










## Conference Coordination Subcommittee (CoCSC)

Habib M. Kammoun

Committee:

### 2021 Team:

|                                                                                                                                                 |                                                                                                                                                  |                                                                                                                                                    |                                                                                                                                                                       |                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Habib M. Kammoun</b><br>(Tunisia)<br>Chair              | <br><b>Ljupco Karadzinov</b><br>(North Macedonia)<br>Past Chair | <br><b>Nadezda Kunicina</b><br>(Latvia)<br>Member                 | <br><b>Robert Bierwolf</b><br>(Benelux)<br>Member                                   | <br><b>Ridha Hamila</b><br>(Qatar)<br>Corresponding member |
| <br><b>Tiziana Tambosso</b><br>(Italy)<br>Corresponding member | <br><b>Eric Kuada</b><br>(Ghana)<br>Corresponding member        | <br><b>Albert Lysko</b><br>(South Africa)<br>Corresponding member | <br><b>Margaretha Eriksson</b><br>(Sweden)<br>Finance AdHoc<br>subcommittee Liaison |                                                                                                                                               |

- **2021 Corresponding members – ex officio** are:
  - Cecilia Metra, IEEE Conferences Committee
  - Dominique Schreurs, IEEE Conferences Committee
  - Isabel M Trancoso, IEEE Conferences Committee
- **Website:** The committee website was updated. The list of next conferences TCS/FCS by R8 are available in the website: <http://conferences.ieeer8.org/>

### Goals

1. Review of the financial and technical co-sponsorship (TCS/FCS) requests
2. Ensure success of the R8 flagship conferences (FCS): call for bids, support, oversight
3. Ensure success of IEEE conferences TCS/FCS by the R8
4. Increase the R8 visibility through conferences
5. Support the sections' conference coordinators

### FCS conferences approved since last report

- May 9-12, 2022, [IEEE 7th International Energy Conference \(ENERGYCON\)](#), Riga, Latvia (R8 30%, Latvia section 70%)
- June 14-16, 2022, [IEEE 21st Mediterranean Electrotechnical Conference \(MELECON\)](#), Palermo (R8 30%, Italy section 70%)
- May 16-18, 2023, [2023 IEEE Global Engineering Education Conference \(EDUCON\)](#), Kuwait (R8 10%, Education society 70%, AUK 20%)

### TCS conferences (R8 0%) approved since last report

- March 23-24, 2021, 2021 International Conference on Electric Power Engineering – Palestine (ICEPE- P), Palestine
- September 7-10, 2021, [IEEE International Mediterranean Conference on Communications and Networking \(MeditCom\)](#), Athens, Greece
- November 16-18, 2021, [IEEE Jordan International Joint Conference on Electrical Engineering and Information Technology \(JEEIT\)](#), Amman, Jordan
- November 23-24, 2021, [2021 29th Telecommunications Forum \(TELFOR\)](#), Belgrade, Serbia
- December 20-22, 2021, [2nd International Conference on Signal, Control and Communication \(SCC\)](#), Tunis, Tunisia
- March 1-3, 2022, [7th International Conference on Data Science and Machine Learning Applications \(CDMA\)](#), Riyadh, Saudi Arabia
- May 22-24, 2022, [2nd International Conference of Smart Systems and Emerging Technologies \(SMARTTECH\)](#), Riyadh, Saudi Arabia

### Concurring approved since last report

- October 13-15, 2021, IEEE 15th International Conference on Application of Information and Communication Technologies (AICT), Azerbaijan (FCS by Azerbaijan COM/C Joint Chapter 20%)
- November 26-27, 2021, 8th International Conference on Soft Computing & Machine Intelligence (ISCMI), Egypt (TCS by Africa Council)

### Conferences currently under review process

- TCS request: May 23-26, 2022, ELEKTRO, Krakow, Poland
- FCS request: June 29 – July 1, 2022, IEEE 6th International Conference on Logistics Operations Management (GOL), Strasbourg, France (R8 25%)
- TCS request: August 1-3, 2022, International Conference on Omni-layer Intelligent Systems (COINS), Spain
- TCS request: October 23-26, 2022, 7th International Advanced Research Workshop on Transformers (ARWtr), Spain

### Reports about the previous FCS conferences

- July 6-8, 2021: IEEE EUROCON 2021 – 19th International Conference on Smart Technologies, Ukraine
  - CoCSC Liaison: Robert Bierwolf
  - Dedicated to the first public performed test launch of the Lebedev MESM on November 6, 1950
  - Statistics: 113 papers presented and published into Xplore.
  - Highlights: Conference was held virtually using ZOOM and was spread over three days with ten tracks.
  - Region 8 expects to receive 30% of the surplus: \$1434,90
- September 13-15, 2021, 15th AFRICON, Arusha, Tanzania.
  - CoCSC Liaison: Eric Kuada
  - Theme: Contributing to the Industrialisation of Africa through Innovations in Science and Technology
  - Statistics: 136 papers presented and published into Xplore.
  - Highlights: Conference was held virtually using the Cvent virtual hub.
  - The program includes 11 keynotes, 3 special sessions, 2 tutorials, 2 workshops, and 27 oral sessions
  - Region 8 will receive 30% of the surplus: \$4,254.90

### Progress in the R8 flagship conferences

- November 10-12, 2021, 7th HISTELCON, Moscow, Russia <[website](#)> <Hybrid format> (CoCSC Liaison: Albert Lysko)
- December 2-4, 2021, IEEE International Humanitarian Technology Conference (IHTC), Virtual <[website](#)> <abstract submission deadline: April 30, 2021> (CoCSC Liaison: Tiziana Tambosso).
  - Received 44 papers
  - 3 workshops
  - 15 November 2021: submission of All Presentations (Oral Only, Short and Full Paper) as .mp4 files for Quality Control
  - 30 November 2021: Presenter Registration Deadline
- March 28-31, 2022, 13th EDUCON, Tunisia <[website](#)> <submission is open> (CoCSC Liaison: Magdalena Salazar Palma)
  - Received about 350 abstracts, 12 special sessions, 2 panels, and 7 workshops
  - Full paper submission deadline: December 5, 2021
- May 9-12, 2022, IEEE 7th International Energy Conference (ENERGYCON) <[website](#)>, in Riga, Latvia
  - Theme: The power of the future
  - Submission deadline: December 20, 2021
- June 14-16, 2022, IEEE 21st Mediterranean Electrotechnical Conference (MELECON) <[website](#)>, in Palermo, Italy
  - Submission deadline: 22 January 2022

### Motion to consider RTSI as an R8 Conference

The IEEE International forum on Research and Technology for Society and Industry (RTSI) was founded by the IEEE Italy section in 2015. Six editions were organized till now. The conference attracts a large number of R8 members from Industry and Academia.

The conference committee propose to add RTSI as R8 Conference, starting from 2022 edition. A motion was prepared to approve the operating agreement and the organizing terms of reference (available in the agenda webpage).

The next editions will be organized by France section (2022), UK&IR section (2023), and Italy section (2024). The first call for bids for RTSI conference will be for the 10<sup>th</sup> edition in 2025.

**Bids for 2024 R8 flagship conferences**

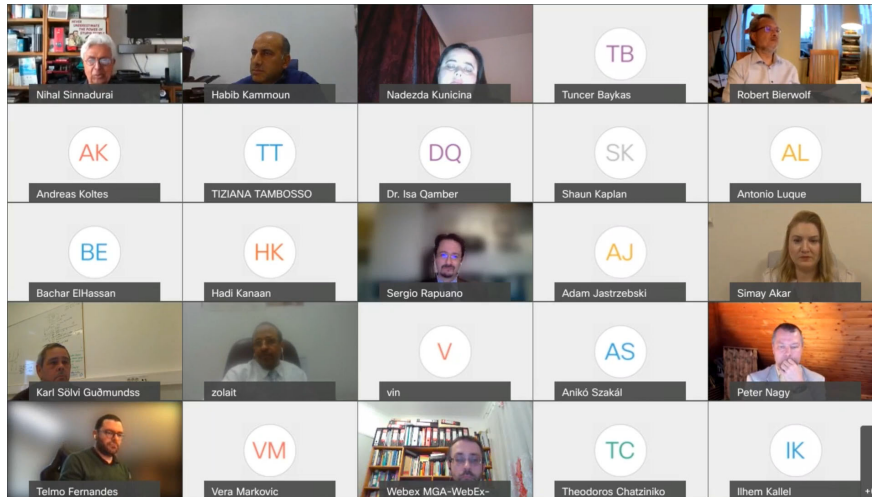
The committee will announce during the R8 meeting the call for bids from the following R8 flagship conferences:

- 2024 ENERGYCON
- 2024 EUROCON

The R8 is sponsoring financially these conferences with 30%. The selected bids will be presented to the 2022 Spring R8 committee meeting for approval (motion).

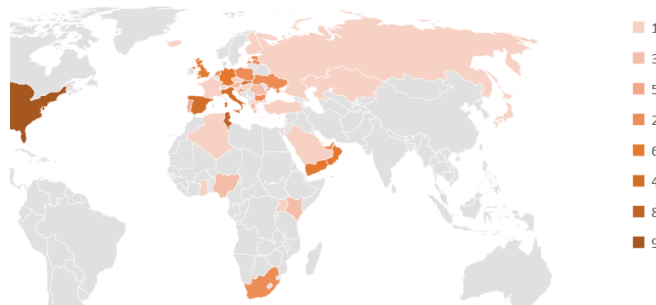
**Main progress against goals since the last report**

- March 16, 2021: Conferences workshop, in conjunction with the R8 Spring meeting.

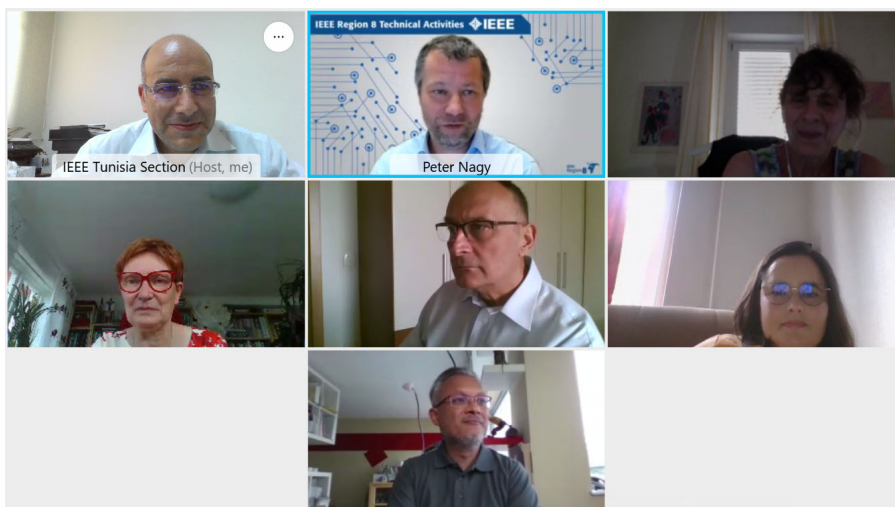


- Participation in the conferences: 2021 EDUCON, 2021 EUROCON, 2021 AFRICON, 2021 RTSI
- May 20, 2021: Conference education online workshop for conference coordinators, sections and chapters leaders (in partnership with IEEE MCE). 95 members (15% female) from 46 sections participated in the meeting for 2 hours. The discussions and experience exchanges with the speakers were very important.

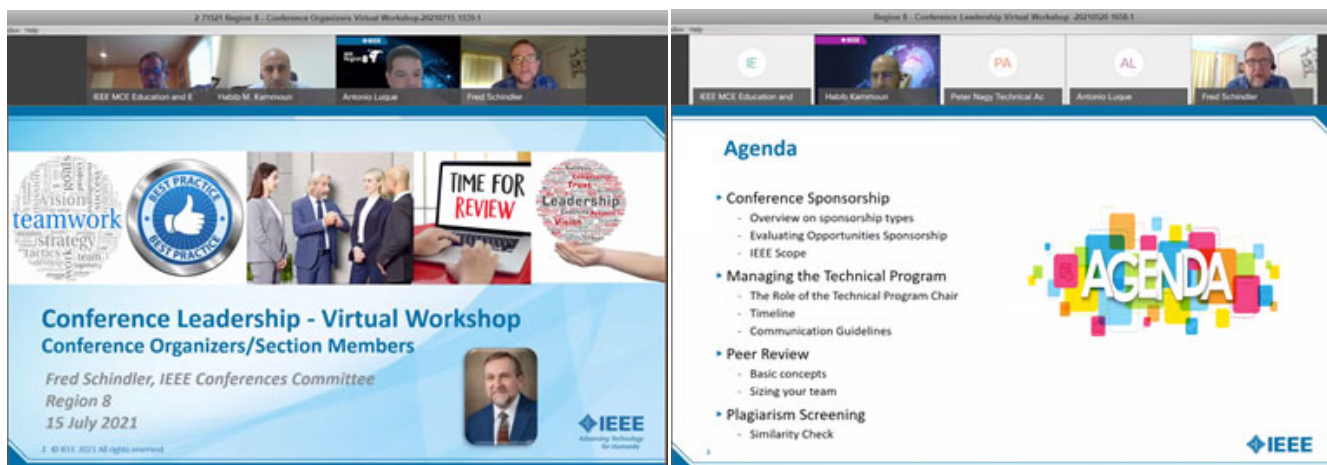
Participants



- 23 June 2021: Committee meeting



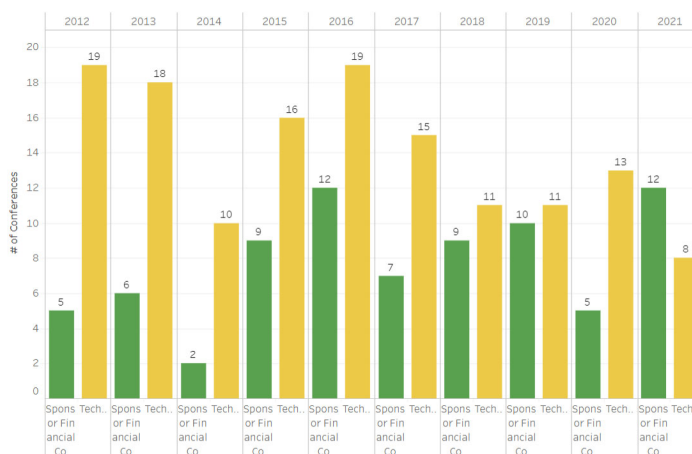
- July 16, 2021: The 2nd workshop (in partnership with IEEE MCE) was dedicated to mainly the conference organizers to help them on planning and executing a high-quality technical program. 211 participants (30% female) from 56 countries joined the events, with over 40% having less than two years of experience with conferences. Attendee satisfaction rating was 4.5 (out of 5.0).



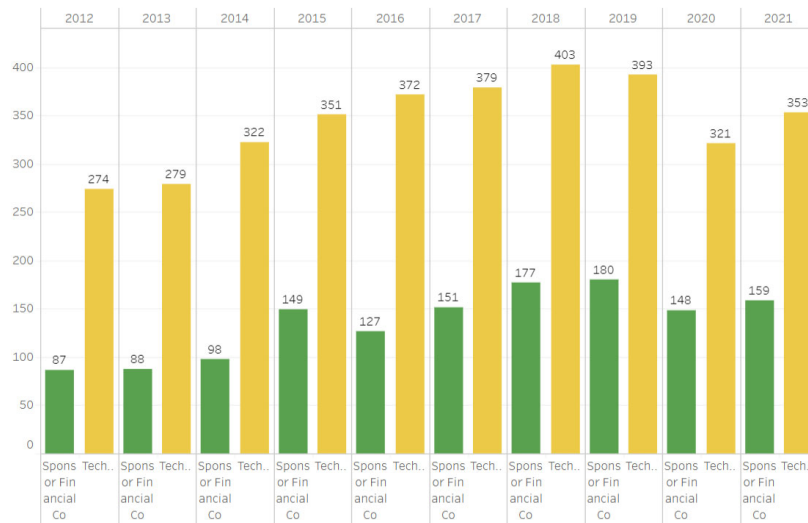
- October 21, 2021: Participation in IEEE Convene (virtual), under the theme of “The Road Back: Perspectives, Stories, & Best Practices for Returning to Live Events”

**Statistics**

- R8 involvement in the TCS/FCS conferences



- Number of TCS/FCS conferences organized within the region (Europe, Africa, and Middle East)



- Number of MOU approved by Sections within R8

| Conference Status Description | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|-------------------------------|------|------|------|------|------|------|------|------|------|------|
| Approved                      | 91   | 120  | 130  | 170  | 190  | 214  | 255  | 257  | 234  | 245  |
| Cancelled                     |      |      | 1    | 1    | 6    | 5    | 2    | 4    | 3    | 3    |
| Declined                      |      |      |      |      |      |      | 1    |      | 1    |      |
| In Progress                   |      |      |      |      |      |      |      |      | 1    | 1    |
| Grand Total                   | 91   | 120  | 131  | 171  | 196  | 219  | 258  | 261  | 239  | 249  |

- Sections involvement in the TCS/FCS (top 20)

| Sponsor Name                     | Sponsor Financial Co | Technical | Grand Total |
|----------------------------------|----------------------|-----------|-------------|
| Ukraine Section                  | 15                   |           | 15          |
| Italy Section                    | 10                   | 4         | 14          |
| Bulgaria Section                 | 1                    | 12        | 13          |
| Russia (Siberia) Section         | 12                   |           | 12          |
| Czechoslovakia Section           |                      | 12        | 12          |
| Turkey Section                   |                      | 11        | 11          |
| Russia Section                   | 5                    | 5         | 10          |
| Russia (Northwest) Section       | 8                    | 1         | 9           |
| Egypt Section                    |                      | 9         | 9           |
| Algeria Section                  | 1                    | 8         | 9           |
| United Arab Emirates Section     | 2                    | 6         | 8           |
| Spain Section                    |                      | 8         | 8           |
| Serbia/Montenegro Section        | 3                    | 5         | 8           |
| Romania Section                  | 3                    | 5         | 8           |
| Iraq Section                     |                      | 8         | 8           |
| Croatia Section                  | 1                    | 7         | 8           |
| Tunisia Section                  | 6                    | 1         | 7           |
| Hungary Section                  | 7                    |           | 7           |
| United Kingdom & Ireland Section | 2                    | 4         | 6           |
| South Africa Section             | 3                    | 3         | 6           |
| Portugal Section                 | 2                    | 4         | 6           |
| Poland Section                   | 2                    | 4         | 6           |
| Greece Section                   |                      | 6         | 6           |

### Points of Concern

- The technical co-sponsorship fees was increased to US\$1,450 per event and US\$22 per paper. The MGA is currently absorbing (for 2021) the difference with the previous fees (\$1,000 plus \$15 per paper)
- Weak involvement of the sections in the society conferences
- Weak involvement of the sections as financial co-sponsors (although the TCS fees are waived in the case of financial co-sponsoring)
- Only 24 sections/subsections (35%) appointed conference coordinators
- Increase the visibility of R8 conferences
- Add new R8 Conference: IEEE International Forum on Research and Technology for Society and Industry (RTSI)
- Financial involvement in the joint flagship society conferences
  - IEEE Global Engineering Education Conference (EDUCON)
  - IEEE International Mediterranean Conference on Communications and Networking (MeditCom)

### Proposals for improvements/Other Issues to report

- Encourage sections to appoint “Section Conference Coordinator”
- Encourage sections to be involved as financial co-sponsor, that will help in most of cases to receive a percentage of the surplus
- Encourage sections to get involved in the society conferences when it will be hosted in their countries
- Help section conference coordinators and conference organizers to be aware about the online courses and materials to help them in organizing successfully the online and hybrid events: <https://ieeemce.org/>
- Discuss the recommended platforms for R8 flagship conferences for better visibility and sustainability:
  - Website domains and templates
  - Platform for submissions, review process, registrations, proceedings
  - Platform for online / hybrid sessions
  - Custody accounts for financial management
  - Local arrangements (badges, banners, MD booth, etc.)
  - R8 participation in the opening and closing sessions
- Ensure coordination between conference organizers and R8 committees (WIE, YP, Standards, Chapters, SAC, PEA, MD, AI, HA)
- Develop an R8 iCon annual award for best organized conference TCS/FCS by Region 8

# IEEE Conference Education Program

## Region 8 Conference Leadership Workshop Summary 7/15/2021

### Overview

IEEE Conference Education conducted two workshops in Region 8. The goal of the workshop series was to educate the OU leadership teams, Section members and conference organizers on IEEE conference quality best practices. Separate sessions were held for Leadership Teams and Members/Organizers, as the content differs slightly.

Presenters/Panelist: Fred Schindler - IEEE Conference Committee, presented over 90 minutes of content during each workshop. Fred reviewed the MCE new website, a valuable resource for conference leaders and organizers and then he provided an in-depth review on technical program management best practices.

Antonio Luque, Region 8 Director provided opening comments and Pete Nagy Region TA Vice Chair provided an overview of Region 8 conference activities. Habib Kammoun, Region 8 Conference Coordinator outlined the goals of the workshop, noted what region support is available and provided an overview of the conference application and approval process. John Tracy, IEEE Conference Education moderated the workshop and managed the Q&A segments.

### Region 8 Two Distinct Audiences

- Conference Leadership Teams
- Conference Organizer and Section Members

### Customized Content by Audience

Our workshop agenda concentrated on conference quality. The key areas covered:

- Technical Program Management, Peer Review, Plagiarism Screening
- Conference Sponsorship Overview, Technical Co-Sponsorship Evaluations, Non-IEEE Sponsor Evaluations
- Local OU Presentation

### Promotion Efforts

The local IEEE offices executed promotional efforts. MCE Conference Education provided promotional communication copy, WebEx webinar registration hyperlinks and information related to our workshop pre-course and The IEEE Center for Leadership Excellence. Leadership workshops were promoted by email, invite only.

### Workshop Pre-course

Conference Education has a pre-course in the IEEE Center for Leadership Excellence (CLE), developed for conference workshops and it was promoted to prospective attendees. Our conference volunteers are eager to learn more about IEEE conferences as we had over 180 (eLearning course/Webinar Playbacks) enrollments and 22 badges of completion issued in July.

### Workshop Key Learnings

We had great support from our volunteer leadership, our presenters, panelist, and staff. The program content was customized to meet the needs of the OUs and audiences.

Content provided leadership guidance on how to evaluate non-IEEE sponsors. Each country now has seen a process that they can tweak and implement.

Habib highlighted that there are many Sections/Subsections missing a Conference Coordinator. They are listed here.

- Alexandria, Austria, Belarus, Bosnia And Herzegovina, Botswana, Bulgaria, Burkina Faso, Czechoslovakia, Denmark, Egypt, Estonia, Finland, Ghana, Greece, Hungary, Iceland, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Latvia, Liberia, Lithuania, Malta, Mauritius, Morocco, Nigeria, North Macedonia, Norway, Oman, Palestine, Qatar, Russia, Russia (Far Eastern), Saudi Arabia, Saudi Arabia – Western, Slovenia, Sudan, Sweden, Switzerland, Tanzania, Uganda, Yemen, Zambia

Habib recommended to the leadership audience to appoint Section Conference Coordinators and increase your involvement in the society conferences organized in your country.

Habib also reviewed that subsections need approval from the parent, which is typically the Section, however if there is no parent Section, concurring approval is required from the Region.

Habib has requested a change in the systemic conference approval process. He has requested an additional approval element to be included in the conference application.

- Add the Section Conference Coordinators to the application approval process. Provide Section Conference Coordinators the ability to view conference details and approve conferences.

## Overall Strong Participation – 306 Participants

Attendance for workshops was excellent.

- Region 8 Leadership (5/20) – 95 attendees
  - 46 Countries participated
- Region 8 Conference Organizers & Section Members (7/15/21) – 211 attendees
  - 56 Countries participated

## Participants Experience Level with IEEE Conferences = Less Experienced

We reached the ‘right’ audience, our less experienced conference volunteers.

- 40% of total workshop attendees have less than 2 years’ experience with conferences.
- Leadership Workshop
  - 47% of attendees (43 of 92) have below 5-years or less experience with conferences
- Conference Organizers & Section Members Workshop
  - 61% of attendees (127 out of 209) have 5 years or less experience with conferences
  - 47% of attendees had less than 2 years’ experience with conferences.

## 26% of Total Workshop Attendees were Female

*(36% in of the China/Indonesia Workshops were female)*

- Region 8 – 73% of total workshop attendees were male
- 15% of the Leadership Workshop were female
- 30% of Section Members and Conference Organizers Workshop were female

## Post Event Attendee Satisfaction Scores - Extremely Positive

Post event survey is optional for attendees. A rating of 5.0 is a perfect score.

*Scoring system: 5-very good, 4-good, 3 no opinion, 2-poor, 1-very poor*

- The average workshop attendee satisfaction rating was 4.5 (out of 5.0)



- These are outstanding satisfaction results; the audience received what they came for, knowledge on how to execute a high-quality technical program.

## Summary

The Virtual Conference Workshop Education Program is very effective and is a valuable tool to help bring our less experienced volunteers up to speed on managing conference quality, as well as other conference related activities. Our less experienced conference volunteers who attended and gained valuable skills.

Volunteer attendees appreciated hearing Fred Schindler provide real life examples of why best practices worked, as well as what were some of the challenges he encountered as a Conference Chair. This story telling method, peer to peer, is a powerful way to *connect* with our leadership teams and less experienced volunteers.

## Next Steps

Discuss with CARC use full name of the committee to identify any new areas of concerns to consider for conference education training. Fred would like to see developed an eLearning course or webinar that includes specific actions that are not allowed by organizers and include a quiz for this content. Content can be used for specific cases when CARC may request/require an organizer to take this class. We are currently coordinating with Bill Moses on this eLearning course.

Conference Education has fielded an additional three (R2, R9, R10) 2021 conference education workshop requests currently.

R10: Deepak Mathur, Region 10 Director supports conducting Virtual Conference Leadership Programs in Region 10 during the 3rd and 4th quarters of 2021. Deepak is also looking to consolidate conference workshop activities in R10. He has assigned Mike Ong Region 10 Conference Quality Coordinator, Manash Chanda and Arokiaswami Alphones to coordinate. Manash and Alphones have reached to the OUs to coordinate activities and dates.

- Manash: India (Kochi, Bombay, Madras, UP, Hyderabad, Bangalore, Kerala), Pakistan (Karachi, Islamabad), Sri Lanka, Bangladesh
- Alphones: Malaysia, Taiwan (Taipei, Tainan), Vietnam, Philippines, Thailand, Singapore

To meet the ongoing needs of our OUs we suggest identifying more IEEE volunteer presenters with conference experience. Past or present IEEE Conference Committee members would be ideal presenters. Presentation materials are developed and only require minor customization, the real investment is the time that the volunteer spends presenting, typical 45 – 90 minutes, depending on the number of topics. All virtual meeting logistic are handled by MCE and the local OU.

Fred has indicated that we will start to identify a list of potential volunteer presenters for workshops and look to build a bench of presenters. Fred has been the primary presenter for all workshop in 2020 and in 2021.

We look to develop an annual refresher course by creating mini-learning modules based on the recordings from the workshops in the first half of 2021.