

R8 Flagship Conferences Timeline

No.	TASK	months min.
1	Read the documentation on organising a conference on the IEEE website. Consider watching key CoE webinars	immediately
2	Buy a web domain i.e. "www.eurocon2017.org". (There is another EUROCON conference that in 2015 has first reserved the domain www.eurocon2015.org, so do this as soon as possible. This other EUROCON is not engineering conference, but on science fiction topic.) Hosting (Wordpress) can be arranged for no cost through the IEEE.	immediately
3	Determine whether the conference needs to register for tax (e.g. VAT) and if needed organise for the registration with the IEEE tax compliance team. Bear in mind that tax affects the budget.	As soon as possible
4	Venue contract. Some hotels are already booked more than a year and a half in advance. This can be managed by a conference management company/travel agency if needed. Dealing with hotels can be slow and difficult. It is easiest to meet in person to resolve issues.	18
5	Determine the Organization Team (3 to 10 people). More students/assistants (aprox. 10) are needed later a month before and at the conference.	18
6	Define conference main topics – they are known from the previous conferences, however always there is a need to update them and add something attractive within special sessions in order to have more participants.	15
7	Find a company that will create the web page (it needs to be running before the first Call for Papers – CfP is distributed a year in advance). min. 12 months in advance. Update the web page all the time! (Website can be created by a committee member with the necessary skills.)	15
8	Register the conference with IEEE Meetings, Conferences and Events – MCE, (information needed in the application form is: web page, scope, field of interest, venue, etc.) min. 12 months before the conference dates. The above registration prepares the MOU (memorandum of understanding) with IEEE (and R8), it is approved by the R8 Director.	12
9	Sponsors – can be motivated if topics in their field of interest are covered by special sessions and plenary key note speakers.	all the time
10	Honorary Chairs – R8 Director (is needed for the R8 Student paper contest, opens the conference, pays his travel and accommodation expenses but not the reg. fee); also R8 CoSC Chair, IEEE President if available... Announce on the web page and CfP the IEEE R8 Student Paper Award, and if applicable Conference Best Student Paper Award. For Africon we have covered the registration fees of honorary chairs but not travel costs - the travel costs are often high for Africon)	12
11	Plenary Key Note Speakers – determine them and get approval (they are important and announce them in the first CfP if known, but will be added in the second and third CfP as approval obtained.)	12–6
12	Registration Fees – can be announced later, but my recommendation is to include them in the first CfP. Some conferences decide about these fees later, after the submission deadline, so if less papers, the amounts are higher to cover the organization costs. However, we wanted to show the prospective authors that EUROCON and AFRICON are organized by R8 to provide researcher high quality IEEE conference with lower participation costs (low registration fees, travel within the continent, low accommodation costs cca. 50 EUR/night). So we recommend to announce the reg. fee now as this may be also appealing to young researchers that don't have big research funds.	12
13	Paper submissions: determine paper submission, review and management system that will be used like EasyChair (https://easychair.org/) and pay the usage fee. Customize the system (topics, authors info, submission rules, review rules, reviews info, etc.). Register for Crosscheck and have it available to do plagiarism checks on submissions prior to reviewing. Prepare paper templates using IEEE templates.	12–9
14	Prepare First Call for Papers (CfP) Distribute it using e-Notice. The IEEE staff is busy and instead of distributing it within 5 days, it takes a month or more to distribute it! Distribute Second CfP using e-Notice 9 months before the conference with updated info about plenary lectures etc. Distribute Third CfP using e-Notice 6 months before the conference (just before the deadline). There is a maximum of 3 distributions allowed by e-Notice. It distributes only to IEEE R8 members since the conference is supported by R8. It would be nice if it can be distributed to all IEEE members as one of the major IEEE conferences.	12
15	Make the paper submissions system running!	9
16	Find at least 200 to 300 REVIEWERS !!! It is volunteering work, they are usually busy and late in reviewing, there is a need for 3 reviewers per paper, acceptance rate less than 75% since it is a major IEEE conference. Invite them using the conference management system (e.g. EasyChair) so that they will sign in and have. These conferences (EUROCON, AFRICON and MELECON) cover topics from all IEEE fields and there is a need for reviewers from all fields, the Program Chair needs to have a team with specialist in all major fields that will properly assign papers to reviewers according to their expertise. Start the reviewing early enough. Minimum 2 months needed, and should be completed 4 months before the conference date, 1 month before the early registration deadline.	9–6
17	Register for PDF eXpress and Electronic IEEE Copyright Form (needed for the submission of the FINAL paper versions of accepted papers.) Submit Conference Publication Form to obtain Letter of Acquisition (LOA) for publishing with IEEE. I'd suggest doing this at the same time as registering for Crosscheck. (Shaun)	6
18	Establish conference bank account. A separate one that will be closed no later than 6 months after the conference as the IEEE rules require. Where possible make use of the IEEE CB account, though a local bank account may be needed.	6
19	Establish registration process with Credit Card Payment. Some delegates, many whose registrations are paid by their university, will pay via bank transfer.	6
20	Follow the review process, it is really not easy to get all reviews on time!	6–4
21	Information about the Visa process on the conference website. Prepare an invite letter for visa purposes (only for registered attendees).	4

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22	Complete paper review process (1 month before the early registration deadline). Notify authors. Some will need official invitation letters to get funded by the employer, and to get a travel visa. Finalize technical program; post it on the web page.	4–3
23	Plan social activities and tour program.	3
24	Deadline for early registration. Notify the hotel about the updated expected number of attendees, amend the contract if needed.	3
25	Create advance program with sessions and timetable of accepted papers so the participants can plan theirs' travel; post it on it on the conference website.	2
26	Attendee giveaways, speaker gifts, and/or conference shirts.	1
27	Confirm on site logistics with venue.	1
28	Set-up registration area, exhibit space, information booth, office area	2 days