Workshop on IEEE conference organization and sponsorship

PROGRAM
Torino, July 5, 2023
room "Sala Multimediale del Dipartimento Energia "Galileo Ferraris",
North side, door 3" (at University- Polytechnic of Torino)
2:30-5:30pm (CEST)
Webex <link> for virtual connection

Objective: This workshop is dedicated to IEEE R8 OU chairs (Section chairs and Chapter chairs) and Section Conference Coordinators. The purpose is to provide information and guidance to develop a successful IEEE conference.

First, benefits for the OU organizing conferences, goal settings and target market, team building, timing, partners, financial planning & financial patrons, will be described. Then, an overview of the technical program management, sponsorship opportunities, the responsibilities of the organizational unit sponsoring conferences, the peer review process, similarity check, ensuring a high-quality technical program will be given. The third presentation will introduce the IEEE MCE resources available to conference organizer, education programs. Moreover, a brief overview of the scope of the IEEE Conference Committee, the TPIC (Technical Program Integrity Committee) review process and CQC (Conference Quality Committee) purpose will be given. At the end the R8 Flagship & portfolio conferences, the organizers selection process and evaluation criteria will be described.

A large amount of time is dedicated to Questions & Answers, a fundamental moment of interaction with the public.

2:30-2:40
Objective and introduction
Marios Antoniou and Tiziana Tambosso

5 minutes video "Why Conference's Matter" by IEEE MCE

2:40 - 3:00
Why IEEE Sections and OU should run an IEEE Conference and how to organize a successful conference
Vincenzo Piuri

3:00 - 3:50
Managing Your Technical Program – Best Practices
Mike Hinchey

3:50 - 4:10
IEEE ICC and Conference Quality Committee - *Christine Quintero*
IEEE MCE services for conference organizers - *Kelly Smith*

4:10 - 4:30
R8 Flagship & portfolio conferences – process and evaluation criteria
Tiziana Tambosso

4:30 - 5:30
Q&A
Moderators: *Marios Antoniou and Tiziana Tambosso*

R8 Speakers:
Vincenzo Piuri, R8 Director
Mike Hinchey, R8 Director Elect
Marios Antoniou, R8 VP-TA
Tiziana Tambosso, R8 CoCC Chair

MCE Speakers:
Kelly Smith, IEEE MCE - CRM
Christine Quintero, IEEE CQC - Sr. Manager Customer Relations & Quality

The workshop was organized with the support of IEEE MCE (https://ieeemce.org/)

Slides of the presentations will be available for attendees, at the end of the workshop

Useful links:

- https://ieeemce.org/
- Technical program development and quality:https://ieeemce.org/planning-basics/technical-program-development-quality/
- Building a budget: https://ieeemce.org/planning-basics/finance-contracts/budget/
- IEEE Training courses for Conference Chair, Publication Chair, Technical Program Chair, and Treasurer: https://ieeemce.org/planning-basics/conference-education-program/conference-role-based-education/
- Foundations for Planning an IEEE Conference: https://ieeemce.org/planning-basics/
- IEEE Conference Application: https://www.ieee.org/conferences/organizers/conf-app.html
- IEEE Conference Organizer Timeline: https://ieeemce.org/organize-an-event/
- Virtual & Hybrid Event Resources: https://ieeemce.org/planning-basics/virtual-hybrid/
- Audience Development Resources & Tools: https://ieeemce.org/planning-basics/audience-development-promotion/

A Pre-Course on Conference Quality is recommended: **Click Here for the CLE Workshop Pre-course**

WEBEX link:

Date and time:
Wednesday, July 5, 2023 2:30 PM | (UTC+02:00) Brussels, Copenhagen, Madrid, Paris

Join link:
https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=m39dcfdab2fd80ac3c7fd9cdbc22c3d0c

Webinar number:
2539 478 4870

Webinar password:
PUg9mmQGA53 (78496674 from phones and video systems)

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