Vehicles Symposium is a premier forum sponsored by the IEEE Intelligent Transportation Systems Society (ITSS). Researchers, engineers, practitioners, and students, from industry, universities and government agencies are invited to present their latest work and to discuss research and applications for Intelligent Vehicles and Vehicle-Infrastructure Cooperation. The conference offers, technical sessions, workshops, poster sessions, exhibitions, and more.

For detailed historical data and previous conference editions, please refer to the IV conference history page: <https://ieee-itss.org/conf/iv/>

- **Topics & Themes**

- **Advanced Mobility Systems:** Autonomous Vehicles, Smart Cities, and Infrastructure for Automated Vehicles
- **Sensing and Perception:** Advanced Sensing (Image, Radar, Lidar), Multisensory Fusion, Perception in Adverse Conditions
- **Localization and Mapping:** Sensor Fusion, HD Maps, SLAM (Simultaneous Localization and Mapping)
- **Connected and Cooperative Vehicles:** Cooperative Perception, Localization, V2X Communications, OTA Updates
- **Neural Scene Representation:** Scalable Neural Scene Representation, Semantic Understanding, Data Integration for Autonomous Driving
- **Planning & Control:** Intelligent Vehicle Control, Motion Planning, Ethics in Decision Making
- **Safety & Security:** Vehicular Safety, Collision Avoidance, Vulnerable Road Users' Protection, Safe Vehicle Software Architecture
- **Intelligent UAVs:** UAV Sensing, Perception, Planning, and Control
- **Human Interaction and Factors:** Driver State Recognition, HMI Design, Teleoperation of Intelligent Vehicles
- **Datasets:** Automotive and UAV Datasets, Dataset Adaptation to Target Domain

- **Bidding Timetable**

- The IEEE IV conference follows a rotating schedule, with each year taking place in a different global region. The sequence of regions is as follows:
  - One year, it will be held in the Asia/Oceania region.
  - The next year, it will be held in the Europe/Africa region.
  - The following year, it will be held in the Americas (either North or South).
  - After completing the cycle, the regions repeat in the same order.
- The bidding process for hosting the conference occurs in a 24–36 month cycle. Interested parties can submit their bids through the IEEE ITSS website.

- Bids are accepted from February 1st, with the final deadline for submission set to May 1st. The host city and region are selected in June, three years prior to the event.
- To determine the relevant region for your bid, refer to the history of past conferences on the IEEE IV website.
- **Baseline Program**
  - Day 1:
    - Workshops and Tutorials
    - Welcome Reception (Social Event)
  - Day 2:
    - Opening Ceremony
    - Plenary Speech 1
    - Morning / Afternoon Single Track Oral Sessions
    - Morning / Afternoon Parallel Poster Sessions
    - (Optional) Students Activities Social Event
  - Day 3:
    - Plenary Speech 2
    - Morning / Afternoon Single Track Oral Sessions
    - Morning / Afternoon Parallel Poster Sessions
    - Gala Banquet Dinner (Social Event)
  - Day 4:
    - Plenary Speech 3
    - Morning Single Track Oral Sessions
    - Morning Parallel Poster Sessions
    - Conference Awards Ceremony
    - Intelligent Vehicles Demonstration
    - (Optional) Farewell Event
- **Submission and Conference Dates Policies**
  - **Submission Deadline:** The submission deadline is **October 1st** of the year preceding the conference. No extensions will be granted.
  - **Notification Dates:** Notifications will be sent by **December 1<sup>st</sup>** of the year preceding the conference, following an 8-week review cycle.
  - **Conference Dates:** The conference is always scheduled for the **2nd or 3rd week of June** in the following year, taking place from **Tuesday to Friday**.

### Financially Sponsored Conferences

IEEE ITSS fully financially sponsors conferences that cover a wide range of topics related to intelligent transportation systems, encompassing advances in sustainable mobility, traffic management, and autonomous driving technologies.

IEEE FISTS - Forum on Innovative and Sustainable Transportation System

- **Scope & History**

As part of IEEE's Climate Change Program, the Intelligent Transportation System Society (ITSS) hosts the Forum for Innovative Sustainable Transportation Systems Solutions (FISTS) conference. The goal of FISTS is to bring together world leaders in ITS with a focus on the environment and sustainability. At this conference, presentations and papers cover a variety technological solutions, implementations, and policy across different transportation modes, including on-road vehicles, transit systems, shared mobility, and freight systems. The FISTS program includes topics such as Environmental Impact Assessment of ITS Solutions, Zero-Emission Vehicles and Infrastructure Needs, Battery Management Systems, Connected and Automated Vehicle designed specifically for Environmental Sustainability, Sustainable Freight Solutions, Sustainable Marine Solutions, Sustainable Aviation Solutions, Renewable Energy/Fuels for Transportation, Shared Mobility Solutions designed for Environmental Sustainability, ITS Solutions that Reduce Total Vehicle Kilometers Traveled, and Transportation Policies Aimed towards Climate Mitigation and Adaptation. For detailed historical data and previous conference editions, please refer to the FISTS conference history page: <https://ieee-itss.org/conf/fists/>

#### IEEE ICIRT - International Conference on Intelligent Rail Transportation

- **Scope & History**

IEEE ICIRT is a forum for scientists and engineers working in academia, industry and government to present their latest research findings and engineering experiences in application of "New Technologies to Improve Railway Capacity, Carbon emission, Cost and Customer satisfaction". Research papers and workshop proposals are invited on, but are not limited to, the following topics: Traffic management and train control System modeling and simulation System optimization Transportation planning and timetabling Condition monitoring RAMS Non-destructive testing Data modeling and integration Communication technology Railway infrastructure Intelligent rail transport Energy modeling and management Vehicle dynamics and control Capacity analysis Human factors System automation.

For detailed historical data and previous conference editions, please refer to the ICIRT conference history page: <https://ieee-itss.org/conf/icirt/>

#### IEEE ICVES - International Conference on Vehicular Electronics and Safety

- **Scope & History**

The IEEE International Conference on Vehicular Electronics and Safety (ICVES) is an annual forum sponsored by IEEE Intelligent Transportation Systems Society. It brings together researchers and practitioners to discuss vehicle electronics, and research and application aspects of safety systems.

For detailed historical data and previous conference editions, please refer to the ICVES conference history page: <https://ieee-itss.org/conf/icves/>

#### IEEE ISI - International Conference on Intelligence and Security Informatics

- **Scope & History**

The IEEE Intelligent Conference on Intelligence and Security Informatics (ISI), sponsored by the IEEE ITS Society, is the leading international scientific conference on interdisciplinary research on information technology for intelligence, safety, and security. Over the years, the conference has evolved from its traditional orientation of intelligence and security domain towards a more integrated alignment of multiple domains, including technology, humans, organization, and security. The scientific community has increasingly recognized the need to address intelligence and security threats by understanding the interrelationships between these different components, and by integrating recent advances from different domains.

For detailed historical data and previous conference editions, please refer to the ISI conference history page: <https://ieeetitss.org/conf/isi/>

## IEEE SOLI - International Conference on Service Operations and Logistics, and Informatics

- **Scope & History**

IEEE International Conference on Service Operations and Logistics, and Informatics (SOLI) service science, service operations, logistics, and informatics are becoming ever more complex and interdependent. They are playing an increasingly important role in today's world economy. Information and communications technology provides cyber-infrastructure and platforms to achieve more efficient and productive services operations. New types of service offerings are also emerging to meet the needs of customers and consumers. The IEEE Service Operations and Logistics, and Informatics (SOLI) conference series aims to bring together researchers and practitioners to discuss issues, challenges and future directions, and share their R&D findings and experiences in relative areas.

For detailed historical data and previous conference editions, please refer to the SOLI conference history page: <https://ieeetitss.org/conf/soli/>

## Financially Co-Sponsored Conferences

Financially co-sponsored conferences refer to events that are partially funded by IEEE ITSS along with another IEEE society or an external institute. This collaboration ensures shared financial responsibility and promotes interdisciplinary exchange.

### IEEE/ASME MESA - International Conference on Mechatronic and Embedded Systems and Applications

- **Scope & History**

IEEE/ASME International Conference on Mechatronic and Embedded Systems and Applications (MESA). Mechanical and electrical systems show an increasing integration of mechanics with electronics and information processing. This integration is between the components (hardware) and the information-driven functions (software), resulting in integrated systems called "mechatronic" systems. The development of mechatronic systems involves finding an optimal balance between the basic mechanical structure, sensor and actuators, automatic digital information processing and control in which embedded systems play a key role.

For detailed historical data and previous conference editions, please refer to the MESA conference history page: <https://ieeetitss.org/conf/mesa/>

### IEEE Vehicular Networking Conference (VNC)

- **Scope & History**

IEEE Vehicular Networking Conference (VNC) vehicular networking and communication systems is an area of significant importance in our increasingly connected and mobile world. Effective vehicular connectivity techniques can significantly enhance efficiency of travel, reduce traffic incidents and improve safety, mitigate the impact of congestion, and overall provide a more comfortable experience.

For detailed historical data and previous conference editions, please refer to the VNC conference history page: <https://ieeetitss.org/conf/vnc/>

## Technically Co-Sponsored Conferences

Technical Co-Sponsorship (TCS) by IEEE ITSS allows conference organizers to collaborate with ITSS in promoting high-quality technical programs. Under a TCS agreement, ITSS volunteers and members are involved in the technical program committee, while ITSS accepts no financial or legal liability for the meeting.

## Benefits of Technical Co-Sponsorship

By securing a TCS agreement with IEEE ITSS, conference organizers can benefit from:

- **Increased Visibility:** Leverage the IEEE ITSS brand for marketing and outreach efforts, enhancing the conference's credibility.
- **Promotion Opportunities:** Utilize ITSS channels for publicity and outreach to members and on social media platforms.
- **Publication Opportunities:** Ability to submit conference content to @IEEE Xplore, enhancing visibility and accessibility of research to a global audience.
- **Networking Opportunities:** Engage with ITSS members who are willing to contribute to the technical program.
- **Access to Resources:** Benefit from ITSS guidelines for proceedings publication and conference organization.

## Technical Co-Sponsorship Fees

- **IEEE:** There is an IEEE Technical Co-Sponsorship fee of \$1450, depending on if the conference has sponsorship with other IEEE Societies.
  - **First-Time ITSS TCS Application:** For the initial ITSS TCS, there will be no financial contribution required from ITSS and organizers are responsible for all associated IEEE fees.
  - **Subsequent ITSS TCS Applications:** For subsequent TCS requests, ITSS will provide a partial sponsorship of \$500 USD divided by  $m$ , where  $m$  is the total number of IEEE Organizational Units sponsoring your conference. The rest should be covered by the conference, and/or any other co-sponsoring IEEE Organizational Units. This is subject to financial/program outcomes from previous editions of the conference.
- **Post-conference:** If accepted for technical co-sponsorship, IEEE also charges a \$22/paper fee upon submission of content to IEEE Xplore, depending on if the conference has sponsorship with other IEEE Societies.

## TCS Application Process

To apply for Technical Co-Sponsorship with IEEE ITSS, please follow these steps:

### **Step 1: Expression of Interest / Application Submission**

- The conference organizer expresses their interest in having ITSS as a TCS by completing a designated [request form](#) and submit a complete application.

### [TCS Request Form](#)

### **Step 2: Committee Evaluation**

- The ITSS Conferences and Meetings Committee will evaluate the submitted application to ensure it meets all requirements.

### **Step 3: Board of Governors (BoG) Approval**

- If approved by the committee, the proposal will be forwarded to the IEEE ITSS BoG for final approval. Once BoG approval is received, the conference organizer will be notified of the sponsorship decision.

### **Step 4: IEEE Sponsorship Application**

- The conference organizer applies for a sponsorship MOU directly with IEEE, only after receiving the notification approval letter from ITSS. Application is done over [here](#).

### **Step 5: MOU Signing**

- Upon signing the MOU, the conference can officially recognize ITSS as a technical sponsor.

### Important Notes

- The application packet must be submitted by the conference general chair **at least 6 months** prior to the occurrence of TCS sponsored conference.
- The review of submitted applications for TCS may take **4-8 weeks** from the submission of the complete application.
- The conference must ensure that at least **2 ITSS members** are actively involved in the technical program.
- The conference must comply with **ITSS guidelines** for **proceedings publication** and **closing activities**.
- All papers must be in **English** and the conference scope must align with **IEEE ITSS technical scope**.
- While not mandatory, it is **recommended** to offer a **reduced registration fee** for ITSS members attending the TCS conference.

### TCS Best Practices

- From the very beginning stages of planning a conference, it is important to start communication with ITSS to have established the conference's contribution to the community.
- IEEE ITSS strives to be inclusive in all conferences; having international organizing and technical committees is important and taken into consideration during application review.
- Conference organizers should ensure that the conference does not have dates overlapping with IEEE ITSS conferences in the same subject area.
- It's important to have a very defined conference scope that can be seen from a clear and concise call for papers.
- Ensure the conference website is functional and includes critical information such as important dates and a call for papers.
- IEEE strives to ensure quality technical research; we will make sure the conference is conducting a quality review looking at paper acceptance rate and the number of reviewers per papers, among others.

## Bidding & Proposal Procedures

This chapter details the procedures for bidding on and preparing proposals for IEEE ITSS flagship and financially sponsored/co-sponsored conferences.

### Initial Contact & Expression of Interest

- **Expression of Interest**
  - The process begins when the planned General Chair contacts IEEE ITSS Conferences Standing Committee by emailing [conferences@ieee-itss.org](mailto:conferences@ieee-itss.org).
  - This initial email should briefly describe the interest in one of IEEE ITSS conference series, including the intended theme, a preliminary vision of the technical program, and the expertise of the organizing team.
- **Preliminary Meeting**
  - If needed, IEEE ITSS VP for Conferences will schedule a short meeting to discuss open points, clarify proposal requirements, and ensure alignment with ITSS strategic goals.
  - The meeting aims to address key aspects such as expected attendance, technical scope, and financial considerations.

### Proposal Preparation

Prepare the proposal using the provided presentation template, which includes:

- **Organizing Committee:** Confirm at minimum the General Chair, Program Chair, and Finance Chair. For flagship events, inclusion of experienced co-chairs is preferred.
- **Venue Information:** Provide details about the hosting city, the selected venue (hotel, convention center, university campus, etc.), capacity figures, and photos. Include evidence of initial contact and estimated hosting costs.
- **Conference Dates:** Propose two alternative date sets, ensuring compliance with society guidelines and avoiding overlap with other events (coordinate with the VP Conferences).
- **Planned Technical Program:** Present a preliminary program outline (keywords, highlights, and a table template) per the conference series guidelines.
- **Finances:** Include a preliminary budget using the provided Excel template. Use the “local currency” sheet and convert to USD or directly fill in USD. Ensure that expense estimates are validated locally and target a surplus of 15–20% under conservative attendee estimates. The estimates can be as a range of different venues and suppliers.
- **Planned Sponsors:** List potential sponsors from industry, local government, etc., with estimated support.
- **Other Relevant Information:** Provide any additional details that support the evaluation of the proposal.

### Bidding Timeline & Review Process

- **Timeline:**
  - **Flagship conferences:** Bidding should commence 24–36 months before the event.
  - **Other financially sponsored conferences:** Bidding should start 12–24 months before the event.
- **Review Period:** Allow at least a two-month review period after proposal submission.

- **Competitive Bidding:** For flagship conferences, require at least two bids with a competitive evaluation. Chairs may be invited to present their proposals (15 minutes presentation followed by 5–10 minutes discussion).
- **Evaluation & Approval:**
  - The IEEE ITSS Conferences Standing Committee reviews proposals, focusing on each proposal section (organizing committee, venue, dates, technical program, finances, sponsors) compared to previous editions, with a deep dive into the budget.
  - A motion is prepared for the IEEE ITSS Board of Governors (BoG).
  - **Outcome:**
    - **Acceptance:** An acceptance letter is sent with next steps and a plan for a kickoff meeting with the VP Conferences.
    - **Rejection:** A justification is provided.

### **Mandatory Policies for Proposals**

1. **Paper Management System:** All proposals must commit to using Paperplaza/Papercept (no exceptions until 2029; waived setup fee with a 25% discount).
2. **Conference Website:** Must use the society-provided template and domain; chairs receive admin access.
  - Website requests cannot be made until the Conference Application is approved.
  - Once created by the IEEE ITSS Webmaster, organizers will receive “how-to” guidelines. The website must include the following at launch:
    - Important Dates (for Call for Papers) on the Home Page.
    - Call for Papers and Submissions Guidelines on an Authors Page.
    - An Organizing Committee List (photos optional; consent forms required).
    - A Welcome Message on the Home Page.
3. **Finance & Banking:** All finances must be managed via an IEEE Concentration Bank (CB) account unless an exception is pre-approved by the IEEE ITSS Conferences Standing Committee.
4. **Professional Conference Organizer (PCO):** If a PCO is involved, disclose and provide a preliminary Statement of Work (SOW) at the proposal stage.
5. **Budget Justification:** Provide clear rationale for cost estimates and refer to the Finance Chair’s guidelines regarding registration fee caps.
6. **Contract Policy:** As soon as a supplier is confirmed, inform the IEEE ITSS Conferences Standing Committee to start the contract process. For purchases over US\$1,000, an approved purchase requisition is required, and all contracts must be signed by IEEE Staff. Applicable to (Conference Venues, Banquet/restaurant contracts, catering, hotels, entertainment/AV, transportation, and PCO contracts).
7. **Post-Conference Policy:** Complete final steps for publication (including formatting and marking no-shows) within one-month post-conference. Distribute the link to the post-conference survey to all attendees and authors.
8. **Formalized No-Show and Publication Policy:** Clearly document and enforce that only papers presented at the conference will be published in IEEE Xplore

## 9. Conference Finances Guidelines

Managing the finances of a conference is a critical aspect of successful event planning. A robust financial strategy ensures that all expenses are covered, revenue targets are met, and the event remains financially viable. Key elements of conference financial management include:

### **Budget Planning**

A detailed budget plan should be developed early in the planning process. This includes estimating all potential costs such as venue rental, catering, marketing, travel, speaker fees, and other miscellaneous expenses. It is crucial to include a contingency fund to cover unexpected expenses. After the conference proposal is approved, three budgets must be submitted for IEEE ITSS approval and to IEEE:

#### **Pre-Conference Budget**

This budget includes updated values to the initial estimates, including the estimated number of paper submissions and attendees based on the conference history over the last years. The expenses are checked locally with preliminary offers.

- Develop a comprehensive projected budget detailing expected revenue (registrations, sponsorships) and expenses (venue, logistics, publications).
- Submit the pre-conference budget for IEEE ITSS approval.
- Aim for a maximum surplus of 20% over projected expenses for financially sponsored conferences.

#### **Interim Budget**

An update to the estimates, this budget must be submitted within four weeks from the conference paper submission deadline since the number of submitted papers is no longer an estimate, allowing for more accurate budget adjustments.

- Update the budget within four weeks after the conference submission deadline, reflecting the actual number of submitted papers and sponsorship data, if any.
- Adjust expenses based on confirmed contracts and vendor costs.
- Obtain IEEE ITSS approval for any significant deviations.

#### **Final / Actual Budget**

This final budget must be submitted within eight weeks after the conference ends, along with the closure and finance report indicating the final surplus. These budgets are compared to one another to analyze deviations from the initial estimates to the interim updates to the actual values, building lessons learned for future organizers.

- Finalize a detailed financial report within eight weeks after the event, including all income, expenses, surplus, and outstanding payments.
- Submit the final financial report along with all receipts and bank closure statements to IEEE ITSS for review and archiving.

### **Revenue Generation**

Identify and secure various revenue streams to fund the conference. Common sources include registration fees, sponsorships, exhibitor fees, and grants. It is important to set realistic revenue targets based on historical data and market research.

### **Expense Management**

Careful monitoring and management of expenses are vital to stay within budget. Regularly review actual expenditures against budgeted amounts and make adjustments as necessary. Implement cost-saving measures where possible without compromising the quality of the conference.

## Surplus Planning

Aim to achieve a surplus between 15% to 20%, with a target of 20% as the optimal and maximum goal. This ensures the financial health of the conference, providing a buffer for future events. Care should be taken not to exceed this surplus to maintain balance and fairness in pricing for attendees.

## Registration Fee Caps

Adhere to the guidelines provided regarding registration fee caps. Ensure that the fees are set at a level that covers costs while remaining attractive to potential attendees.

## Sponsorship and Grants

Actively seek out sponsorship and grant opportunities. Develop attractive sponsorship packages that offer value to sponsors. Tailor grant applications to align with the objectives of potential funding bodies.

## Banking Options

Once the budget is finalized, organizers must open a compliant conference bank account with IEEE NextGen Banking (NG):

- Preferred for events in USD or CAD, functioning similarly to a local checking account with revenue collection, check issuance, and online transfers.
- Funds may earn monthly interest.
- *To open an NG account:* Contact your conference business analyst or email [conference-finance@ieee.org](mailto:conference-finance@ieee.org).

## Financial Reporting

Transparent and accurate financial reporting is essential. This includes regular updates to stakeholders, detailed financial statements, and compliance with any regulatory requirements. Ensure all financial records are meticulously maintained for auditing purposes.

### After the Event:

- Close dedicated conference bank accounts (excluding NG accounts) within six months, submitting final bank statements (showing zero balance) to the CEE Business Operations team.
- For pre-existing accounts, ensure all conference funds are returned to the sponsoring OUs and notify the CEE Business Operations team.

## Technical Program Guidelines

The technical program is central to an IEEE ITSS conference. This section outlines the steps to develop, review, and finalize the technical content.

### Call for Papers/Proposals

- **Announcement & Guidelines:**
  - Issue a formal CFP with detailed instructions on formatting (using IEEE templates), scope, and deadlines.
  - Provide clear evaluation criteria and submission procedures.
- **Promotion:**
  - Leverage IEEE ITSS channels, partner networks, and social media to promote the CFP.

### Submission Process

- **Online Submission System:**
  - Utilize a dedicated online platform for submissions, ensuring ease of access and compliance.
- **Preliminary Screening:**
  - Conduct an initial review to verify adherence to formatting and scope requirements.

### Peer Review Process

- **Reviewer Selection:**
  - Form a diverse Technical Program Committee comprising subject-matter experts.
- **Review Criteria & Workflow:**
  - Establish evaluation metrics (technical merit, originality, clarity, relevance).
  - Assign multiple reviewers per paper and implement a double-blind review process where possible.
- **Conflict Resolution:**
  - Set up a mechanism for resolving discrepancies in reviews, including secondary reviews or committee discussions.

### Program Finalization

- **Acceptance & Feedback:**
  - Notify authors of paper decisions (acceptance, conditional acceptance, or rejection) with clear feedback.
- **Session Scheduling:**
  - Organize accepted papers into sessions, balancing topics and formats (oral, poster, panel).
- **Keynotes & Special Sessions:**
  - Confirm keynote speakers and special sessions to complement the technical content.
- **Final Approval:**
  - Finalize and submit the technical program for IEEE ITSS and IEEE MCE review.

## **Publication & IEEE Xplore Compliance**

- **IEEE Conference Publications Program (CPP):**
  - Ensure all accepted papers are formatted and submitted in accordance with IEEE guidelines.
- **Copyright & Documentation:**
  - Collect completed eCFs and LOAs for all accepted papers.
- **Final Corrections & Publication:**
  - Address any formatting or compliance issues prior to final publication on IEEE Xplore.

## **Logistics & Local Arrangements Guidelines**

This section provides guidelines to ensure smooth on-site operations and overall event logistics.

### **Venue Selection & Contracting**

- **Selection Criteria:**
  - Evaluate venue capacity, location, available technology, and cost.
- **Contracting Process:**
  - Conduct site visits, negotiate terms, and review contracts for compliance with IEEE ITSS guidelines.
- **Accessibility & Safety:**
  - Ensure the venue meets safety, accessibility, and regulatory requirements.

### **Vendor Coordination**

- **Vendor Identification:**
  - Identify and engage experienced vendors for catering, audiovisual, transportation, and technical support.
- **Service Agreements:**
  - Negotiate clear service contracts with defined deliverables, payment terms, and contingency clauses.
- **Regular Coordination:**
  - Schedule periodic check-ins with vendors and designate a point-of-contact for on-site coordination.

### **On-Site Arrangements**

- **Registration & Check-In:**
  - Establish an efficient pre-registration and on-site check-in process, including help desks and badge distribution.
- **Signage & Wayfinding:**
  - Provide clear directional signage and digital displays for real-time updates.
- **Technical Support:**

- Test and secure all audiovisual and IT equipment before the event; arrange for on-site technical assistance.
- **Catering & Refreshments:**
  - Coordinate meal planning and ensure provisions for dietary restrictions.

## **Safety & Contingency Planning**

- **Health & Safety Protocols:**
  - Ensure compliance with local health and safety regulations and prepare emergency evacuation plans.
- **Contingency Measures:**
  - Develop backup plans for technical failures, vendor disruptions, or adverse weather conditions.
- **Communication:**
  - Set up an on-site command center and use mobile apps or digital signage to provide real-time updates in emergencies.

## **Industry & External Engagement Guidelines**

Building robust relationships with industry partners and external stakeholders enhances the conference's impact.

### **Industry Sponsorships**

- **Identification & Outreach:**
  - Identify potential industry partners aligned with the conference's technical focus.
  - Communicate the value proposition, highlighting benefits such as brand exposure and networking opportunities.
- **Sponsorship Packages:**
  - Develop tiered sponsorship packages (e.g., Platinum, Gold, Silver) and customize proposals as needed.
- **Agreement & Compliance:**
  - Formalize sponsorships with contracts or MoUs, ensuring alignment with IEEE ITSS guidelines.

### **Exhibitor Engagement**

- **Exhibitor Recruitment:**
  - Target companies and organizations in the field of intelligent transportation systems.
- **Package Options:**
  - Define clear exhibit packages with booth specifications and support services.
- **On-Site Management:**
  - Assign a dedicated coordinator to manage exhibitor setup, technical requirements, and feedback collection.

## External Partnerships

- **Academic & Research Collaborations:**
  - Partner with universities, research centers, and academic societies to enrich the technical program.
- **Professional Organizations:**
  - Collaborate with other IEEE societies and external organizations for joint sessions, workshops, or panels.
- **Media & Public Relations:**
  - Leverage press releases, social media, and IEEE ITSS newsletters to promote partnerships and industry involvement.

## Measuring Engagement & Impact

- **KPIs:**
  - Track metrics such as the number of sponsors, exhibitor satisfaction, and lead generation.
- **Feedback & Reporting:**
  - Collect post-event feedback from sponsors, exhibitors, and attendees to refine engagement strategies.

## Organization Guidelines & Templates

This chapter provides detailed guidelines, policies, and templates for various aspects of conference organization. Each section includes policies and templates that chairs must follow. These guidelines ensure standardization and adherence to IEEE ITSS best practices.

## Legal & Contractual Requirements

IEEE ITSS conferences must be conducted within a strong legal framework to ensure compliance with IEEE policies, protect intellectual property, and mitigate risks associated with hosting a large-scale event. This chapter provides:

- Procedures for contract review and approval.
- Guidelines for securing appropriate insurance coverage.
- Risk management protocols, including contingency plans.
- Guidelines for handling intellectual property and confidentiality.
- Procedures for maintaining transparency through regular documentation and auditing.

### Memorandum of Understanding (MoU) and Professional Conference Organizer (PCO) Agreements

- **MoU Requirements:** For all co-sponsored or collaborative events, an MoU must be prepared and signed. This MoU shall define:
  - Roles and responsibilities of each sponsoring entity.
  - Financial commitments and surplus distribution.
  - Conditions for termination or amendment.
- **PCO Engagement:** If a Professional Conference Organizer (PCO) is involved:
  - Disclose the PCO's involvement at the proposal stage.

- Submit a preliminary Statement of Work (SOW) detailing the PCO's responsibilities.
- The PCO agreement should be aligned with the IEEE Master Management Services Agreement (MMSA).
- For any questions regarding the MMSA, organizers should contact [conference-contracts@ieee.org](mailto:conference-contracts@ieee.org).

### Insurance, Liability, and Risk Management

- **Event Liability Insurance:** All conferences must secure liability insurance to cover any incidents that occur during the event. This may include:
  - General Liability Insurance
  - Cancellation Insurance
  - Property Damage Coverage
- **IEEE Umbrella Coverage:** For financially sponsored events, IEEE may provide umbrella insurance coverage. Organizers must verify the extent of this coverage and ensure that vendor contracts also include their own coverage where necessary.
- **Risk Identification:** Identify potential risks across all aspects of the conference, including:
  - Venue-related risks (e.g., cancellation, safety hazards)
  - Technical and IT failures (e.g., equipment malfunctions, connectivity issues)
  - Financial risks (e.g., lower than expected attendance or sponsorship shortfalls)
- **Mitigation Strategies:** For each identified risk, develop contingency measures such as:
  - Alternative vendor or venue options.
  - Backup technical equipment and IT support.
  - Flexible budget lines to cover unexpected expenses.
- **Force Majeure and Cancellation:** All contracts must include a force majeure clause detailing scenarios in which contractual obligations can be suspended or terminated (e.g., natural disasters, pandemics). Procedures for cancellation or rescheduling should be clearly defined.
- **Emergency Protocols:** Establish written emergency procedures that include:
  - Emergency evacuation plans for the venue.
  - Designated on-site safety coordinators.
  - Communication protocols in case of an emergency.

### Event Conduct and Safety

IEEE ITSS is committed to an environment that fosters open dialogue, collaboration, and innovation while ensuring the safety and well-being of every participant. All conference participants—attendees, speakers, organizers, sponsors, and vendors—are expected to comply with the IEEE Event Conduct and Safety Statement. This statement mandates zero tolerance for discrimination, harassment, or bullying in any form.

#### Key Elements:

- **Respect and Inclusivity:** All interactions should be respectful. Discriminatory or derogatory comments based on gender, race, religion, sexual orientation, disability, or any other characteristic are strictly prohibited.

- **Safety and Security:** Attendees must follow all venue safety guidelines and emergency protocols. IEEE ITSS will work with venue management to ensure that emergency procedures (such as evacuation plans) are clearly communicated and accessible.
- **Professionalism:** All participants are expected to behave in a professional manner during the conference. This includes adhering to scheduled sessions, respecting the time of presenters and fellow attendees, and maintaining decorum in all conference activities.
- **Ethical Standards:** IEEE policies, including the IEEE Code of Conduct, must be upheld. This encompasses appropriate behavior in discussions, sessions, and informal interactions.

### Participant Responsibilities

All conference participants must:

- **Adhere to the IEEE Event Conduct:** Follow all stated guidelines and treat all participants with courtesy and fairness.
- **Acknowledge the Code of Conduct:** Confirm agreement to the IEEE Event Conduct and Safety policies during the registration process via a mandatory checkbox.
- **Report Misconduct:** Immediately report any incidents of harassment, discrimination, or unsafe conditions to designated conference staff or via the provided reporting channels.
- **Cooperate with Investigations:** Provide necessary information if requested by the designated safety officer or a committee investigating a report.

### Organizer Responsibilities

The conference organizers are accountable for implementing and enforcing these guidelines.

Specific responsibilities include:

- **Communication of Policies:** Clearly communicate the IEEE Event Conduct and Safety Statement through the conference website, registration materials, and at the opening session.
- **Training and Briefing:** Provide safety and conduct training to all staff, volunteers, and on-site personnel before the event.
- **Establishing Reporting Mechanisms:** Set up multiple reporting channels (e.g., designated email like [eventconduct@ieee.org](mailto:eventconduct@ieee.org), on-site safety desks, mobile app alerts) so that participants can report issues confidentially.
- **Incident Response:** Designate a safety officer or an incident response team responsible for handling reported issues swiftly and fairly.
- **Documentation and Follow-Up:** Maintain records of all reported incidents and follow up to ensure that appropriate remedial action is taken and that confidentiality is preserved.

### Templates

- Proposal Presentation Template
- Budget Template
- Organizing Committee Contact List Template
- Call for Papers Template
- [Conference Contracts Guidelines & Templates - IEEE CEE](#)

## KPIs & Benchmarks

Evaluating conference performance through key performance indicators (KPIs) is vital for continuous improvement.

### Key Performance Indicators

- **Attendance Metrics:** Percentage of on-site attendance.
- **Acceptance Rates:** Number of submissions, average reviewer ratings, and acceptance percentages.
- **Financial Performance:** Budget adherence, surplus generation, and sponsor contributions.
- **Sponsor & Exhibitor Engagement:** Number of signed sponsorships, satisfaction scores, and lead metrics.
- **Attendee Satisfaction:** Survey results and Net Promoter Score (NPS).

### Benchmarking & Target Values

An example benchmark table (to be refined with historical data) might include:

KPI	IEEE Benchmark	ITSS Target Value	Comments
<b>On-Site Attendance</b>	80% of registrants	90% of registrants	Aim for high engagement and minimal no-shows
<b>Paper Acceptance Rate</b>	30–40%	30–60%	Balances quality with inclusivity
<b>Sponsor Engagement</b>	At least 2 sponsors	At least 2 sponsors	Includes tiered sponsorships
<b>Financial Surplus</b>	20% surplus	15–20% surplus	Ensures financial health
<b>Attendee Satisfaction (NPS)</b>	50 or above	60 or above	Indicates high satisfaction
<b>Exhibitor Satisfaction</b>	75% positive feedback	80% positive feedback	Measures value provided to exhibitors

These benchmarks guide performance expectations and should be refined based on data from previous IEEE ITSS events.

## References & External Links

- Conference Application:  
<https://www.ieee.org/conferences/organizers/conf-app.html>
- Compliance Form:  
<https://www.ieee.org/about/compliance/conflict-of-interest/coiandpob.html>  
*Note: Instruct users to select "Conference Business Operations" as the group name.*
- Publication Form:  
<https://www.ieee.org/conferences/organizers/conf-app.html?appName=Publication>
- IEEE Policies:  
<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/corporate/ieee-policies.pdf>
- IEEE Code of Conduct:  
[https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/ieee\\_code\\_of\\_conduct.pdf](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/ieee_code_of_conduct.pdf)
- Conference Contracts Guidelines & Templates:  
<https://events.ieee.org/planning-basics/finance-contracts/contracts-guidelines-templates/>
- On-demand training modules - IEEE's Center for Leadership Excellence (CLE):  
<https://ieee-elearning.org/CLE/>

## Appendix F

### Procedures and Guidelines for Technical Activities Standing Committee

#### F1. Approval process of a new TC

- 1) To propose a new TC, the candidate must submit a proposal to the VP of Technical Activities, please use the template shown below:  
The form will be given to a candidate from the VP.

<p><b>1. Name of a new Technical Committee</b></p>
<p><b>2. Short Description</b></p> <p>Please provide a brief description (1-2 sentences) that summarizes the purpose and focus of the ITSS Technical Committee (Please delete gray sentences when you write)</p>
<p><b>3. Goal</b></p> <p>Define the primary goal of your committee. What is the main objective you aim to achieve within the scope of content updates.</p>
<p><b>4. Name of Committee Chair and Co-Chair(s) and their contact emails</b></p> <p>First -Name Last-Name, Affiliation, Country (One person one line)</p>
<p><b>5. Committee Member List</b></p> <p>List the names of committee members who could join to work as the member. The names listed could be candidates.</p> <p>First -Name Last-Name, Affiliation, Country (One person one line)</p>
<p><b>6. Activity Plan</b></p> <p>Provide an outline of your committee’s activities. What steps are you taking to achieve your goals. Include bullet points describing your activities.</p>
<p><b>7. Draft keywords of a new TC</b></p> <p>The keywords are related to the TC contribution of “<b>Contribution as Associate Reviewers or Reviewers for Our Two Flagship Conferences</b>” explained in the document “Creation process to launch new TC”.</p>

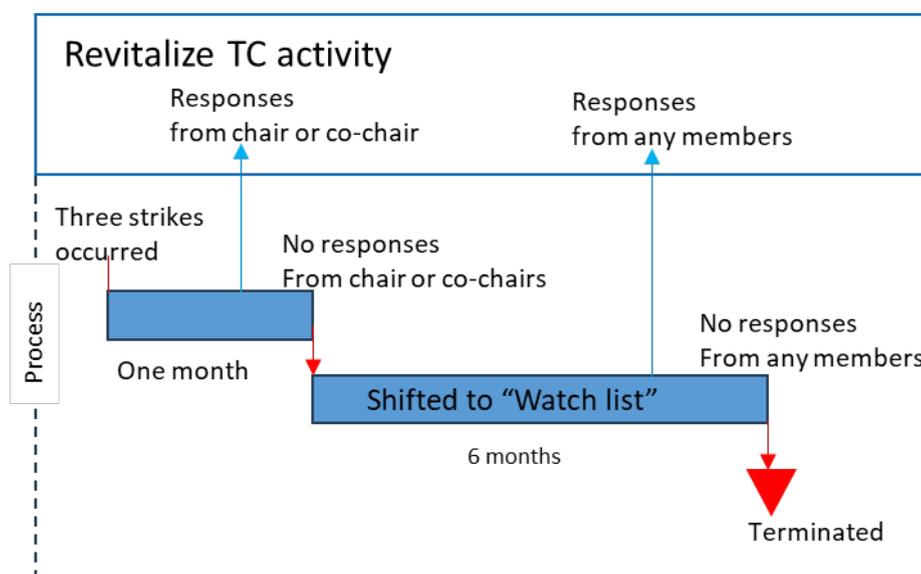
**Fig. F1: Application Form**

- 2) After receiving the form from a candidate, VP will circulate it to the standing committee for comments.
- 3) If no objections are raised by the standing committee within two weeks, The VP will declare the new TC approved via a circulated email.
  - If there are objections or comments, email-based discussion will be held among the standing committee. After collecting information and comments, VP will decide.
- 4) After the declaration, the VP will notify the candidate of the TC's approval.
- 5) With the approval, activity of the new TC will start. Also, content of the new TC must be uploaded to the web page. (The procedure will be explained in the section F.3)

## F2. Process of eliminating an inactive TC

- 1) If VP notices an inactive\*<sup>1)</sup> TC, VP will send a letter to chair and co-chairs and also TC members whose email addresses are known to operational manager to revitalize activity. Also, this notification will be sent to the standing committee.
- 2) Upon receiving the letter, TC chair and co-chairs must respond within one month to VP expressing their intent to vitalize the activities or not.
- 3) If no reply is received within one month, the TC will list in the "watchlist" on the web to inform that TC will be eliminated within 6 months.
- 4) CASE 1: If VP receives the decision for continuing TC activity, a new activity plan should be submitted within one month. Any TC member may continue the TC as the next chair or co-chair if the current chair and co-chair do not response. CASE2: If no one responds or VP receives decision to close the TC, this TC is officially terminated and VP will notify the closure to the standing committee.

\*1: Currently three strikes rule is applied. No responses to emails or invitations from ExCom including VP for Technical Activities or operational managers for three times.



## Figure F2: Timeline of the process

### F3. Instruction of updating web pages

- 1) TC must update its content every year before the year ends. Past achievements and plans should remain unchanged. Achievements from the current year and plans should be added.

It would be desirable to show some deliverables or snapshots as one part of achievements. The pages should be appealing to newcomers and encourage participation.

**Technical Committees (Required)** **Create or update a committee page? (Required)**

Create a new committee page

Update an already existing committee page

**Short Description**

Please provide a brief description (1-2 sentences) that summarizes the purpose and focus of the ITSS Technical Committee.

**Goal**

Define the primary goal of your committee. What is the main objective you aim to achieve within the scope of content updates?

**Chair (Required)** **Co-Chair(s)** **Advisor**

First Last

**Committee Contact Email (Required)** **Committee Website, if any**

**Committee Members List**

List the names of committee members who actively contribute to the ITSS Technical Committee: First-Name Last-Name, Affiliation, Country (Line Separated)

**Activity Plan** **Activity Report**

Provide an outline of your committee's activities. What steps are you taking to achieve your goal? Include bullet points describing your activities, and make sure to specify the last date when this plan was updated.

Please provide a summary of the activities and achievements of the ITSS Technical Committee for the year. Highlight any significant milestones, projects, or outcomes.

**Fig.F2: Web-based Form to Update Activity**

### Figure F3: Blank form to update TC Activities

- 2) In order to create TC pages, please follow the guidelines on the update web pages listed as follows:

<https://iee-itss.org/technical-activities/content-update/>

Once clicked the URL, the following fill-in-the-blank will appear for your input assistance. The updated web pages will be made public a few days later after webmaster confirms the contents. Also VP will be notified by email titled “New submission from Technical Committees - Content Update”.

You can view the current listing of all ITSS Technical Committees from the following URL:

<https://iee-itss.org/technical-activities/>

#### **F4. Instruction to notify TC’s activity through SNS or email, SNS: LinkedIn, Facebook, X, Instagram**

- 1) As part of our society Outreach efforts in support of the VP Technical Activities, the ITSS Technical Committees Chairs Hub is provided– your go-to destination for connecting, sharing, and staying informed within the ITSS community.

The ITSS Technical Committees Chairs Hub can be accessed at:

<https://iee-itss.org/technical-activities/content-update/>

**Fig.F4:** Web-based Form to Distribute TC Activity through email or SNS

### F5. Contribution as the Technical Program Committee members to one of our financial sponsor/co-sponsor conferences

To make our smaller conferences more active and attractive, each TC must determine which conference TC wants to work with. The role of TC members is served as conference program chair, overseeing the entire process from the manuscript submission to the selection of manuscripts, designing of the conference final program, and allocating of papers to conference sessions.

Below is a list of our financially and co-financially sponsored conferences.

Each TC must select one or more conferences.

**Table F1: Financially Sponsored/Co-Sponsored Conferences**

Financially Sponsored Conferences	
IEEE ICIRT	International Conference on Intelligent Rail Transportation
IEEE SOLI	International Conference on Service Operations and Logistics, and Informatics
IEEE ICVES	International Conference on Vehicular Electronics and Safety
IEEE ISI	Intelligence and Security Informatics

IEEE FISTS	Forum for Innovative Sustainable Transportation Systems
<b>Financially Co-Sponsored Conferences</b>	
IEEE/ASME MESA	International Conference on Mechatronic and Embedded Systems and Applications
IEEE VNC	IEEE Vehicular Networking Conference

Following recent discussions, each TC has been assigned to the following financially and co-financially sponsored conferences at IV2025 at Romania

**Table F2: Current assignment of TC to conferences**

Conference	TC Portfolio Responsible 1	TC Portfolio Responsible 2
<b>FISTS</b>	3. Human Factors in ITS	18. Safe and Certifiable Navigation for Mobility Agents and Autonomous Systems (Navigation for Intelligent Vehicles)
<b>ICIRT</b>	6. Railroad Systems and Application	15. Energy-efficient Connected Vehicles
<b>ICVES</b>	4. Decision and Control in Transportation Systems	11. Emerging Transportation Technology Testing
<b>ISI</b>	2. Cooperative and Connected Vehicles	14. Human-Centered AI in transportation
<b>MESA</b>	12. Intelligent Waterborne Transportation Systems	17. Automated Mobility in Mixed Traffic
<b>SOLI</b>	1. Artificial Transportation Systems and Simulation	16. Smart Mining Theory and Technology
<b>VNC</b>	10. Internet of Things in ITS	13. Intelligence and Security Information for Transportation System

N.B

- 7. TC of Self Driving Automobiles is regularly organizing workshops at IV and ITSC. These workshops are regarded as the same role explained.
- The following three TCs are not decided to which conferences they will contribute: (as of Jun 21,2025@IV2025 BOG meeting @Romania)
  8. Smart Mobility and Transportation 5.0
  9. Traffic and Travel Management

## F6. Contribution as Associate Reviewers or Reviewers for Our Two Flagship Conferences

Each TC has to work as reviewers or associate reviewers for either IV or ITSS. Chairs or co-chairs must serve as associate reviewers, while members should contribute as reviewers.

To group all members in the same category, common keywords for the TC must be listed up to 8 items.

Once decided, the keywords must be registered into “Personal Information Form” through IEEE ITS Society page.

## F7. Procedure of mechanism for members to join a TC via the website

The web page shown in the following link is the whole names of TCs.

<https://iee-itss.org/technical-activities/>

If someone is interested in a specific TC activity, a person can contact displayed in each TC’s “Contact Committee”. The GUI is like the following:



F5: GUI to Ask Participation to a Specific TC

## F8. Selecting Process of this Year’s Achievement Award

Based on the following KPIs, every year Year’s Achievement Award is given to a TC. The awarded committee will be formed by VP of Technical Activities. The committee will consist of five members selected from the President and other BoG members who are not the member of any TCs and the members will be appointed by VP for Technical Activities.

The selection process of the applicable year will be conducted the next year. (ex. If the applicable year is 2025, the selection process will start next year, 2026 January).

Awarded TC will be announced at IV BOG meeting also given the certificate.

The awarded TC will have next chance at an interval of at least two years. (ex. 2025 Awarded, next chance would be the year 2028)

## F9. Financial Support to have TC meetings/workshops during two conferences organized by TC

TC can ask financial support having TC meetings/workshops for lunch support. Each member may receive up to USD 50, with a maximum of USD 500 per TC.

The same TC can benefit one time/year.

TC chair must inform VP for TA in one month advance.

Up to five TCs may receive support at each IV and ITSC, totaling ten TCs per year.

## **F10. Approved Technical Committees**

The following are the TCs authorized as of June 21<sup>st</sup> 2025. The BoG may establish additional Technical Committees at their discretion, without prior need to modify this Operations Manual.

- TC-1: Artificial Transportation Systems and Simulation
- TC-2: Cooperative & Connected Vehicles
- TC-3: Human Factors in ITS
- TC-4: Decision and Control in Transportation Systems
- TC-5: Naturalistic Driving Data Analytics
- TC-6: Railroad Systems & Applications
- TC-7: Self Driving Automobiles
- TC-8: Smart Mobility and Transportation 5.0
- TC-9: Traffic and Travel Management
- TC-10: Internet of Things in ITS
- TC-11: Emerging Transportation Technology
- TC-12: Intelligent Waterborne Transportation Systems
- TC-13: Intelligence and Security Information for Transportation System
- TC-14: Human-Centered AI in Transportation
- TC-15: Energy Efficient Connected Vehicles
- TC-16: Smart Mining Theory and Technology
- TC-17: Automated Mobility in Mixed Traffic
- TC-18: Safe and Certifiable Navigation for Mobility Agents and A

## **Appendix G**

### **Procedures and Guidelines for Industry & Standards Standing Committee**

**TBA**

## Appendix H

### Procedures and Guidelines for Nominations & Appointments Standing Committee

#### H.1 Board of Governors Nominations

##### H.1.1 Nomination & Election Process

**Note:** This process is to be implemented in each and every calendar year

1. **January-February:** The N&A Committee to be established and approved by the ITSS BoG.
2. **March,** the N&A Committee to discuss a draft of the Call for BOG Nominations, produce its Final Draft and submit it to BoG for the approval, including the Web Form
3. **05 April:** Operations Manager to send the ITSS Call for BoG Nominations out to the ITSS membership via email, including the ITSS Newsletter, posted on the ITSS Website, and on the ITSS SM Accounts with reminders. Nominations and self-nominations to be submitted via Webform
4. **05 April – 15 May:** Operations Manager to prepare evaluation spreadsheets including all the decision-making criteria
5. **15 May:** Nomination Submission Deadline
6. **15 May – 17 May:** Operations Manager to check the validity of the nominations received and send evaluation spreadsheets to the N&A Committee Members.
7. **17 May – 15 June:** The N&A Committee to review the nominations received, rank the nominees and produce a Slate of the BoG candidates.
8. **15 June:** The N&A Committee Chair to submit the Committee's Slate to the ITSS BoG for their approval.
9. **15 July (Bylawed Date):** Operations Manager to submit the Approved Slate to IEEE

##### H.1.2 Selection Criteria

**C1:** *Extent of contributions to the profession and technical accomplishments (in relation to the nominee's years in the field).*

**C2:** *Extent of contributions to the ITSS and the IEEE.*

**C3:** *Knowledge of and engagement with the ITSS operations (its technical committees, chapters, publications, conferences, etc).*

**C4:** *Evidence of the candidate's ability to act as a leader and work within a team setting.*

**C5:** *Vision, values, and goals to be achieved during the mandate.*

##### H.1.3 BoG Nominations Demographics

Note: Demographics of the proposed Slate is expected to reflect demographics of the Society's membership from the viewpoints of various demographics' aspects such as region representations, academia/industry representations, young professionals, etc. To achieve that, the following stats are expected to be prepared:

Candidate	Selection Criteria					Total YES Votes	On the Slate (Y/N)
	C1	C2	C3	C4	C5		

### H.1.4 The Recommended BoG Slate and its Demographics

The **minimum of eight candidates** must be included in the Slate for the five members to be elected in each year.

<b>FINAL BoG Nominations Slate Recommended to the ITSS BOG for Approval</b>

Stats	Current ITSS Membership	Nominations Received	Recommended Slate
Industry			
YP (under 40)			
Region 1-6			
Region 7			

Region 8			
Region 9			
Region 10			

Historical evidence of a **percentage of returns** from on-line voting:

Society	2019 Returns	2020 Returns	2021 Returns	2022 Returns	2023 Returns
ITSS	17.15%	20.37%	19.77%	15.08%	13.17%
<b>IEEE Average</b>	20%	21%	21%	18%	16%

=====

## H.2 Society Officer Nominations

### H.2.1 Call For Officer Nominations Template

**Note:**

The Call must be published in August of each year. Of course, specific dates should always be updated

**CALL FOR ITSS OFFICER NOMINATIONS**  
**Deadline: 05 September 2024**

Dear ITSS Members,

In this year, the IEEE ITS Society welcomes nominations and self-nominations for the following 2025-2026 leadership positions:

- VP of ..... (incumbent officer is not eligible for re-election)
- VP of .....(incumbent officer is eligible for re-election)
- .....
- .....

Position descriptions for these positions are described in the Bylaws [https://ieee-itss.org/wp-content/uploads/IEEE-ITSS Bylaws.pdf](https://ieee-itss.org/wp-content/uploads/IEEE-ITSS_Bylaws.pdf). In addition to the duties described in the Bylaws, officers are required to attend the Board of Governors (BoG) meetings. In each year, there are two on-site BoG meetings, one in conjunction with the IEEE IV Symposium in the summer and the one in conjunction

with the IEEE ITS Conference in the fall. The travel costs are reimbursed for these meetings. Additional, virtual BoG meetings will also be held in each year.

**Candidate Guidelines**

Eligibility to run and hold the offices of the Vice President positions is open to all Society officers, BoG members, and technical and standing committee chairs, who held one or more of such positions for at least one year during the five years prior to the election i.e. during the 2019 – 2023 period.

**A person may be nominated for more than one position;** however, separate nominations must be submitted for each position. Incumbent officers **must** submit their nominations should they wish to be re-elected. Nominations for re-elections can also be made by a nominator or by self-nomination.

**Nomination Requirements**

It is important for the BoG to understand how each of the candidates plans to contribute to the Society in the intended role. The nominator is responsible for providing a nomination which should be comprised of:

- Qualifications including the candidate’s eligibility and experience (up to one page)
- Position statement outlining candidate’s visions and plans for the position if elected (up to one page)

Nomination should be submitted online **by 11:59 PM Anywhere on Earth Time (AoE) on 05 September 2024. Nominations will not be accepted after this deadline.**

Submit a nomination here: .....

**Election Details**

This election will take place at the last in-person AdCom meeting of the year. Nominations from the floor at the meeting is allowed but discouraged as there will be no opportunity to submit a full-scale nomination material.

VP candidates who are the current incumbent officers, or BoG members, are expected to attend the Election Meeting in person. They should immediately contact the Nominations and Appointments Standing Committee Chair if they find that due to unexpected circumstances, they will be unable to attend the Election Meeting in person but still wish their nomination(s) be included in the Election Meeting Agenda and presented via a live video link.

VP candidates who are not currently incumbent officers, nor on the ITSS BoG, are eligible to receive expense reimbursement for the cost of their attendance at the BoG Officer Election Meeting, in accordance with IEEE Policies.

IEEE-ITSS Nominations & Appointments Standing Committee Chair

**H.2.2 On-line Submission Form Template**

**Note: These are required details for inclusion in the form**

**On-Line Form for Submission of ITSS Officer Nominations**

Name

Surname

IEEE Membership Number

Please list a Name of the ITSS Position you are applying for

Your Current ITSS Position:

- Yes (please list the title of your current ITSS Position)
- No

Please list all your ITSS positions you held over the period from 2019 – 2023

Please describe your eligibility and leadership experience (up to one page i.e. up to 600 words)

Please provide your Position Statement outlining your visions and plans for the position if elected (up to one page i.e. up to 600 words)

### **H.2.3 The Order of Officer Elections (on the Election Day)**

- In order to allow for those who are not elected to one office to become candidate for another office, the order of election when applicable shall be: President-Elect first, then Vice President for Financial Activities, then Vice President for Publication Activities, then Vice President for Conference Activities, then Vice President for Technical Activities, then Vice President for Member Activities, then Vice President for Administrative Activities, then Vice President for Educational Activities, Vice President for Standards Activities, then Vice President for Outreach Activities.
- Additional nomination from the floor at the BOG meeting may also be considered if the nominee agrees to serve as Officer if elected and if the nomination is seconded.
- For each office, the candidate with the majority votes shall be declared the winner. In the case of multiple candidates, if no candidate receives a majority, the candidate with the lowest vote count will be dropped from further consideration, until such a majority is reached.

## H.2.4 Election Procedure for Each Officer Position

1. The N&A Committee Chair will read the candidate names for Position 1 No nominations will be accepted after this call.
2. All candidates (including BoG members) running for Position 1 only will go in the hallway or be placed in the Zoom waiting room (for candidates attending virtually) and be brought in one at a time for their 12-minute session.
3. Each candidate will have 5-minutes MAX (timed) to present their position statement.
4. The BoG will have 7-minutes MAX (timed) to ask questions to the candidate. BoG members MUST raise their hands and be called on to ask a question.
5. The first candidate for Position 1 will go to the hall/waiting room and the second, third, etc... candidate will come into the room for their presentation and Q&A sessions.
6. After all of the candidates for Position 1 have their 12-minute session, the BoG will have a 5-minutes MAX (timed) discussion session.
7. The candidates who are voting BoG members for Position 1 will be brought back into the room and voting will take place. All ExCom/BoG members who are running for Position 1 are eligible to vote based on their own discretion.
  - Both In-person and Online voters will vote anonymously via an electronic voting platform
8. The results will be announced immediately after the voting is completed.
9. The process will be restarted for the remaining positions.

## **Appendix I**

### **Procedures and Guidelines for Long Range Planning Standing Committee**

**TBA**

## Appendix J

### Procedures and Guidelines for Awards Standing Committee

#### J.1 Timeline

##### J.1.1 Milestones

- *November, the 1<sup>st</sup> (of the preceded year): Nominations Open*
- *February, the 28th: Nomination Submissions Deadline*
- *May, the 30th: Awards Committee's Final Decisions made*
- *June, the 15th: The Chair to submit a Report to the BoG July Meeting*
- *September - November: Award recipients recognized at ITSC Awards Session*

##### J.1.2 Details

- *November, the 1<sup>st</sup> (of the preceded year): Nominations Open: Call for Nominations (CFN); Email sent out to ITSS Members, social media posted, website updated to feature CFN; CFN sent to the Newsletter & Newsletter Digest*
- *Dec, the 01st: CFN reminder sent out to ITSS Members and social media posted*
- *Jan, the 5th: CFN reminder sent out to ITSS Members and social media posted*
- *Feb, the 01st: CFN reminder sent out to ITSS Members and social media posted*
  - *Operations Manager to provide an updated nomination count*
- *February, the 15th: CFN reminder sent out to ITSS Members and social media posted*
  - *Operations Manager to provide an updated nomination count*
- *February, the 28th: Nomination Submissions Deadline*
  - *Operations Manager to provide an updated nomination count*
  - *The Awards Committee Chair to decide if the deadline should be extended for all or any of the awards*
- *March, the 8th: Extended Deadline (if needed)*
- *March, the 15th: Operations Officer to review all nominations, verify their ITSS Membership and submit all the valid nominations to the Awards Committee Chair including the Award Assessment Spreadsheets*
- *March 15 – May 15: The Awards Committee Members (and Evaluation subcommittees, if necessary) to review and score submissions on their own and submit their scores to the Committee Chair*
- *May, the 30th: Final decisions made;*
- *June, the 10th: The Chair & Operations Manager to send letters to all the nominees accordingly.*
- *July, the 15th: The Chair to submit a Report to the BoG July Meeting.*
- *June - September: Operations Manager to: (i) order Award plaques; (ii) prepare, print and frame Award Certificates; and (iii) organise the Award Ceremony in co-operation with the ITSC General Chair.*

- *September - November: Award recipients recognized at ITSC Awards Session*

## J.2 Call for Award Nominations Template

### Call for IEEE-ITS Society Award Nominations

Dear IEEE ITS Society Member,

This message is to notify you that nominations for the annual awards of the IEEE Intelligent Transportation Systems Society are now being accepted. Nominations should be submitted online by **28 February 2024 at 11:59 PM Anywhere on Earth Time (AoE)**.

All award nominations and reference letters (including nominations for the Lifetime Achievement Award) should be submitted online through the [ITSS Website](#). All award nominations require **THREE reference letters**, which will be uploaded with the award nomination form on the website. Before submitting your award nomination, please review the [Award Nomination Checklist](#) to be sure you have all the required information at hand.

*Notice: Please note that incomplete nominations and/or self-nominations are not accepted.*

[Award Nomination Checklist](#)

[Award Nomination Forms](#)

#### 2024 ITSS Award Descriptions

##### **IEEE Outstanding ITS Research Award**

The IEEE [Outstanding ITS Research Award](#) is given to those who have made significant and outstanding contributions to research in ITS-related fields. This award is established to recognize, promote, stimulate and publicize major research contributions and outstanding achievements in ITS-related fields.

##### **IEEE Outstanding ITS Application Award**

The IEEE Outstanding ITS Application Award is given to those who have made significant and outstanding contributions to the application of ITS-related technologies in practical fields. This award is established to recognize, promote, stimulate and publicize major application-focused contributions and outstanding achievements in ITS-related fields.

**IEEE ITS Institutional Lead Award**

The ITS Institutional Lead Award is given to those who have made significant and outstanding contributions to the research and applications of ITS-related technologies. This award is established to recognize, promote, stimulate, and publicize major contributions to institutional ITS leadership.

**IEEE ITSS Young Researcher/Engineer Award**

The ITSS Young Researcher/Engineer Award is given to recognize early career contributions and leadership in research and/or application in ITS-related fields. *To be eligible for this award, the nominee should be, by the end of the year when the nomination is submitted, not older than 40 years.*

**IEEE ITS Lifetime Achievement Award**

The ITS Lifetime Achievement Award is given to recognize one's exemplary contributions to ITS and ITS Society over a career. *To be eligible for this award, the nominee must be at least 65 years old.*

**IEEE ITS Best Dissertation Award**

The IEEE ITS Best Dissertation Award is given for the best dissertation in any ITS area that is innovative and relevant to practice.

Please note, Award Nominations received in the previous two years (2022 and 2023) will be considered if the nominator expresses interest to re-nominate a candidate. Nominators can elect to use the same nomination form and letters of reference previously submitted (by emailing the ITSS Awards Committee Chair or they can submit an updated nomination form with the nominee's most recent achievements.

Best regards,  
Ljubo Vlacic  
The 2023 ITSS Awards Committee Chair

*PLEASE NOTE: Award recipients will be recognized at the annual IEEE ITS Conference (ITSC) in September 2024 and announced on the IEEE ITS Society website, newsletter, and relevant Social Media sites.*

### J.3 Award Presenters

The following society officers are expected to make themselves available to attend the Award Presentations session and present an award as follows:

- Lifetime Achievement Award: President
- Institutional Lead Award: VP for Technical Activities
- Outstanding Application Award: VP for Standard Activities
- Outstanding Research Award: VP for Publications
- Outstanding Researcher/Engineer Award: VP for Member Activities
- Best Dissertation Award: VP for Education

### J.4 Society Awards

**Note:**

The following text is copied from the IEEE TAB Awards and Recognition Manual, November 2023.

*For all Intelligent Transportation Systems Society awards, the following IEEE Policies apply:*

*Eligibility and selection process shall comply with procedures and regulation established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations. Previous recipients are ineligible: An individual shall receive only one award for a given achievement, unless the significance merits a higher award, which may be given in the following year or thereafter.*

*Funds: The society/council's budget or Foundation account includes the amount for this award and the budget is net positive with the inclusion of the award. Award will be given only if a suitable awardee is identified.*

*Awards Committee: Voting and meetings shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote. Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B, and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating.*

*Overall maximum service time for the Award Committee Members and Chair shall be 3 consecutive years, in full consistency with IEEE Bylaws recommendation for Major Boards and Committees (I-304.5). Different (from default) term limits and number of consecutive terms shall be explicitly stated (term limit \* number of consecutive terms) and shall not exceed 4 consecutive years.*

*Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award.*

#### **1. IEEE Outstanding ITS Application Award (established in 2010)**

*Description:* For those who have made significant and outstanding contributions to the application of ITS related technologies in practical fields. This award is established to recognize, promote, stimulate and publicize major research contributions and outstanding achievement in ITS related fields.

*Prize:* Certificate of award.

*Funding:* Funded by the IEEE Intelligent Transportation Systems Society.

*Eligibility:* Candidates should be active members of IEEE as well as IEEE ITSS Society. For group nominations, the lead member of the group should be an active member of IEEE as well as IEEE ITSS Society.

*Basis for Judging:* Significance, impact, innovation, and quality of ITS applications in practical systems. Each factor will be ranked on a scoring scale of 1 to 10, with 1 being the best and 10 being the worst. The scores from each selection committee member are collected and the candidate receiving the lowest average score is the winner.

*Presentation:* ITSS annual ITS conference.

*Travel Grants:* Travel Grant, to assist an attendance at the Award Ceremony, in the amount of up to \$3,000 USD for return air-tickets (economy class only), local transport costs, two-night accommodation and meal costs.

## **2. IEEE Outstanding ITS Research Award** (established in 2010)

*Description:* For those who have made significant and outstanding contributions to research in ITS related fields. This award is established to recognize, promote, stimulate and publicize major research contributions and outstanding achievement in ITS related fields.

*Prize:* Certificate of award.

*Funding:* Funded by the IEEE Intelligent Transportation Systems Society.

*Eligibility:* Candidates should be active members of IEEE as well as IEEE ITSS Society. For group nominations, the lead member of the group should be an active member of IEEE as well as IEEE ITSS Society.

*Basis for Judging:* Significance, impact, innovation, and quality of research work. Each factor will be ranked on a scoring scale of 1 to 10, with 1 being the best and 10 being the worst. The scores from each selection committee member are collected and the candidate receiving the lowest average score is the winner.

*Presentation:* ITSS annual ITS conference.

*Travel Grants:* Travel Grant, to assist an attendance at the Award Ceremony, in the amount of up to \$3,000 USD for return air-tickets (economy class only), local transport costs, two-night accommodation and meal costs.

## **3. IEEE ITS Institutional Lead Award** (established in 2010)

*Description:* For those who have made significant and outstanding contributions to the research and applications of ITS related technologies. This award is established to recognize, promote, stimulate and publicize major research contributions and outstanding achievement in ITS related fields.

*Prize:* Certificate of award.

*Funding:* Funded by the IEEE Intelligent Transportation Systems Society.

*Eligibility:* For group nominations, the lead member of the group should be an active member of IEEE as well as IEEE ITSS Society.

*Basis for Judging:* Significance, impact, innovation, and quality of ITS applications in practical systems. Each factor will be ranked on a scoring scale of 1 to 10, with 1 being the best and 10 being the worst. The scores from each selection committee member are collected and the candidate receiving the lowest average score is the winner.

*Presentation:* ITSS annual ITS conference.

*Travel Grants:* Travel Grant, to assist an attendance at the Award Ceremony, in the amount of up to \$3,000 USD for return air-tickets (economy class only), local transport costs, two-night accommodation and meal costs.

## **4. IEEE ITS Lifetime Achievement Award** (established in 2017)

*Description:* To recognize the exemplary contributions to Intelligent Transportation Systems over a career.

*Prize:* The honoraria prize of \$5,000 is intended to cover all travel expenses and plaque for the award. Single annual award with only one allowable recipient selected annually. Recipient receives full prize including honoraria, and, if applicable, plaque and/or certificate.

*Funding:* Funded by the IEEE Intelligent Transportation Systems Society.

*Eligibility:* The applicant should be at least 65 years of age.

*Basis for Judging:* Submissions are evaluated based on 1) technical contributions, 2) significance to ITS field, and 3) the quality of recommendation letters. Each category is scored on a 1-10 scale and summed for a total score averaged among committee members during the first round. The second round of scoring ranks the top submissions for final award after committee discussion.

*Presentation:* The award is presented during the banquet during the society's flagship meeting, the Intelligent Transportation Systems Conference.

### **5. IEEE ITSS Best Dissertation Award** (established in 2017)

*Description:* The IEEE ITSS Best Dissertation Award is given annually for the best dissertation in any ITS area that is innovative and relevant to practice. This award is established to encourage doctoral research that combines theory and practice, makes in-depth technical contributions, or is interdisciplinary in nature, having the potential to contribute to the ITSS and broaden the ITS topic areas from either the methodological or application perspectives.

*Prize:* Certificate of the Award. In case of a two-way tie, the prize certificate will be presented to each award recipient. A High Commendation Award Certificate will be presented to a runner-up, if any.

*Funding:* Funded by the IEEE Intelligent Transportation Systems Society.

*Eligibility:* Eligible applicants must have written a doctoral dissertation and received a Ph.D. no more than 18 months prior to the submission. Students of sitting selection committee members should be excluded from eligibility.

*Basis for Judging:* Submissions are evaluated based on the dissertation's 1) technical contributions, 2) significance, 3) the quality of publication record, and 4) the quality of recommendation letters. Each category is scored on a 1-10 scale and summed for a total score averaged among committee members during the first round. The second round of scoring ranks the top submissions for final award after committee discussion.

*Presentation:* ITSS annual ITS conference.

*Travel Grants:* Travel Grant, to assist an attendance at the Award Ceremony, in the amount of up to \$3,000 USD for return air-tickets (economy class only), local transport costs, two-night accommodation and meal costs.

In case of a two-way tie, each award recipient will receive a travel grant in the amount of up to \$3,000 USD for return air-tickets (economy class only), local transport costs, two-night accommodation and meal costs.

### **6. IEEE ITSS Young Researcher/Engineer Award** (established in 2017)

*Description:* To recognize early career contributions and leadership in research and/or application in ITS related fields.

*Prize:* Certificate of the Award

*Funding:* Funded by the IEEE Intelligent Transportation Systems Society.

*Eligibility:* The applicant should be, by the end of the year when the nomination is submitted, not older than 40 years.

*Basis for Judging:* Submissions are evaluated based on 1) technical contributions and significance, 2) leadership in ITS field, and 3) the quality of recommendation letters. Each category is scored on a 1-10 scale and summed for a total score averaged among committee members during the first round. The second round of scoring ranks the top submissions for final award after committee discussion.

*Presentation:* ITSS annual ITS conference.

*Travel Grants:* Travel Grant, to assist an attendance at the Award Ceremony, in the amount of up to \$3,000 USD for return air-tickets (economy class only), local transport costs, two-night accommodation and meal costs.

## **J.5 Award Certificate Templates**

TBA

## **J.6 Award Notification Letter Templates**

TBA

## **Appendix K**

### **Procedures and Guidelines for Fellow Evaluation Standing Committee**

**TBA**

## Appendix L

### Procedures and Guidelines for Society Liaisons and Directed Delegates

**Note:**

Roster of ITSS Representatives and Directed Delegates is available for the download from <https://docs.google.com/spreadsheets/d/1Bn1TCeK0hLL30GXfiWLaCKt65hBi5EqHf2hMhdQezpA/edit?gid=0#gid=0>

Being a work-in-progress document, the Roster's downloaded version may not be identical to the one currently included in this version of the ITSS Operations Manual.

#### ITSS Representatives (Corresponding Members) Across IEEE, 2025

You can learn more about these committees in the TAB Operations Manual

(<https://ta.ieee.org/operations/governing-documents>)

IEEE Committee	Role in the Committee	Representative	Role in ITSS
TAB Diversity, Equity and Inclusion	Corresponding Member		
TAB Committee on Technical Community Outreach, Engagement, and Society Membership	Liaison officer		
TAB Committee on Technical Community Outreach, Engagement, and Society Membership	Liaison Officer - Chapter Support Lead		
IEEE Industry Engagement Committee	Liaison Officer - Industry Coordinator		
IEEE Young Professionals Committee	Corresponding Member		

<b>IEEE Women in Engineering Committee</b>	Corresponding Member		
<b>TAB Awards and Recognition Committee</b>	Corresponding Member		
<b>TAB Conference Publications Committee</b>	Corresponding Member		
<b>TAB Finance Committee</b>	Corresponding Member		
<b>TAB Periodicals Committee</b>	Corresponding Member		
<b>TAB/PSPB Products and Services Committee</b>	Corresponding Member		
<b>TAB Strategic Planning Committee</b>	Corresponding Member		
<b>TAB Committee on Standards (TCoS)</b>	Member at Large		
<b>TAB Committee on Standards (TCoS)</b>	Corresponding Member		

**ITSS Directed Delegates on IEEE Technical Communities/Councils\_2025**

<b>FNTC</b> (Future Networks Technical Community)			
<b>SCTC</b> (Smart Cities Technical Community 2.0)			
Council on RFID (Council on Radio Frequency Identification), <b>CRFID</b>			

**ITSS Directed Delegates on the 2024-2025 T-IV Steering Committee**

	First Name	Last Name	2024-2025 Appointment term	Email	Notes
ITS Society 60% financial ownership					
1					
2					
3					
4					
5					
6					
7					