

# **IEEE Region 8 Conferences Coordination Committee Operations Manual**

Approved by the R8 Committee, XX October 2022

## **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 VCTA 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 typically include:
  - Review conference applications and monitor the approved conferences.
  - Assist sections to submit proposals to host one of the flagship or the 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. In total, the Committee should meet at least 6 times per year.

#### **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: biannual (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 including 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: biannual (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: biannual (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: biannual (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 following conferences are also in Region portfolio:

- HISTELCON: biannual (odd years), held anywhere in the Region. Region 8 is the owner of the conference. It is a series of historical symposia owned by IEEE Region 8 that aims to serve as catalyst for exchange of ideas on engineering and technology history within Region 8 (though from a broader global perspective) from different technological fields. Participants with different backgrounds – engineers, historians, researchers in Science, Technology and Society, Museum curators etc. are brought together in order 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: 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: annual, held in a European Section. It covers the full area of IEEE, e.g Electrical, Electronic and Information science, Industry 4.0, Smart Energy, Smart Mobility, 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.

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

- Previous conference chair
- Current conference chair
- Senior representatives from R8 (R8 director, VC TA, conference committee chair/representative) appointed by R8 OpCom.
- Host section chair / representative
- (optional) Senior representative from a non-IEEE organizing entity (university, national organization, etc.)

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	Concurring
1. Repayable loan - seed funding (to be returned after conference closing)	USD 5k	USD 5k			
2. Guidance of the organizing committee	x	x	x	x	x
3. Enotices to R8 members	5	5	3	3	
4. IEEE R8 Booth	x	x			
5. Organizing side R8 workshop/session	x				
6. R8 media publicity (R8news, social media, R8Today, etc.)	x	x	x		
7. Assistance for R8 conference application / MOU	x	x			
8. R8 Director participation in the opening session	x	x			
9. Participation of the R8 Conference Committee representative	x	x	x		
10. Announce conferences in R8 website	x	x	x	x	
11. Coordination with R8 committees (SAC, WIE, YP, Industry, etc.)	x	x			
12. FREE plagiarism check provided by IEEE	x	x	x	x	x

Requirements for R8 Conference Sponsorship	Flagship	Portfolio	FCS	TCS	Concurring
1. Region 8 FCS %	>=30 %	>=30%	>=5%	0%	NA
2. Local organizing Section FCS%	>=50 %	>=50%	>=5%		
3. Steering committee	x	x			
4. R8 representative(s) involved as program committee co-chair(s)	x	x			
5. R8/NSA Senior/Fellow members (from different countries) involved as conference co-chairs CC, technical program co-chairs TPC,	all CC, TPC	all CC, TPC	at least 1 CC, 1 TPC, 5 PC	at least 1 TPC,	at least 1 TPC, 3 PC

program committee PC members				5 PC	
6. Progress meetings of the R8 conference committee representative with the organizing committee	Monthly	at least 4	at least 2	email	email
7. Submit R8 conference report ( <a href="#">link</a> )	x	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	1
9. Previous R8 involvement	N/A	at least 1 edition as R8 FCS	at least 1 edition as R8 TCS		
10. Involvement of local Section and (local Chapter or Society in the conference field)	x	x	x	x	
11. Continue using the IEEE domain for the conference website and the email address used in previous editions	x	x			
12. Promote the R8 Voluntary Contribution Fund (VCF)	x	x	x		

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.

## 7. Site selection process and criteria

The conference coordination committee announces the call for bids for flagship and portfolio conferences in the R8 website and via enotice to all R8 members. The interested volunteers should work closely with the local IEEE units to prepare the proposal and a detailed budget.

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 conferences should originate from the host IEEE Section (or Subsection or Chapter, in cases where no Section exists in the host country).

Conference committee members should complete the online Training courses.

General conference chairs and finance chairs must be of Senior Member grade residing in R8 and well involved in the preparation of the bid.

The general chair should present the bid during the conference committee meeting.

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:

<b>Criteria</b>	<b>Score (200 pts)</b>
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 selection of a proposal requires:

- Endorsement of the Section/Subsection Chair
- Involvement of the Section in organizing the conference
- Lower registration fees for IEEE members
- Budget plan for 20% surplus

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

### **8. Awards**

None.

### **9. Contact**

The Committee Chair can be contacted at [conferences.officer@ieeer8.org](mailto:conferences.officer@ieeer8.org)