

Subject **IEEE Meetings, Conferences & Events (MCE): IEEE Volunteer Travel Policy In Effect**



From IEEE Meetings, Conferences & Events (MCE)
<ieee-mce@ieee.org>
To <gopal@annauniv.edu>
Reply-To <ieee-mce@ieee.org>
Date 2021-01-20 23:41



This message is being sent on behalf of IEEE Treasurer, Mary Ellen Randall.

Dear Gopal,

Due to the travel restrictions resulting from the COVID-19 pandemic, the IEEE travel policy remains unchanged from 2020 and is restricted to mission critical travel only. This policy was last communicated/updated by Joe Lillie, 2020 IEEE



Treasurer on 26 October 2020. The intent of this process is to promote safe travel for IEEE Volunteers; therefore, this applies to ALL IEEE VOLUNTEER TRAVEL, including conferences.

As a reminder, the current IEEE travel guidance includes the following:

1. All IEEE Volunteer travel and associated meetings must adhere to all appropriate guidance from cognizant local public health authorities.
2. Given continuing global pandemic risk, **only mission critical travel** should be conducted at this time.
3. All requests for reimbursable mission critical IEEE volunteer travel must be pre-approved at the IEEE Volunteer OU President/Vice-President level (TAB Vice President, MGA Vice President, PSPB Vice President, EAB Vice President, Awards Board Chair, Standards Board President and the IEEE-USA President). OU Presidents/Vice-Presidents may delegate this authority to another volunteer, but should ensure that travel is reviewed to ensure that it is critical, necessary, effective and that other alternatives have been considered.
4. Volunteers engaged in mission critical IEEE travel at this time voluntarily elect to participate in the activity with knowledge of the dangers involved, and are agreeing to accept and assume any and all risks of property damage, personal injury, or death associated with IEEE related travel. Volunteers should understand that IEEE will not indemnify them for any health risk or economic or other loss resulting from exposure to COVID-19 during travel.

- 5. IEEE will not reimburse costs associated with mandatory or self-quarantine or isolation associated with IEEE volunteer travel. If there is a risk of quarantine on entering or departing an area, IEEE volunteers should instead plan to participate virtually using IEEE video and teleconferencing tools.
- 6. IEEE continues to provide video-conferencing, tele-conferencing and online meeting facilities to provide alternatives to high-risk travel.
- 7. Domestic and International rules remain fluid and subject to change. Until further notice, volunteers should take steps to ensure that travel arrangements are flexible and subject to change, credit or refund if plans are disrupted, in accordance with previously issued IEEE guidance.
- 8. IEEE recommends that if you have any questions, please contact your OU staff business solutions manager or OU volunteer leadership. Further communication will be sent when normal travel plans can be resumed.

Please stay safe and thank you for your assistance and understanding in these difficult times.

Best regards,

IEEE Meetings, Conferences & Events (MCE)

Contact MCE

We Are Here for You



IEEE Meetings, Conferences & Events (MCE)

445 Hoes Lane, Piscataway, NJ 08854 USA

Phone: +1 855 340 4333 (Toll-free US & Canada)

+1 732 562 3878 (Worldwide)

Email: ieee-mce@ieee.org

Website: ieeemce.org

IEEE - Advancing Technology for Humanity www.ieee.org

[Contact](#) | [IEEE Privacy Policy](#) | [Terms](#) | [Nondiscrimination Policy](#)

© 2021 IEEE - All rights reserved.

A not-for-profit organization, IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity.

IEEE Meetings, Conferences & Events (MCE) | 445 Hoes Lane, Piscataway, NJ 08854

Unsubscribe_gopal@annauniv.edu

[Update Profile](#) | [About our service provider](#)

Sent by ieee-mce@ieee.org powered by



Try email marketing for free today!

