WHAT A CHAPTER CHAIR SHOULD KNOW ABOUT CONFERENCES ORGANIZATION

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IEEE Sections and Chapters

◆ **Worldwide, IEEE membership is divided into geographic units called Sections. Together with their subunits of Councils, Subsections, Chapters and Affinity Groups, they conduct over 10,000 meetings annually. This activity supports the IEEE vision to advance global prosperity by fostering technological innovation, enabling members' careers and promoting community worldwide. In addition, the geographic units can play a key role in promoting IEEE membership and retention of members.**

Types of Meetings

◆ **IEEE Conference - A conference is a major meeting which covers a specialized (vertical) or broad range (horizontal) set of topics. Conferences typically accommodate more than 250 attendees and are of several days duration.**

◆ **Symposium - Similar to a conference, a symposium is a meeting which covers a more specialized range of topics. It typically has less than 250 attendees and runs one or more day**s.

◆ **Workshop - A workshop is a small meeting where most attendees are expected to actively participate in the interchange. The number of attendees usually does not exceed 100.**

◆ **Tutorial - A tutorial is taught by one or more instructors who are recognized experts in a specific field.**

Responsibilities of Chap.Chair

◆ **Decision on Chapter Involvement in Meeting**

◆ **Decision on Type of Meeting**

 – **Regional Conference (MELECON,AFRICON)**

 – **Society Conference (ICC,Globecom,Infocom etc.)**

◆ **Decision on financial capabilities of the Chapter**

◆ **Approach tentative co-sponsors (e.g. National Engineering Society/Sister Society)**
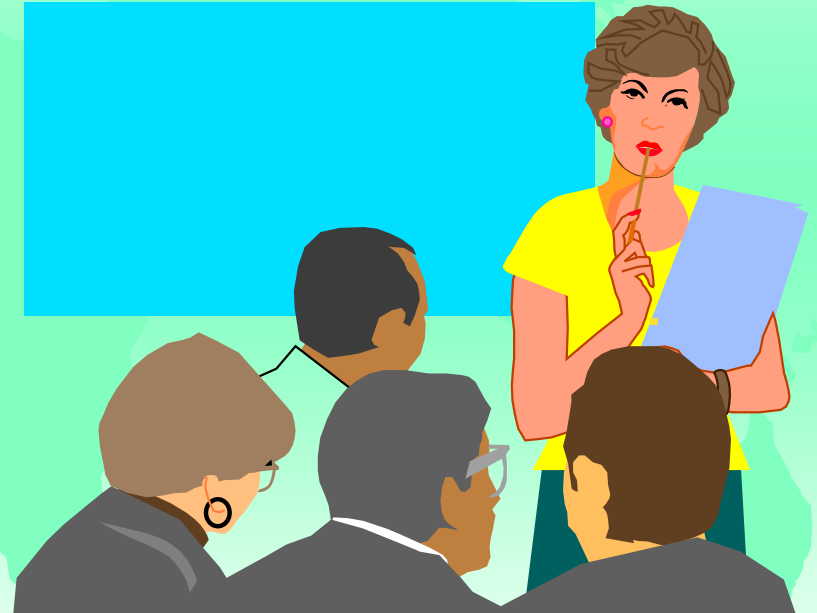
◆ **Preparation of proposal**

Why hold a Conference?

◆ Advance the state of knowledge in a specific or broad field of engineering

◆ Provide a forum for discussion of ideas

◆ Provide opportunities for presentation by young engineers and students

◆ Enhance interpersonal rapports

◆ Serve the interests of members

Why do people go to Conferences?

◆ Broaden their knowledge

◆ Present activities

◆ Meet peers

◆ Travel

◆ Socialize

◆ Make contacts

IEEE Conferences are organized by

•*Societies*

•*Regions*

•*Sections*

Chapters

Types of Conference Involvement

	Type of Involvement			
	Financial	**Technical**	**Publicity**	**Administr.**
Sole Sponsor	Full	Full	Full	Full
Co-Sponsor.	Limited	Full	Full	Limited
Technical Co-Sponsor.	None	Direct	Assist	None
Cooperation	None	None	Assist	None

Technical Co-sponsorship

◆ **Often requested by non-IEEE entities**

◆ **Main reason: IEEE Logo**

◆ **Requires information on requesting group**

◆ **Demand responsibility of approving entity**

ComSoc Policy on Logo

- When a Chapter organizes or cosponsors an event, the IEEE logo may be used. The following forms are suggested - Xxxx being the name of the IEEE Section.

- A. (IEEE Logo) Xxxx Communications Chapter

- B. (IEEE Logo)

- Xxxx Communications Chapter
  C. Sponsored by the IEEE Xxxx Communications Chapter

- The IEEE logo must not be copied (or otherwise homemade) but should be requested from IEEE by a chapter officer. Permission is readily granted and logo files will be emailed in several formats for print or web-based publications. Go to the IEEE web site: www.ieee.org/About/ Identity Standards/ IEEE Master Brand Images for information.

- When the IEEE logo is made available to third parties for print or other advertising, it should be made clear that the use of the logo is for a single event only; it cannot be reused unless the chapter agrees to support a future event. It is helpful to put this in writing (an email is satisfactory).

ComSoc Conferences Council

◆ **Chair / Vice President** Mark Karol
  Members
  Director - Conference Development | Fred Bauer
  Director - Conference Operations | Merrily Hartmann
  Director - Conference Publications | Raouf Boutaba
  Chair - GLOBECOM/ICC Management &
  Strategy (GIMS) | Rob Fish
  Chair - GLOBECOM/ICC Technical Content (GITC) |
  Heinrich Stuettgen

◆ Staff | Bruce Worthman

Conference Committees

◆ **The ORGANIZING COMMITTEE is the group that is responsible for the management of an event (conference, workshop, etc.)**

◆ **The STEERING COMMITTEE is the group that is responsible for the oversight of an event and the event Organizing Committee. It is also responsible for all future events in the series.**

Each ComSoc portfolio event (a financially-sponsored event) will be assigned a ComSoc PROJECT MANAGER. The Project Manager will coordinate with the Organizing and Steering Committees.

Preliminary Data for Proposal

- ◆ **Date**
- ◆ **No. of participants**
- ◆ **Venue**
- ◆ **Theme**
- ◆ **Chairman**
- ◆ **Co-sponsors**
- ◆ **Financial resources**

Proposal to Society

- ◆ **Local capabilities**
- ◆ **Past achievements**
- ◆ **Country facilities (A/V Presentation)**
- ◆ **Proposed venue**
- ◆ **Official assistance**
- ◆ **Industry assistance**
- ◆ **Proposed Committees**
- ◆ **Financial plan**
- ◆ **Time-table**

Approval of Regional Conference
a. Presentation to Conference Committee

◆ **Proposal to be presented 2 years before the date of the Conference and should include:**

- Name of the Conference
- Proposed Dates (based on check vs. conflicting events)
- Themes of the Conference
- Possible Co-sponsors and financial responsibilities
- Suggested members of Steering Committee
- Initial funding required

◆ **Acceptance by Conf. Com. allows CSC to proceed**

Approval of Regional Conference
b. Presentation to Regional Committee

◆ **Preparation of detailed budget (on IEEE forms) including contingency of 10% to expenses, to produce surplus > than 10% after loans return**

◆ **Distribution of surplus and loss.**

◆ **Cash flow document with request for loan/grant**

◆ **Basic time-table with Go/No Go decision point**

◆ **Approval of Budget by Regional Committee vote**
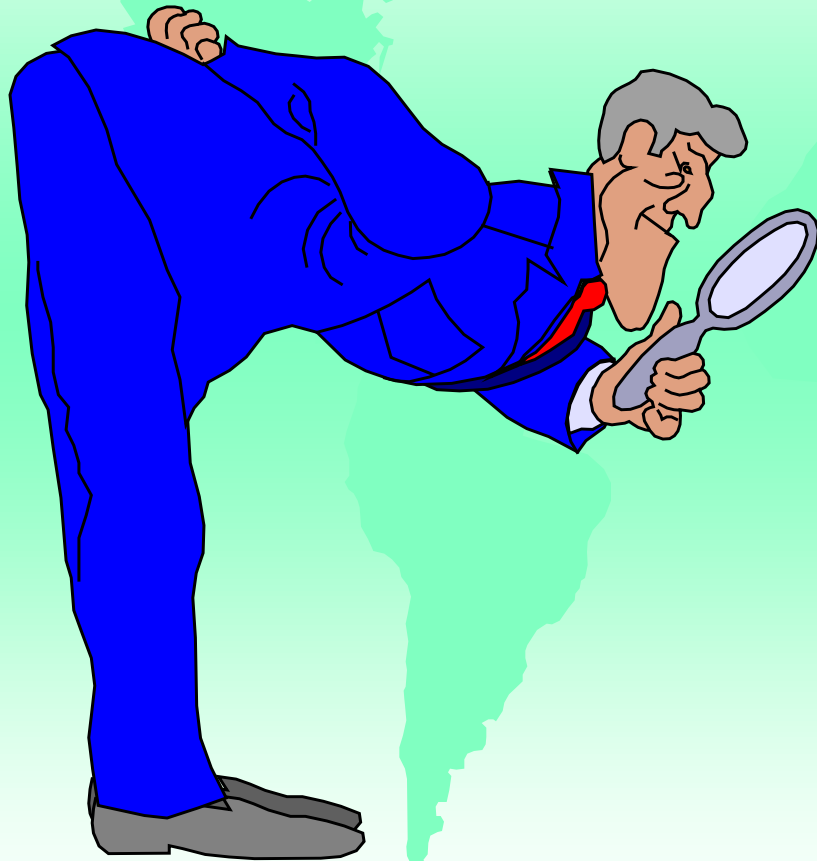
Approval of Regional Conference

c. Activities during and after the Conference

- ◆ **Submission of budget by Conf. Chairman to IEEE Conference Services for approval**

- ◆ **Submission of Conference Publication form (for Proceedings acquisition by IEEE)**

- ◆ **Submission of Conference Insurance request**

- ◆ **Establishment of "IEEE ..." bank account**

- ◆ **Regular financial control and reporting**

- ◆ **Auditing and reporting of financial outcomes**

Special Considerations

◆ **Student activities to be coordinated – Lower registration fees for Students and Life-Members**

◆ **Publicity - through Region 8 News, ComSoc and additional channels**

◆ **Membership Development (member fees should be 25% lower than for non-member)**

◆ **Tutorial program recommended**

◆ **Arrange Insurance and Bonding**

◆ **Regular reporting and Go/No-Go decision**

Sources of Information

- **IEEE Conferences Organization Manual**
- **Internet Home Pages:**
  - www.ieee.org/conferences
  - ComSoc Conference Policies and Procedures
  - Region 8 Home Page
- **Conference Search on Web**
- **Region 8 News**
- **National Society Publications**

Summary

- ◆ *Conferences are an effective way to present Technical excellence*

- ◆ *Technical Meetings provide a forum for exchange of ideas between peers*

- ◆ *Conferences provide opportunities for students and young engineers*

- ◆ *Meetings stimulate IEEE activities*

- ◆ *Conferences can provide income*