How to Organize a Successful Technical Workshop

Presented by
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Introductions

• Speaker: Khaled Amer
  – Incoming Vice Chair of IEEE OC ComSig
  – President and founder of AmerNet
    • Architecture analysis and performance modeling/simulations for communications and networking chips and systems
    • Assistance with IEEE 802 standards and others
  – Active voting member of several IEEE 802 committees
  – Currently chairman of the IEEE 802.17 performance committee
Workshop Info

• Organized by the IEEE ComSig Joint Chapter of Orange County, CA (Communications and Signal Processing Societies)

• Postponed workshop from Oct 6th, 2001 to March 2nd 2002
  – Due to effects of events of Sept 11th
  – Quite a few registrations were already made
Necessary Ingredients

- Organization
- Volunteers
- Speakers
- Funding
- Local Support
- Publicity and advertising
Organization

• Setup committee of volunteers
• Setup roadmap and various steps needed
• Setup deadlines for various tasks
• Assign responsibilities and action items
• Make sure not to overwhelm any particular volunteer
Volunteers

• Too much work for one person
• Need few dedicated individuals to assist with the following tasks:
  – Orchestrate and organize various aspects of workshop
  – Prepare program and get speakers
  – Look after finances
  – Arrange for workshop venue
  – Take care of advertising and publicity
  – Seek out potential local industry sponsors
Good Speakers

• Crucial item:
  – Ensures the workshop will provide valuable information to attendees
  – Recognized names help attract attendees
Funding

• Your local IEEE Section
  – Most sections set some money aside to support such chapter activities

• Local Industry
  – Some companies are interested with some publicity in return

• IEEE
  – The regional Activities Board sets aside some money for such programs
Local Support

- Local IEEE Sections and chapters
- Local companies
- Local Universities and Colleges
- Other technical sister societies
Publicity and Advertising

• Crucial factor

• Publicity:
  – Bulletin boards of local companies
  – Bulletin boards of University and Colleges
  – Local chapter meetings
  – ComSoc Electronic newsletter

• Advertising
  – Local IEEE newsletters
  – IEEE Communications magazine
  – Other technical publications
Sources of Information

- Both ComSoc and IEEE have excellent information to help you get started and get organized: