



Region 8 Conference Organisation Basics (for conference organization veterans)

R8 CoCSC 2015

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Agenda

- ✓ **Steps in Starting a Conference**
- ✓ **Obtaining IEEE Approval-IEEE Conference Exchange (ICX)**
 - ✓ **Timeline**
 - ✓ **Conference Operations Review**
 - ✓ **MoU**
 - ✓ **Conference Approval**
- ✓ **IEEE Conference Publication Program**
 - ✓ **IEEE Xplore**
 - ✓ **How do I get my proceedings published there?**
 - ✓ **Steps and timing**
- ✓ **MCE Overview**
 - ✓ **Where can IEEE staff help conference organisers?**
- ✓ **IEEE Region 8 Conference Practices**

Beginning Stages: Conference Creation

Starting a conference....it begins with an idea!

Need to run a conference

New research to share

Define who is the audience?

Develop target market and scale event
- Local, Regional, Global

Building Your Team

Committee development considerations: size, geography, balanced representation, # reviewers, skill of reviewers. Overall adequate resources?

Develop budget

Budgeting helps understand how many sponsors you may require

Who do you want to work with, start early.

Sponsor evaluation – IEEE Organization Unit (OU), Non-IEEE Organizations

Timing

Market analysis, best time to host, look to avoid competing conferences

Develop Organizational Structure

Conference size: Determine need for ADCOM / Steering Committees



Conference Application

Benefits of Registering Your Conference

Approved Conference Eligibility

- ▶ Ability to utilize the IEEE brand to promote your conference
- ▶ Your conference is included in both the IEEE Conference Search and IEEE Call for Papers Search
- ▶ Eligible for participation in the IEEE Conference Publication Program
- ▶ Insurance Liability coverage
 - *Financially sponsored conferences only*
- ▶ Access to valuable no-cost organizer services
 - eNotices
 - Member CD
 - PDF eXpress/PDF eXpress PLUS

Conference Application Process

ICX

- ▶ IEEE Conference Exchange (ICX) is the IEEE conference management platform
- ▶ IEEE launched the first phase of ICX in June 2012 with the introduction of the IEEE Conference Application, with integrated Memorandum of Understanding (MOU) development
- ▶ Conference Publication Form was integrated into ICX in August 2013, along with eCopyright and PDF eXpress
- ▶ Conference Organizer Website – online form
 - http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html
- ▶ ICX Checklist of Required Information
 - http://www.ieee.org/conferences_events/conferences/organizers/icx_required_information_checklist.pdf
- ▶ ICX “How To” Tutorials
 - http://www.ieee.org/conferences_events/conferences/organizers/conference_education.html

Basic Information Needed to Submit an Application

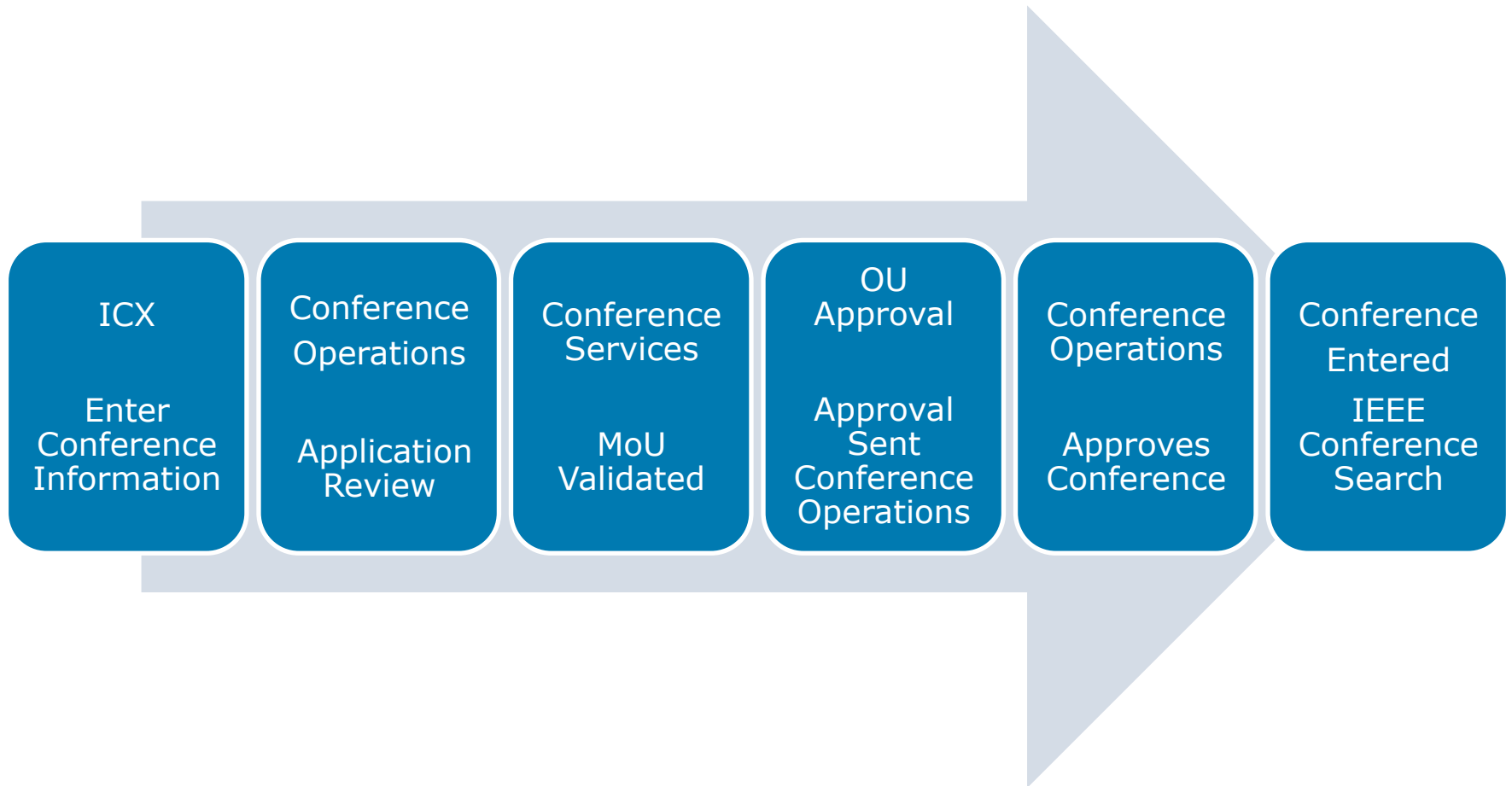


- Before submitting an application, the following information should be known:
 - Conference Title
 - Acronym (if available)
 - Dates & Location
 - Estimated budget
 - Copyright Owner
 - Information about the Technical Program
 - Contact information for Committee Chairs & List of committee names (if available)
 - IEEE & Non-IEEE Sponsorship (technical or financial)
- Timing: Typically 12-18 months prior to the conference start date

Please be sure to reach agreement on conference sponsorship and be in contact with all entities (IEEE and non-IEEE) before you submit the IEEE Conference Application.

Getting Started

Conference Timeline



Memorandum of Understanding (MoU)

Why MoUs?

- ▶ A good business practice
 - Protects the interest of all participants
- ▶ Policy 10 requires a Memorandum of Understanding (MoU) be established before IEEE approval of a conference can be granted
 - All co-sponsored activities (solely sponsored=exempt)
 - IEEE / Non-IEEE
 - Financial / Technical

What Information is Needed?

- ▶ Conference Name, Location and Dates
- ▶ List all sponsoring organizations
 - Financial sponsors (IEEE and Non-IEEE)
 - Specify the share of each: %
 - IEEE Technical co-sponsors
 - Describe the OU role in developing and executing the technical program
- ▶ If the conference will publish with IEEE
 - Who owns IP copyright
- ▶ Who owns the conference name

MoUs and ICX

- ▶ MoUs are developed within the conference application process, based on the data already submitted:
 - Event characteristics
 - Sponsor type
- ▶ Electronic distribution, review and approval process

Conference Publications

IEEE *Xplore*

- The Leading Technology Resource in the Field

- ▶ Providing nearly one third of the world's current literature in electrical engineering, communications and computer science, IEEE *Xplore* delivers the most vital information in technology today.
- ▶ IEEE *Xplore Digital Library* provides access to more than 3-million full-text documents from some of the world's most highly cited publications in electrical engineering, computer science and electronics and over 1,200 conference proceedings.
- ▶ Approximately 25,000 new documents are added to IEEE *Xplore* each month.
- ▶ IEEE *Xplore* is cited three times more often than any other publisher in new patents.

Source: 1790 Analytics, LLC. Copyright 2013

IEEE Conference Publication Program

- The IEEE Conference Publication Program (CPP) handles distribution of conference publications for IEEE.
- Conferences must apply separately to participate in the IEEE Conference Publication Program – at least 6 months prior to conference dates.
- IEEE sponsorship, of any kind, does not guarantee that papers accepted for presentation at the conference will be eligible for publication in the IEEE Xplore Digital Library.
- Consider the Conference's Non-presented paper policy.
- No paper or proceedings is guaranteed to be indexed.

Conference Publication Program

Four Basic Steps

- Step 1: Submit your completed IEEE Conference Publication Form to Conference Operations - 6 months in advance of conference
 - http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?appName=Publication
- Step 2: Upon acceptance, Conference Operations will send a Letter of Acquisition (LOA)
 - Complete the LOA and electronically approve the LOA
- Step 3: Collect and submit copyright forms for the papers in the proceedings
- Step 4: Prepare conference content for the Xplore Digital Library (following the Xplore guidelines) and submit proceedings to Conference Operations within 30 Days of completion.

What's Required for Submission Xplore

- ▶ Conferences must provide Conference Operations with three (3) identical sets of Xplore compliant files on CD, DVD, or USBs which contain the following:
 - Individual Xplore compliant PDFs of each technical paper
 - Cover, Title Page, Copyright Page, Table of Contents, Author Index, Front or Back Matter
- ▶ For detailed information on how to prepare and submit PDF files and packing lists, download the Packing List Generator at the following website:
 - http://www.ieee.org/conferences_events/conferences/organizers/pubs/preparing_content.html)

IEEE Publishing Tools

Free Services

- **Electronic Copyright form (eCF)**
 - The eCF is an online version of the IEEE Copyright Form.
 - www.ieee.org/publications_standards/publications/rights/eCF_Registration_Intro.html
- **PDF eXpress** - A tool that assists conference authors in meeting IEEE Xplore® requirements for PDF files.
 - Converts non-PDF source documents (typically, a Microsoft Word document or LaTeX bundle) into a PDF that meets IEEE Xplore® requirements
 - Visit www.ieee.org/pdfeXpress to register your conference
- **PDF eXpress PLUS** - Enables authors to deposit their final, Xplore-validated PDFs on the site for collection by the conference publication or technical program chair.
 - Eliminates the need for publication or program chairs to track down individual authors for their papers
- All of these services can be requested via the Publication Form in ICX



MCE

Meetings Conferences & Events (MCE)

Conference Organizers - “We are here to support you.”

- MCE has vast experience that you can leverage at *any time* while planning your conference
 - MCE can act in a consultative manner or provide services
 - MCE has a single point of contact:
 - MCE Customer Relationship Management Team
- ieee-crm@ieee.org



How Can MCE Assist You?

- Overall guidance
- Organiser/OU education and training
- Identifying and facilitating sponsorship
- Finance, budgeting, insurance, contract review and approval
- Memorandums of Understanding (MOUs)
- Publication of your proceedings
- Marketing your conference
- Site location, event management, meeting logistics
- Contract negotiations, food & beverage planning, supplier management



IEEE Region 8 Conference Practices

R8 Conference Organizer's Handbook

IEEE R8 CoCSC prepared a handbook for conference organizers, explaining

- Types of sponsorship
- Benefits
- IEEE Xplore publishing policy
- Requirements and fees
- Guidelines for conference organization
- Download at R8 CoCSC homepage:
<http://www.ieeer8.org/technical-activities/conference-coordination/>

IEEE R8 Flagship conferences

IEEE R8 flagship conferences are:

EUROCON (odd years)

AFRICON (odd years)

MELECON (even years)

ENERGYCON (even years)

Flagship conferences are always financially co-sponsored, usually 75% the local section, 25% R8.

To apply, please fill in bid presentation template and budget template (available on R8 CoCSC homepage)

IEEE R8 CoCSC

If you need help, please don't hesitate to contact the R8 CoCSC team (Adel Alimi, Peter Nagy, Jan Haase) at R8CoCSC@listserv.IEEE.org