

Conference Coordination Subcommittee (CoCSC)

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Goals

- 1) Improve Information sharing, Regular news to relevant organizers, webinars,
- 2) Well documented processes, TCS requirements, yearly cmte plan
- 3) Recruiting good candidates for flagships, supporting them, new conferences (?)
- 4) Good relation with MGA, MCE, other regional conference coordinators.

How to Collaborate

All documents are shared on Google Drive to be worked on collaboratively. Monthly Skype call to discuss the ongoing tasks. Regular feedback from flagship conference organizers.

Website is Up-to-Date

The website is kept current with the list of upcoming R8 flagship conferences, upcoming webinars (and listings of older ones) and other information relevant to our members and conference organizers.

Link: <http://www.ieeer8.org/technical-activities/conference-coordination/conference-coordination-subcommittee-cocsc/>.

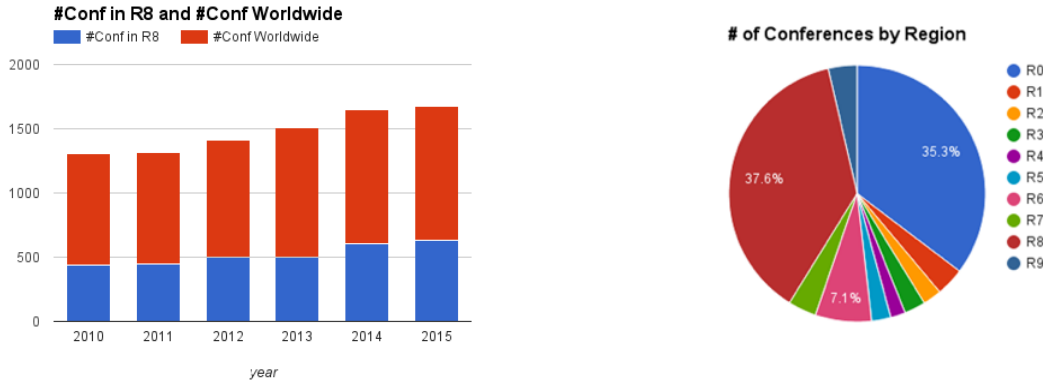
The website will be kept updated with the most recent information and guidelines based on feedback from organizers. Below is a screenshot showing some of the key parts of the website.

Business as Usual

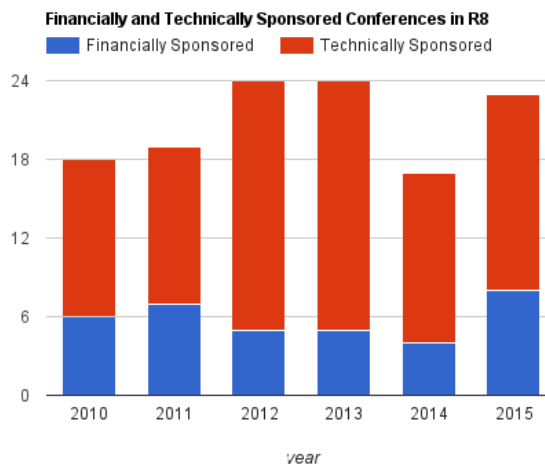
We identified 20 individual tasks of the committee and we shared among us. Some results are already out, some will be finished by the end of this year. It helps a lot to overview the committee diversity. There are tasks which are related to business-as-usual (web, calls, minutes, reports), we focus to Technical Co-Sponsorship and eNotice requests, we help the flagship conferences and looking for new locations, teams. We try to spread the conference organizers' experience to newcomers and those who looking for information, guidelines.

Technical Co-Sponsorship Request Review

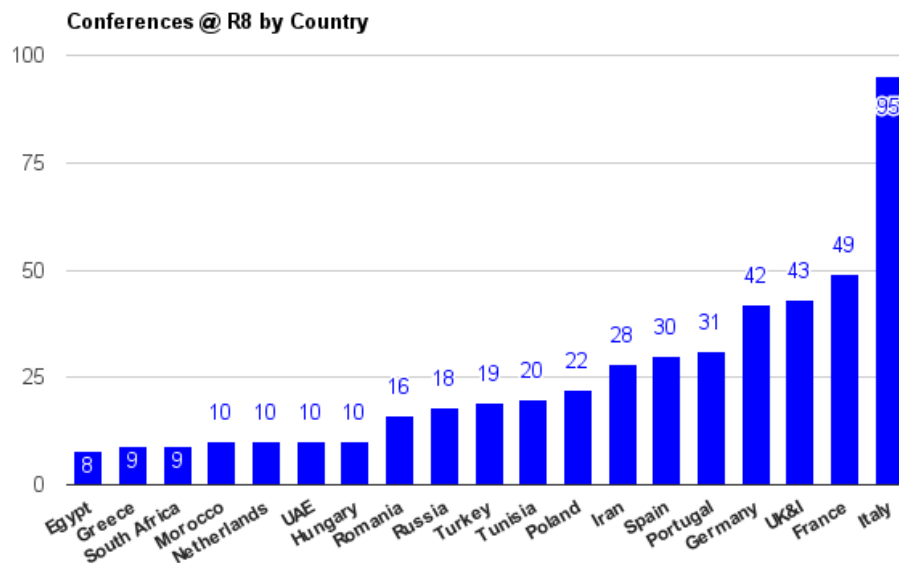
- The number of conferences sponsored by IEEE units in Region 8 is increasing and Region 8 is still leading in terms of the number of IEEE conferences organized in its different Sections:



- 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:



The Region 8 requirements are on the committee website. In a nutshell: We require high quality conference, International committees, Region 8 involvements. We offer publicity, eNotice service, which costs 500 USD for the conferences.

Region 8 Flagship Conferences

- IEEE EUROCON 2017: <http://eurocon2017.org>
will be held in Macedonia from 6-8 July. Papers submitted by 4 February: 180. Reviewing underway and have the challenge of getting more submissions.
- IEEE AFRICON 2017: <http://africon2017.org>
is being hosted in Cape Town, South Africa from the 18 to 20 September. The venue is a new conference centre attached to the aquarium with views into the predator tank. Call for papers has been sent and work is ongoing.

Experience and Information Sharing

Webinars are held regularly by MCE and are advertised on the website. They are fully free to attend. The recent ones are listed here.

- 24 February: “Expanding Your Team With Local Resources” by Beth Surmont, CAE, CMP Senior Manager, Strategic Programs, Michael Shannon, Director, Business Development, Northeast for Business Events Canada.
- 19 January: “Working with Organizations that Benefit Your Conference” by IEEE Volunteer Tommy W, Mayne, IEEE PES VP Meetings and Conferences.
- 1 December: “10 Simple Ways to Innovate Your Next Conference” by Susan Root, Director of Conference Business Services and Strategic Programs, Beth Surmont, CAE, CMP, Senior Manager, Strategic Programs.

The presentations are available at <https://iee-elearning.org/CLE/course/index.php?categoryid=24>.

IEEE MCE (Meetings, Conferences & Events) send Conference Organizers’ News regularly. You can see the last 2 edition here:

- [February 2017](#)
- [January 2017](#)

You can subscribe here: http://www.ieee.org/conferences_events/conferences/organizers/organizers_newsletter.html.

IEEE POCO 2017

The next Panel of Conference Organizers (POCO) will be organized in Sydney Australia 8-9 August 2017. Right before the Region 8 meeting. POCO is the annual event for leading scholarly conference organizers around the world. Join organizers from more than 31 countries to discover, discuss, and design new innovations for your conference. The event is strongly advised those, who organize IEEE (co-)sponsored conferences.

POCO 2018 will be in Berlin, Germany. Relevant links:

- POCO Website: <http://ieeepoco.org>
- Facebook: <https://www.facebook.com/ieeefconferenceorganizers/>
- Summary of POCO 2016: <http://ieeepoco.org/wp-content/uploads/2016/08/POCO2016PostEventSummary.pdf>

External Relations

The MGA Region Conference Coordinator Meeting is scheduled on 17 March. It is an opportunity to learn from other Regions and we can share our experiences with them. The results will be presented at the Region 8 meeting in Stockholm.

Important Links

- 1) Starting a New Conference
http://www.ieee.org/conferences_events/conferences/organizers/starting_new_conference.html
You have decided to hold a conference. The information on this page will help you get started, set up the business arrangements, manage the conference, and make sure you have met all IEEE requirements.
- 2) Conference Education Program
http://www.ieee.org/conferences_events/conferences/organizers/conference_organizer_education.html
 - What: Learn more about critical organizing, concepts, skills, and resources with educational courses and webinars
 - Who: Various conference roles
 - When: Varies by area of responsibility
- 3) IEEE Center for Leadership Excellence
<https://iee-elearning.org/CLE>
The Center for Leadership Excellence (CLE) is a learning resource aimed at meeting the self-improvement needs of professionals as well as those who are preparing to enter professional practice in the electro-technology fields served by IEEE. All IEEE members — practitioners, students, volunteers, and non-volunteers — are encouraged to make use of CLE resources.

Outlook

- 1) Recruiting good locations / organizers for upcoming flagship conferences (Africon 2019, Melecon 2020)
- 2) Easy access to lessons learned

Points of Concern

- 1) New TCS fee: what will be implemented and what deadline?
- 2) R8 Administrative fee: how to collect effectively?

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