IEEE Region 8
Guidelines and Procedure for Bidding to host IEEE Region 8 Flagship Conferences

Introduction

IEEE Region 8 Flagship conferences currently include MELECON, EUROCON, SIBIRCON, AFRICON, HISTELCON and ENERGYCON. The IEEE Region 8 Committee may from time to time add new conferences or stop supporting current ones. These guidelines and procedure aim to identify requirements from conference bidders and help them in the preparation of the bid. Conferences open for biding can be found here:

http://www.ewh.ieee.org/reg/8/cms/index.php?option=com_content&view=article&id=345&Itemid=72

Eligibility

IEEE Region 8 Flagship conferences are intended to support IEEE OUs in the Region. Therefore, a bid to host one of the IEEE Region 8 Flagship conferences should originate from the host IEEE Section or IEEE Chapter, in cases where no Section exists in the host country.

Format

The IEEE Region 8 Flagship conferences should be designed to have a general broad technical outreach. The main trust is for the conference to serve as catalyst for technical exchange of ideas from different technological fields. These conferences help in creating a network between researchers and practitioners from *academia* and *industry* that encourage interdisciplinary technical research.

Required Documents

The Section or Chapter bidding for one of the IEEE Region 8 Flagship conferences must submit the following material to the IEEE Region 8 Conference Coordination Subcommittee (CoCSC) Chair for evaluation by the Subcommittee. The necessary documentation includes:

1) A detailed presentation showing
   a. Brief information on the hosting country
      ▪ List of restrictions, if known, should be provided.
   b. Details on the proposed venue and possible backup
   c. Details on how national and international researchers can reach the venue
   d. Technical topics covered within the conference
   e. Proposed organizing committee
   f. Industrial support and participation
   g. List of IEEE membership engagement opportunities
   h. Other useful information

A template can be found here:
http://www.ewh.ieee.org/reg/8/cms/index.php?option=com_content&view=article&id=345&Itemid=72

2) A detailed budget
Given the nature of these Conferences it is important to keep the registration fees for IEEE members low.
- a. Includes all envisaged sponsorships (industrial, governmental, academia, etc)
- b. Includes all envisaged expenses
  - ▪ Key Region 8 conferences should try and solicit a large number of sponsors enabling for reduced registration costs.
- c. Insurance costs
- d. Gives an indication of the surplus

A template can be found here:
http://www.ewh.ieee.org/reg/8/cms/index.php?option=com_content&view=article&id=345&Itemid=72

IEEE Region 8 Support

The IEEE Region 8 financial supports its Flagship conferences with some *seed funds* up to a maximum of US $5,000 depending on the size of the conference and as decided by the IEEE Region 8 Committee. This is the maximum risk that IEEE Region 8 will be exposed to. It also technically supports the conference and helps with the distribution of the Call for Papers and advertising. The list of benefits can be found here ….

Insurance

The organizing committee must take adequate measures to limit the risk of the conference making a loss. It is highly recommended that an insurance policy is purchased to cover the event.

Surplus

The surplus of an IEEE Region 8 Flagship conference will be divided between the IEEE Region 8 and the host Section or Chapter. IEEE Region 8 will be entitled to recover the seed money and US$5,000 from the surplus together with an additional percentage from the surplus for the branding as agreed in the Memorandum of Understanding.

Implementation:

Bids are to be submitted to the Region 8 Conference Coordination Subcommittee (CoCSC), which will make a recommendation to the Region 8 OpCom, where a decision will be derived. The host entity or representative thereof will present the approved event at Region 8 committees.