



IEEE CONVENE™

IEEE CONVENE 2018 POST-EVENT SUMMARY

AUGUST 2018

Danke By Marie Hunter, Senior Director, IEEE MCE

Thanks to all of those that attended and worked to make IEEE Convene 2018 a huge success!

We all agreed that the peer exchange among conference leadership is unparalleled and as a result, we have a growing, open, and insightful community that has been built across IEEE. As always Convene is also a great opportunity for the MCE team to hear from our dedicated volunteers and stakeholders, to better understand and address challenges and opportunities as we set the course for the future.

Berlin, a city that has experienced immense change and transformation over the years, was the perfect location for this forum. We thank our hosts in Berlin for sharing their stories and culture with us, providing insights and examples that can inspire our future conferences and events.

Our core theme for the event was “Crisis Management” and as we do each year, we provided some content in key areas related to making your event a success. We brought forward real-life examples across different perspectives (Venues, Associations, Cities, etc.) and hosted a discussion that included many incidents that IEEE has faced. We organized sessions to address potential scenarios and solutions and our participants played a critical role in helping each other and helping to shape IEEE’s approach to emergencies.

We were delighted to have Kathy Land, Vice President of Technical Activities, share her own experience and perspective on IEEE conferences and to have her take the time to engage with conference organizers from around the world.

To all of those who played a role in IEEE Convene 2018, whether it was sharing your ideas for topics, raising your hand to ask a question, or just being there with us, we thank you.

I hope to see you at IEEE Convene 2019 in Washington, D.C. on 1-3 August 2019!



Prepare, React, Respond, Recover: Crisis Management

As conference organizers, we have a responsibility to ensure our teams and attendees are prepared and safe in the case of an emergency. To provide ongoing support and guidance in this area, IEEE MCE has established the Event Emergency Response Team (EERT). With the goal of being prepared to react, respond, and recover, EERT has developed processes, resources, and real-time support for any IEEE event.

At IEEE Convene 2018, we used this topic to hear real-life examples and experiences. We ran breakout sessions for our attendees to work as teams to propose solutions. We learned what resources are available, and what standard practices should be put into place.



A Word from our Conference Organizers

With more than 1,800 IEEE conferences and events per year, it is no surprise that our conference organizers have a few stories of their own to share. Thank you to IEEE Volunteers & Conferences Committee Members John Barr, Jan Haase, and Sean Haynes, who took the time to share their personal experiences and challenges while running an event. This activity not only shared the breadth of crisis situations that are possible, from broken bones to venue renovations, but also reinforced that volunteers are not alone in these times.

Lessons Learned: 10 Takeaways from the Crisis Management Workshops

To engage our attendees and create an interactive environment, we developed a team activity where groups were given emergency scenarios and discussed how to react, respond, and recover. At the end of this activity, each group shared their insight, with the lessons learned summed up below:

1. Have an emergency response plan in place before the event, coordinating with the venue.
2. Retrieve emergency contact information for everyone, including speakers and exhibitors, during the registration process.
3. Make sure the planning team, venue, and attendees are all aware of what to do in the case of an emergency.
4. Stay safe, engage local authorities as needed, and follow their directions.
5. Be careful about the information that is publicly shared and communicated. False information can cause alarm or rumors.
6. Have a communication plan in place of how you will notify attendees during an emergency, such as through phone, email, and social media.
7. Do not speak to media. In the case of media requests, work directly with IEEE Corporate Communications.
8. Think global, including how will you communicate with attendees, or their emergency contacts, who may not speak your language.
9. Make sure someone in a remote location has copies of attendee lists, their emergency contacts, and emergency response plan on site in case you cannot access it.
10. Once the situation is safe, engage EERT.

For more information and resources for the IEEE Event Emergency Response Team (EERT), please visit: www.ieeemce.org/emergency

Making Your Event a Success

One of the key missions of IEEE Convene is to teach and inspire the conference community new and innovative ways to produce successful events. At IEEE Convene, we like to practice what we preach. Not only is it the content that's important, but also the way that attendees interact and absorb the information. Through collaborative breakout sessions in intimate settings to a social reception in an open and fluid space, our goal is to provide an exceptional attendee experience that inspires.

Can You Organize It?

Through this energetic, game-show style activity, we challenged attendees at random to identify the correct timelines and processes for organizing a conference. This light-hearted and spirited activity engaged individuals and encouraged audience participation, while also reinforcing tips for key planning elements from the conference application process to closing a conference.

Games & Challenges

Sprinkled throughout the IEEE Convene program were various games led by our Canada partners. While the program covered serious topics such as crisis management, these games were meant to rejuvenate our audience by standing up, interacting with each other, and most importantly, having some fun.

Breakout Sessions:

Our breakout sessions at this year's event were composed of different formats, from group activities to panel discussions. Each room was an intimate space where attendees had the opportunity to learn from experts and each other, while having the ability to speak up, ask questions, and be heard.

Social Activities

In addition to breaks allowing attendees to refresh and network, we hosted the Welcome Reception at Hugo's, the InterContinental's Michelin star restaurant. With incredible views, food, and company, having the reception in the same location as the venue allowed attendees to come and go as they'd like, while enjoying time spent with old and new friends from across the IEEE conference community.



iCON 2018 Award Winner: IEEE Wireless Communications & Networking Conference (WCNC)

At Convene 2018, we had the pleasure of delivering the annual IEEE MCE iCON Award. This honor celebrates an event that has demonstrated excellence in innovation, content curation, community building, and financial stability and growth.

The winner of the iCON 2018 Award was the 2017 IEEE Wireless Communications & Networking Conference (WCNC). IEEE WCNC is the world premier wireless event to exchange ideas and information on the advancement of wireless communications and networking technology. The award was accepted by co-chairs Andrea Goldsmith of Stanford University and Katie Wilson of Santa Clara University, whose outstanding leadership drove results for and led advancement for the conference's long-term goals.

IEEE WCNC was recognized for their mission to incorporate diversity, the latest technologies, and both industrial and academic forums. Through their efforts, WCNC almost doubled their attendance, grew their exhibits from 7 to 31, and exceeded their budgeted surplus by \$70,000.

Led by an organizing committee that was 42% female, including two female co-chairs, this event is exemplary of how future events can grow, evolve, and be representative of today's technology industry.



IEEE CONVENE 2018 was informative, thought-provoking, and a positive step forward for all IEEE conferences and events. Thank you for all of your contribution and participation!

We are excited to announce the next date and location for 2019 IEEE Convene. We hope you'll join us in Washington, D.C., 1-3 August 2019. Hosted in the nation's Capital, Washington D.C. is home to expansive history, museums, art, associations, technology, and more. Stay tuned for more details as we gather conference leadership to discuss, engage, and inspire.

The IEEE Meetings, Conferences & Events team looks forward to seeing you there!



Professional Event Management Services

- Site selection & contract negotiation
- Venue & supplier management
- Registration, plenary, exhibit & concurrent session management
- Audience generation strategies
- Creative event media design and development
- Logistics planning/event management
- Patron program development
- Speaker management & engagement
- Exhibit sales & management

Feeling a sense of community, energy, and even inspiration- that's what happens when an event transforms into an experience.

Powerful, lasting memories. Stronger impressions. Increased commitment. IEEE Meetings, Conferences & Events (MCE) helps you transform your event into an experience that stays with participants long after the meeting ends. Our mission is growing IEEE's technical communities through innovative, collaborate gatherings.

What does that mean?

That we're here for you, from early concept design through strategic agenda development and attendee engagement strategies.

Maybe we are introducing you to patrons or speakers that we have connected with along the way.

Maybe we're consulting on logistics and location specific planning. Or maybe we're crafting media and putting your meeting online with streaming video and mobile apps.

From planning through execution, MCE has the expertise to make the connections and help you build your community.



THANK YOU TO OUR 2018 IEEE CONVENTION CONTRIBUTORS!

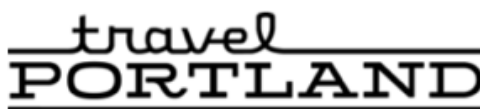
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Contact IEEE MCE at ieee-mce@ieee.org

Thank You and Honors



We want to thank and acknowledge the leadership of Fred Schindler and the conferences committee.

Over the years, Fred consistently challenges and leads productive and important conversations. His leadership style enhances IEEE events, while exuding an open mind and sense of humor.



A very special thank you to my team in MCE. From developing the program to planning logistics and providing on-site support, their tireless efforts and positive attitudes helped make IEEE Convene 2018 a great success.

Warm Regards,
Marie

Crystel Edwards,
Lead Event Planner

Thank you to the entire Convene team, including:

| | |
|----------------------|--------------------|
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