



# The role of the R8 Steering Committee of R8 flagship/portfolio conferences

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# Topics

Steering Committee's role – in general

Continuity in Technical Program

How to use the statistics

How to motivate the Organizing Committee

Conference attendees' experience

Lessons learned from the past

# Steering Committee's role – in general

## *IEEE Region 8 Conferences Coordination Committee Operations Manual*

- ▶ The role of the R8 Steering committee is to give **support and guidance** to the Conference Organizing Committee providing strategic direction and oversight and working on **list of best practices** and **lessons learned** for that specific conference (each Flagship/Portfolio conference has its peculiarities).
- ▶ This list shall be useful for the present and future organizers with the main goal of ensuring a **standard level of quality** and a **continuous improvement of conference results** (number of attendees, high technical quality, industry participation, involvement of students, YP, WIE, positive feedback by participants)
- ▶ The list of best practices and lessons learned should be a **living document** enriched with **multiple experiences** of previous and present conference organizers.

# Steering Committee's role – in general

## Strategic Guidance and Oversight

- Provides strategic direction and oversight for flagship and portfolio conferences within IEEE Region 8.
- Ensures alignment with IEEE's mission and goals while catering to regional needs and priorities.

## Quality Assurance

- Maintains high-quality standards for conferences through rigorous review processes and guidelines.
- Enhances the reputation of IEEE Region 8 conferences, fostering trust among attendees, authors, and sponsors.

## Community Engagement

- Facilitates collaboration and networking opportunities among researchers, practitioners, and industry professionals.
- Fosters a vibrant community of experts, promoting knowledge sharing and interdisciplinary dialogue.

## Global Impact

- Amplifies the visibility and impact of IEEE Region 8 in the global academic and industrial landscape.
- Attracts international participation, fostering cross-cultural exchange and collaboration.

## Support for Local Organizing Committees

- Provides support, guidance, and resources to local organizing committees to ensure successful conference execution.
- Promotes collaboration and knowledge sharing among organizers across different regions and conferences.

## Impact Measurement and Reporting

- Monitors and evaluates the impact and effectiveness of conferences through metrics and feedback mechanisms.
- Provides transparent reporting on conference outcomes and achievements to stakeholders and IEEE leadership.



# Continuity in Technical Program

## Core Topics and Keynotes

This highlights the essence of the conferences by showcasing the main technical themes and the esteemed speakers who contribute to the conference's prestige and relevance.

## Symposia/Tracks Implementation

Demonstrating adaptability and responsiveness to emerging trends and attendee interests is crucial. This point emphasizes the dynamic nature of the conferences and their commitment to evolving with the field.

## Feedback Integration

Incorporating feedback ensures that the conferences remain attendee-centric and continuously improve over time. It showcases a commitment to quality and responsiveness to participant needs.

## Impact on Attendee Experience

Ultimately, the attendee experience is paramount. By highlighting the positive impact of core topics, keynotes, and symposia/tracks on attendee satisfaction, this point underscores the effectiveness of the conference's technical program.

## Support for Organizers

Recognizing the support provided to conference organizers underscores the collaborative effort behind the success of the conferences. It also assures stakeholders of the commitment to maintaining excellence in technical program delivery.

# How to use the statistics



## Previous Conference Metrics

Number of papers submitted and accepted  
Conference attendance figures  
Industry participation and sponsorship levels  
Publication and citation metrics for conference papers



## Financial Performance

Total revenue generated from registration fees, sponsorships, and exhibitor fees  
Breakdown of expenses by category (e.g., venue rental, catering, marketing)  
Cost per attendee and revenue per attendee



## Program Structure and Schedule

Analysis of session formats (e.g., keynote presentations, workshops)  
Distribution of sessions across different tracks or themes  
Duration and timing of sessions (e.g., length of sessions, breaks)



## Participant Demographics

Geographic distribution of attendees  
Affiliation types (e.g., academia, industry, government)  
Trends in participant demographics and preferences over time





# How to motivate the Organizing Committee

- ▶ Highlight the Core Team on the Website
- ▶ In-person meetings and social gatherings
- ▶ Empower team members to do their job
- ▶ Start with a smaller team
- ▶ Plan the budget for volunteers (accommodation, meals)
- ▶ Pre-conference activities
- ▶ Recognition and Appreciation
- ▶ Celebrating successes
- ▶ Continuous Learning and Growth Opportunities



# Conference attendees' experience

Early expectations  
based on the  
website

Length of the  
conference,  
number of tracks

Registration fees  
and services

Paper acceptance  
notification  
(on which day,  
what time)

Meal options and  
dietary restrictions

Accommodation  
options

Transportation  
assistance

Social program(s)

Sightseeing  
opportunities

Industry program

Company tours

Post-conference  
resources

Interactive Exhibits  
and  
Demonstrations

Onsite Amenities  
and Services



## Lessons learned from the past

- ▶ Encourage the Organizing Committee to contribute to the lessons learned file
- ▶ Collect new ideas during the preparation, implementation
- ▶ Intense communication with the last 2 teams
- ▶ Invite the previous organizers for online calls
- ▶ Take notes about what went well - continuously
- ▶ Allow the whole organizing committee to comment/add
- ▶ Resources by IEEE CEE (Conferences, Events & Experiences) <https://ieeemce.org>

# Upcoming R8 Flagship Conferences

- ▶ IHTC, Bari, Italy – November 27-30, 2024

<https://2024.ieee-ihtc.org>



- ▶ IEEE EUROCON 2025, Gdynia (Poland)  
June 4-6, 2025

<https://2025.ieee-eurocon.org>



# Upcoming R8 Flagship Conferences

- ▶ IEEE RTSI 2025, Gammarth (Tunisia)

August 24-26, 2025

<https://2025.ieee-rtsi.org>



- ▶ IEEE HISTELCON 2025, Bonn (Germany)

Sept. 30 – Oct. 2, 2025

<https://2025.ieee-histelcon.org>



- ▶ IEEE AFRICON 2025, Polokwane (South Africa)

Dec. 10-12, 2025



# Thank you

