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| **INSTRUCTIONS**  Text in red must be replaced with appropriate names, dates or other information before  signing this Agreement. Note comments embedded in ***blue***.  **DELETE THIS BOX AND THE COMMENTS IN *BLUE* BEFORE**  **SIGNING THE AGREEMENT** |

PROJECT NAME: 2025 IEEE Information Theory Workshop

This Statement of Work (“SOW”) is entered into as of [Date] by The Institute of Electrical and Electronics Engineers, Incorporated (“IEEE”), a public charity incorporated under the New York Not-For-Profit Corporation law, on behalf of the IEEE Information Theory Society (ITSoc), and EDAS Conference Services LLC, in New Jersey, USA, (the “Supplier”).

The services outlined in this SOW are in accordance with the Master Services Agreement dated June 23, 2020 (as amended from time to time, (the “Agreement”) between IEEE and Supplier. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement.

1. **PURPOSE & DESCRIPTION OF Services**

Supplier shall provide the following Services:

* Perform core web-based management services for the 2025 IEEE Information Theory Workshoptaking place in Sydney, Australia on September 29, 2025 through October 3, 2025 ("Conference"), including collection of author-submitted papers, assignment and management of the paper review process, hosting of the Conference web page, collection of paper overlength charges, preparation of Conference attendee proceedings, generation of visa invitation letters, and assembly of materials to be submitted to IEEE Xplore. Other tasks may be included at the discretion of the Conference organizers. Supplier also provides technical support to authors and Conference organizers. Supplier services are provided via servers hosted by Amazon Web Services.
* The services will be performed by the Supplier at the following location: 313 Westview Ave, Leonia, NJ 07605.

1. **SPECIFIC REQUIREMENTS**

The following are the specific system capabilities to be offered by the Supplier:

***Select which services (bullets below) will be offered and delete what is not.***

* Collect review paper information submitted by authors
* Collect PDF and other files related to the submission and validate manuscript characteristics such as page counts and margins
* Allow Conference organizers to add and edit Technical Program Committee (“TPC”) members and reviewers
* Allow TPC members to indicate topics of interest and select papers they would prefer to review
* Allow Conference organizers to assign reviewers to papers and notify reviewers
* Allow Conference organizers to create one or more Conference-specific review forms
* Allow reviewers to evaluate and ranking papers
* Host post-review discussion (virtual TPC meeting)
* Allow Conference Organizers to accept or reject papers and notify authors of the review decision
* Allow authors to submit their “camera-ready” final paper and check for compliance with Conference organizers and IEEE PDF and format rules
* Collect IEEE copyright forms via the IEEE electronic copyright function (eCF)
* Enable Conference organizers to communicate with authors, reviewers, TPC members, session chairs and other Conference-related groups by sending targeted messages
* Enable Conference organizers to create conference sessions and assign papers to these sessions
* Enable Conference organizers to create visa letters for attendees
* Create the front matter and stamped PDF files suitable for online and IEEE Xplore proceedings
* Host online attendee proceedings
* Track Conference no-shows
* Maintain an ongoing online list of Conference milestone dates and completion status (by either Conference staff or Supplier) to Conference organizers
* Provide on-line technical assistance to Conference organizers, authors, and reviewers.
* **Registration via *Authorize.net***

1. **PERIOD OF PERFORMANCE**

* Project start date: February 2025
* Project completion date: November 2025
* Delivery of IEEE Xplore content if IEEE meets milestone: October 2025

1. **COMPENSATION FOR SERVICES**

* Supplier charges a fee for each reviewed, accepted or rejected paper and other services specified herein, as per the table below.
* Invoices shall be issued at the end of the Conference, or the conclusion of the journal special issue as agreed with IEEE.  All such invoices must be approved by IEEE in writing.
* For reviewing submitted papers to decide if they are accepted or rejected for the Conference, $6.00 each for the first 100 papers, $5.00 each for the number of papers exceeding the first 100 papers.
* Expenses:
  + IEEE shall not reimburse the Supplier for expenses incurred while performing the Services.
* All amounts paid to the Supplier pursuant to this Agreement, including any and all fees and expenses, shall not exceed $10,000
* Additional paper submissions, not to exceed $500.00\*
* Description of specific fees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Line Item | Description | Quantity (estimated) | Unit of measure | Price  in USD | Total  in USD |
| 1 | Paper processing fee, first 100 papers submitted | 100 | Each paper | $6.00 | $600 |
| 2 | Additional paper submissions over 100 | 100 | Each paper | $5.00 | $500 |
| 3 | Conference attendee registration | 200 | Each | $16.00 | $3,200 |
|  | TOTAL USD |  |  |  | $4,700 |

*\*An amendment will be executed if services exceed what is included within the SOW.*

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

* [Conference Chair Name, Email, Phone]

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

* Henning schulzrinne, [henning@editorassistant.com](mailto:henning@editorassistant.com), Phone: 201-676-2711

1. **Governing Documents**

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

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

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| **THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INCORPORATED**  By:    Name:    Title:    Date: | **EDAS CONFERENCE SERVICES LLC**    By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Name: Henning Schulzrinne    Title: Managing Partner    Date: |