

IEEE Region 8 Post-Conference Reporting

The General Chair of IEEE Region 8 financially co-sponsored conferences must submit the following to the Conference Coordination Subcommittee (CoCSC) Chair no later than six months after the end date of the conference.

- A final report detailing the number of papers submitted, the number of papers accepted, the number of papers withdrawn, the average number of reviewers per paper, the number of reviewers and technical program committee members involved in the conference, and number of attendees. The report should also include details on the plenary/keynote speakers, any tutorials, and the overall experience. Any best practices and ideas that can help future conferences can also be included.
- Prepare a final financial report and submit it for review. Note that this report will also be needed by IEEE Conference Services.
- Confirm that all loans have been repaid.
- Confirm that all proceedings have been distributed to all registrants of the conference.
- Make sure that an audit of your financial records has been done and submit a copy.
- Confirm that the conference proceedings have been submitted to IEEE Xplore.
- Indicate any papers that were not submitted to IEEE Xplore and clearly justify the reason why these were left out.
- Confirm that you have sent an article on the event to IEEE Region 8 News.
- A copy of the title page of the proceedings.