Organizing successful Meetings by Chapters

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Main Topics

- Purpose of meeting
- Type, Date and Venue
- Organizational structure & PR
- Budget & responsibilities
- Technical program
- Social program
- Event & summary

Why hold a Meeting?

- 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 Meetings?

- Broaden their knowledge
- Present activities
- Meet peers
- Travel
- Socialize
- Make contacts
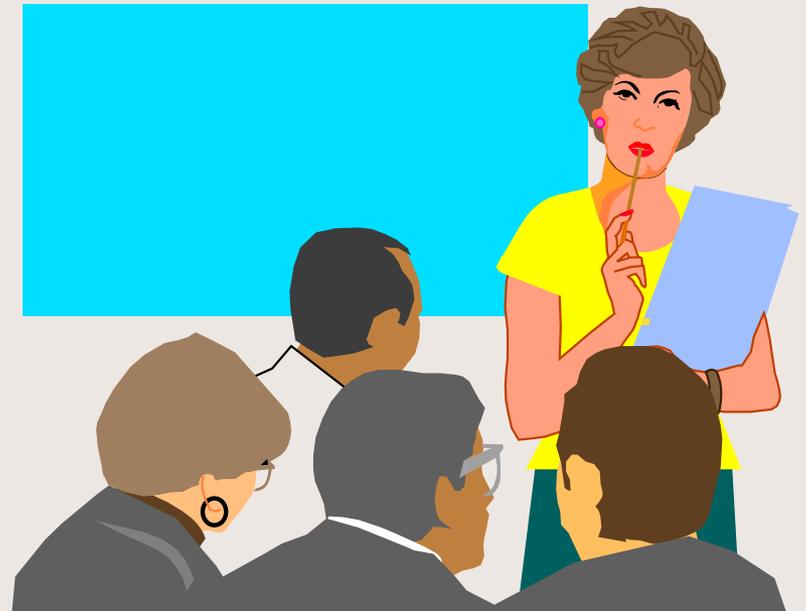
Types of Technical Meetings

- *Conference - Major meeting (>250)* **specialized (vertical) or horizontal topics**
- *Symposium-Specialized meeting (<250)* **may include workshops or tutorials**
- *Workshop - Small meeting (<100)*
- *Tutorial - Educate on selected topic*

IEEE meetings are organized by

- *Societies*

- *Regions*

- *Sections*

Chapters

RCCC

Checking existing meetings

- **Web - Technical Activities**
- **National Society Meetings**
- **Sections and Chapters Meetings in the Region**
- **Technical Societies' Meetings**
- **Announcements in Internet Home Pages (on similar subjects)**

Types of Conference Involvement

Type of Involvement

	Financial	*Technical*	*Publicity*	*Administr.*
Sponsorship	Full	Full	Full	Full
Co-Sponsor.	Limited	Full	Full	Limited
Technical Co-Sponsor	None	Direct	Assist	None
Cooperation	None	None	Assist	None

Conference Organization

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                    ┌──────────────────────┐
                    │ Conference Steering  │
                    │     Committee        │
                    └──────────┬───────────┘
              ┌────────────────┴────────────────┐
    ┌──────────────────┐              ┌──────────────────┐
    │  Publicity and   │              │     Student      │
    │ Public Relations │              │    Activities    │
    └──────────────────┘              └──────────────────┘
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| Technical Program Committee | Finance Committee | Local Arrangements | Exhibits Committee |

| Publications | Audit | Registration |

Financial considerations for Symposia and Conferences

- **Income of >15% over expenses**
- **Differential Registration Fees: Member/Non-member - 25-50% Advance Registration Students, Retired, Life Members**
- **Cash flow and advances from Sponsors**
- **Grants from Industry and Institutions**

In local (Chapter) meetings – financial considerations are minor
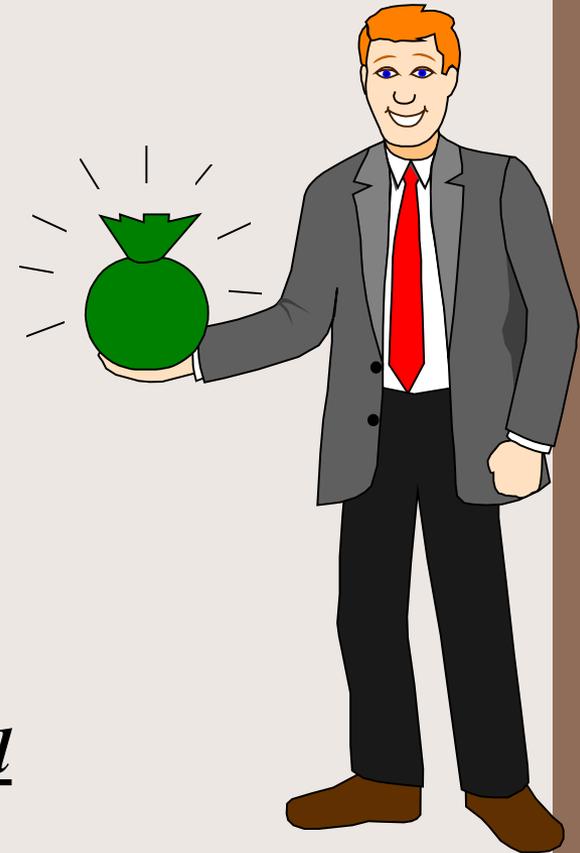
Objective of TPC

The primary objective of the Technical Program Committee is to ensure that a well-balanced, high quality program is organized and presented at the Conference.

Types of papers

- Invited papers - specifically requested
  for presentation of new topic

- Solicited   - to introduce a subject, opening a session

- Open call   - in response to Call for Papers

Reviewing

- Abstracts or Full papers
- 2-3 Reviewers
- Decision according to responses
- Provide copyright acceptance
- Delivery of paper by the author
- Possible review of visuals

Types of Presentations

- Keynote or Plenary lecture
- Panel discussion or paper presentation
- Poster (or discussion) sessions
- Camera-ready copy to be provided

 Conference papers are

  privileged information

Important Considerations

- Session to provide 15-20 minutes/paper
- Provide arrangements for visuals (author's room, technical assistance)
- Session Chairs to meet authors
- Student paper contest
- Possibly - require advance registration with submission of final manuscript

Session Chairs

- Send invitation
- Provide co-chair to foreign chairmen
- Provide author CV
- Speakers' breakfast
- Introduction and concluding remarks
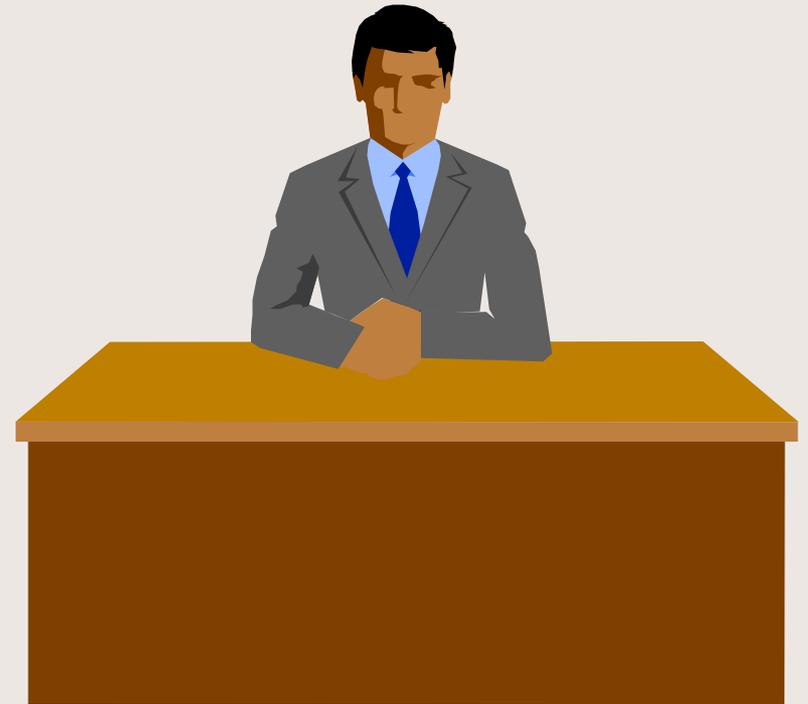
Courses and Tutorials

- To be given by well known lecturers
- To relate to "hot" subjects
- Additional reason to attend Conference
- Time : Day preceding the Conference
- Lecturers to receive Honorarium
- Not included in regular fees

Exhibits

- Acceptance criteria
- Educational display
- Time to visit (possibly at breaks)
- Invitation to exhibit
- Financial outline
- IEEE booth
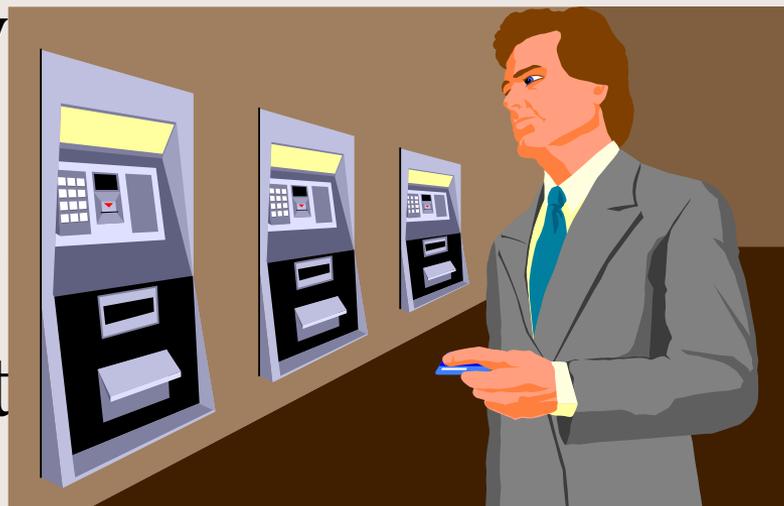
Organizational considerations

- **Site selection (accessibility,appealing)**
- **Availability of Lecture Halls**
- **Hotel facilities**
- **Climate and weather**
- **Date (Holidays,time of week,travel rates)**
- **Time of day (elder persons)**
- **Contract with Organizer**
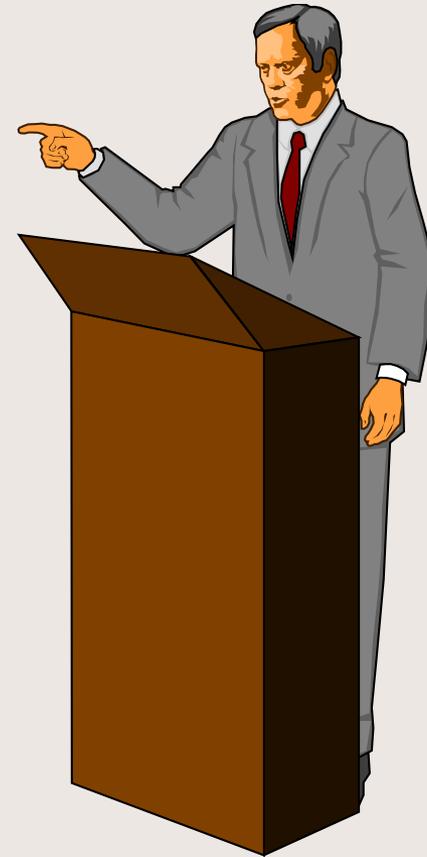
Student activities

In order to attract students to IEEE events

- **Lower fees**
- **Accommodation**
- **Paper contest**
- **Technical visits**
- **Social activities**

Publications

- **Call for Papers**
- **IEEE Copyright**
- **Author kits**
- **Advance and Final Program**
- **Proceedings**
  - **IEEE Catalog number**
  - **Purchase by IEEE Book Broker Program**
  - **Preparation of index**

Local arrangements

- **Meeting facilities**
- **Audio/Visual equipment and support**
- **Registration**
- **Opening Session (dignitaries)**
- **Food and beverage**
- **Communications (Message Center)**
- **Guard services**

Summary

- **Meetings are an effective way to present Technical excellence**
- **Technical Meetings provide a forum for the exchange of ideas between peers**
- **Meetings provide opportunities for students and young engineers**
- **Meetings stimulate IEEE activities**
- **Conferences can provide income**

- **Thank you for your attention**