

**IEEE Latin America Conference on
Communications (LATINCOM)
IEEE ComSoc Latin America Region
Regional Chapter Chair Congress 2016
Medellin, Colombia**

Nelson Fonseca
Steering Committee Chair
nfonseca@ic.unicamp.br

- LATINCOM was created in 2009 and has been held in Medellin (2009), Bogota (2010), Belem do Pará (Brasil, 2011), Quenca (Ecuador, 2012), Santiago do Chile (2013), Cartagena India (2014) and Arequipa (2015)
 - LATINCOM is financially sponsored by IEEE ComSoc which means that ComSoc covers the conference expenses and expect 20% revenue. It is possible to share the financial responsibility with local chapters
 - LATINCOM has been held in hotel as well as in University facilities
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- There are two technical co-chairs: one from Latin America and one from active ComSoc volunteers indicated by the Steering Committee
 - Usually, LATINCOM has 3 to 4 keynote Speakers being one from the hosting country or from Latin America
 - All edition (except 2016) had a workshop for boardline papers which were not accepted. The papers in the workshop are not posted in the IEEE Xplore only papers from the main track (accepted papers). However, this give the opportunity to show the work to attendees.
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IEEE LATINCOM / REQUIREMENTS

- Needs to plan the budget, never have financial loss
 - Technical criteria is the same adopted in ComSoc conferences
 - Needs to have a pool of active volunteer to organize the conference
 - Needs to have a local pool of attendees since a great proportion of attendees comes from local pool, including students
 - ComSoc provides the web site template and the hosting computer for the web page but needs to have an active Web máster
 - Usually Latincom requires a large auditorium and two additional rooms
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- Proposals need to address the following questions:

 - Conference organizers
 - ◆ Who will be the conference organizers team
 - ◆ What is the experience of the organizing committee in organizing previous events? Please, specify
 - ◆ Will the local chapter be involved? What is the support given by the local chapter
 - ◆ Which additional human resources you are counting on (students, local staff)
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- Proposals need to address the following questions:

 - Conference Venue and hotel
 - ◆ Specific Information about the venue: location in town, how many rooms, size, plan (photo appreciated), cost.
 - ◆ Availability of nearby hotels for attendees and typical cost. Is the venue location easily accessible to the hotels attendees tends to stay

 - Touristic attractions and Weather
 - ◆ Are there touristic attraction in the city? And in the country?. You should be prepared to post attractions on the conference web page
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- Proposals need to address the following questions:

 - Airport and transportation
 - ◆ Main international flight connections to reach it. Transportation options from/to the airport to/from the conference hotel.

 - Finances
 - ◆ Possible patrons and financial support (companies, universities, local government). Financial support not necessarily in money donation but can be the venue, coverage of coffee break and banquet
 - ◆ Expenses foreseen. Tentative budget.

 - Any other relevant information conference organizers consider important
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