



SC2020

OTTAWA, CANADA – 21-23 AUG

IEEE SECTIONS CONGRESS – 2020

SC20 Planning

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October 2019
Region 8 SC Coordinator

Agenda

Overview of Congress

Theme

Venue/ Hotel status

Goals and Objectives

Sections Congress Committee

Steering committee

Advisory Committee

Region SC Coordinators

SC planning update

Program Status

Session selection process – breakouts, brief, panel, ignite/ no call for speakers

Next Steps

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What is Sections Congress

- IEEE Sections Congress is the opportunity for IEEE volunteers from around the world to participate in a truly unique event. The congress provides the attendees to increase their leadership skills and to gain a working knowledge of IEEE.
- It is also a venue to express concerns and opinions through the recommendations process. The recommendations, as voted on by the Section Delegates are presented to the IEEE Board of Directors.

SC2020 Goals and Objectives

- Increase member engagement and Section vitality
- Provide training to
 - Develop leadership skills
 - Enable and nurture volunteering efforts
 - Share best practices
 - Learn about available programs
- Build on partnership opportunities with Technical Activities
- Provide for networking opportunities at grass-roots level
- Learn about IEEE products and services

Who should participate?

- At least one delegate from each Section should attend—the Primary Section delegate.
- The Section's Executive Committee designates a representative of the Section to attend the Congress. The Primary Section Delegate then shares the acquired knowledge with the members of the Section.



Who participated in Sections Congress 2017?

The Numbers:

- 1,232 attendees
- 97 Countries
- 314 Sections/93% represented
- 37 Technical Societies/Councils represented
- 50% attending for the first time

The Program

- 45 Briefs (24 Breakouts, 10 Panel sessions, 4 Fishbowls)
- 38 Breakout Sessions
- 57 Learning Hubs
- 10 Panel Sessions
- 127 Speakers
- 30 Exhibits
- 4 Fishbowls



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IEEE Sections Congress—a History

- The first Congress was held in Boston, Massachusetts USA in 1984 with 120 attendees
- IEEE Sections Congress is held every three years and has grown in size to over 1,200 attendees in 2017
- IEEE Sections Congress 2020 will be the 13th IEEE Sections Congress to be held

Sections Congress 2020

- Date: 21-23 Aug 2020
 - Friday Evening, Saturday and Sunday
 - Region 8 meeting will be held Thursday all day and Friday morning
 - Spark sessions to be held Friday afternoon
- Loc: Ottawa, Canada, Shaw Centre
- Theme: **Leading our Global Technical Community** (approved at Nov 18 MGA Board)

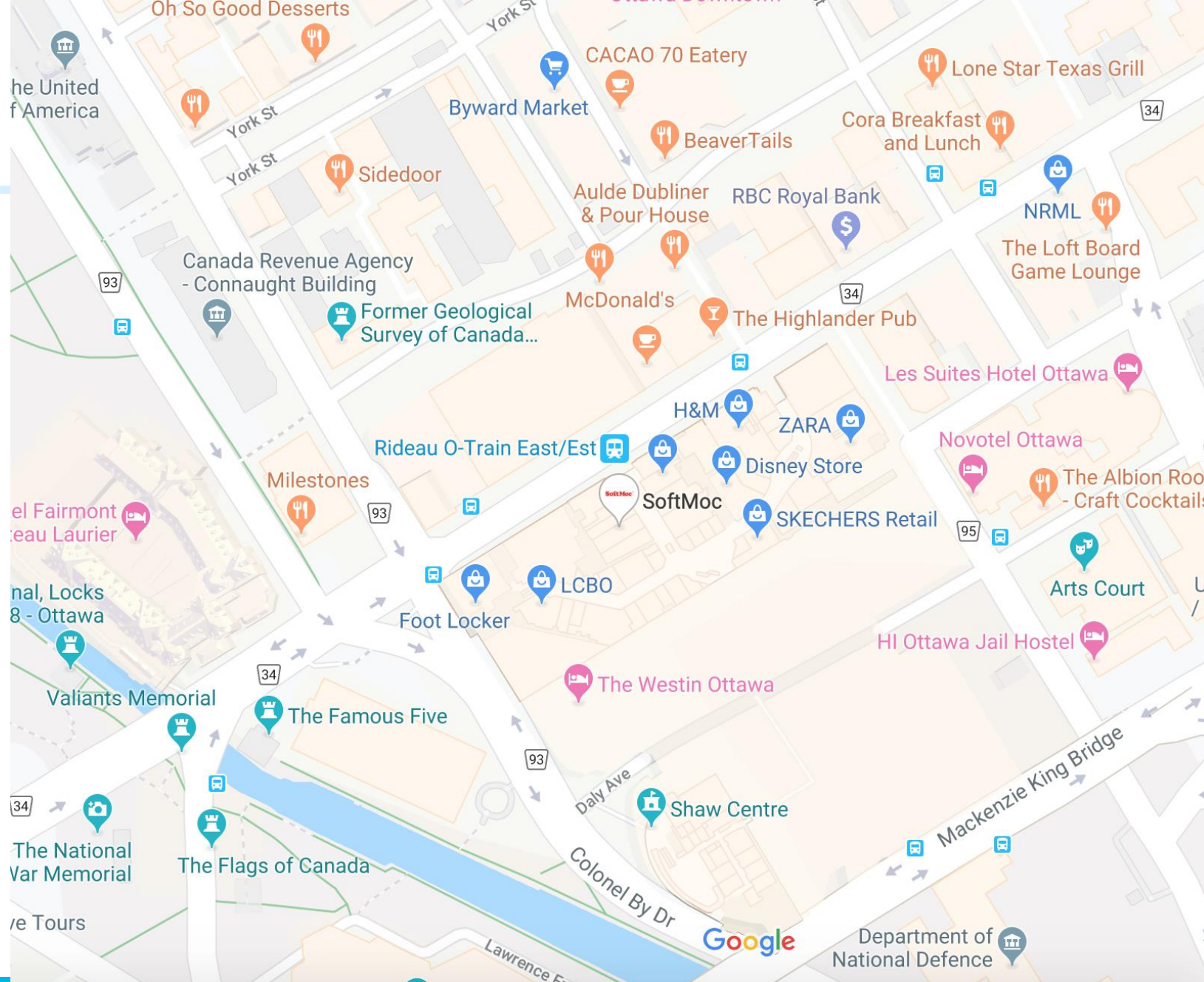
Shaw Centre

- The Centre houses 192,000 sq. ft. of flexible, state-of-the-art function space spread over four floors
- Recently named one of the top 3 convention centers in the world in AIPC's World's Best Convention Centre rankings
- 20-minute commute from the airport
- Within a short walk of 6,000 downtown hotel rooms



Sections Congress Hotels

- [Andaz Ottawa by Ward Market](#)
325 Dalhousie Street
Room Rate: CAD 249.00 plus taxes
Proximity To Shaw Centre in Meters : 300m
- [Fairmont Chateau Laurier](#)
1 Rideau Street
Room Rate: CAD 275.00 plus taxes
Proximity To Shaw Centre in Meters : 300m
- [Novotel Ottawa](#)
33 Nicholas Street
Room Rate: CAD 189.00 plus taxes
Proximity To Shaw Centre in Meters : 450m
- [The Westin Ottawa](#)
11 Colonel By Drive
Room Rate: CAD 275.00 plus taxes
Proximity To Shaw Centre : Directly connected



Hotel Reservation Process

- The 2020 IEEE Sections Congress sleeping room reservation process.
 - No designated blocks for individual groups. Should a Region or group wish to have all of their delegates stay at one property, it is suggested to urge those attendees to book early at the recommended hotel. Once a hotel block is full, we will not be able to open additional rooms
 - Delegates will be directed via a provided link to book their sleeping room reservations directly
- Once we post the hotel reservation link on the Sections Congress website you will be able to:
 - Review and select hotel options and pricing
 - Click to book directly with the hotel
 - **Manage and pay for your reservation directly with the hotel**

Committee Members

Steering Committee

General Chair – Loretta Arellano (R6)
Program Chair – Christopher Whitt (R7)
Local Organization Chair – Winnie Ye (R7)
Fundraising Chair – Tom Coughlin (R6)
GUOS chair – Ron Jensen (R4)
Past Committee Chair – Vaughan Clarkson (R10)
Vice President – MGA – Francis Grosz (R5)
Host Region Director-Elect – Jason Gu (R7)

Program Committee

- ▶ Program Chair – Christopher Whitt (R7)
 - Track Chair – Elena Uchiteleva (R7)
 - Track Chair – Enrique Tejera (R9)
 - Track Chair – **Habib Kammoun (R8)**

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Committees

- Social Media - **Bibin Parukoor Thomas (R8)**
- Webmaster – Subodha Charles (R3)
- Advisory Panel
 - Mary Ellen Randall (R3) Rakesh Kumar (R6)
 - Lawrence Wong (R10) **Vin Piuri (R8)**
 - Maike Luiken (R7) Murty Polavarapu (R2)

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Region Sections Congress Coordinators

sc-regioncoord@ieee.org



R1 – Charles Rubenstein

R2 – Felicia Harlow

R3 – Kristen Bing

R4 – Mike Fallenstein

R5 – John Reinert

R6 – Elizabeth Johnson

R7 - Ashfaq (Kash)Husain

R8 – Costas Stasopoulos

R9 – Teofilo Ramos

R10 – Byung-Gook Park (BG Park)

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SC Planning Updates

- Committee meetings
 - Full SC2020 Steering Committee meeting held July 23
- Mobile App requirements and RFP
 - Team meeting held Aug 20 to review spec
- Google drive has been set up for SC2020 Region Coordinators to access SC related material
 - Invitations will be sent out this week
 - Region Coordinator alias active for communication among region coordinators
 - sc-regioncoord@ieee.org
 - Theme and Type treatment for presentation and letterhead
 - Past presentations of Region Coordinator meetings will be available
- Website will be created/updated – details on live date later
- Social media presence established – Facebook, Twitter and Instagram
 - Requesting Region coordinators become active on Social media to promote discussion
 - Tutorials on FB, Twitter and Instagram available
 - Discussion on group training or not

IEEE Meetings in Conjunction with Sections Congress 2020

Region	Meeting Days
Region 1	TBD
Region 2	TBD
Region 3	Friday Region Meeting
Region 4	Friday Region Meeting
Region 5	TBD
Region 6	None
Region 7	Friday Region Meeting
Region 8	Thursday - Friday 20-21 August Region Meeting
Region 9	Friday Region Meeting
Region 10	Friday Region Meeting

SC2020 Cost Per Person - Update

Expense	Estimated Cost (USD)
Airfare	\$730
Hotel – 3 nights	\$1,000
Ground Transportation	\$200
Registration	\$400
Daily Meal Reimbursement (ONLY 2 dinners will be reimbursed. \$100 max for 2 dinners at \$50each)	\$100
TOTAL	\$2,430

Region 1-10 WIE, SAC, YP (affinity group coordinator) from each region will be covered at 50% with equal 50% paid by their region. No Substitutions or last minute appointments will be accommodated.

Frequently Asked Questions

What Expenses are covered?

- Economy Airfare/Train (Use of personal vehicles will be reimbursed if other transportation is not available or uneconomical. Refer to IEEE Travel and Expense Reimbursement Guidelines)
[travel-expense-reimbursement-guidelines.pdf](#)
- Ground transportation to/from airport or train station up to \$200
- Visa fees
- 3 Nights Lodging at approved hotel (Thursday - Saturday or Friday - Sunday)
- Friday welcome dinner, 2 Breakfasts, 2 Lunches, 4 Snacks (all meals provided during Sections Congress)
- Dinner for 2 nights up to \$50 per dinner (maximum \$100 total with receipts)

What expenses are not covered?

- Airfare costs above Economy Class (Frequent flyer miles and Travel rewards will not be reimbursed)
- Travel insurance
- Outside meals during Sections Congress (Friday welcome dinner will be provided in addition to breakfast, lunch and snacks on Saturday and Sunday)
- Meals in excess of 2 dinners (as noted above with \$100 limit)
- Partner/Companion expenses
- Personal expenses of any kind

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More Frequently Asked Questions

When should I book my flight?

Book flights as early as possible to take advantage of lower fares. Book the least expensive fare that meets your schedule, affords optimal travel efficiency and minimizes the need for changes and cancellations. Delegates should plan to arrive on Thursday and leave Sunday evening, or arrive on Friday and leave Monday morning.

Can I extend my travel dates or upgrade my ticket?

Yes, but you are responsible for the extra costs. At the time of booking your ticket, you must also obtain an airfare quote for Economy travel directly to Ottawa on the recommended dates. When you submit your expense report, you must present both the quote and actual ticket purchased which includes the additional travel dates and/or upgrade. Reimbursement will be for the lower amount submitted.

Can I stay longer than 3 nights?

Yes, but MGA will cover only 3 nights. If you are attending another meeting before or after Sections Congress, such as a Region Meeting or Committee Meeting, please check with your respective OU if they are covering the extra nights.

How do I get reimbursed?

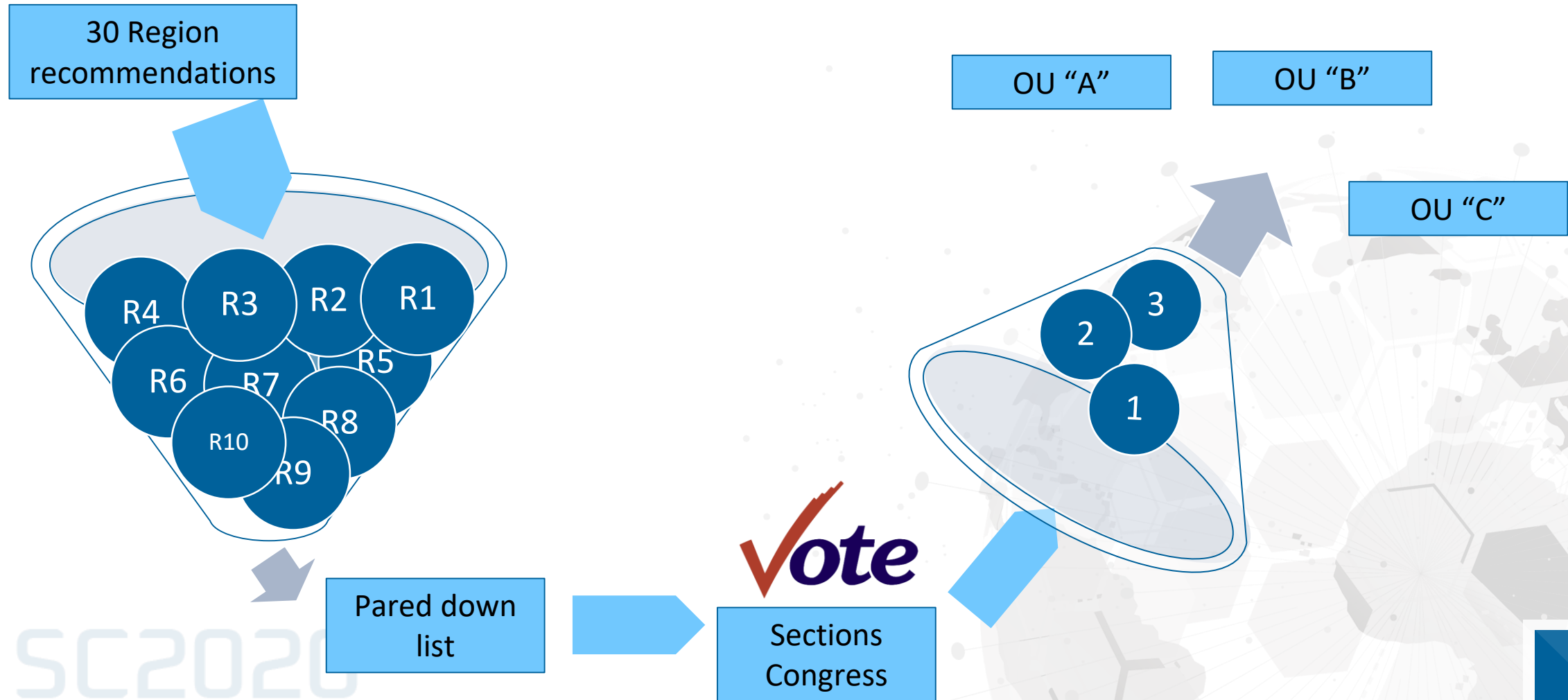
All delegates should submit their expense reports electronically through Concur, IEEE's online expense reimbursement platform. A request for airfare reimbursement may be submitted prior to Sections Congress. After the event, a second report needs to be submitted for the other expenses.

If I need a visa for entering Canada what should I do?

Visa letters can be requested during registration, everyone will need to apply for their own visa

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Current Recommendation Process



SC2017 Recommendation Process

- Start thinking on recommendations
- I will send you an email with past recommendations and explain the process
- I will ask for recommendations from you by email
- Discuss and vote our top 3 recommendation during the next R8 meeting in March
- Each region should submit 3 recommendations
- 30 recommendations pared down by the MGA OpCom (reduce duplicates, eliminate obvious no's, etc.)
- Reduced list sent to regions prior to Sections Congress
- Primary delegates vote on reduced list at Sections Congress
- Top 3 actions included on MGA Priority Project list
- For top recommendations that are outside of MGA control, MGA works to engage with/assign them to appropriate OUs

Next Steps

- Key Dates
 - December 31, 2019 - Each Region to provide logistics requests (food, audio, etc.) for their Region Meeting at SC 2020
 - February or March 2020 – Region submit list of Primary Delegates, Student, Young Professional and Women In Engineering Coordinators

Contact me:

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Questions?



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