Organizing an IEEE Conference

- Active Chapter - able to organise the conference?
- Major ComSoc event or local symposium?
- 1 committee member per 100 attendees (large event); minimum of 8 members to cover all responsibilities + many more volunteers
Actions required

- ComSoc cosponsorship?
  ComSoc agrees advance funding and shares the surplus in similar proportions with Local IEEE entity; Chapter or Section

- Prepare budget

- Identify sponsors
  - aids cash flow
  - may provide additional committee members
Further actions

- Book Conference location 3 years in advance
- Appoint Technical Programme Committee
- Plan Call for Papers at an early stage
- Advertise in Comms Mag and Conference diaries of major journals
- Open separate bank account
- Set up web site
Typical committee tasks

- Chairmen: Executive and General
- Officers:
  - TPC
  - Finance
  - Publicity, web site maintenance
  - Publications
  - Local Arrangements
  - Registration
Organization

- Appoint meeting management company
- Frequent liaison with hotel/conference venue
- Liaison with ComSoc (finance & publicity)
- Paper management system for refereeing papers
Progress and review

- Regular committee meetings to review progress against milestones
- Check all publicity output several times
- Accurate accounts and audit
Why?

- Benefits
  - enduring publicity for the Chapter
  - income to the Chapter for future events
  - recruitment to the Chapter and IEEE

- Costs
  - time
  - effort

*That’s why we are volunteers!!*
What kind of event?

- Local events
  - quick and easy to organise
  - much of the organisation can be in-house

- International events
  - much higher budget and risk
  - needs professional assistance
  - if Globecom or ICC, has ComSoc support