

# **OPERATING AGREEMENT**

For

## **IEEE Integrated Sensing and Communications (ISAC) Conference**

### **GOAL AND VALUES:**

The Conference goal is to promote the exchange of information on the latest results of integrated sensing technologies, communication systems, and application from both the research and development perspectives of the aerospace and electronic systems (AES), communications (COM), and signal processing (SP) communities.

### **SPONSORSHIP BREAKDOWN:**

IEEE Aerospace and Electronic Systems Society (AEES) – 1/3 Financial

IEEE Communications Society (ComSoc) – 1/3 Financial

IEEE Signal Processing Society (SPS) – 1/3 Financial

### **DURATION OF AGREEMENT:**

This agreement shall apply to ISAC 2026, 2027, 2028, 2029 and 2030.

### **MANAGEMENT RESPONSIBILITIES:**

IEEE Communications Society will be the Managing Partner and Administrative lead for ISAC within the duration of this Operating Agreement.

The duties of the Managing Partner and Administrative Lead in working with the Steering Committee are as follows:

- Ensure that there is equal representation from all sponsors on the Organizing Committee.
- Work with the Steering Committee Chair and sponsoring societies to obtain representatives on the Steering Committee.
- Provide financial sponsor(s) with Steering Committee rosters.
- Create an alias that includes all members of the Steering Committee for all ISAC-related correspondence.
- Record, store and distribute the annual Steering Committee meeting notes.
- Prepare and distribute all materials for the Call for Proposals for future ISAC conferences, with input and approval from the ISAC Steering Committee.
- Review possible sites, as identified by the Steering Committee or by prospective conference organizing teams and provide advice to the Steering Committee to aid in their decision making.
- Provide financial sponsors with the ISAC full conference site proposals, budget proposals and updates to those documents from the Organizing Committee, Steering Committee

notes, and organize a meeting with the Steering Committee and both sponsoring society leadership (Presidents, VP-Conferences) to review the proposals and solicit feedback.

- Assist the Steering Committee with the review and selection of the final site proposal and request final approval from both financial sponsors via the IEEE Conference Application/Memorandum of Understanding prepared by IEEE Meetings, Conferences & Events.

The duties of the Managing Partner and Administrative Lead in working with the Organizing Committees are as follows:

- Ensure compliance with IEEE policy and submission of all required documents according to the recommended timeline including budgets, publication forms, invoices, payment, and final reports.
- Periodic communication with the Organizing Committee for status updates, ongoing support and general guidance.
- Collection and submission of contracts to IEEE Meetings, Conferences & Events in accordance with standard IEEE processes and procedures.
- Support the publicity efforts made by conference leaders and promote the conference through the sponsors' typical channels; *\*Lists used for publicity purposes are for that use only and may not be shared or disseminated without agreement of all sponsors of the conference.*
- Ensure financial sponsor(s) are provided with periodic status updates including budgets and key metrics (submissions, attendee detail and acceptance rates), upon receipt of the updates from the Organizing Committee.
- Maintain a roster of all past, current, and future ISAC organizing committees and creation of e-mail alias addresses for ease of communication among members of the organizing committee as well as between the organizing committee, the staff, and the Steering Committee.
- Respond to requests for information or assistance from the organizing committees and assure a flow of updated information to the Steering Committee on the status of those events for each meeting of the Steering Committee.
- Create surveys for ISAC attendees to provide feedback, to assist the Steering Committee and sponsors' leadership in future program planning.
- Share the main conference planning materials with the financial sponsors on a shared drive, such as proposals, budgets, sleeping room pickup, F&B and AV expenditures, final reports, etc.

## **OPERATING PRINCIPLES:**

Each instance of the Conference shall be governed by the policies and procedures of the Managing Partner and Administrative lead of that conference in so far that the policies and procedures do not contradict the goals and values of the conference or principles described in the

original Operating Agreement.

## **RESPONSIBILITY OF CONFERENCE SPONSORS:**

The duties of the Conference Sponsors are as follows:

- Loans - All Sponsoring Parties shall advance funds, for the operation of the Conference, in proportion to their respective financial ownership shares as outlined in Sponsorship Breakdown. Each Sponsoring Party agrees to make an advance after the budget is approved and upon request of organizing committee. All such advanced funds shall be considered a Conference obligation and shall be repaid after the conclusion of the Conference.
- Approve the conference budget in a timely manner.
- Solicit Society members as part of organizing committees and proceedings reviewers.
- Promote the conference through Societies' typical channels.
- Ability to place conference videos in their own repositories with uniform pricing proposed by the Managing Partner and Administrative lead.
- Maintain dialog with appointed Steering Committee representatives to keep Societies knowledgeable about ISAC plans and issues.

## **ISAC STEERING COMMITTEE:**

Management oversight of ISAC will be undertaken by the ISAC Steering Committee. Management of each event shall be as detailed below.

### **MEMBERS OF THE ISAC STEERING COMMITTEE:**

ISAC shall be guided by a committee of six (6) voting members with strong technical expertise and conference leadership experience, representing different geographical regions to ensure balanced decision-making.

### **CHAIR:**

The Chair of the Steering Committee shall rotate among the Communications Society, the Signal Processing Society, and the Aerospace and Electronic Systems Society, starting with the Communications Society. The Chair shall be appointed by the respective Society President and must be one of that society's two voting members. The Chair may exercise voting rights as a regular member or choose to vote only in the event of a tie. The Chair shall serve a two (2)-year term and shall not be eligible for consecutive reappointment.

The Steering Committee Chair is expected to host the meetings and lead the Steering Committee with the interest of all sponsoring societies.

## **MEMBERS OF THE STEERING COMMITTEE:**

Two (2) voting members for each Partner Society should be appointed by the relevant society at least two months in advance before the member starts to serve.

Steering Committee voting members shall serve a two (2)-year term, renewable once for an additional two (2)-year term. Newly appointed members assume office on 1 January. For the inaugural members from each society, one member's initial term shall be either one (1) or three (3) years to establish staggered terms. This arrangement ensures that both representatives from the same society do not complete their service simultaneously, thereby maintaining continuity and stability within the Steering Committee's membership and operations.

## **ROLE OF THE STEERING COMMITTEE:**

The role of the ISAC Steering Committee is to:

- Create, execute, and amend the ISAC Guidelines documents.
- Oversee the details of current and future ISAC programs (technical program, social program, registration, presentation stipulations, etc.).
- Provide guidance and problem resolution, when necessary, with the overall goal to ensure ISAC remains a high-quality technical conference that returns a financial surplus to its financial co-sponsor Societies in compliance with IEEE guidelines and policies.
- Develop and maintain a dynamic website homepage with links featuring past, present, and future ISAC events.
- Focus discussions and long-term planning efforts to grow the conference internationally, ensure even distribution globally, and focus on achieving diversity in all areas of ISAC.
- Members of the Steering Committee are expected to be liaisons with their sponsoring Society to provide status reports and any necessary Society feedback.
- Seek and select strategic proposals for future ISAC locations and organizing committees, to consist of:
  - Vetting the location and the organizing committee members during the proposal review process. Once approved by the Steering Committee, the ISAC General Chair shall report to the Steering Committee on a periodic basis.
  - If it is deemed necessary to change key aspects of the conference, such as the location, dates, or members of the approved Organizing Committee due to exceptional circumstances, the Steering Committee Chair should be notified and approve the change.

- For changes to the dates, location or to individuals in the roles of General Chair, Technical Program Chair, Industry Program & Exhibition Chair and Finance Chair, the full Steering Committee has to be notified of the change, vet the changes and conduct a vote to approve. These changes may not be made without approval of the Steering Committee. Following this approval, the Steering Committee shall notify all conference sponsors, and receive their approval as well.
- Assist Organizing Committee with special sessions, workshops, etc., to expand the appeal of ISAC.
- Consultation with co-sponsoring Societies to ensure agreement of policy and procedures that are applicable to the conference (non-presented papers, visa letters, etc.).
- Develop and maintain a strategic plan for ISAC growth, approved by sponsoring Society Presidents.

#### **REGULARLY SCHEDULED MEETINGS OF THE STEERING COMMITTEE:**

The Steering Committee will meet a minimum of two times per year and scheduled upon request of the Steering Committee Chair.

- 1) In person or virtually, during ISAC annually.
- 2) By telephone conference call at least once in each of the remaining calendar quarters.

The expenses for the Steering Committee Meeting at ISAC will be budgeted and paid for by the conference budget when they occur.

Travel support to ISAC for Steering Committee members shall be handled directly between the Sponsoring Society and their appointed members.

#### **Quorum**

- Majority of voting members shall constitute a quorum of the body.
- Majority of voting members, provided a quorum is present, shall be sufficient to vote upon motions/actions.

#### **CONFERENCE ORGANIZATION REQUIREMENTS:**

##### **BUDGETS AND FINANCIAL PERFORMANCE:**

Each budget shall be prepared and approved following IEEE timelines and shall result in a surplus according to the existing guidelines of the IEEE; the sponsoring Societies agree that the ISAC surplus shall be a minimum of 20% of total expense. Budgets must be approved by each Society designated representative (Society President, or VP-Conferences), and sent to IEEE for approval. If a budget is rejected by a non-managing society, the managing society must work with the organizing committee to revise and resubmit a budget. If the Society designated representatives are unable to mutually agree

on a conference budget, the conflict resolution described below shall be enacted.

#### **CONFERENCE BANK ACCOUNTS:**

All conference funds shall be deposited in an IEEE Concentration Banking Account in the name of the conference. The Conference Bank Account shall be closed not later than one year after the Conference concludes or based on current IEEE Policy.

#### **PUBLICATION:**

The financial co-sponsors of ISAC agree that the conference proceedings (conference record) shall be jointly owned and that each co-sponsor will derive 1/3 of any sales income generated by the proceedings, including package income or income from IEEE *Xplore*®.

Each financial co-sponsor may include the proceedings of ISAC in its digital library; income from these separate digital libraries shall not be shared and shall accrue solely to the owner of that particular library.

#### **RELATED CONFERENCE INTELLECTUAL PROPERTY (IP):**

In the event of a virtual or hybrid conference, where videos or other conference materials are collected for potential use beyond the Conference, the materials can be requested and provided to each co-sponsor for use in their Resource Center or other archives, in alignment with the usage outlined in the Copyright and Release Forms signed for each file. The Administrative Lead sponsor will work with the Conference organizers to prepare and package these files for use by the other sponsoring societies, upon request.

#### **IEEE TAB CONFERENCE COMPLIANCE:**

Financial co-sponsor Society staff shall be aware of and maintain compliance with current IEEE and TAB regulations and guidelines, finance matters, publications, contracts, insurance, approvals, etc., ISBI events to which they are assigned.

#### **DECISION-MAKING:**

Selection of the conference location, dates, organizing committee membership, and scope shall be recommended by the Steering Committee. Future ISAC dates must not conflict with flagship conferences of the sponsors. The final approval of the aforementioned shall be that of the Presidents of the sponsoring Societies or their VP-Conferences, if so designated.

#### **COMPLIANCE WITH LAWS:**

The Sponsoring Parties shall ensure that the Conference is conducted in accordance with all applicable United States (U.S.) and non-U.S. laws. The Sponsoring Parties shall take all necessary corporate, tax, and other registrations and obtain all required licenses and permits,

under the leadership of the managing partner.

**CONFLICT RESOLUTION:**

Conflicts arising between the signatories shall be resolved administratively among the Society Presidents. Absent agreement, dispute resolution shall be in accordance with procedures resolving disputes between organizational units within the IEEE.

**IN WITNESS WHEREOF**, this Operating Agreement is executed by the parties hereto by their respective undersigned and authorized officers as of the first date written above.

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**The Institute of Electrical and Electronics Engineers, Incorporated (acting through IEEE Communications Society)**

*Robert Schober*

*Robert Schober, President (2024-2025)*  
*IEEE Communications Society*  
*Email: [Robert.schober@fau.de](mailto:Robert.schober@fau.de)*

**The Institute of Electrical and Electronics Engineers, Incorporated (acting through IEEE Signal Processing Society)**



*Kostas Plataniotis, President (2024-2027)*  
*IEEE Signal Processing Society*  
*Email: [kostas@ece.utoronto.ca](mailto:kostas@ece.utoronto.ca)*

**The Institute of Electrical and Electronics Engineers, Incorporated (acting through IEEE Aerospace and Electronic Systems Society)**

*Maria S. Greco*

*Maria Sabrina Greco, President (2024-2025)*  
*IEEE Aerospace and Electronic Systems Society*  
*Email: [maria.greco@unipi.it](mailto:maria.greco@unipi.it)*

This agreement was signed on 21 November 2025 in New York City during the IEEE meeting series.