Web Presence Guidelines for IEEE PES Financially Sponsored Meetings and Conferences

Version 2 – May 5th, 2015 – Guide by PES   (pes@ieee.org)

The purpose of this document is to outline the IEEE PES requirements and procedures for website publishing, hosting, and domain name purchasing for Financially Sponsored Meetings & Conferences. This document may also apply to selected Financially Co-Sponsored events and other meetings.

In order to use the IEEE web hosting services you must agree to and adhere to these guidelines. IEEE PES reserves the right to edit, update or otherwise change content or information on the hosted website.

IEEE PES Web Presence Requirements:

- IEEE / IEEE PES will host all conference related websites on an IEEE or IEEE PES provided server
    - IEEE / PES Staff will always have administrative access to the site
    - This allows IEEE / PES to diagnose issues and resolve quicker with direct IT support
    - This helps to prevent sites from malicious attacks or defacing
    - Also helps to prevent loss of data on old or previous year websites
    - Allows IEEE PES to make changes if required
    - Keep backups of important posted documents and data, as it is easy to accidentally delete or overwrite data on the web.

- Domain names are to be purchased and managed by IEEE or IEEE PES
    - IEEE PES must purchase the domain name for conferences or events. This way the proper guidelines are followed and the domain names are not allowed to expire or become run down.
    - The desired domain name will be discussed by IEEE PES and purchased by IEEE PES
        - When purchased these names may have multiple extensions (com, org, eu, etc)
        - Domain names for individual years are <u>no longer supported</u> – we use a / instead For example **www.pes-gm-2013.org** would now be **www.pes-gm.org/2013**

- The conference website will use the IEEE PES supplied theme / template for these sites. You must use the IEEE PES WordPress theme for the website that is provided to you, you may not use a different theme. There are many plug-ins and options available to you to customize the provided IEEE PES theme.

- All websites must link to the following items as appropriate:
    - PES Author's Kit - http://www.ieee-pes.org/publications/information-for-authors
    - PES PowerPoint Template - http://www.ieee-pes.org/pes-powerpoint-templates
    - Copyright Form

- Social Media / Social Networking sites: If your event or conference has a social media site to use you may link to it. IEEE PES may be able to assist in the setup or branding of these social media

sites. It is required that an IEEE PES representative or staff member have control or access to these social media properties.

- If your conference is producing materials those materials may be posted on the IEEE PES Resource Center website.

If you have any questions related to these rules please contact pes@ieee.org