IEEE Region 8 Conferences Coordination Committee
Operations Manual
Approved by the R8 Committee October 2024

1. Charter

To facilitate the planning, development, implementation, coordination, and to monitor and provide oversight for Region 8 conferences, conventions and technical shows sponsored or cosponsored by Region 8 and liaise with and advise Societies and Technical Councils planning conferences in Region 8.

2. Composition

The Conference Coordination Committee shall consist of the following:
- Chair
- Up to two (2) Members
- Up to five (5) Corresponding Members

It is recommended that a financial liaison from the R8 Finance Committee is appointed as a corresponding member of this Committee.

It is recommended that the immediate Past Chair of the Committee is appointed as member.

Voting members of the Committee shall have experience in organizing IEEE conferences and shall have experience as section's officer or section's conference coordinator.

The responsibilities of the Committee Chair are:
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by this manual.
- Identify and address needed improvements in the Committee's processes and operations.
- Work closely and effectively with VC TA in fulfilling the above-identified responsibilities.
- Provide a thorough and timely orientation for Members of the Committee and, along with the Past Chair, serve as a mentor to Members, especially new Members of the Committee.
- Preside over all meetings of the Committee, assuring that appropriate and fair processes are followed, and that appropriate records are maintained.
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality.
- Develop a timeline for annual Committee activities in cooperation with the VC TA.

The responsibilities of the Committee members and corresponding members are:
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These tasks typically include:
  - Review conference applications and monitor the approved conferences.
  - Assist sections to submit proposals to host one of the flagship/portfolio conferences, evaluate their submissions, and ensure success of these conferences.
  - Assist in organizing conference education workshops.

- Assist sections and subsections in planning and executing its flagship conferences.

- Assist conference organizers.

- Conduct meetings with Sections' conference coordinators.

- Participating in the committee meetings

3. Reporting
Reports to the R8 Committee through the Vice Chair Technical Activities.

At every R8 Committee meeting, the report should include the list of:

- recent conferences held since the previous report date (including number participants, papers, estimated surplus),
- closed conferences (including link to the final financial report), and
- approved conferences (including list of sponsors, financial share, location, website address, dates)
- any other issues considered important

4. Meetings
The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. Frequent CoCC virtual meetings shall be organized (at least 8 per year are recommended).

5. Programs
The Conference Coordination Committee shall:

1. Ensure the growth and vitality of IEEE conferences within Region 8 and increase the Region 8 visibility through conferences
2. Maintain (as appropriate) governance documents related to Region 8 sponsored conferences
3. Maintain reports of the sponsored conferences to help ensure the success of future conferences
4. Perform projects and activities as assigned by the Technical Activities vice-chair
5. Review of the financial and technical co-sponsorship (TCS/FCS) requests
6. Periodically review the effectiveness of Region 8 sponsored conferences and recommend improvements as appropriate to the conference organizers and sponsoring IEEE units.
7. Monitor the IEEE conference schedules to seek out and assemble opportunities for Region 8 Entities (Sections, Subsections, Councils, Chapters, etc.) to participate in these conferences
8. Suggest new conferences where a need is recognized and suggest termination of conferences no longer needed or posing undue financial liability
9. Solicit proposals from sections and subsections to host flagship and portfolio conferences
10. Prepare motions for flagship and portfolio conferences site selection
11. Effective and timely conference planning and execution of Region 8 conferences
12. Work to assist sections and subsections in planning and executing their flagship conferences
13. Ensure success of the R8 conferences: call for bids, support, oversight, and organize handing over meetings with the organizers of previous edition and the next edition
14. Ensure proper budgeting and auditing of conference accounts
15. Review proposals of conferences to become portfolio conferences for a long-term involvement
16. Organize conference education workshops to the section leaderships and conference organizers

17. Give assistance to conference organizers and encourage them to develop programs that meet the needs of the attendees and create benefits for IEEE members and the greater technical community.
18. Conduct meetings with Sections' conference coordinators
19. Offer assistance and advice to IEEE Societies and Technical Councils planning to hold major conferences in Region 8.
20. Assist Region 8 Sections in attracting and participating in the organization of IEEE Society or Technical Council Conferences in their territory.
21. Coordinate with the R8 committees to organize in parallel to the R8 flagship and portfolio conferences student paper contests, membership booths, workshops (YP, SAC, industry, standards, professional, education).

6. Region 8 Conferences

Region 8 annually manages flagship and portfolio conferences.

Region 8 is the owner of four flagship conferences:

- **MELECON** (Mediterranean Electrotechnical Conference): every two years (even years), held in one of the Mediterranean Sections.
  MELECON is a major international forum presenting design methodologies, techniques, and experimental results in emerging electro-technologies. MELECON is one of the flagship conferences of the IEEE Region 8 with participants from all over the world. The purpose of this conference is to serve as a catalyst for the technical exchange between researchers and practitioners from different technological fields which include but are not limited to Control Systems, Communication and Information Technology, Mechatronics, Nano- & Micro-Electronics, Electrical Power Systems, and Signal & Image Processing. The technical program includes plenary sessions, regular technical sessions, special sessions, poster sessions and tutorials.

- **ENERGYCON** (International Energy Conference): every two years (even years), about energy topics, held anywhere in R8.
  ENERGYCON is an international forum for the exchange of ideas and innovative technologies on Sustainable Generation, Transmission and Distribution, Conversion and Utilization of Electrical Energy. It is also the premier IEEE Region 8 forum for the application of Electronics, Instrumentation, Information and Communication Technology in the Electrical Energy Industry.

- **EUROCON**: every two years (odd years), held in a European Section.
  EUROCON covers the full area of IEEE (e.g., Communications, Networks, Electronics, Energy, Mobile Computing, Cloud Computing, Software, Engineering, Nanotechnology, and E-learning).

- **AFRICON**: every two years (odd years), held in an African Section/Subsection.
  AFRICON covers the full area of IEEE (e.g., Communications, Networks, Electronics, Energy, Mobile Computing, Cloud Computing, Software, Engineering, Nanotechnology, and E-learning).
  The IEEE R8 Africa Council is FCS of this conference with 20% financial share.

The following conferences are also in the Region 8 portfolio:

- **HISTELCON** (HISTory of ELectrotechnology CONference): annual (held in R8 once every four years). Regions 7, 8, 9 and 10 jointly own the conference.

The Conference was created by IEEE Region 8 and organized by this region in 2008 (France), 2010 (Spain), 2012 (Italy), 2015 (Israel), 2019 (Scotland), 2021 (Russia), 2023 (Italy), 2025 (Germany). Region 10 organized the Conference in 2017 (Japan).

HISTELCON is the only conference in the IEEE that addresses the history of technology and its implications for modern society, industry, and education, for this reason, it was transformed in a Multi-Regional Conference Series rotating between R7 (Canada), R8 (Africa, Europe and Middle East), R9 (Latin America and the Caribbean) and R10 (Asia Pacific), starting from 2026 edition. HISTELCON 2026 will be organized in R10.

HISTELCON aims to serve as catalyst for exchange of ideas on engineering and technology history from different technological fields. Participants with different backgrounds – engineers, historians, researchers in Science, Technology and Society, Museum curators etc. are brought together to help in creating a network between researchers and practitioners from academia and industry. The IEEE History Center and IEEE History Committee have usually served as technical cosponsors.

- **IHTC** (International Humanitarian Technology Conference): annual (held in R8 once every three years). Regions 7, 8 and 9 jointly own the conference. The IEEE International Humanitarian Technology Conference is a Multi-Regional Conference Series rotating between R7 (Canada), R8 (Africa, Europe and Middle East), and R9 (Latin America and Caribbean). This inter-disciplinary conference series focuses on showcasing challenges, success stories, lessons learnt, case studies and technological innovation related to achieving the UN Sustainable Development Goals (SDGs), ICT4D and the application of Humanitarian Technologies (including Disaster Relief and Disaster Recovery) and facilitating engagement stakeholders from the public, private, education and research and societal sectors around the world. We place a particular emphasis on facilitating participation by key stakeholder groups from low and lower middle-income countries as well as low resource communities.

- **RTSI** (Research and Technology for Society and Industry): annual, held in a Region 8 Section. It covers the full area of IEEE (e.g. Electrical, Electronic and Information science, Industry 4.0, Smart Energy, Smart Mobility, Smart Healthcare, Logistics and Environment). The main purpose of the event is to promote and strengthen partnerships and cooperation between academia, industry and government bodies.

IEEE Region 8 may co-sponsor (FCS), or technically co-sponsor (TCS) other conferences, including workshops, symposia, and similar meetings, that serve to advance its mission and purposes and the interests of R8 IEEE members.

The net Conference surplus and deficit, after the return of the seed funding, shall be shared by the Financial Sponsors in the same ratio as stipulated in the conference application, unless otherwise agreed in the MOU.

7. Region 8 Conference Steering committee

Only R8 flagship and portfolio conferences have a R8 steering committee.

After the approval (by the R8 Committee) of the R8 flagship/portfolio conference sites and organizers, the R8 CoCC will recommend the names of the members of the steering committees. They shall be approved by the R8 OpCom.

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 a list of best practices and

lessons learned for that specific conference (each Flagship/Portfolio conference has its own 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 is a living document enriched with multiple experiences of previous and present conference organizers.

The composition of the steering committees reflects this objective.

The recommended composition of the flagship and portfolio R8 steering committee is as follow:

- Previous conference chair/s
- Current conference chair/s
- Senior representatives from R8 (R8 director, VC-TA, conference committee chair/representative)
- Host Section chair / representative
- other relevant IEEE or R8 representative/s for that specific conference
- (optional) Senior representatives from a non-IEEE organizing entity (university, national association/organization, etc.)

Future conference chair may be invited to participate in the steering committee meetings to gain experience.

One of the IEEE/R8 senior representatives will be appointed chair of the committee by the R8 OpCom.

8. R8 Conference co-sponsorship: benefits and requirements

R8 Conference co-sponsorship is regarded as shared management. Region 8 provides the following benefits and requires some conditions as presented below:

Benefits of R8 Conference Sponsorship	Flagship	Portfolio	FCS	TCS	Concur-ring
1. Repayable Loan -seed funding (to be returned after conference closing)	USD 5k	USD 5k			
2. R8 Steering Committee	x	x			
3. Guidance of the organizing committee (by an assigned CoCC liaison member)	x	x	x	x	x
4. E-notices to R8 members	5	5	4	3	
5. R8 media publicity (R8news, social media, R8Today, …)	x	x	x		
6. Organizing side R8 CoCC workshop/session/meeting	x	x			
7. Assistance for conference Application/MoU	x	x			
8. R8 Director participation in the opening session	x	x			
9. Participation of a R8 CoCC representative	x	x	x		
10. IEEE R8 booth	x	x			

11. Announce conferences in R8 website	x	x	x	x	
12. Organizing special events in cooperation with R8 Committees (SAC, YP, WIE, AfI, etc.)	x	x$^{\#}$	x^{+}		
13. Free plagiarism check provided by IEEE	x	x	x	x	x
14. IEEE Web hosting and IEEE domain for the conference website and email address provided by IEEE for each flagship/portfolio conference	x	x			

Requirements for R8 Conference Sponsorship	Flagship	Portfolio	FCS	TCS	Concur-ring
1. Region 8 FCS (%)	>=30%	>=30% *	>=5%	0%	NA
2. Local Organizing Section FCS (%)	>=50%	>=50% *	>=5%		
3. Local OU officer(s) involved as program committee co-chair(s)	x	x			
4. R8 Senior/Fellow members involved as conference co-chairs (CC), technical program co-chairs (TPC), program committee (PC) members	all CC and TPC	all CC and TPC	at least 1 CC, 1 TPC, 5 PC	at least 1TPC, 5 PC	at least 1 TPC, 1 PC
5. Program committee members from different R8 countries	x	x	x	x	
6. Progress meetings of the organizing committee with the R8 CoCC representative (liaison)	Monthly	at least 4	at least 2	email	email
7. Involvement (FCS/TCS) of local Section and at least two local Chapters (or Societies / Councils/ IEEE Technical Communities/IEEE OUs) in the conference field	x	x	x	x	
8. Free Registrations for R8 representatives (including R8 student paper contest – SPC) that conference must provide	Up to 8	Up to 4	Up to 2	1	
9. Submit R8 Conference Final report (link)	x	x	x	x	x
10. Previous R8 involvement	NA	at least 1 edition as R8 FCS	At least 1 edition as R8 TCS		
11. Promote the R8 Voluntary Contribution Fund (VCF)	x	x	x		

* Unless otherwise stated in a specific Operations Agreement
$^{\#}$ Only when the conference takes place in R8
$^{+}$ This possibility will be evaluated by the R8 case by case

The following approvals are required for each conference, in all cases after recommendation of the Conference Coordination Committee:

Approvals	Flagship	Portfolio	FCS	TCS	Concurring
R8 Committee approval of venue, general chairs and dates, and final conference report	x	x			
R8 OpCom approval of the conference committee and budget			x		
Vice Chair Technical Activities approval				x	x

In the case of Technically Co-sponsored Conferences, TCS fees, when applicable, will be passed to the conference.

10. Site selection process and criteria

IEEE Region 8 flagship and portfolio conferences are intended, among other things, to support IEEE OUs in the Region. Therefore, a bid to host one of the IEEE Region 8 Flagship/portfolio conferences should originate from the host IEEE Section (or Subsection or Chapter, in cases where no Section exists in the host country) and the IEEE Section (or Subsection or Chapter, in cases where no Section exists in the host country) shall be involved in the organization.

The process of site selection and criteria are described in the following.

The conference coordination committee announces the call for bids for flagship and portfolio conferences in the R8 website and via e-notice to all R8 members.

The site selection is a **two-step procedure**.

The first step consists in the submission of:
- **Letter of intent**, sent by the person who is interested to organize the conference as general co-chair
- **Endorsement letter** signed by the IEEE Section Chair as representative of the Section that fully supports the organization of the event as stated in the letter of intent.

- In the *letter of intent*, the volunteer states the intention to organize the conference and:
- indicates the city and the venue (if already known)
- lists the organizations which will provide technical and organizational support (university/ies, chapters and other IEEE OUs, other not for profit organizations)
- includes the experience of the team in organizing IEEE international conferences and any other information useful to consider the proposed site and team as appropriate to organize the R8 conference.

This letter is typically one single page and should not exceed 3 pages.

In the *endorsement letter* the participation of the local Section as financial co-sponsor shall be indicated with the percentage of financial involvement (minimum 50%, maximum 70%). Participation of Section Chapters, and Affinity Groups as TCS is well recommended. Any additional information regarding how the Section will support the organization of the conference, including the participation in the organizing team is welcomed. This letter is typically one single page.

The endorsement letter shall be accompanied by the extract of the minutes of the Section ExCom meeting where the decision to host the conference has been taken. The extract of the minutes of the Section ExCom shall include the list of participants.

The second step (dead line is usually one month after the first step DL) consists in the upload of the final bid documents:
- **Detailed presentation**
- **Detailed budget**
- **Other supporting documents**

After the first step, the CoCC will organize a *virtual meeting with the bidders* to illustrate the selection criteria, answer their questions and provide guidance and advice on the preparation the final bid documents.

The interested volunteer should work closely with the local IEEE Section to prepare the final bid documents which will include:

- **detailed presentation (ppt) showing**
    - Brief information on the hosting country (include list of restrictions, if any)
    - Details on the proposed venue facilities and at least one possible backup
    - Details on how national and international researchers can reach the venue (Travel facilities)
    - Technical topics covered within the conference
    - Proposed organizing committee (Conference chairs, Program committee chairs, Treasurer, Publication chair) <more details> (general conference chairs, TPC Chairs must be at least of Senior Member grade residing in R8)
    - List of involved IEEE units and List of partners
    - Expected industrial financial support (Patrons)
    - Expected impact of the conference for the IEEE OUs (section, subsection, chapter) vitality
    - Budget summary, registration fees, and balance for the expected case, worst case, and best case; according to the number of paid participants (consider fully physical attendance)
    - Details on your plan if 100% virtual or hybrid model will be required. Budget summary, and registration fees
    - Highlight the positive aspects of organizing the conference at the proposed section/subsection, How the local members will benefit, How IEEE will benefit
    - Other useful information

- **A detailed budget** <template> for fully physical attendance model
    - Given the nature of these Conferences, it is important to keep the registration fees for IEEE members low
    - Includes all envisaged sponsorships (industrial, governmental, academia, etc.) enabling for reduced registration costs
    - Includes all envisaged expenses
    - Gives an indication of the surplus (recommended to be around 20%).
    - The conference budget should be realistic according to the number of expected participants.
    - If a hybrid model is selected all extra-costs should be included and motivated
    - The financial sponsorship share should be a minimum of 30% for Region 8 (unless otherwise stated in a specific Operations Agreement). The rest of the financial

risk/reward balance and assessment percentage should be for the IEEE local Section with a minimum of 50% and a maximum of 70%. 20% can be assigned to other IEEE OUs like Sections/Chapters or according to specific agreements.

● **Other supporting letters** supporting your proposal. For example, supporting letters of IEEE OU or other TCSs, financial supporter, patrons.

The selection of the venue for the flagship and portfolio conferences shall be at least 2 years in advance. The venue proposal shall be selected based the following selection criteria, and recommended to the approval body defined above:

Criteria	Score (200 pts)
Section/Subsection vitality (number of events in the previous year, ontime submission of events and financial reports, recruitment % to goal, retention % to goal)	30 pts
Venue facilities (main venue and backup)	10 pts
Travel facilities to venue	15 pts
Committee - Experienced volunteers and R8 senior members	20 pts
Involvement of IEEE units and partners	20 pts
Industrial financial support (Patrons)	10 pts
Low registration fees	30 pts
Discussion of expected case, worst case, and best case; and if needed: in fully virtual – hybrid – fully physical	20 pts
Impact of organizing the flagship conference to the section activities	15 pts
Proposal highlights / presentation	15 pts
Endorsement / support letters	1 pts / letter (max. 5 pts)
No R8 flagship / portfolio conferences organized previously	5 pts
No same conference title organized previously in the section	5 pts

The conference coordination committee should submit the selected proposal in a motion to the R8 Committee for approval.

When selected, all conference committee chairs should complete the online Training courses.

12. Section Conference Coordinators

The CoCC recognizes the important role of the Section/Sub-Section Conference Coordinators (SCC). The SCC will be appointed by the Section/Sub-Section Chair. He/she should be a volunteer who have an IEEE conference organizer experience.
The SCCs can learn from the IEEE CEE website and R8 CoCC education workshops all the news, tools, and requirements useful for IEEE conference organizers and act as a point of reference on these topics at the Section level.
The SCC main tasks are listed in the following:

- ► Support conference organizers in the country
- ► Review the TCS/FCS applications that involve the Section and its chapters
- ► Support the section in organizing its conferences
- ► Monitor the IEEE conference occurring in the Section geographic area and seek out opportunities for Section to participate in these conferences as TCS or FCS.
- ► Coordinate with R8 Conference Coordination Committee

Moreover, SCCs can collect, from Section conference organizers, information and contacts of industry financial supporters, local associations, editors of journals, which are interested in direct cooperation proposals from new R8 conference organizers.

Every year an email to all new Section Chairs shall be circulated to ask for appointment of the SCC. The Section chair shall report the new SCC on Vtool reporting.
Every R8 committee meeting during presentation of CoCC activity the importance of the SCCs shall be underlined.
The R8 CoCC website will be updated with the new SCCs.

14. Contact

The Committee Chair can be contacted at conferences.officer@ieeer8.org