

Conference Coordination Subcommittee (CoCSC)

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Goals

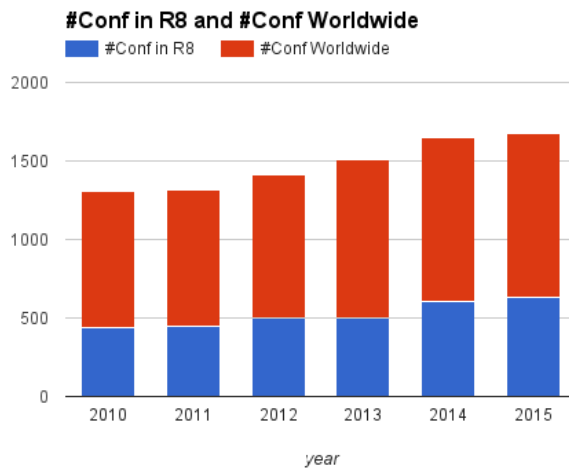
The main goal of CoCSC is to help the organizers of IEEE financially or technically co-sponsored conferences in Region 8 to attend the required excellency. CoCSC mission consists to:

- Examine applications for R8 co-sponsorship.
- Find organizers and bids for upcoming R8 flagship conferences (Eurocon, Africon, Melecon, Energycon).
- Review and examine these bids for flagship conferences and advise the R8 Opcom about which one to choose.
- Be part of conference (steering) committees in order to maintain good quality in the name of R8.
- Discuss plagiarism cases.
- Advise the R8 director about approving or rejecting such applications.
- Keep track of approved, rejected, multi-year-approved, and still open TCS decisions.
- Prepare data for invoices the treasurer will send to some of the organizers for receiving R8 TCS.
- Prepare quarterly reports for the R8 Opcom meetings
- Prepare reports and presentations for the R8 committee meetings
- Get/stay in contact with conference organizers who are interested in R8 TCS; same if MoU was rejected or would be rejected
- Organize two Webinars per year.

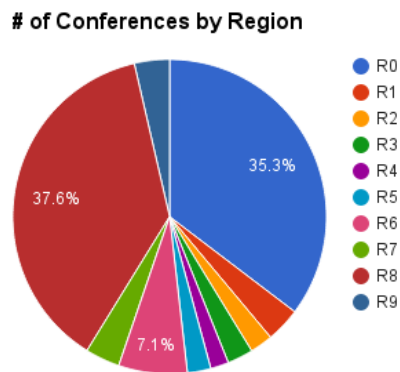
Status and Past Contributions

- IEEE Region 8 Flagship Conferences
 - CoCSC participated to AfriCon 2015 and EuroCon 2015.
 - ENERGYCON 2016, Leuven, Belgium <http://www.ieee-energycon2016.org>
 - MELECON 2016, Limassol, Cyprus <http://www.melecon2016.org>
 - CoCSC received 2 bids for EUROCON 2017 (Macedonia & Russia) and 1 bid for AFRICON 2017 (South Africa).
 - The selected bids for IEEE R8 flagship conferences were transmitted to the July R8 Opcom meeting and Macedonia was selected to organize EUROCON'2017 and South Africa was selected to organize AFRICON'2017.
 - Flagship conference bids are now using the developed templates facilitating the process http://www.ieeer8.org/wp-content/uploads/2012/04/IEEE_Region_8_CoCSC_Proposals_v4.doc.
- IEEE Panel of Conference Organizers (POCO'15, July, Glasgow, UK)
 - All the CoCSC team participated to the IEEE Panel of Conference Organizers (POCO'2015) in July in Glasgow <http://sites.ieee.org/poco2015/files/2014/09/POCO-2015-Wrap-Up-Report-FINAL.pdf>.
 - There, new tools, new rules, new plans, and new ideas for the increase of paper quality at IEEE conferences were presented and discussed.
- CoCSC Free Webinars
 - CoCSC organized 2 free webinars about conference organization basics. They were presented by Jan Haase (CoCSC) and John Tracy (IEEE Conference Services).
 - The CoCSC webinars allowed conference organizers to familiarize with IEEE procedures and gain knowledge on organizing successful conferences.
 - The first webinar was organized on October 14th, 2015. It explained the basic topics to conference organizers of conferences in R8 and section chairs 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
 - The second webinar was organized on January 21st, 2016. It focused on specific topics in conference organization, particularly the conference finances.
- Financial and Technical Co-sponsored Conferences in Region 8
 - CoCSC established a Financial Process for 2014 & 2015 R8 TCS conferences.
 - CoCSC is in contact with conference organizers who are interested in R8 TCS (even if MoU was rejected or would be rejected).
 - A new development is the rapid growth of conferences wanting technical sponsorship from the local section or sub-section. In some cases, R8 has to approve only since the section in question is currently not fully functional. For sub-sections, R8 always has to approve until the sub-sections reach their full section status.

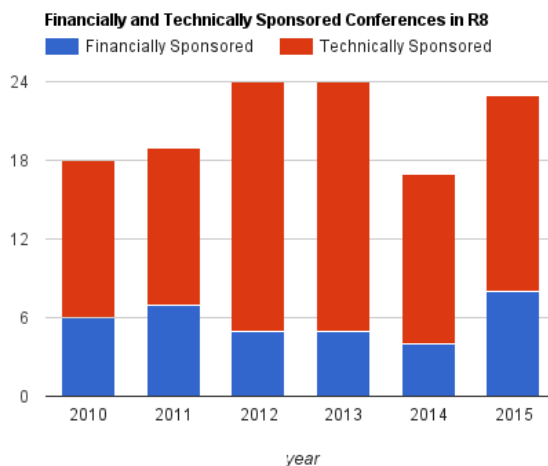
- The number of conferences sponsored by IEEE units in region 8 is increasing:



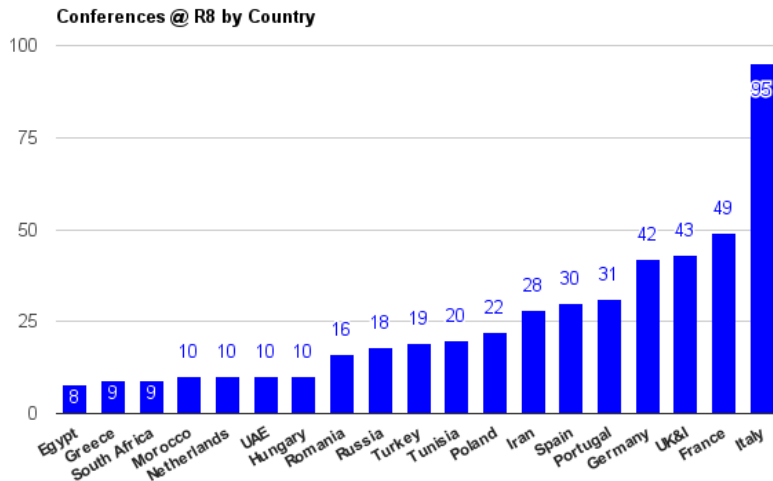
- Region 8 is still leading the IEEE other regions in the number of IEEE conferences organized in its different sections:



- The Figure below represent the evolution of the number of conferences sponsored by IEEE R8 in the last years:



- The top sections organizing conferences financially or technically co-sponsored by IEEE units in region 8 on 2015 were:



Outlook

- Plan for the future
 - Select the location, organizers of 2018 Region 8 flagship conferences.
 - Organize two free webinars during 2016.
 - Participate to POCO'2016 in Montreal
 - Increase the paper quality at IEEE conferences organized in the region: discuss plagiarism cases.
 - Increase the participation of industrials in the conferences (coordination with IAS).
 - Increase organizing IEEE conferences in Africa (Africa Committee).
 - Look for new R8 flagship conferences (Gulf Conference?)
- Rules in R8 Conference Sponsorship and Technical Co-Sponsorship
 - IEEE e-Notice service is used for R8 conference advertisement (e-mails go only to R8 members) <http://www.ieee.org/organizations/vols/e-notice>.
 - Proceedings of conferences co-sponsored by IEEE will not automatically go into IEEE 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 Requirements and standard Application Forms are available <http://www.ieeer8.org/download/13519>.
 - Templates for financial and Technical co-sponsorship Memorandum of Understanding are available ;<http://www.ieeer8.org/download/13533> & <http://www.ieeer8.org/download/13533>
 - 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.za/R8/TA/CoCSC/IEEE_Region_8_CoCSC_Benefits_v2.doc
- 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 and then improved by Jan Haase.
 - The handbook itself can be downloaded from the R8 CoCSC webpage at <http://www.ieeer8.org/wp-content/uploads/2011/12/IEEER8CoCSCrulesandguidelines.pdf>

Points of Concern

Coordinate with section's conference officers.