IEEE R8 – Conference Coordination Subcommittee 2013

Standing Committee: Conference Coordination Subcommittee (CoCSC) Report

Members

Chair: Jan Haase (janhaase@ieee.org) (IEEE Austria Section)
- Dirk van Hertem (Benelux)
- Stefano Zanero (Italy)
The whole CoCSC is reachable via R8CoCSC@listserv.IEEE.org
Website: http://www.ieeer8.org/category/technical-activities/conference-coordination/

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/organizations/vols/e-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/organizers/mou.html#sect2
- 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/icx.html

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 2014 will be held in September 2014 in Israel
- EUROCON 2015 - looking for candidates
- AFRICON 2015 - looking for candidates
- MELECON 2016 - looking for candidates
- ENERGYCON 2016 - looking for candidates

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) 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 is planned for middle of November, focusing on specific topics in conference organization.

Financially and Technically 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.
- 20 MoUs processed and signed until August 2012.

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