

Conference Coordination Subcommittee (CoCSC)

Jan Haase

The CoCSC coordinates financially or technically co-sponsored conferences. Currently it consists of Jan Haase (Austria Section, CoCSC chair), Dirk van Hertem (Benelux Section), and Stefano Zanero (Italy Section).

Present and Future R8 Conferences

- EUROCON 2013 was held on July 1-4, 2013 in Zagreb, Croatia
- AFRICON 2013 was held on September 9-12, 2013 in Mauritius
- MELECON 2014 will be held in April 2014 in Beirut, Lebanon
- ENERGYCON 2014 will be held in May 2014 in Dubrovnik, Croatia
- HISTELCON 2015 will be held in April 2015 in Israel
- EUROCON 2015 - recommending Spain Sections bid
- AFRICON 2015 - in decision phase
- MELECON 2016 - looking for candidates
- ENERGYCON 2016 - looking for candidates

CoCSC sessions at R8 committee meetings

- CoCSC will meet on Friday 4th April 2014 before the R8 meeting in Budapest.
- Follow-ups and timelines monitoring of flagship conferences has been initiated, Stefano Zanero is responsible for this action.

IEEE Panel of Conference Organizers

Jan Haase participated at the IEEE Panel of Conference Organizers (POCO) 2013. There, new tools, new rules, new plans, and new ideas for the increase of paper quality at IEEE conferences were presented and discussed.

Conference Organizer's Handbook

The CoCSC prepared a handbook (or howto) for conference organizers to be sure which steps to take and which forms to submit when and where. This handbook was created mostly by the work of Dirk van Hertem. The handbook itself can be downloaded from the R8 CoCSC webpage at <http://www.ieeer8.org/category/technical-activities/conference-coordination/>

Webinars

Webinars are being organized to allow conference organizers to familiarize with IEEE procedures and gain knowledge on organizing successful conferences.

A webinar explaining the basic topics to conference organizers of conferences in R8 and section chairs took place September 6, 2013. It was presented by Jan Haase (CoCSC) and Kevin Hanft (IEEE Conference Services) with 15 participants and covered the following topics:

- How to start a conference
- Timelines
- Committee lists
- Financial vs. technical co-sponsoring
- Memorandums of understanding (MoUs)
- The process of applying for co-sponsoring
- IEEE Conference Exchange (ICX)
- IEEE Xplore and how do I get my proceedings published there?
- Where can IEEE staff help me?
- What does co-sponsoring cost?
- Specifics of IEEE Region 8
- Questions and answers

A second webinar took place December 04, 2013, focusing on conference finances. Speakers were Kevin Hanft (IEEE Conference Services), Ray Borgone (IEEE Finances), Jan Haase (CoCSC), with 8 participants. Topics were:

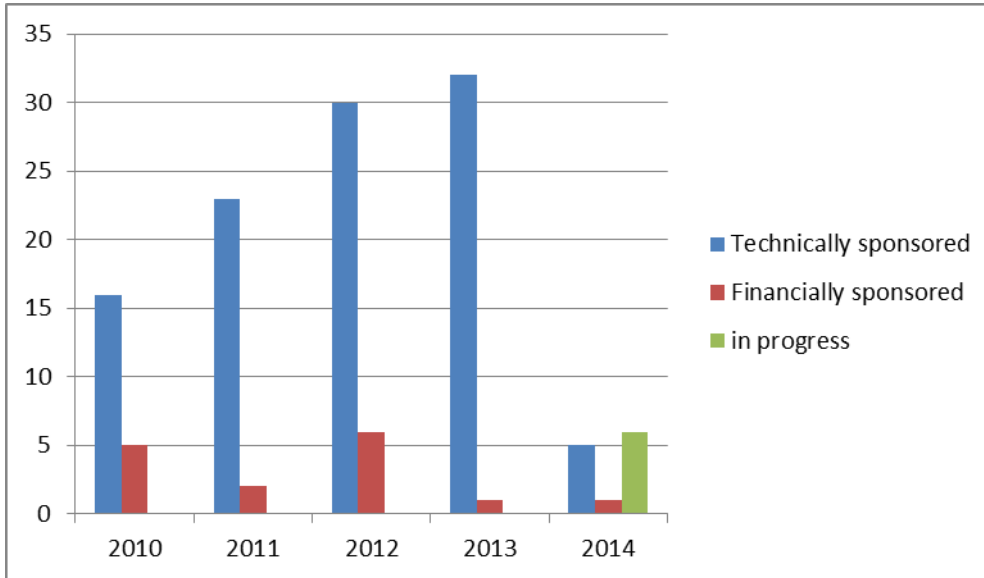
- Conference Finance Topics
- Budgeting and Use of the IEEE budget template
- Conference Bank Accounts Concentration Banking (CB) versus Local Accounts Pros & Cons
- Taxes Handling conference taxes; How can IEEE assist with VAT refunds?
- Audits: When is it needed? What is required to fulfill audit requirements? How/Who should perform the audit?
- IEEE Staff Resources & Services: (10 minutes)
- Overview of how IEEE staff can help the organizer: Contract review and approval, negotiating lower prices, IEEE buying power; other
- Who are the relevant people at IEEE staff?

Financially and Technically Co-sponsored R8 Conferences

The number of technically co-sponsored conferences increases, which leads to additional income for R8 due to the general administrative fee of \$500.00 for R8 involvement. The sub-committee will try to attract more conferences in 2014. Emails have been sent to all IEEE registered conference organizers that will be organizing conferences in the Region for partnership. Jan Haase is coordinating this activity. The current statistics are:

- 21 MoUs processed and signed in 2010.
- 25 MoUs processed and signed in 2011.
- 36 MoUs processed and signed in 2012.
- 33 MoUs processed and signed in 2013 (less FCS, since flagship conferences still TBD)
- 6 MoUs processed, 6 in progress in 2014 - as of beginning of March 2014

The figure below shows the Financial (in red) and Technical (in blue) MoUs signed in the years.



Future/planned activities

- Subcommittee teleconference: March 2014
- Face-to-Face meeting CoCSC: April 2014 (R8 Meeting)
- Webinar for conference organizers (basics), June 2014
- Participation at Panel of Conference Organizers (POCO) 2014
- Face-to-Face meeting CoCSC: August 2014 (Sections Congress)
- Subcommittee teleconference: September 2014
- Webinar for conference organizers (details), November 2014
- Subcommittee teleconference: November 2014

Changes in IEEE Conference Organization

- Flagship conference bids are now using the developed templates facilitating the process. <http://www.ieeer8.org/category/technical-activities/conference-coordination/>
- Follow-ups and timelines monitoring of flagship conferences has been initiated, Stefano Zanero is responsible for this action.
- e-Notice IEEE service is used for R8 conference advertisement (e-mails go only to R8 members), see: <http://www.ieee.org/organization/notice/>
- Proceedings of conferences co-sponsored by IEEE will not automatically go into Xplore anymore. Papers have to pass quality checks. This means that technical and financial IEEE sponsors have to increase their involvement in conferences and make sure that quality is maintained.
- Post-conference reporting requirements have been posted online

Rules in R8 Conference Sponsorship and Technical Co-Sponsorship

- Requirements and standard Application Forms are available. Non-IEEE conferences (i.e. no IEEE entity is involved financially) are charged a general administrative fee of US \$500 for R8 Technical Co-Sponsorship. Templates for financial and Technical co-sponsorship Memorandum of Understanding are available here: http://www.ieee.org/conferences_events/conferences/or
- The new conference management tool, IEEE Conference Exchange (ICX) is to be used to produce the MoU automatically while registering the conference with IEEE. More information here: http://www.ieee.org/conferences_events/conferences/organizers/