Conference Coordination Meeting

Habib M. Kammoun
2021 IEEE Region 8 CoCSC Chair
16 March 2021, 17:00 CET, Webex Online Meeting
Part of 116th IEEE Region 8 Meeting Series Spring 2021
We are here to provide support …

- Vice-Chair, Technical Activities: Peter Nagy (Hungary)
- Chair: Habib Kammoun (Tunisia)
- Past Chair: Ljupco Karadzinov (North Macedonia)
- Members:
  - Nadezda Kunicina (Latvia)
  - Robert Bierwolf (Benelux)
- Corresponding members:
  - Tiziana Tambosso (Italy)
  - Eric Kuada (Ghana)
  - Ridha Hamila (Qatar)
  - Albert Lysko (South Africa)
- Finance AdHoc subcommittee Liaison: Margaretha Eriksson (Sweden)
- Industry Initiative AdHoc subcommittee Liaison: Nihal Sinnadurai (UK & Ireland)
2021 Goals

1. Timely review of the financial and technical co-sponsorship (TCS/FCS) requests
2. Ensure success of the R8 flagship conferences: call for bids, support, oversight
3. Ensure success of IEEE conferences TCS/FCS by the R8
4. Increase the R8 visibility through conferences
5. Support the sections' conference coordinators
Conference Application Checklist (1/2)

- Conference name and acronym
- Start and end dates
- Website
- Event type and location (Virtual, Hybrid, Physical)
- Scope and fields of interest
- Keywords
- Estimated attendance

- Technical and Financial sponsors
- Financial details, including financial share of each sponsor
- Estimated revenues and expenses
- Roles and responsibility of sponsors
- Call for Papers
- Deadlines
Conference Application Checklist (2/2)

- Conference committee information, including who has authority to operate the conference, who is on the oversight committee, who appoints conference chairs, who approves budgets and who establishes registration fees
- Plans to produce conference publications
- Structure of technical program committee
- Estimated number of submitted papers and targeted acceptance rate
- Other events associated with conference
IEEE Sponsorship Types

- **Sole Sponsorship FCS (100%)**
  - The IEEE OU* has full financial and technical responsibility for executing the conference (100%)

- **Co-Sponsorship Co-FCS (1–99%)**
  - The IEEE OU has shared responsibilities for the conference’s financial and technical requirements

- **Technical Co-sponsorship TCS (0%)**
  - The IEEE OU provides direct and substantial involvement in the technical program

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*OU – Organizational Unit (example: society, section, chapter, council)
IEEE Sponsorship Fees

- FCS / Co-FCS (100%)
  - **No fee** for the conference

- Technical Co-sponsorship TCS (0%)
  - Increased to **US$1,450 per conference** and **US$22 per paper submitted to IEEE Xplore**
  - Currently, MGA is absorbing (for 2021) the difference with the previous fees. So, the conference should still pay **TCS fee: $1,000 + $15 per paper**
  - For example: for 100 papers, the conference should pay TCS Fee $1,000 + $15*100 = $2,500 to IEEE MCE. **The OU. can pay a part of the TCS Fee**
  - MGA pay TCS fees if the external (non-IEEE) financial sponsor has a National Society Agreement with IEEE or has a Sister Society Agreement with one or more of the IEEE Societies
Finance

Adam Jastrzebski
IEEE R8 Treasurer

• Develop and manage a budget that produces a positive surplus (20% goal)
  • OU will receive 100% of surplus or be responsible for deficit

Overview
Learn about the responsibilities of the conference treasurer

Building a Budget
Get tips on building an accurate conference budget

Choosing the Right Bank Account
Explore different bank account options for your conference
Finance

- Determining & Accepting Registration Fees
  - Establish fee types, determine discounts, set cancellation/refund policies, & establish payment processing

- Conference Contracts Guidelines & Templates
  - Find information on the review process, high-risk contracts, signing, & available templates

- Tax Information for Conferences
  - Understand tax implications for your conference

- Tracking Your Transactions
  - Bookkeeping fundamentals including forecasting, actuals, transaction detail reports, recording data, and cash on-site transactions

- Closing Your Conference
  - Get conference closing guidelines and timeframes

- Conference Audit
  - Learn audit parameters and options
Supporters / Patrons

- For-profit companies can **NOT** sponsor an IEEE conference
- For-profit companies can be supporters of an IEEE conference
- Supporter, Patron, Partner or Contributor are acceptable designations
- Supporters can contribute or donate goods and services to a conference. Involvement examples:
  - Support can be in the form of a grant for a specific activity, such as a dinner
  - Providing conference attendees trinkets or small gifts
  - A university may donate facilities to host a conference
- Supporters should be **noted separately** from sponsors on all conference marketing materials including the conference web site. They are distinguished from IEEE official sponsors (not included in the MOU)
Committee structure

- General Chairs
- Finance Chair & Treasurer
- Program Chairs
- Publications Chair
- Publicity & Public Relations Chair
- Registration Committee
- Exhibits Committee
- Local Arrangements Committee
# Timeline

## Conference Timeline - Guidelines

### Pre-Conference

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>24+ months</td>
<td>Obtain Sponsorship</td>
</tr>
<tr>
<td>24-18 months</td>
<td>Submit Conference Publication Form to IEEE (for non-IEEE organizations), with IEEE as co-hosting party</td>
</tr>
<tr>
<td>18-12 months</td>
<td>Develop business plan, marketing materials, and conference website</td>
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<tr>
<td>12-9 months</td>
<td>Submit call for paper submissions. Work with paper management company, if applicable</td>
</tr>
<tr>
<td>9-6 months</td>
<td>Send out RFPs for program management and facility management, if applicable</td>
</tr>
<tr>
<td>6-4 months</td>
<td>Finalize program, show schedule, and marketing materials</td>
</tr>
<tr>
<td>4-3 months</td>
<td>Submit budget and ad contract.</td>
</tr>
<tr>
<td>3-0 months</td>
<td>Send out contracts and payment.</td>
</tr>
</tbody>
</table>

### Post-Conference

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>1 month</td>
<td>Submit Conference Proceedings/Content</td>
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Organize a Conference

Numerous services are provided:

▶ Overall guidance
▶ Organizer/OU education and training
▶ Identifying and facilitating sponsorship
▶ Finance, budgeting, insurance, contract review and approval
▶ Banking and credit card processing
▶ Memorandums of Understanding (MOUs)
▶ Publication of your proceedings
▶ Webpage design

▶ Marketing your conference
▶ Site location, event management, meeting logistics
▶ Contract negotiations, food & beverage planning, supplier management

Further details are available in:

- IEEE MCE website: https://ieeemce.org
- IEEE MCE Resource Center: https://ieeemce.org/forms-and-templates/
- IEEE Center of Leadership: https://ieee-elearning.org/CLE/
Organize a Conference
www.ieeemce.org

Your Guide to Planning
Find everything you need to know about organizing an IEEE Conference

Start Here

Best Practices for Virtual Events
Available in the CLE

COVID-19 Pandemic (Coronavirus) Event Resources

Virtual & Hybrid Events Guidance
Create meaningful virtual events that make lasting impressions

Audience Development
Grow your audience and build relationships with your attendees

IEEE Center for Leadership Excellence
CONFERENCES & EVENTS
Access to courses that support a Conference Chair, Technical Program Chair, Conference Treasurer, Publications Chairs, Event Management, and more.
R8 Sponsorship Requirements

▸ Ensure a good Technical quality
  - At least one technical program co-chair is a known IEEE society member who have access to all reviews, involved in the papers’ acceptance process, and involved in developing the conference program
  - At least Two current or previous IEEE Region 8 committee members (Section Chairs, R8 Vice-Chairs, R8 Treasurers, R8 Secretaries, R8 Directors) are involved in the review process
  - 3 reviewers per paper; Sufficient review period;
  - Review criteria: Relevance, Originality, Presentation, Results and Impact, Quality & Clarity of the manuscript
  - Plagiarism check of all submitted papers (first and final versions) using crosscheck.ieee.org

▸ Ensure a good involvement of IEEE R8 subunits
  - At least one IEEE Region 8 section & (one IEEE Society OR one IEEE Local Chapter) are involved in the conference program as technical co-sponsor
  - Conference organizers should clarify in the conference application form how the IEEE units are involved in the conference

▸ Ensure benefits for IEEE R8 members
  - Registration fees must include reduced fees for IEEE members: discount of 10%
R8 Sponsorship Requirements

- Start your conference application **before 10 months**
- Conference committee members need to complete the **Training online courses**
- Conference **dates** should not conflict with other IEEE Region 8 conferences dates
- **Progress reporting**
- Become familiar with:
  - IEEE Policy Manual (Section 10.1.17) <link>
  - IEEE Technical Activities Operations Manual (Section 6) <link>
  - IEEE Publications Operations Manual <link>
  - IEEE MGA Operations Manual (Section 10) <link>
  - IEEE Brand guidelines <link>
  - General Data Protection Regulation (GDPR) <link>
2021 R8 Flagship Conferences

IEEE EUROCON-2021
«Dedicated to the first public performed test launch of the Lebedev MESM – November 6, 1950»
July 6 - 8, 2021 • Hybrid Format • Lviv, Ukraine

IEEE AFRICON 2021
Arusha, Tanzania, 13-15 September
africon2021.org
2021 R8 Flagship Conferences

IEEE EDUCON 2021 - Austria

Call for Papers
IEEE Global Engineering Education Conference (EDUCON2021)
Vienna, Austria (virtual or hybrid)
April 21st - 23rd 2021, Radisson Blu Park Royal Palace Hotel, Vienna (in case of a hybrid conference format)
http://www.educon-conference.org/

HISTELCON 2021
August 18-20, 2021 – Hybrid Format – Moscow, Russia

Call for Papers

HISTELCON is a flagship conference of the IEEE Region 8 held every two years on the history of electrical engineering, electronics, computing, their applications, and their impact on humanity's social development.

2021 IEEE International Humanitarian Technology Conference (IHTC 2021)

02 - 04 DECEMBER 2021 / VIRTUAL CONFERENCE
2021 R8 Flagship Conferences

IEEE RTSI 2021

6th Forum on Research and Technologies for Society and Industry Innovation for a smart world

NAPLES, ITALY, SEPTEMBER 6-9, 2021
2022 R8 Flagship Conferences

- May 9-12, 2022, 7th ENERGYCON, in Riga, Latvia
- June 14-16, 2022, 21st MELECON, in Palermo, Italy
Upcoming Conferences TCS by R8

- May 19-20, 2021, 7th International Conference on Optimization and Applications (ICOA), Wolfenbüttel, Germany
- May 24-28, 2021, 44th International Convention on Information, Communication and Electronic Technology (MIPRO), Opatija, Croatia
- May 25-27, 2021, International Conference on Smart Grid Synchronized Measurements and Analytics (SGSMA), Virtual
- June 5-12, 2021, 6th IEEE Congress on Information Science and Technology (CiSt), Agadir – Essaouira, Morocco
- June 7-9, 2021, IEEE International Workshop on Metrology for Industry 4.0 & IoT (MetroInd4.0&IoT), Rome, Italy
- July 26-28, 2021, 44th International Conference on Telecommunications and Signal Processing (TSP), Brno, Czech Republic
- October 20-22, 2021, 15th International Conference on Advanced Technologies, Systems and Services in Telecommunications (TELSIKS), Nis, Serbia
- November 1-3, 2021, IEEE International Conference on Microwaves, Antennas, Communications and Electronic Systems (COMCAS), Tel Aviv, Israel
Discussions

- Weak involvement of the sections in the society conferences
- Weak involvement of the sections as financial co-sponsors
- Only 16 sections/subsections (23%) appointed conference coordinators
- How to increase the visibility of R8 conferences
- Add new flagship conferences:
  - Engineering Education
  - Industry Forum
  - Communications
  - Etc.
We are here to provide support …

- E-mail: conferences.officer@ieee8.org
- Website: http://conferences.ieeer8.org/