

Conference Coordination Meeting

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2021 IEEE Region 8 CoCSC Chair

16 March 2021, 17:00 CET, Webex Online Meeting

Part of 116th IEEE Region 8 Meeting Series Spring 2021



We are here to provide support ...

- Vice-Chair, Technical Activities: Peter Nagy (Hungary)
- Chair: Habib Kammoun (Tunisia)
- Past Chair: Ljupco Karadzinov (North Macedonia)
- Members:
 - Nadezda Kunicina (Latvia)
 - Robert Bierwolf (Benelux)
- Corresponding members:
 - Tiziana Tambosso (Italy)
 - Eric Kuada (Ghana)
 - Ridha Hamila (Qatar)
 - Albert Lysko (South Africa)
- Finance AdHoc subcommittee Liaison: Margaretha Eriksson (Sweden)
- Industry Initiative AdHoc subcommittee Liaison: Nihal Sinnadurai (UK & Ireland)



2021 Goals

1. Timely review of the financial and technical co-sponsorship (TCS/FCS) requests
2. Ensure success of the R8 flagship conferences: call for bids, support, oversight
3. Ensure success of IEEE conferences TCS/FCS by the R8
4. Increase the R8 visibility through conferences
5. Support the sections' conference coordinators

Conference Application Checklist (1/2)

- ▶ Conference name and acronym
- ▶ Start and end dates
- ▶ Website
- ▶ Event type and location (Virtual, Hybrid, Physical)
- ▶ Scope and fields of interest
- ▶ keywords
- ▶ Estimated attendance
- ▶ Technical and Financial sponsors
- ▶ Financial details, including financial share of each sponsor
- ▶ estimated revenues and expenses
- ▶ Roles and responsibility of sponsors
- ▶ Call for Papers
- ▶ Deadlines

Conference Application Checklist (2/2)

- ▶ Conference committee information, including who has authority to operate the conference, who is on the oversight committee, who appoints conference chairs, who approves budgets and who establishes registration fees
- ▶ Plans to produce conference publications
- ▶ Structure of technical program committee
- ▶ Estimated number of submitted papers and targeted acceptance rate
- ▶ Other events associated with conference

IEEE Sponsorship Types

- Sole Sponsorship FCS (100%)
 - The IEEE OU* has full financial and technical responsibility for executing the conference (100%)
- Co-Sponsorship Co-FCS (1□99%)
 - The IEEE OU has shared responsibilities for the conference's financial and technical requirements
- Technical Co-sponsorship TCS (0%)
 - The IEEE OU provides direct and substantial involvement in the technical program

*OU – Organizational Unit (example: society, section, chapter, council)



IEEE Sponsorship Fees

- FCS / Co-FCS (1□100%)
 - **No fee** for the conference
- Technical Co-sponsorship TCS (0%)
 - Increased to **US\$1,450 per conference** and **US\$22 per paper submitted to IEEE Xplore**
 - Currently, MGA is absorbing (for 2021) the difference with the previous fees. So, the conference should still pay **TCS fee: \$1,000 + \$15 per paper**
 - For example: for 100 papers, the conference should pay TCS Fee \$1,000 + \$15*100 = \$2,500 to IEEE MCE. **The OU. can pay a part of the TCS Fee**
 - MGA pay TCS fees if the external (non-IEEE) financial sponsor has a National Society Agreement with IEEE or has a Sister Society Agreement with one or more of the IEEE Societies

Finance



Adam Jastrzebski
IEEE R8 Treasurer

- Develop and manage a budget that produces a positive surplus (20% goal)
 - OU will receive 100% of surplus or be responsible for deficit

Overview

Learn about the responsibilities of the conference treasurer

Building a Budget

Get tips on building an accurate conference budget

Choosing the Right Bank Account

Explore different bank account options for your conference

Finance

Determining & Accepting Registration Fees

Establish fee types, determine discounts, set cancellation/refund policies, & establish payment processing

Conference Contracts Guidelines & Templates

Find information on the review process, high-risk contracts, signing, & available templates

Tax Information for Conferences

Understand tax implications for your conference

Tracking Your Transactions

Bookkeeping fundamentals including forecasting, actuals, transaction detail reports, recording data, and cash on-site transactions

Closing Your Conference

Get conference closing guidelines and timeframes

Conference Audit

Learn audit parameters and options



Supporters / Patrons

- ▶ For-profit companies can **NOT** sponsor an IEEE conference
- ▶ For-profit companies can be supporters of an IEEE conference
- ▶ Supporter, Patron, Partner or Contributor are acceptable designations
- ▶ Supporters can contribute or donate goods and services to a conference. Involvement examples:
 - Support can be in the form of a grant for a specific activity, such as a dinner
 - Providing conference attendees trinkets or small gifts
 - A university may donate facilities to host a conference
- ▶ Supporters should be **noted separately** from sponsors on all conference marketing materials including the conference web site. They are distinguished from IEEE official sponsors (not included in the MOU)



Committee structure

- ▶ General Chairs
- ▶ Finance Chair & Treasurer
- ▶ Program Chairs
- ▶ Publications Chair
- ▶ Publicity & Public Relations Chair
- ▶ Registration Committee
- ▶ Exhibits Committee
- ▶ Local Arrangements Committee

Timeline

CONFERENCE TIMELINE - GUIDELINES																			
START	PRE - CONFERENCE												HOLD CONFERENCE	POST - CONFERENCE					
	24+ MONTHS	24 - 18 MONTHS		18 - 15 MONTHS	15 - 12 MONTHS		12 - 9 MONTHS	9 - 6 MONTHS	6 - 4 MONTHS	4 - 3 MONTHS	2 MONTHS	6 - 4 WEEKS		2 DAYS	1 WEEK	3 WEEKS	1 MONTH	3 MONTHS	4 - 5 MONTHS
Determine and apply for sponsorship from all applicable IEEE and/or non-IEEE organizational units (OU)	Obtain Sponsorship	Register your conference submit Conference Application and approve MOU	Contact IEEE Section where conference will be held.	Develop communications plan, marketing materials and conference website	Develop paper management process or identify system vendor	Develop technical program, establish paper submission process and deadlines	Create website for paper submissions. Work with paper management company, if applicable	Plan social activities and tour program, if applicable	Complete paper review process. Finalize technical program. Notify speakers	Solicit bids from proceedings production vendors based on accepted papers	Review room block with hotel against attendance and contracts	Deadline for early registration	Confirm onsite logistics with venue	Onsite Registration	Submit Conference Proceedings/Content (Xplora CD and other media types) per LOA			Distribute surplus	Prepare and submit all audit material. Audit required for IEEE OU total >50% and budgeted income or expenses > USD\$250K
	Engage with IEEE MCE for conference-related services and tools	Submit conference committee list and initial budget forecast to Conference Business Operations	Submit Conference Publication Form to obtain Letter of Acquisition (LOA), if publishing with IEEE	Send request for proposal (RFP) to exhibit decorators and develop exhibitor prospectus, if applicable	Establish a Call For Papers (CFP)	Update conference website with page/link about CFP information	Obtain permission from related IEEE OUs to market to their members using e-Notice	Send out RFPs for ground transportation and finalize contract, if applicable	Create and post advance program on conference website	Order attendee giveaways, speaker gifts, and/or conference shirts	Send final program, advertising, publicity and registration reminders	Preliminary specifications to conference site. Order signage and recognition products	Set-up registration area, exhibit space, information booth, office area	Monitor Budget	Committee members submit final statistics and lessons learned to OU	Registration clean up: process refunds, receipts and balances due	Process outstanding bills	Close conference bank account; submit proof of account closure	
	Review IEEE insurance coverage and determine if additional coverage is required	Register for Electronic IEEE Copyright Form (eCF) if proceedings are acquired by IEEE	Begin outreach to educational institutions, corporations, government and industry for support and patronage	Establish a Visa process for international attendees and post on the conference website	Meet with previous year's committee to discuss best practices	Establish registration process and ensure registration service is Payment Card Industry (PCI) compliant	Launch registration site	Determine preliminary exhibitor space assignments, if applicable	Request weekly reports from hotels on room block	Develop and finalize volunteer job functions and onsite needs.	Submit Pre-Conference budget forecast	Monitor Daily Activities	Submit final financial report with Certification of Accuracy						
	Review tax information to ensure IRG and international compliance VAT and GST	Register for PDF egress (optional)	Apply for grants for conference support	Submit conference budget with written IEEE OU approval(s) for headquarter review	Establish conference bank account(s)				Digest and prepare for production of conference publications per Letter of Acquisition (LOA)	Complete paper review process. Finalize technical program. Notify speakers.	Ship final program to conference site	Hold Post-Conference Wrap Up Meeting	Submit Post-Conference forecast						
	Contract conference management company, if applicable	Site selection and contract review, if applicable	Submit Principles of Business Conduct Certificate and Conflict of Interest Disclosure Statement	Submit updated committee list															
IEEE MCE Customer Relations & Operations Near Single Point of Contact Team: team@mce.ieee.org				Request and obtain loan from OU, if needed															
				Initial, Pre- and Post Conference Forecasts (Submit Pre- and Post- Conference forecasts by November 30th of each calendar year for accrual purposes.)															
				1099 & 1042 Schedule of Payments (No later than January 10th of each year for all payments made in the previous calendar year.)															
				Submit annual report on foreign bank accounts to IEEE Tax Dept. (No later than January 10th of each year for all payments made in the previous calendar year.)															
				Secure W-8 and/or W-9 forms for tax reporting															
*NOTE: This timeline is illustrative and for planning purposes only. Each conference plan and timing is unique. © IEEE 2019 All rights reserved				Promote CFP and exhibit prospectus at current year's conference, if applicable	Review and reconfirm hotel, meeting space and room block							Timeline Key: Financial Actions Technical Program Actions Conference Publication Actions Boldface = Required							

Organize a Conference

Numerous services are provided:

- ▶ Overall guidance
- ▶ Organizer/OU education and training
- ▶ Identifying and facilitating sponsorship
- ▶ Finance, budgeting, insurance, contract review and approval
- ▶ Banking and credit card processing
- ▶ Memorandums of Understanding (MOUs)
- ▶ Publication of your proceedings
- ▶ Webpage design
- ▶ Marketing your conference
- ▶ Site location, event management, meeting logistics
- ▶ Contract negotiations, food & beverage planning, supplier management
- ▶ Further details are available in:
 - IEEE MCE website: <https://ieeemce.org>
 - IEEE MCE Resource Center: <https://ieeemce.org/forms-and-templates/>
 - IEEE Center of Leadership: <https://ieee-elearning.org/CLE/>

Organize a Conference

www.ieeemce.org

IEEE MCE

Meetings | Conferences | Events

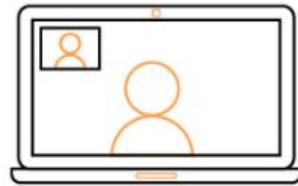


Your Guide to Planning

Find everything you need to know about organizing an IEEE Conference

Start Here

Best Practices for
Virtual Events



Available in the CLE

COVID-19 Pandemic (Coronavirus) Event Resources

Virtual & Hybrid Events Guidance

Create meaningful virtual events that make lasting impressions

Audience Development

Grow your audience and build relationships with your attendees

IEEE Center for Leadership Excellence

CONFERENCES & EVENTS

Access to courses that support a Conference Chair, Technical Program Chair, Conference Treasurer, Publications Chairs, Event Management, and more.

IEEE
Region 8 

R8 Sponsorship Requirements

- ▶ Ensure a good Technical quality
 - At least **one technical program co-chair is a known IEEE society member** who have access to all reviews, involved in the papers' acceptance process, and involved in developing the conference program
 - At least **Two** current or previous IEEE **Region 8 committee members** (Section Chairs, R8 Vice-Chairs, R8 Treasurers, R8 Secretaries, R8 Directors) are involved in the review process
 - 3 reviewers per paper; Sufficient review period;
 - **Review criteria:** Relevance, Originality, Presentation, Results and Impact, Quality & Clarity of the manuscript
 - **Plagiarism check** of all submitted papers (first and final versions) using crosscheck.ieee.org
- ▶ Ensure a good involvement of IEEE R8 subunits
 - At least **one IEEE Region 8 section & (one IEEE Society OR one IEEE Local Chapter)** are involved in the conference program as technical co-sponsor
 - Conference organizers should clarify in the conference application form how the IEEE units are involved in the conference
- ▶ Ensure benefits for IEEE R8 members
 - Registration fees must include reduced fees for IEEE members: **discount of 10%**



R8 Sponsorship Requirements

- ▶ Start your conference application **before 10 months**
- ▶ Conference committee members needs to complete the **Training online courses**
- ▶ Conference **dates** should not conflict with other IEEE Region 8 conferences dates
- ▶ **Progress reporting**
- ▶ Become familiar with:
 - IEEE Policy Manual (Section 10.1.17) <[link](#)>
 - IEEE Technical Activities Operations Manual (Section 6) <[link](#)>
 - IEEE Publications Operations Manual <[link](#)>
 - IEEE MGA Operations Manual (Section 10) <[link](#)>
 - IEEE Brand guidelines <[link](#)>
 - General Data Protection Regulation (GDPR) <[link](#)>



2021 R8 Flagship Conferences



IEEE EUROCON-2021

«Dedicated to the first public performed test launch of the Lebedev MESM – November 6, 1950»

July 6 - 8, 2021 · Hybrid Format · Lviv, Ukraine



IEEE AFRICON 2021

Arusha, Tanzania, 13-15 September

africon2021.org

2021 R8 Flagship Conferences



IEEE EDUCON 2021 - Austria

Call for Papers

IEEE Global Engineering Education Conference (EDUCON2021)
Vienna, Austria (virtual or hybrid)

April 21st - 23rd 2021, Radisson Blu Park Royal Palace Hotel, Vienna (in case of a hybrid conference format)

<http://www.educon-conference.org/>

HISTELCON 2021

August 18-20, 2021 – Hybrid Format – Moscow, Russia

Call for Papers

HISTELCON is a flagship conference of the IEEE Region 8 held every two years on the history of electrical engineering, electronics, computing, their applications, and their impact on humanity's social development.

2021 IEEE International Humanitarian Technology Conference (IHTC 2021)

02 - 04 DECEMBER 2021 / VIRTUAL CONFERENCE



2021 R8 Flagship Conferences



2022 R8 Flagship Conferences

- ▶ May 9-12, 2022, **7th ENERGYCON**, in Riga, Latvia
- ▶ June 14-16, 2022, **21st MELECON**, in Palermo, Italy



Upcoming Conferences TCS by R8

- ▶ May 17 – 20, 2021, IEEE Technology & Engineering Management Conference – Europe (**TEMSCON-EUR**), Dubrovnik, Croatia
- ▶ May 19-20, 2021, 7th International Conference on Optimization and Applications (**ICOA**), Wolfenbüttel, Germany
- ▶ May 24-28, 2021, 44th International Convention on Information, Communication and Electronic Technology (**MIPRO**), Opatija, Croatia
- ▶ May 25-27, 2021, International Conference on Smart Grid Synchronized Measurements and Analytics (**SGSMA**), Virtual
- ▶ June 5-12, 2021, 6th IEEE Congress on Information Science and Technology (**CiSt**), Agadir – Essaouira, Morocco
- ▶ June 7-9, 2021, IEEE International Workshop on Metrology for Industry 4.0 & IoT (**MetroInd4.0&IoT**), Rome, Italy
- ▶ July 26-28, 2021, 44th International Conference on Telecommunications and Signal Processing (**TSP**), Brno, Czech Republic
- ▶ September 13-15, 2021, International Symposium **ELMAR**, Zadar, Croatia
- ▶ October 20-22, 2021, 15th International Conference on Advanced Technologies, Systems and Services in Telecommunications (**TELSIKS**), Nis, Serbia
- ▶ November 1-3, 2021, IEEE International Conference on Microwaves, Antennas, Communications and Electronic Systems (**COMCAS**), Tel Aviv, Israel

Discussions

- ▶ Weak involvement of the sections in the society conferences
- ▶ Weak involvement of the sections as financial co-sponsors
- ▶ Only 16 sections/subsections (23%) appointed conference coordinators
- ▶ How to increase the visibility of R8 conferences
- ▶ Add new flagship conferences:
 - Engineering Education
 - Industry Forum
 - Communications
 - Etc.

We are here to provide support ...

- ▶ E-mail: conferences.officer@ieeer8.org
- ▶ Website: <http://conferences.ieeer8.org/>

