

**Standing Committee: Conference Coordination Subcommittee (CoCSC) Report**

Chair: [Jan Haase](mailto:janhaase@ieee.org) ([janhaase@ieee.org](mailto:janhaase@ieee.org)) (IEEE Austria Section)

- Dirk van Herterem (Benelux)
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***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/>

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, Stefano Zanero 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/>

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***

**HISTELCON 2012** was held on 5-8<sup>th</sup> November in Pavia, Italy

**ENERGYCON 2012** was held on 9-12<sup>th</sup> 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 Beirut, 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

**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 Herthem.

The handbook itself can be downloaded from the R8 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 2013. 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 processed and signed in 2010.
- 23 MoUs processed and signed in 2011.
- 38 MoUs processed and signed in 2012.
- 14 MoUs processed and signed until April 2012.

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

