The **NextGen Contract Management System (CMS)** is now live and available for use. The new Contract Request Form enables users to conveniently initiate a contract review by entering basic information into the CMS.

### How do I start a new contract?

- First, please be sure to use the most recent template for the contract you would like to initiate found here: [Templates](#). If you are unable to access the template site please reach out to your Contracting Specialist or email [conference-contracts@ieee.org](mailto:conference-contracts@ieee.org) for current templates prior to starting your negotiations.

- In the past, you may have emailed an IEEE team member or department mailbox to initiate a contract; now, you can do so directly in the CMS by clicking the '+NewRequest' button and completing a new Contract Request Form.

- All contracts for review should be provided in Word format, if/when possible.

- After submitting your form, a staff contact will be provided to you on CMS. This will be the contracting specialist assigned to your portfolio/group.

- Some areas that may need to be covered during the review of your contract include: vendor screening and set up, IT security review, as well as business and legal reviews.

- If you have any technical difficulties during the process, please contact the [IEEE support center](#).

### Where can I find training?

IEEE invites you to receive training for the **NextGen Contract Management System (CMS)**.

Links to [Video Tutorials](#) and [Quick Reference Card (Volunteers)](#).

Below are some User Guides based on your role:

- [Volunteer User Guide](#)
- [Staff User Guide](#)
- [Third Party Lead User Guide](#)

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Explore the CMS

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