CSS Program for Reimbursement Grants for Child Care
(Public document and internal policy)

These documents were prepared/revised by F Bullo, Dec 2018 – Oct 2019, and include input from Sherry Russ (Director, Event Operations, MCE, IEEE, s.russ@ieee.org), J Bailey and J. S. Wiggins (IEEE General Counsels) in Jan-Dec 2019. This version: Jan 24, 2020

1. CSS Public Guidelines

Grants of up to $500 per family are available for attendees to the IEEE Conference in Decision and Control (CDC) and IEEE Conference on Control Technology and Applications (CCTA), who incur extra expenses in (1) bringing children to the conference or in (2) leaving their children at home while attending the conference.

Funding for the triennium 2019-2021 is provided by the IEEE Control Systems Society (CSS). Limited funds are available and, if requests exceed available funding, preference will be given to applicants who are presenting at the meeting, or who are IEEE CSS members.

The grants will be given as a reimbursement for reasonable expenses. All expenses for reimbursement must be documented by receipts demonstrating that the expense was incurred.

Note: The conference does not sanction or recommend child care providers and does not assume responsibility or liability for child care services of any sort. It is the responsibility of the parent(s) to thoroughly investigate all child care providers.

Reimbursement Process:

1. Applicants must fill out an online application form no later than three months before the conference.
2. Applicants will be informed if their application was accepted no later than two months before the conference.
3. Successful applicants must submit a reimbursement request form, accompanied by valid receipts indicating that the expenses were incurred, to the conference Diversity & Inclusion Chair no later than a month after the conference end date. If the report is not received by that date, no reimbursement will be made. CSS will review any submissions for reimbursement consistent with these guidelines and retains the discretion to decline non-compliant requests.
4. All reimbursements will be made after the conference.

Eligible applicants:

1. Parent or guardian (registered attendee) who brings child(ren) to the conference.
2. Parent or guardian (registered attendee) who incurs additional expenses at his or her home location, above normal child-care expenses, while attending the conference. For purposes of this program, dependent children for whom expenses have been incurred must be 12

years old or younger.

Examples of expenses eligible for reimbursement:

1. Babysitting or child-care expenses at the conference location while the parent(s) or guardian(s) attend the conference;
2. Additional baby sitting or child-care expenses incurred in leaving a child home while parent(s) or guardian(s) attend the conference; or

3. Transportation expenses for a care provider to care for child(ren) during the conference. Reimbursement relating to a child care provider is only allowed for an adult or relative that does not share the children's home residence. Reimbursement for other reasonable expenses not specifically identified here may be permitted at CSS' discretion.

Examples of expenses not eligible for reimbursement

Travel expenses for the child.
Travel or other expenses related to the attendee's participation in the meeting, including meeting registration, meals, travel to the meeting (including private automobile mileage or tolls), or other expenses the attendee would already be incurring by attending the meeting.
Meals for the child, toys, and tickets to museums, amusement parks, etc.

Disclaimer
IEEE CSS and CDC/CCTA conference organizers will not offer any on-site child care services, nor will they make recommendations for child care providers. Attendees with child care needs while at the conference are solely responsible for arranging and covering the costs associated with that child care.

CSS Internal Policy

Decisions will be made by an Ad-Hoc Committee, chaired by the conference Diversity & Inclusion Chair and including the conference Finance Chair and the CSS Vice-President for Finance.

CSS should be mindful of whether the conference takes place in the USA or abroad. These guidelines have undergone review by the US-based IEEE General Counsel. There has been no review for legal compliance abroad. At the moment of this writing (October 201), it is too late for CDC 2019. We will try to implement these policies for the IEEE CCTA, Montreal, August 2020.