Standing Committee: Conference Coordination Subcommittee (CoCSC) Report

Chair: Carl Debono (cjdebo@eng.um.edu.mt) (IEEE Malta Section)
- Karl Gudmundsson (Iceland)
- Jan Haase (Austria)

Improvements in Conference Organization
Flagship conference bids are now using the developed templates facilitating the process. [http://www.ieeer8.org/category/technical-activities/conference-coordination/](http://www.ieeer8.org/category/technical-activities/conference-coordination/)
Webinars are being organized to allow conference organizers to familiarize with IEEE procedures and gain knowledge on organizing successful conferences.
Follow-ups and timelines monitoring of flagship conferences has been initiated, Karl Gudmundsson is responsible for this action.
Website updates, Jan Haase 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/organizations/vols/e-notice/](http://www.ieee.org/organizations/vols/e-notice/)
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 are charged a general administrative fee of US $500.00 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/organizers/mou.html#sect2](http://www.ieee.org/conferences_events/conferences/organizers/mou.html#sect2)

The new conference management tool, IEEE Conference Exchange (ICX) can be used to produce the MoU automatically while registering the conference with IEEE. More information here: [http://www.ieee.org/conferences_events/conferences/organizers/icx.html](http://www.ieee.org/conferences_events/conferences/organizers/icx.html)

Present and Future R8 Conferences

The conference attracted more than 250 delegates.

**Congratulations!**

**HISTELCON 2012** will be held on 5-8th November in Pavia, Italy
**ENERGYCON 2012** will be held on 9-12th September, 2012 in Firenze, Italy
**EUROCON 2013** will be held on July 1-4, 2013 in Zagreb, Croatia
**AFRICON 2013** will be held on September 9-12, 2013 in Mauritius
**MELECON 2014** will be held in April 2014 in Lebanon
**ENERGYCON 2014** will be held in May 2014 in Dubrovnik, Croatia
**HISTELCON 2014** will be held in September 2014 in Israel

Looking for candidates to organize:

EUROCON 2015
MELECON 2016
ENERGYCON 2016
Webinar

The CoCSC organized a Webinar on 3rd July 2012 at 17:00 CET entitled “Handling Indirect Tax and Insurance for IEEE Conferences” with the help of IEEE staff. The event had 7 participants other than the speakers. We would like to thank Rich Jannuzzi for his support. The presentation is on the CoCSC webpage.

Financial and Technical Co-sponsored R8 Conferences

Technical co-sponsorship is doing well and the sub-committee will try to attract more conferences during 2012. 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:

- 17 MoUs signed in 2010.
- 23 MoUs signed in 2011.
- 27 MoUs signed till end of August 2012.

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

The complete list of 2012 is given below:

4. IEEE Africon 2013
5. UK Simulation Society 14th International Conference on Modelling and Simulation – UKSim 2012 (Multi-year MoU up till 2016)
7. 34th International Conference on Information Technology Interfaces – ITI 2012
10. 6th IEEE International Conference Intelligent Systems – IEEE IS 2012
13. AFRICOMM – e-Infrastructure and e-Services for Developing Countries – AFRICOMM 2012
15. 6th International Symposium on Health Informatics and Bioinformatics – HIBIT 2011
16. IEEE EUROCON 2013
17. 2013 IEEE International Conference on Industrial Technology – ICIT 2013
19. HISTELCON 2012
20. 11th Symposium on Neural Network Applications in Electrical Engineering – NEUREL 2012
22. 20th Telecommunications forum – TELFOR 2012
23. Electronics, Computers, and Artificial Intelligence – ECAI
24. 2012 1st International Conference on Intelligent Systems in the Middle East – ISME 2012 (Multi-year MoU up till 2016)