Conference Coordination Subcommittee (CoCSC)   Adel M. Alimi

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 of:

- Examine applications for R8 co-sponsorship.
- Find organizers and bids for upcoming R8 flagship conferences (Eurocon, Africon, Melecon, Energycon).
- Discuss and prepare the introduction of possible additional flagship conferences
- 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.
- Keep track of approved, rejected, multi-year-approved, and still open TCS/FCS 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 free webinars per year.
- Inform conference organizers on the current IEEE activities / decisions which influence the conferences.

Status and Past Contributions

IEEE Region 8 Flagship Conferences

- CoCSC participated to AfriCon 2015 and EuroCon 2015.
- CoCSC received and reviewed bids for EUROCON 2017 and AFRICON 2017.
- Upcoming - ENERGYCON 2016, Leuven, Belgium http://www.ieee-energycon2016.org
- Upcoming - MELECON 2016, Limassol, Cyprus http://www.melecon2016.org
- 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.
- Provide a clear requirements to be eligible for Technical Co-Sponsored conference

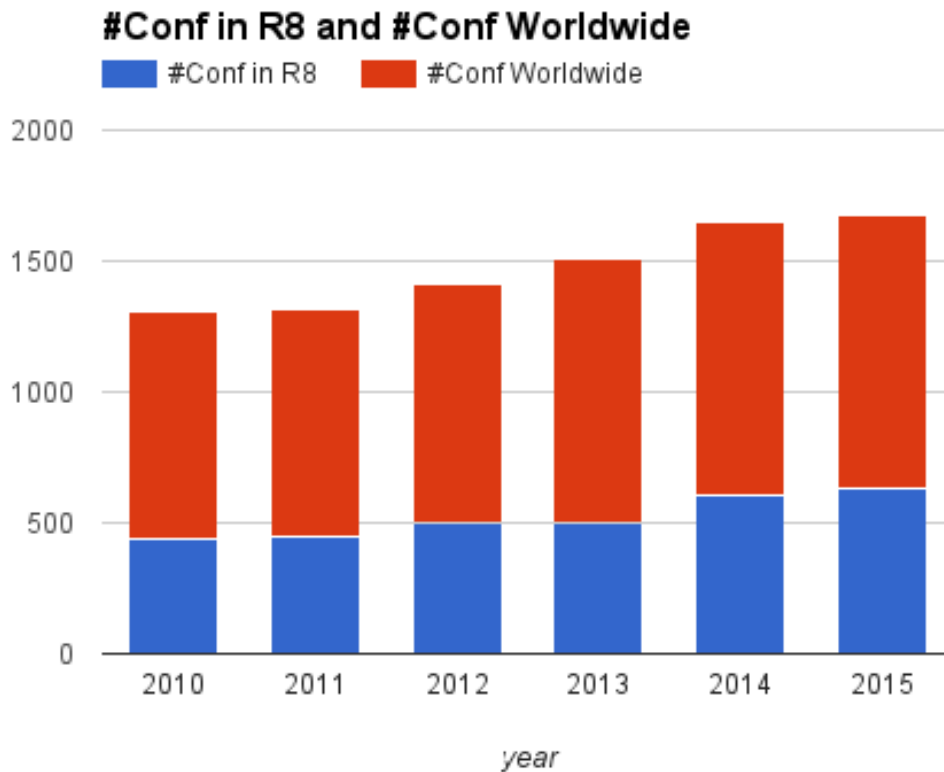#### IEEE Panel of Conference Organizers (POCO'16, July, Montreal, CA)

- All the CoCSC team participated to the IEEE Panel of Conference Organizers (POCO'2016) in July in Montreal http://ieeepoco.org/poco-2016-presentations/.
- 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.
- One 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
- Another webinar was organized on March 9th, 2016. It focused on specific topics in conference organization, particularly the conference finances.
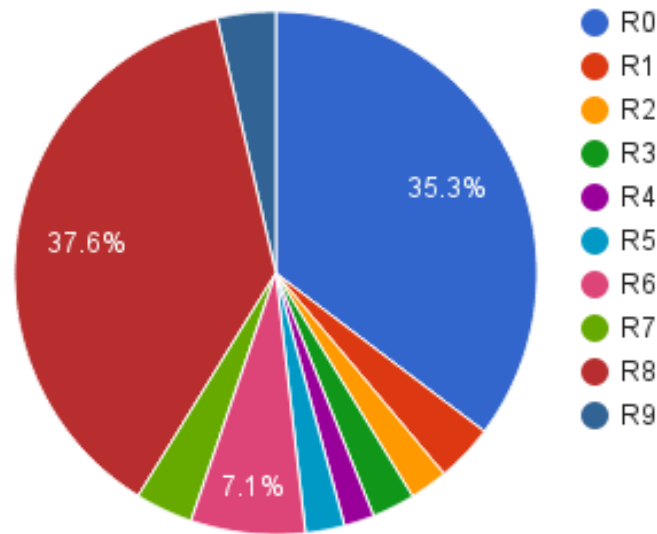- Additional webinars are planned for Autumn 2016.

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.

- New TCS fee was introduced by TAB (for the conferences technical co-sponsored by Societies or Chapters): 1.000 USD flat plus 15 USD per paper. It was not yet introduced by MGA (for conferences technical co-sponsored by Regions or Sections). Which means for these conferences the old rules are valid (eg: for R8 conferences the 500 USD administrative fee).

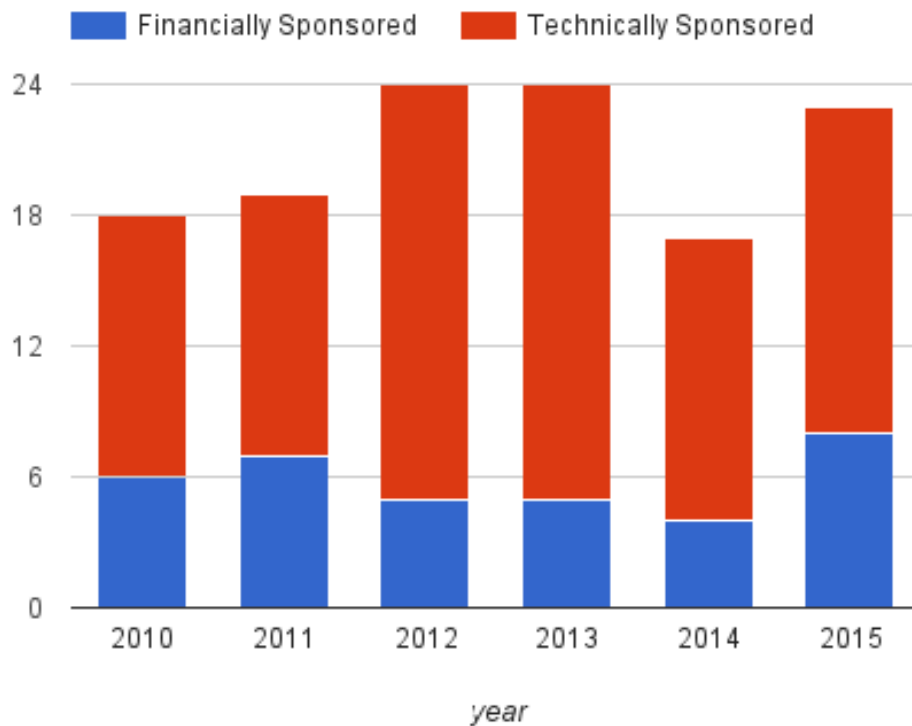- The number of conferences sponsored by IEEE units in region 8 is increasing:

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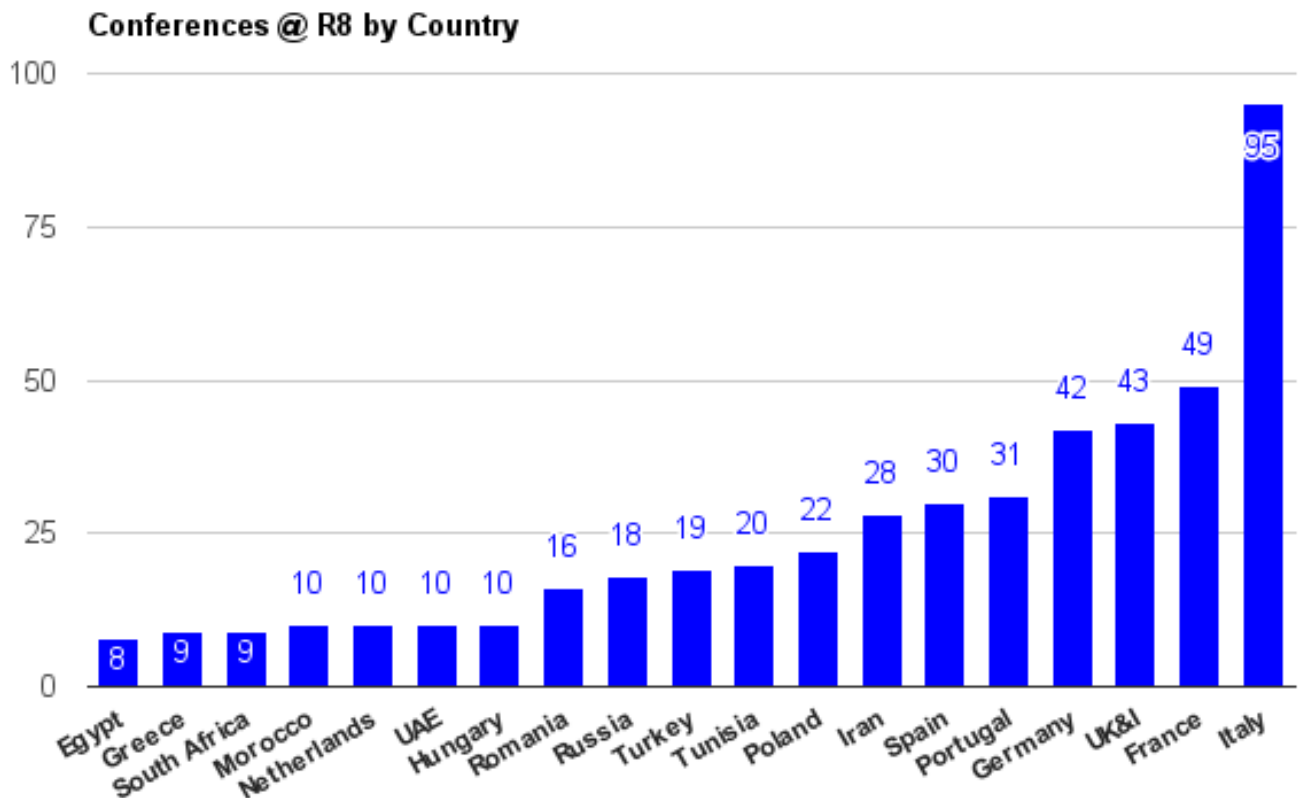
of Conferences by Region

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

Financially and Technically Sponsored Conferences in R8

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

Conferences @ R8 by Country

Outlook

Plan for the future

- Select the location, organizers of 2018 Region 8 flagship conferences.
- Organize two more free webinars during 2016.
- Participate at POCO'2017
- 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 (idea: 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/13531/ & 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
- Not all sections have a dedicated conference officer
- Not all section chairs/conference officers know about the upcoming conferences in their section