

# Report on the Preparation for ISIT 2012

Muriel Médard and Lizhong Zheng

In planning for ISIT 2012, we have decided to hire a conference service company to help organizing the event. In addition, as the conference will be held at MIT, we also contacted the MIT conference service department to make arrangements on the location of specific events. We have now received proposals from both Conference Management Service Inc. (CMS, <http://cmsworldwide.com>), and the MIT conference service. We are now in the processing of finalizing the responsibilities and budgets of these two entities.

Specifically, CMS will manage

- Conference website and registration;
- The publication and technical supports to TPC;
- Advertising and publicity;
- Accounting;
- And will work with MIT conference service for arrangements of social events.

MIT has agreed to provide

- A number of dorm rooms for lodging of conference attendees;
- Classrooms for technical sessions (the specific rooms need to be finalized);
- AV equipments, network services

In addition, we have reserved a block of rooms in the Marriot hotel in Cambridge. The budget of the conference was submitted at the BoG meeting at ISIT 2008. As the conference management proposals are within budget, there is no change of the financial planning at the point.