

# Training workshop for IEEE Conference leaders

- Provide information and guidance to develop a successful IEEE conference.
- Part of a training program that IEEE R8 Conference Coordination Committee (CoCC) (<https://ieeer8.org/conference-coordination/>)
- In cooperation with IEEE CCE to support IEEE R8 Section chairs, Section Conference Coordinators, Chapter Chairs and other IEEE R8 Conference Leaders.
- Focus on the latest *services and support* offered by IEE CEE, the *financial management and reporting* of an IEEE conference and the organization of R8 *Flagship and Portfolio Conferences*

**Friday 27 March 2026**

**16:00-17:30 (GMT+2)**

**Room Crussel, Hotel Clarion, Helsinki, Finland**

**Co-located with the IEEE Region 8 Meeting**

**<https://ieeer8.org/category/committee/meetings/2026-march-helsinki/>**

[ieeer8.org](https://ieeer8.org)



# Training workshop for IEEE Conference leaders

## Program

- ▶ 16:00-16:15: [Introduction to IEEE Conference organization](#) – ***Tiziana Tambosso*** (R8 VC – Technical Activities), ***Katerina Papanikolaou*** (R8 CoCC Chair) (Slides 3-25)
- ▶ 16:20-16:40: [IEEE CEE Services](#) - ***Kelly Smith*** (IEEE CEE, CMP)(online) (Slides 26-54)
- ▶ 16:45-17:05: [Conference financial management](#) – ***Mohamed Saeed Darweesh*** (R8 CoCC Chair) (Slides 55-80)
- ▶ 17:15-17:30: [IEEE R8 Flagship and Portfolio Conferences](#) – ***Rodolfo Oliveira*** (R8 Flagship and Portfolio Conferences Ah-Hoc Committee, chair) (Slides 81-106)



# Training workshop for IEEE Conference leaders

*March 27<sup>th</sup> 2026*

*Tiziana Tambosso - IEEE R8 VC-Technical Activities*

*Katerina Papanikolaou - IEEE R8 CoCC Chair*



# Purpose of this workshop

Purpose:

Provide information and guidance  
to develop a successful IEEE conference

To:

IEEE R8 Section chairs, Section Conference Coordinators, Chapter  
Chairs and IEEE R8 Conference Leaders and perspective  
conference organizers

Organized by IEEE R8 Conference Coordination Committee (CoCC)  
in cooperation with:

IEEE Conferences Events & Experiences (CEE)

# Conference Coordination Committee 2026



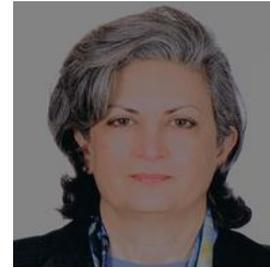
**Katerina Papanikolaou**  
(Cyprus)  
Chair



**Rene Garello**  
(France)  
Past-Chair



**Ahmed Hassan**  
(Egypt)  
Member



**Ilhem Kallel**  
(Tunisia)  
Member



**Filippo SanFilippo**  
(Norway)  
C. Member



**Humphrey Muhindi**  
(Kenya)  
C. Member



**Sergio Rapuano** (Italy)  
C. Member  
Liaison with IEEE S/TCs and NA



**Alben Mihovska**  
(Denmark)  
C. Member



**Mohamed Saeed Darweesh**  
(Egypt)  
Liaison with R8 Finance Committee



**Rodolfo Oliveira** (Portugal)  
Liaison with R8 F&P Confs ad hoc Committee



**Tiziana Tambosso** (Italy)  
Ex-officio member



**Shmuel Auster** (Israel)  
Ex-officio member



**Meng Lu** (Benelux)  
Ex-officio member

# R8 Flagship and Portfolio Conferences ad hoc Committee



Rodolfo Oliviera  
(Portugal)  
Chair, Liaison with CoCC  
MELECON 2026 steering  
committee chair



Tuziana Tombosso  
(Italy)  
RTSI 2026 steering committee  
chair and R8 representative for  
HISTELCON 2026 & IHTC 2026



Albert Lisko  
(South Africa)  
AFRICON 2027 steering  
committee chair



Giambattista Grusso  
(Italy)  
RTSI 2027 steering committee  
chair



René Garelo  
(France)  
ENERGYCON 2026 steering  
committee chair



Ibrahim Kucukdemiral  
(Uk & Irland)  
EUROCON 2027 steering  
committee chair



tba  
( )  
IHTC 2027 steering committee  
chair



Vinko Lešić  
(Croatia )  
Liaison with finance committee

# Useful links and training material

## Contact Information

[conferences.officer@ieeer8.org](mailto:conferences.officer@ieeer8.org)

## IEEE R8 CoCC website

<https://ieeer8.org/conference-coordination>

## IEEE CEE website

<https://events.ieee.org/>

## Center for Leadership Excellence

<https://ieee-elearning.org/totara/dashboard/index.php?id=5>



*Let's advance together*

# Program

Clarion Hotel, Crusell room, Helsinki Finland  
(Hybrid event) 16:00 -17:35 (EET) [Join TEAMS meeting](#)

16:00-16:15: Introduction to IEEE Conference organization – **Tiziana Tambosso** (R8 VC – Technical Activities), **Katerina Papanikolaou** (R8 CoCC Chair)

16:15-16:20: Questions and Discussion

16:20-16:40: IEEE CEE Services - **Kelly Smith** (IEEE CEE, CMP)(online)

16:40-16:45: Questions and Discussion

16:45-17:05: Conference financial management – **Mohamed Saeed Darweesh**

17:05-17:10: Questions and Discussion

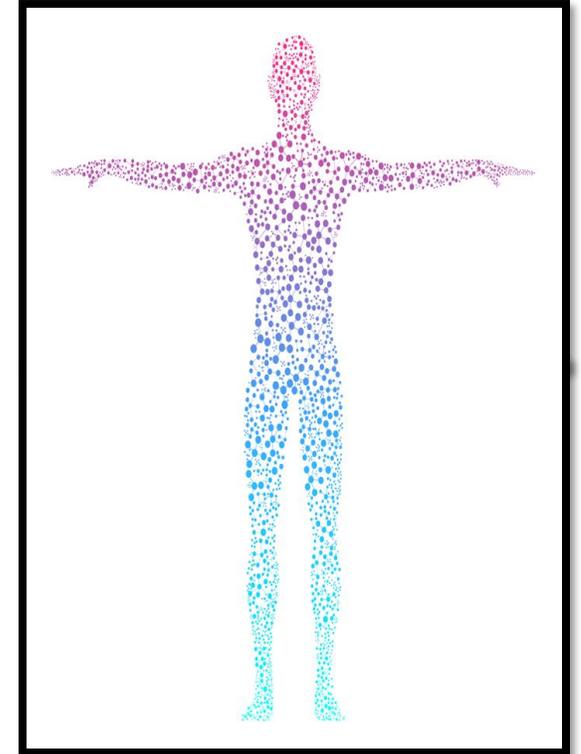
17:15-17:30: IEEE R8 Flagship and Portfolio Conferences – **Rodolfo Oliveira** (R8 Flagship and Portfolio Conferences Ah-Hoc Committee)

# Why Run a Conference?

## Goals and Objectives

### IEEE - OUs

- ▶ Academia and Industry
- ▶ The main channel for dissemination
- ▶ To Benefit Humanity
  - Advancing engineering and technology
  - Create forums for idea sharing and discussion
- ▶ IEEE Growth
  - IEEE brand exposure, growth and relevancy
  - Sustaining IEEE Xplore® as a premier content source
- ▶ Operating surplus
- ▶ Recurring IP revenue



# Why Run a Conference?

## Goals and Objectives

### IEEE Organization Units (OU)

#### ► Organization Unit **Vitality**

- Generate operating surplus
- Attract new members
- Create member engagement opportunities
- Provide collaboration opportunities with other groups
- Enhance the awareness, credibility and esteem of OU

#### ► Organizers - **benefits**

- Skill building
- Establish a wider collaboration network
- Give back to the community
- Fun!



# Why Run a Conference?

## Goals and Objectives

### Individuals – Authors – Attendees

- ▶ **Share** research work with peers and obtain feedback
- **Publish** your work to a wider audience and IEEE *Xplore*
- ▶ Become **recognized** in your research area
- ▶ **Connect** with colleagues and the community
- ▶ Identify potential **collaborators**



# Getting Started



# Getting Started: Review Event Fundamentals 18+ m





# Goal Setting - Quantitative

## *Conference operation*

Set the following as will be used in **application** process:

- ▶ Number of **papers** submitted, acceptance rate (#,%)
- ▶ Number of **attendees**, authors, exhibitors, patrons, reviewers, volunteers
- ▶ **Surplus** returned to IEEE (\$)
- ▶ OU Engagement - # of IEEE members involved in conference/on committee
- ▶ New IEEE memberships (#)
- ▶ Develop new list of potential attendees
- ▶ **Industry** representation (%)
- ▶ **Women** representation (%)
- ▶ **Young Professionals** (%)
- ▶ Press coverage, articles published, social media activity



# Goal Setting - Qualitative

## *Conference visibility*

- ▶ OU learning and **skill attainment**
- ▶ Overall event **quality**
- ▶ Cutting edge **topics**
- ▶ Highest quality conference **proceedings**
- ▶ Outstanding **Networking** Events
- ▶ **Prominence** of Keynote/Invited speakers/Esteemed Reviewer
- ▶ **Prestigious Sponsors**
- ▶ Professional **development**, Learning Labs
- ▶ Site tours, social and student **activities**
- ▶ Effective **sponsor** coordination and working relationships
- ▶ Food and beverage, **event execution**
- ▶ **Social Media Buzz**

## Pick a Subset and Focus



# Develop Your Financial Plan



- ▶ **Financial Planning** – special session today!
  - **Draft budget – determine breakeven, plus with sur**
    - This helps you evaluate if you need a sponsor, who can bring additional attendees
  - Acquire loan-seed monies – Section/Region
  - Project results
  - Identify areas of concern
- ▶ **Define Conference Tool Set** – use in application
  - Financial Management
  - Paper management
  - Paper Format
  - Copyright Collection Registration
  - **Plagiarism Screening**



# Conference Strategies



## ▸ Pre-preparation

- Collaborate with conference organizers so that criteria for TCS/FCS are met, **avoid delays!**

**CRITICAL**  
**THINKING**

## Develop a **Detailed** Conference **Plan**

- Define the conference point of **difference**, what makes your event **unique**?
- **Goals** and **objectives**

## Create the Management **Plan** and **Structure**

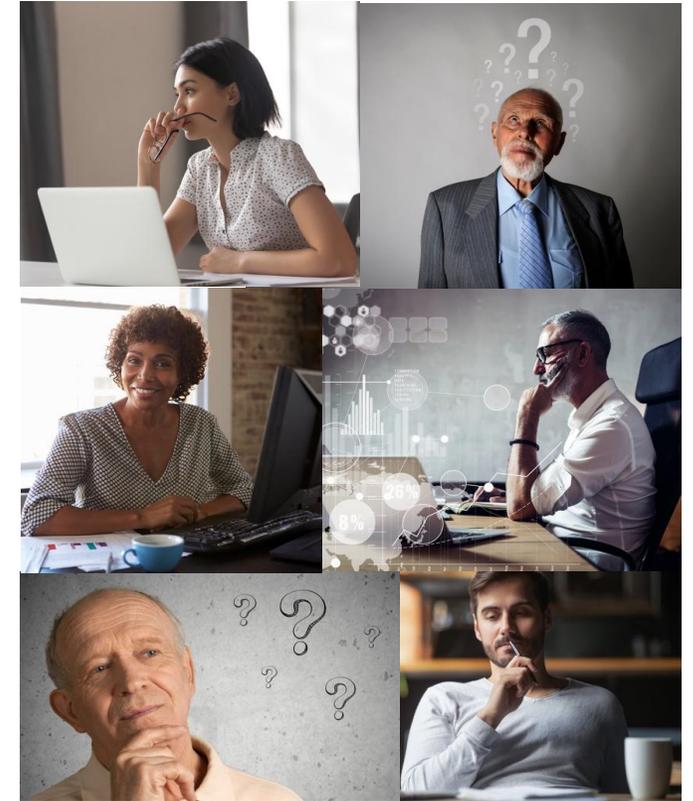
- Evaluate the **number** of people required to execute conference
  - # **reviewers**, skill of reviewer
  - experienced and learning members
- Identify **candidates** for key roles
  - Can they work **together**?
  - Do we have the **skills** to achieve the plan?
  - Do we need **help**? What **type**? How much?

# Section Leaders tasks and responsibilities

# Leadership in Section Sponsored Events

## Your role in Conferences as a Section Leader

- ▶ **Review & approval** of all conferences sponsored by your Section
- ▶ Ensuring **quality** of any conference cosponsors
- ▶ **Technical** content quality
- ▶ Ensuring a sound **financial** plan
- ▶ **Engagement** in the approval process with CEE
- ▶ **Synergies** with IEEE Society fields of interest
- ▶ No conflict with other conferences in **timing** and **naming**
- ▶ Adequate **resources** identified
- ▶ IEEE Brand **Protection**



# OU Approval – Financial

- ▶ IEEE Organizational Units **are ultimately responsible** for the financial and technical accountability of their solely sponsored and co-sponsored conferences, *therefore they must also **approve the conference budget prior to submission to IEEE OES for approval***
- ▶ Criteria for organizational unit approval should include:
  - ▶ **Sound financial** planning
  - ▶ Effective event planning principles
  - ▶ **Benefit** to the membership
  - ▶ **No conflict** with other conferences
  - ▶ Technical **content quality**
  - ▶ Adequate OU **resources** - financial and people
  - ▶ **IEEE brand protection**



# Summary

- ▶ Planning process begins 12 to 18 months in advance of conference date for conferences less than 200 attendees
- ▶ Goal **setting** is critical
- ▶ Take the time to define **your target market**, it will impact success, develop a **detailed** conference Plan
- ▶ **Team Building** is extremely important, create a strong management plan and structure
- ▶ Evaluate the **number of people** required to execute conference
  - # reviewers, skill of reviewer, experienced and learning members
- ▶ Develop a **draft budget** to determine breakeven, as it will help you evaluate if you need a sponsor, which can bring additional attendees

# IEEE Governance and Oversight

[iee.org](http://iee.org)



# IEEE Policy Shapes Conference Activity

## IEEE Policies

- IEEE Policies Section 10 contains the policies within which all IEEE conferences are to be governed
- [https://www.ieee.org/documents/ieee\\_policies.pdf](https://www.ieee.org/documents/ieee_policies.pdf)



## MGA Operations Manual

- The IEEE Member and Geographic Activities Operations Manual also provides detailed information regarding IEEE Member and Geographic Activities (MGA) governance, policies, geographic unit operations, and committee reporting structure, including conferences
- <https://mga.ieee.org/board-committees/operations-manual>





*Advancing Technology  
for Humanity*

**IEEE  
Conferences  
Events & Experiences**

# IEEE Conferences, Events & Experiences (CEE)

## Services Overview



CEE's dedicated team offers a wide variety of services to help make your event a resounding, profitable success.

From full-service planning to à la carte services such as registration, we offer a wide range of customizable options to suit the needs of your event.



# Let CEE Help

*We are here for you*

- You have a dedicated CEE staff member to assist you with conference planning questions and guidance.
- Your CEE Customer Relationship Manager (CRM) is your single point of contact to help navigate IEEE.
- Depend on your CRM for the answers and services you need
- Just an email or phone call away
  - [k.a.smith@ieee.org](mailto:k.a.smith@ieee.org)
  - + 1 908 381 2309



# CEE Services: A Wide Variety of Customizable Services

From Full-Service Planning to A La Carte Offerings

- Event Management Services
- Conference Finance
- Audience Development
- **Preferred Registration Providers & Tools**
- **Preferred PCO Program**
- **IEEE Express Desk**
- **Multimedia and Studio Operations**
- Digital Events Center of Excellence Virtual & Hybrid Events
- Technical Program Management
- **Scalable Social Impact for Events**



[cee-services@ieee.org](mailto:cee-services@ieee.org)



<https://events.ieee.org/cee-services/>

# Event Management Services

*CEE encompasses strategic, operational & financial expertise.*

*Each event has its own unique characteristics and requires careful logistics management to ensure functional, educational and financial success.*

*Our rich experience in managing meetings and events, our commitment to leveraging best practices, and our significant past performance can help you succeed.*

*Through ongoing communication and timely reporting, we will give you the confidence that your meeting or event is being executed with the highest degree of professionalism.*

# Event Management Services



# Event Management Services

Our expertise provides for service excellence within:

- Project and communication management
- Timeline development Organizing
- committee liaison Venue planning
- and management
- Special and social event planning and coordination
- Production, staging, and audiovisual design and coordination
- Speaker management and engagement
- Onsite staffing and logistics management
- Post-event evaluation and reporting



# IEEE Conference Sponsorship Support

CEE offers guidance on reviewing and selecting quality sponsors



## Understanding Sponsorship Types

Learn the requirements for financial and technical sponsorship



## Evaluating Sponsors

Get insights into evaluating and selecting sponsors



## Ensuring Quality

Understand how to choose quality sponsors that will help you achieve your goals



## Avoiding Pitfalls

Learn the warning signs that can help you avoid potential challenges



# IEEE Conference Finance

Sound financial and contract management for your conference



## BUDGETING

Learn how to build an accurate budget



## BANK ACCOUNTS

Explore bank account options for your conference



## CONTRACTING

Understand the review process, risk, and signing



## TAXES

Understand tax implications for your conference



## CLOSING

Get to know closing guidelines and timeframes



## AUDITS

Learn audit parameters and options



# IEEE CEE Audience Development

Increasing event attendance and awareness



## Reaching New Audiences

We utilize a variety of attendee acquisition strategies to expand reach and awareness beyond the IEEE community.



## Tools & Technology

We leverage tools and technology to expand reach and connect with untapped audiences.



## Expert Guidance

As a complimentary service to IEEE sponsored events, we offer a free toolkit and brainstorming session to discuss best practices and ideas to grow your event.



## Hands-On Services

Working directly with conference organizers, we manage campaigns to reach attendees across avenues. We offer Base, Elite, and custom options base on your event's needs.



# Exhibits, Sponsorships & Third-Party Tie-Ins

Enhancing IEEE's engagement with third-parties through events



## Expert Guidance

Provide industry knowledge and best practices on prospectus packages, pricing, and strategies to enhance partnerships



## Hands-On Services

Work directly with conference organizers and exhibit management providers to ensure alignment across teams and drive optimal results



## Third-Party Tie-Ins

Identify and evaluate opportunities at third-party events to showcase IEEE's value and connect with relevant communities outside of the traditional technical conference



# IEEE CEE Audience Development

## Audience Development



- ▶ Free online resources -> Audience Development toolkit
- ▶ Brainstorm session
- ▶ Digital advertising
- ▶ Community marketing
- ▶ Full-service support

Erica DeProspo

*Program Manager, Audience Development*

[e.deprospo@ieee.org](mailto:e.deprospo@ieee.org)

## Exhibits



- ▶ Free online resources
- ▶ Consultation call
- ▶ Prospectus support
- ▶ Full exhibit sales and management services
- ▶ Ad hoc services

Ryan O'Connor

*Program Manager, Job Fairs & Exhibits*

[ryan.oconnor@ieee.org](mailto:ryan.oconnor@ieee.org)

# IEEE Preferred Attendee Registration Providers Program

Industry-leading registration platforms enhanced by expertise in IEEE-specific needs and processes.

## **UNIFIED ATTENDEE EXPERIENCE**

Consistent branding & registration experience across IEEE events, regardless of size or location

## **IEEE SYSTEMS INTEGRATION**

Seamless integration with IEEE systems for member validation, consent management, data lake

## **EFFICIENCY**

Streamlined data collection and processing through intelligent automation



## **SECURE PAYMENT SOLUTIONS**

Easy to use payment processing solutions included in the platforms



## **ENTERPRISE RELIABILITY**

Enterprise-grade reliability, GDPR and PCI DSS compliant architecture



## **SUPPORT**

Access to a robust knowledge hub and dedicated onboarding support, guidance, and troubleshooting

**LEARN MORE!**



# IEEE Preferred Registration Tools

Curated, Tested, Trusted



## Best for Small to Medium-Sized Events

If you're planning a smaller event and need a simple, user-friendly platform, Accelevents is a great choice.



## Best for Mid-size to Large Events

Cvent excels with large-scale events that require intricate registration systems, deep integrations with third-party platforms, and robust data analytics.



## Best for Large Events, Trade Shows, and Expos

Stova is ideal for large-scale events that require extensive attendee management, networking features, and support for exhibitors and sponsors.



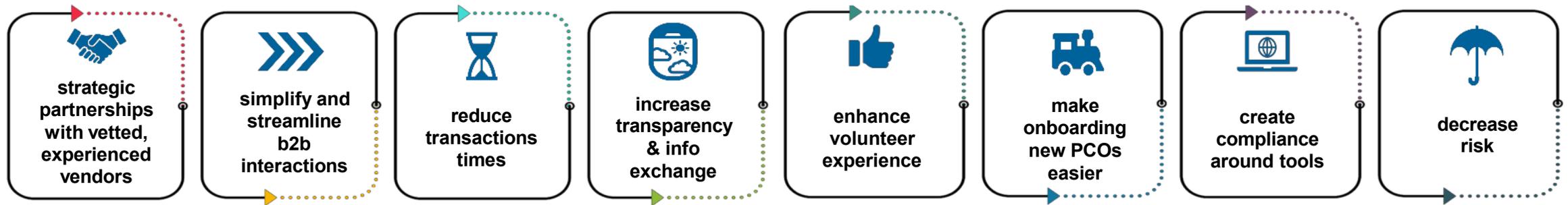
## Best for Smaller to Mid-Sized Events Seeking Simplicity

Swoogo is perfect for organizers who want a straightforward, no-fuss event platform that is easy to implement and use.

# IEEE Preferred PCO Program



CEE is working across the enterprise to recommend vetted Professional Conference Organizers (PCOs) to our conference volunteers



## Current PCO Partners

### Talley Management Group (Domestic)

Located in New Jersey

[www.talley.com](http://www.talley.com)

Contact: Ethan Gray

Email: [egray@talley.com](mailto:egray@talley.com)



### TFI Lodestar (International)

Located in London, England

[www.tfilodestar.com](http://www.tfilodestar.com)

Contact: Gema Rodriguez

Email:

[gema.rodriquez@tfilodestar.com](mailto:gema.rodriquez@tfilodestar.com)



***Additional partners will be onboarded throughout the coming year!***

# IEEE Express Desk



Discover the Perfect Venue — Easily

Behind every successful IEEE event is the right venue. IEEE Express Desk doesn't just find spaces—we find solutions tailored to your event's unique story and vision.



## CURATED VENUE NETWORK

Access a curated network of vetted, high-quality venues tailored to your event



## EXPERT GUIDANCE

Avoid common pitfalls with expert guidance on logistics, contracts, and capacity



## PRICING ADVANTAGE

Unlock better pricing and terms through established industry relationships



## BESPOKE SOLUTIONS

Ensure your venue aligns with your brand, budget, and audience experience



## TIME-SAVING SERVICES

Save time with streamlined venue research, coordination for site visits, and negotiation support



## ENHANCED IMPACT

Focus on content and impact while the logistics are handled

# IEEE Multimedia and Studio Operations

## RE-Imagined IEEE.tv for Modern Service Provision



### LIVE EVENT STREAMING

Expand the reach of your event and engage a wider audience



### INTERVIEWS

Amplify your speaker's message and expertise in the industry



### SIZZLE VIDEOS

Create an emotional connection with your attendees and new audiences



### MULTIMEDIA

Enhance on-site presence through video messages and graphical elements



# IEEE Digital Events Center of Excellence

Create digital experiences that connect, captivate, and elevate



From symposia to summits, IEEE Digital Events transforms your content into immersive, accessible, and impactful experiences.



## ENGAGING FORMATS

From webinars to roundtables, choose the right format to meet your goals and audience expectations



## PRODUCTION EXCELLENCE

Live and pre-recorded production, rehearsals, and post-event editing ensure a polished experience



## TECHNICAL EXPERTISE

End-to-end technical design and live support keep your event running smoothly



## CONTENT STRATEGY

Support with speaker outreach, content curation, and storytelling to maximize engagement



## AUDIENCE IMPACT

Engagement, Q&A moderation, and post-event analytics help you connect and measure success



## STRATEGIC CONSULTING

Expert guidance tailored to your event's unique challenges, available anytime to support your planning and execution

# CEE Digital Events Team Supports Virtual & Hybrid Events



Virtual event models (live, pre-recorded, on-demand, and hybrid)



Role-based training & responsibilities for session/track chairs and moderators



Technical program modification for a virtual environment medium



Creative opportunities for event sponsors, partners, contributors & exhibitors (including virtual booths)



Program design



Communications guidelines, templates and best practices



DIY vs. Fully Produced: Virtual event creation, session scheduling, and platform maintenance



Live day event production and support



Resources, training & materials for presenters, authors, and exhibitors



Continuously explore new tools in the rapidly changing marketplace

# IEEE Technical Program Management

Technical Program Committee (TPC) member and author assistance throughout the entire process

TPC management, including committee notifications and instructions, program review, reports and session creation. Invited/Plenary/Tutorial speaker management.



## PAPER SUBMISSION

Site management; including set-up/maintenance for use by authors and conference committee



## IEEE PDF eXpress

Aid authors in IEEE Xplore® compliant paper formatting. · Author communication, coordination and execution



## PRODUCE FINAL PROGRAM

IEEE Xplore® file for submission for publication



## IEEE e-COPYRIGHT

Built into the submission site, no more collecting and submitting copyright forms separately



## CROSS CHECK

Management review of each paper for plagiarism screening



## WORKING WITH VENDORS

Registration, conference management, mobile app, publication. When managing registration: Attendance letters to aid in the Visa process can be sent automatically after payment is submitted

# IEEE Technical Program Management

- IEEE's Conference, Events Experiences, CEE, partners with Ex Ordo to manage the collection of submissions, reviewing of papers, creation of the technical program, and production of the *Xplore*® compliant proceedings.
- The CEE staff are a critical part of ensuring all IEEE protocols are followed and proceedings are delivered to *Xplore*® with all quality checks in place.



# Peer Review Vendor - Ex Ordo

## Planning & Strategy

- Site Set Up – Collaboration with Ex Ordo
- Working with Other IEEE Departments
- Managing Timeline
- Regularly Scheduled Meetings with Committee
  - Invited/Tutorial Presentations, Plenary/Keynote speakers, Panel discussions, Workshops, Session times, Poster Session, Special Events

## Submission & Review Process

- Manage Submissions
- Reviewing
- Provide reports of committee scores, category breakdowns, and submission totals
- Author Notices: Acceptance & Rejection Notifications

## Technical Program & Event Support

- Build Program
- Post Program
- Provide Author and Committee Support During the Conference
- Post-Conference

# Social Impact for Events



*Transforming IEEE events into catalysts for purpose and community-driven change*



## Connecting with Partners

Engage knowledgeable community partners and align resources to drive impact



## Brainstorming Sessions

CEE-led tailored sessions to generate ideas that align impact with your event goals



## Subject Matter Expertise

Expert support to maximize event impact and ensure outcomes are both meaningful and measurable



## Tools & Resources

Resources to help integrate impact throughout your event planning process



# Scalable Social Impact Strategies for Events



## Scalable Social Impact Strategies for Events

### Event Resources

To support our organizers in successfully integrating social impact into their events, we have developed comprehensive resources. These materials are designed to provide practical guidance, best practices and creative ideas to help bring meaningful social initiatives to life within your event.

[Get Event Resources](#)



### *What's included in the resource?*

- Ready-to-use templates
- Easy-to-follow checklists
- Flexible activation guide for any project size
- Suggested timelines to stay on track
- Tools to measure your impact
- Training video modules
- Stories for inspiration

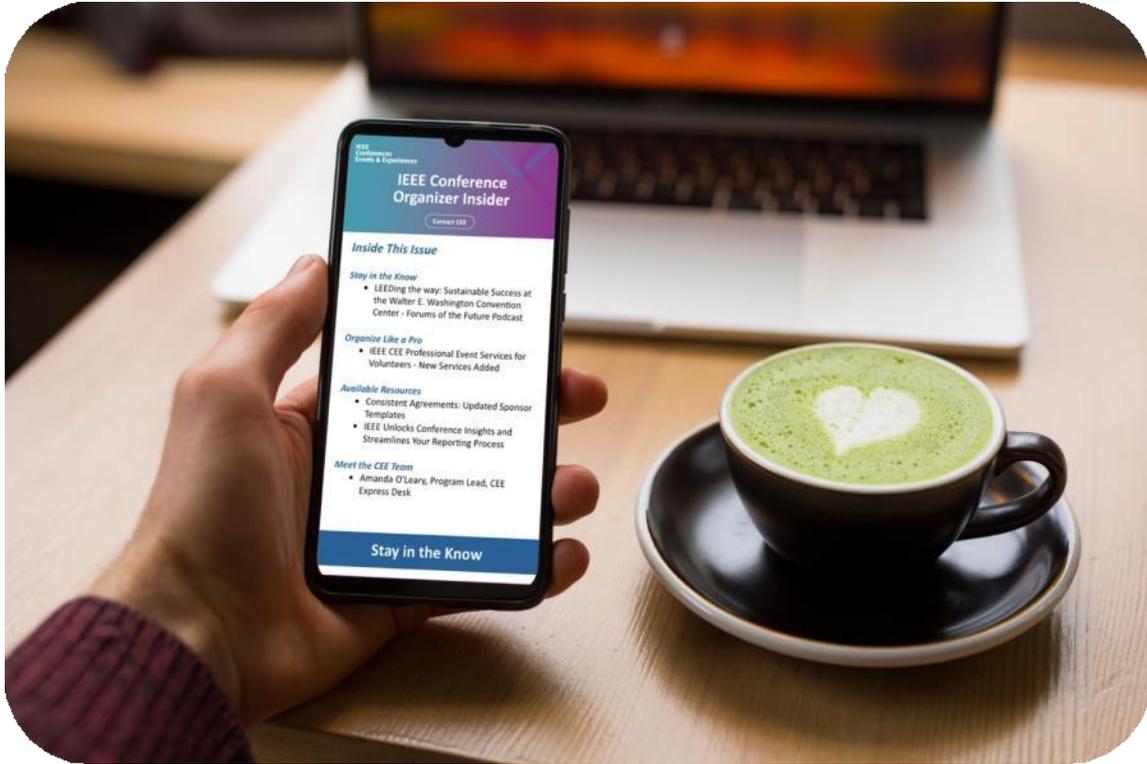
# Resources

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# Conference Organizer Insider Newsletter

Stay Informed



## Conference Organizer Insider

Get monthly organizing updates, best practices, resources and more



## Subscribe at:

<https://events.ieee.org/signup-form/>

# IEEE Event Emergency Response Team

## *Emergency expertise and guidance*

The Event Emergency Response Team (EERT) is IEEE's centralized event emergency preparedness hub, offering strategies, best practices, and resources for all IEEE global events.



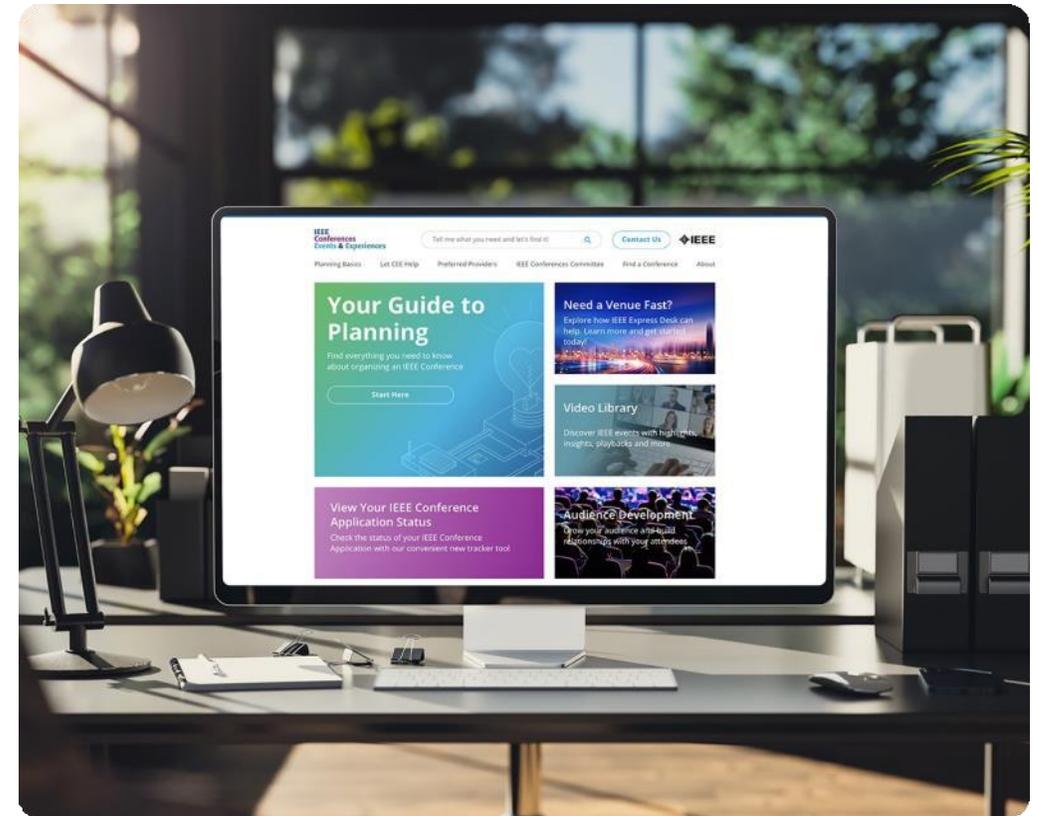
### **EERT offers event organizers:**

- ✓ guidance on emergency planning
- ✓ expert advisement and guidance through a crisis
- ✓ a centralized decision-making structure to facilitate an orderly response
- ✓ coordination with internal IEEE groups (legal, corporate communications, risk management)
- ✓ facilitation of communications about the emergency
- ✓ ability to bring in additional resources as needed
- ✓ [IEEE's Event Emergency Action Planning Template](#)

# Visit the CEE Website for more information

*events.ieee.org*

- Find organizer information, news, and best practices
- Learn who to contact for support
- Try our handy conference planning checklist
- Find IEEE Conferences Committee member resources
- Explore CEE Services
- Access forms, tools, and templates
- Check the status of your Conference Application



# Thank You!



# Conference Financial Management

*Mohamed Saeed Darweesh*

*2026 IEEE R8 Conference Coordination Cmte. Liaison with R8 Finance Cmte.  
126th Region 8 Committee Meeting, March 2026 @ Helsinki*

# Agenda

- ❑ The role of the Conference Treasurer
- ❑ Timeline
- ❑ Budget Building
- ❑ Financial and Legal Arrangements
- ❑ Contracts
- ❑ Payments & Bookkeeping
- ❑ Closing & Audit Preparation
- ❑ Resources

# What is the Role of the Conference Treasurer?

- To ensure the financial success of your conference while maintaining alignment with best business practices, relevant regulations and IEEE policies.
- Think like a CFO (Chief Financial Officer)
  - Set realistic return on expenses (target 20%)
  - What has a key role in defining these targets?
  - While driving toward financial goals, remain aware of:



Financial Planning



Forecasting



Procurement



Accounting



Audits

# Treasurer Functions



BUDGETING



BOOKKEEPING  
& AUDIT PREP



VENDOR  
AGREEMENTS



FORECASTING  
& ANALYSIS



COORDINATING  
PAYMENTS



TAX  
COMPLIANCE



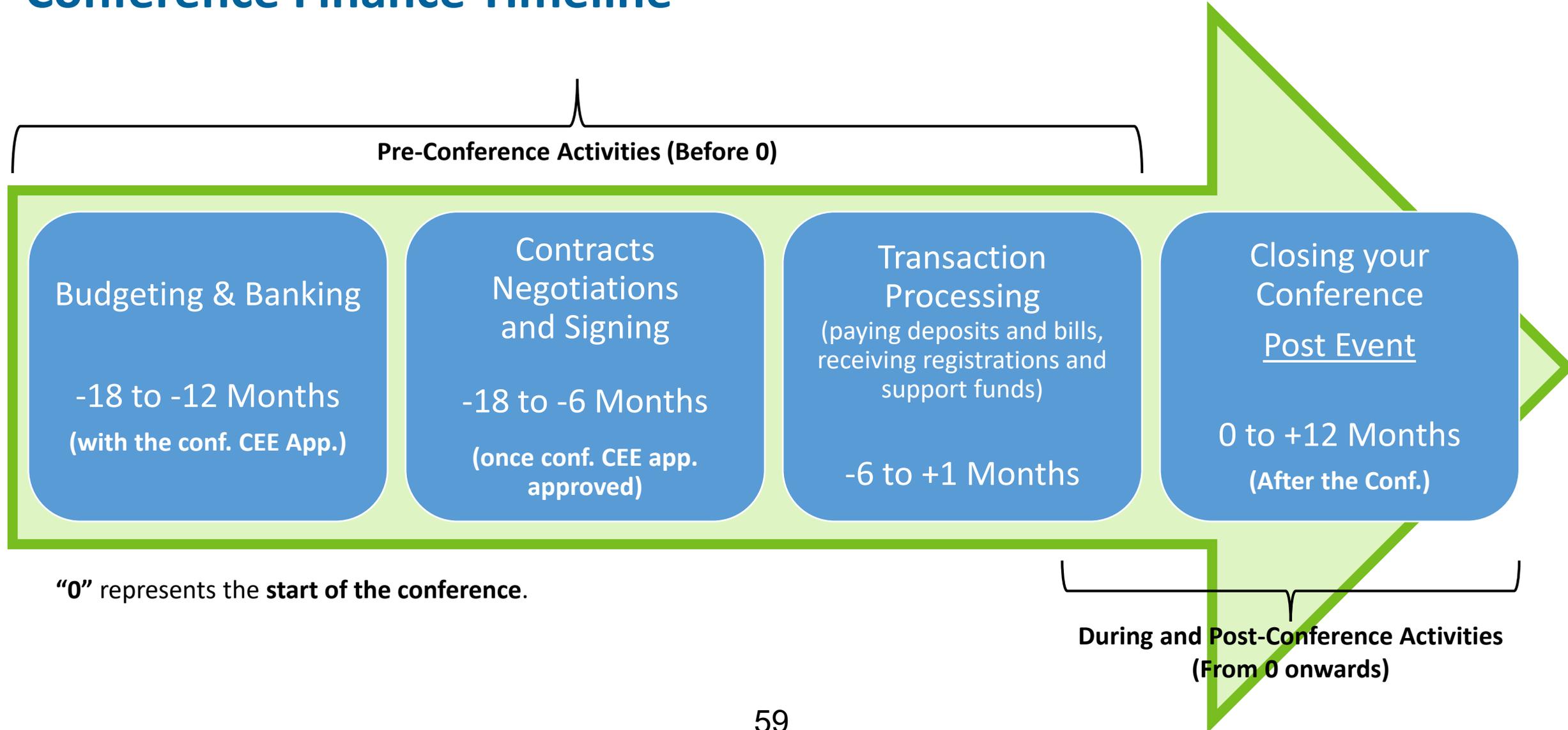
FINANCIAL  
REPORTING &  
RECONCILING



TRANSFER OF  
KNOWLEDGE



# Conference Finance Timeline



# Budget Building – General Principles



Use historical information

Consider the nature of your event

Set a target rate of return

Cover your expenses

Build in contingencies

Submit for approval

Quite often the initially submitted budget is strongly based on historical information and needs to be updated later for actual arrangements.

You have to submit 3 different preliminary budgets scenarios:

- Best Case
- Most Probable Case
- Worst Case

# Preparing the Budget Details – Revenue

## REGISTRATION FEES

In Advance- Members

In Advance- Nonmem.

In Advance-Stud. Members

In Advance-Stud.

At Conference-Member

At Conf-Nonmember

At Conf-Stud. Member

At Conf-Stud.

Students without papers

Online Participation with Papers

## Patrons

Corporate

Platinum

Gold

Silver

Bronze

## EXHIBITS

Exhibits ONE DAY

Exhibits TWO DAYS

Conference Loans

## ALL OTHER

Interest

Grants

Wire Surplus

Other (specify)

# Preparing the Budget Details – Expenses

## Management/ Services

Local Management  
Conference Management  
Exhibits Commissions  
Other (Addtl. Mngmt Fees)

## PROMOTION

Call For Papers  
Advance Program  
Final Program  
Advertisements  
Other

## COMMITTEE

OC & TPC Gifts  
OC Attire  
Travel  
Meetings, Conf Calls  
Other (pc committee dinner)

## CONFERENCE PUBLICATIONS

Paper Submission Site  
Proceedings Production (CD/USB)  
Other

## Local Arrangements

Audio-Visual  
AV Equipment  
Signage  
On-site Temps  
Security  
Convention Center  
Meeting Room Rental  
Conference Bags  
Local Tours  
Attendee Gifts  
Transportation  
Other

## Registration Expense

Registration Materials

## ADMINISTRATION

Credit Card Fees  
Bank Wire Fees  
Audit fees  
Travel Grants & Awards  
Best Paper Awards  
Shipping  
Office Supplies  
Admin Services  
Staff travel  
Other

VAT  
VAT  
VAT  
VAT Recovery

# Preparing the Budget Details – Social Functions

- (1) Breakfast
- (2) Luncheons
- (3) Dinner
- (4) Welcome Reception
- (5) Breaks (hotel)

**Surplus = Total Receipts - Total Outlays**

# Preparing the Budget Details

- 1) Programme outline with the organizing team
  - a) Objectives
  - b) Main Schedule
  - c) Receptions, additional attractions (e.g. city tour)
- 2) Budget estimate
  - a) How many participants, presenters, invited guests
  - b) Potential sponsors and their contributions
  - c) Cost of:
    - Accommodation, event venue, AV, meals, reception, transport, attractions
    - Organization (registration, committee meetings, publications, printing, etc)
  - d) Levels of registration fees for different categories of attendees
  - e) Scouting local facilities for best <sup>64</sup>prices, preliminary agreements

# Financial and Legal Arrangements (1)

1. Using specially created IEEE CB account – simplest to operate but may not be possible to setup in all cases. Process managed by IEEE CEE as part of IEEE Conference Application. IEEE CB credit card can be provided for local payments.
  - a) Simple Memorandum of Understanding (MoU) with the proposed budget between the conference sponsors (FCS) and the local OU/committee running the conference. The section should be included.
  - b) Sponsors transfer support funds/advances to the conference CB account.
  - c) Conference committee manages organization of the event, participant registrations and the contracts.
  - d) Participant registrations through IEEE vTools with payments collected through PayPal and credited to conference CB account. Alternatively, for a charge, managed by CEE using CVent client. Or via EDAS.
  - e) Conference Treasurer executes payments from CB account and maintains financial records and all the documentation.

## Financial and Legal Arrangements (2)

2. Using existing IEEE Section bank account (CB or local) – easy to setup, but additional admin required and extra coordination between the local OU/committee running the conference and the Section. Most of the process managed by IEEE CEE.
  - a) Simple Memorandum of Understanding (MoU) between the local OU/committee running the conference and the Section, specifying the processes and each side responsibilities
  - b) Simple Memorandum of Understanding (MoU) with the proposed budget between the conference sponsors (FCS) and the local OU/committee running the conference. Section is included.
  - c) Sponsors transfer support funds/advances to the Section.
  - d) Conference committee manages organization of the event, participant registrations and the contracts.
  - e) Participant registrations through IEEE vTools or other system, with payments collected through PayPal or other system and credited to Section account.
  - f) The Section Treasurer executes the payments on authorisation from the Conference Treasurer.
  - g) Both Section Treasurer and Conference Treasurer maintain the records and all the documentation.

## Financial and Legal Arrangements (3)

3. Using existing IEEE bank account (CB or local) of a Chapter or a Student Branch.

Similar procedure as for Step #2.

4. Using existing local account of non-IEEE organization (e.g. University). Similar procedure as for Step #2 above but more complicated agreements and procedures.

# Event and Hotel Contracts

- ❑ The general objective of the contract is to specify what both sides are undertaking to do and on what terms.
- ❑ Your specific objective as a conference treasurer is to negotiate the best discounted price for the services **and** the most flexible cancellation and reduction terms.

## HOTEL AGREEMENT

**THIS AGREEMENT** (this “Agreement”) is made and entered into as of **[Month Day, Year]** (the “Effective Date”) by and between The Institute of Electrical and Electronics Engineers, Incorporated (“IEEE”), a public charity incorporated under the New York Not-For-Profit Corporation law, on behalf of the **[IEEE Organizational Unit/Financial Sponsor]** (the “Group”) and **[Hotel’s Legal Name]** d/b/a **[Commonly Known Hotel Name]** (the “Hotel”) a **[insert state of formation]** **[insert type of entity]** located at **[Hotel/Property Address]** in connection with **[IEEE Conference/Event Title & Acronym]** (the “Event”) beginning **[Month Day, Year]** and running until **[Month Day, Year]** (the “Event Dates”).

There are examples of such contracts on IEEE CEE website (see the Resource page at the end of the presentation).

# Event and Hotel Contracts Procedure (1)

1. Specification of your requirements, separated into:

- a) Accommodation
- b) Meeting facilities and catering services as an appendix

## 1. GUEST ROOM ACCOMMODATIONS AND RATES

1.1. *Reservation:* The parties agree that (i) the Hotel will hold the following block of rooms (the “Room Block”) at the Hotel for the Event; and (ii) the Hotel will give the Group the following special run of house rate (the “Group Rate”):

		Day of Week					
Room Type	Rate	M/D/Y	M/D/Y	M/D/Y	M/D/Y	M/D/Y	TOTAL
ROH	\$						
Staff	\$						
Government	\$						
Suites	\$						
<b>Total Fees</b>							XX
<b>Total Room Nights</b>							XX

## Event and Hotel Contracts Procedure (2)

2. Negotiation with the hotel/venue about the facilities, prices and terms of agreement
  - a) For accommodation:
    - Anticipated no of bedrooms each day.
    - Method of room reservation, i.e. through your system or directly with the hotel. Direct reservation with the hotel is the easiest, safest and most flexible.
    - Terms of rooms updating or cancellation. Your aim is maximum flexibility until the last moment.
  - b) For meeting facilities and catering services
    - Meeting plan with what is required and when
    - AV equipment specification
    - Detailed costs
    - Terms of service requirements modifications or cancellation. Again, aim at maximum flexibility.
  - c) Payment schedule specification for all the contracts.

# Event and Hotel Contracts Procedure (2)

## 6. RESERVATION PROCEDURES

6.1. *Online Reservations:* The Hotel shall offer individuals the opportunity to make online reservations through the Hotel’s web site: [Insert Web Address] [Alternative: such web address will be provided by the Hotel after the execution of this Agreement.] When making online reservations, Event participants will reference: [Insert Code] [Alternative: a code to be provided by the Hotel after the execution of this Agreement]. Reservations may also be made by telephone +1 XXX XXX XXXX.

6.2. *Cut-Off Dates:* The reservation cut-off date (the “Cut-Off Date”) shall be Month Day, Year at 5:00 p.m. [choose one [Eastern, Central, Mountain, or Pacific]] time.

- The Hotel will accept reservations received after Cut-Off Date based on availability. All accepted reservations will be at the Group Rate and counted in the Room Block pick-up.
- The Hotel will accept modifications to existing reservations after the Cut-Off Date based on availability. All modified reservations will be treated the same as reservations made before the Cut-Off Date and counted in the Room Block pick-up.
- The Hotel will accept room cancellations prior to the Cut-Off Date and update the Room Block pick-up report accordingly.

### Exhibit A

Food and Beverage Price List

	Coffee Break & Lunch			Dinner			Hall Rent			Equipment		
	Pax	Rate	Amount	Pax	Rate	Amount	Hall	Rate	Amount	Hall	Rate	Amount
2-Feb												
3-Feb												
4-Feb												
Total												

Grand Total
-------------

Date of Decision to Terminate	Percent of Total Anticipated Profit	Group’s Cancellation Damages Due
December 25 <sup>th</sup> , 2025	% 50 nonrefundable	\$16,510
January 10 <sup>th</sup> , 2026	% 25 refundable till Jan 1 <sup>st</sup> , 2026	\$8,254.50
January 25 <sup>th</sup> , 2026	% 25 nonrefundable	\$8,254.50

## Event and Hotel Contracts Procedure (3)

3. Hotel/venue produce draft Agreement in English.
4. Check that the Agreement fulfils your requirements and agrees with the negotiated terms. You also make certain that it contains sections such as Force Majeure, Privacy, etc.
5. Send the Agreement to IEEE CEE for their confirmation and approval.

**IEEE Staff Member**

Sherry Russ Sills  
IEEE, Director Event Operations  
445 Hoes Lane, Piscataway, NJ 08854  
[s.russ@ieee.org](mailto:s.russ@ieee.org)

IEEE Conferences, Events & Experiences (CEE)  
445 Hoes Lane, Piscataway, NJ 08854  
[conference-contracts@ieee.org](mailto:conference-contracts@ieee.org)

With a courtesy copy to:  
IEEE Legal and Compliance  
3 Park Avenue, 17<sup>th</sup> Floor  
New York, New York 10016-5997  
[contract-review@ieee.org](mailto:contract-review@ieee.org)

**Hotel Staff Member**

[Enter Hotel's contact name, physical address,  
email address, and phone number]

## Contract Rules as Implemented by R8 (1)

- ❑ The work/service should always be specified in an Agreement/Contract and/or Purchase Order (PO).
- ❑ Usually, PO is preceded by the Quotation from the supplier.
- ❑ Expenses should be pre-approved in the event budget.
- ❑ For any expense not in the budget, a prior approval of R8 Director or OpCom needs to be sought.
- ❑ Below \$1k and for obvious cases, where the service is well defined by other means, the PO/Agreement is not necessary (for example, when purchasing access to a generally available internet service on the usual customer terms). The budget holder authorises the payment and the Treasurer executes it.

## Contract Rules as Implemented by R8 (1)

- ❑ For the work/services above \$1k and up to \$3k we should have a Quote and PO, but we could deal with that internally. The budget holder passes the Quote to the Treasurer who issues the PO. After work is done, the budget holder approves the Invoice, the Treasurer double checks it and executes the payment.
- ❑ For the work/service above \$3k and up to \$5k, the process is as above, but we use PO template approved by IEEE Compliance and Legal.
- ❑ For the work/service above \$5k and up to \$25k we need a contract approved by IEEE Compliance and Legal and signed by R8 Director. The Invoice payment follows the procedure as above.
- ❑ For the work/service above \$25k we need a contract approved and signed by IEEE Compliance and Legal. The Invoice payment follows the procedure as above.

# Payments & Bookkeeping

*“Always be closing!”*

1

Organize documentation systematically as it is received

2

Reconcile accounts on a monthly basis to identify discrepancies

3

Use bookkeeping software or Excel to track actuals



# Closing Your Conference - IEEE CEE

By the end of the conference, you will receive an email from CEE staff team, asking you to submit the below documents to proceed with the conference closing.

- 1099/1042 Reporting
- Indirect Tax Compliance (if applicable)
- Surplus
- Proof of Closure (within 6 months)
- Final Report & Certificate of Accuracy
- Audit

# Closing Your Conference - IEEE CEE

By the end of the conference, you will receive an email from CEE staff team, asking you to submit the below documents to proceed with the conference closing.

- 1099/1042 Reporting (if applicable)
- Indirect Tax Compliance (if applicable)
- Surplus Transfer
- Registration Report
- Final Financial Report & Certificate of Accuracy
- Audit

**The CB account should be closed within 6 months post conference.**

# Resources, Forms, & Templates for IEEE Conferences

## Choose Your Categories

---

- Audience Development & Promotion
  - Business & Legal
  - Conference Planning & Management
  - Conference Publications
  - Contracts
  - Education & Training
  - Finance
  - Governing Documents
  - Registration
  - Technical Program & Quality
  - Virtual & Hybrid Events
- 

Search Forms & Templates by Keywords



<https://events.ieee.org/forms-and-templates/>

# Resources

- ▶ IEEE CEE website: <https://events.ieee.org/>
  - [Finance & Contracts](#)
    - Building a Budget; Choosing the Right Bank Account; Determining & Accepting Registration Fees; Conference Contracts Guidelines & Templates; Tax Information for Conferences; Tracking Your Transactions; Closing Your Conference; Conference Audit
  - [Conference Finance Videos](#)
    - The IEEE Conference Treasurer Role and NextGen; Supporting Documentation for Payments; Cash Management; Tracking Your Transactions; Audit Documentation; Registration Reconciliation
- ▶ NextGen Banking: <https://events.ieee.org/planning-basics/finance-contracts/choose-bank-account/>
- ▶ NextGen Contracts: [ieee.parleypro.com](http://ieee.parleypro.com)
- ▶ NextGen Expense Reimbursement (Concur): [ieee.org/concur](http://ieee.org/concur)
  - [IEEE NextGen Training & Resources](#)
- ▶ IEEE Payment Manager: [payments.ieee.org](http://payments.ieee.org)
- ▶ IEEE Center for Learning Excellence (CLE): [ieee-elearning.org](http://ieee-elearning.org)
  - [Conference Education Program](#)

**Thanks**

**Any Questions?**



# IEEE Region 8 Flagship and Portfolio Conferences

*27 March 2026*

*Rodolfo Oliveira*

*IEEE R8 Ad hoc Committee on Flagship and Portfolio  
Conferences Chair*

# R8 Flagship and Portfolio Conferences

## Flagship conferences:

**MELECON:** every two years (even years), held in one of the Mediterranean Sections

**ENERGYCON:** every two years (even years), about energy topics, held anywhere in R8

**EUROCON:** every two years (odd years), held in a European Section

**AFRICON:** every two years (odd years), held in an African Section

## Portfolio conferences:

**RTSI:** annual, Research and Technologies for Society and Industry, held anywhere in R8

**IHTC:** annual, Humanitarian Technologies Conference. It is Multi-Regional (R7, R8, R9)

**HISTELCON:** annual, about history of electrical technologies, held anywhere in R8. It is Multi-Regional (R7, R8, R9, R10)

<http://flagship-conferences.ieeer8.org/>

# Multi-Regional Conferences

- ❖ R8 Portfolio conference category
- ❖ Cooperation among two or more regions
- ❖ A MoU must be signed with specific financial and organizational agreements
- ❖ The conference will turn around the regions.
- ❖ Conferences with an inter-disciplinary and specific purpose

# Multi-Regional Conferences

## **IHTC - International Humanitarian Technologies 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 (ICT for Development, bridging the digital divide) and the application of Humanitarian Technologies (including Disaster Relief and Disaster Recovery) and facilitating engagement by stakeholders from the public, private, education and research and societal sectors around the world.

## **HISTELCON – HISTory of ELectrotechnology CONference**

is a Multi-Regional Conference Series rotating among R7 (Canada), R8 (Africa, Europe and Middle East), R9 (Latin America and Caribbean) and R10 (Asia Pacific).

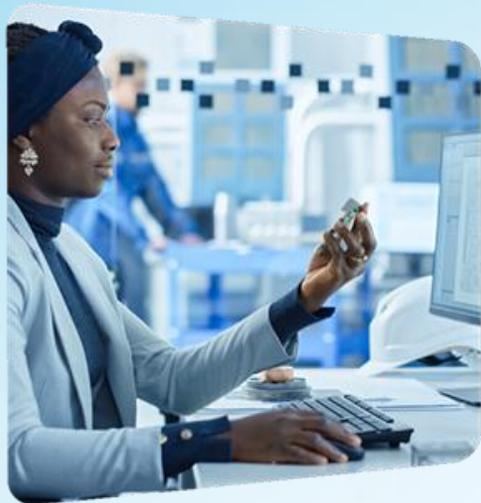
This conference is the only one in the IEEE that addresses the history of technology and its implications for modern society, industry and education. With the TCS of the IEEE History Committee and the IEEE History Center.

# Benefits for R8 Conference Sponsorship

	Flagship	Portfolio
Repayable Loan -seed funding (to be returned after conference closing)	USD 5k	USD 5k
R8 Steering Committee	X	X
Guidance of the organizing committee (by an assigned CoCC liaison member)	X	X
E-notices to R8 members	5	5
R8 media publicity (R8news, social media, R8Today, ...)	X	X
Organizing side R8 CoCC workshop/session/meeting	X	X
Assistance for conference Application/MoU	X	X
R8 Director participation in the opening session	X	X
Participation of a R8 CoCC representative	X	X
IEEE R8 booth	X	X
Announce conferences in R8 website	X	X
Organizing special events in cooperation with R8 Committees (SAC, YP, WIE, Afl, etc.)	X	X <sup>#</sup>
Free plagiarism check provided by IEEE	X	X
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
Region 8 FCS (%)	>=30%	>=30% *
Local Organizing Section FCS (%)	>=50%	>=50% *
Local OU officer(s) involved as program committee co-chair(s)	x	x
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
Program committee members from different R8 countries	x	x
Progress meetings of the organizing committee with the R8 CoCC representative (liaison)	Monthly	at least 4
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
Free Registrations for R8 representatives (including R8 student paper contest – SPC) that conference must provide	Up to 8	Up to 4
Submit R8 Conference Final report ( <a href="#">link</a> )	x	x
Previous R8 involvement	NA	at least 1 edition as R8 FCS
Promote the R8 Voluntary Contribution Fund (VCF)	x	x



## Role of R8 steering committee of R8 flagship/portfolio conferences

# Main topics

Steering Committee's role – in general

Continuity in Technical Program

How to use the statistics

How to motivate the Organizing Committee

Conference attendees' experience

Lessons learned from the past

# Steering Committee's role – in general

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

- ▶ 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 **list of best practices** and **lessons learned** for that specific conference (each Flagship/Portfolio conference has its 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 should be a **living document** enriched with **multiple experiences** of previous and present conference organizers.

# Steering Committee's role – in general

## Strategic Guidance and Oversight

- Provides strategic direction and oversight for flagship and portfolio conferences within IEEE Region 8.
- Ensures alignment with IEEE's mission and goals while catering to regional needs and priorities.

## Quality Assurance

- Maintains high-quality standards for conferences through rigorous review processes and guidelines.
- Enhances the reputation of IEEE Region 8 conferences, fostering trust among attendees, authors, and sponsors.

## Community Engagement

- Facilitates collaboration and networking opportunities among researchers, practitioners, and industry professionals.
- Fosters a vibrant community of experts, promoting knowledge sharing and interdisciplinary dialogue.

## Global Impact

- Amplifies the visibility and impact of IEEE Region 8 in the global academic and industrial landscape.
- Attracts international participation, fostering cross-cultural exchange and collaboration.

## Support for Local Organizing Committees

- Provides support, guidance, and resources to local organizing committees to ensure successful conference execution.
- Promotes collaboration and knowledge sharing among organizers across different regions and conferences.

## Impact Measurement and Reporting

- Monitors and evaluates the impact and effectiveness of conferences through metrics and feedback mechanisms.
- Provides transparent reporting on conference outcomes and achievements to stakeholders and IEEE leadership.

# Continuity in Technical Program

## Core Topics and Keynotes

This highlights the essence of the conferences by showcasing the main technical themes and the esteemed speakers who contribute to the conference's prestige and relevance.

## Symposia/Tracks Implementation

Demonstrating adaptability and responsiveness to emerging trends and attendee interests is crucial. This point emphasizes the dynamic nature of the conferences and their commitment to evolving with the field.

## Feedback Integration

Incorporating feedback ensures that the conferences remain attendee-centric and continuously improve over time. It showcases a commitment to quality and responsiveness to participant needs.

## Impact on Attendee Experience

Ultimately, the attendee experience is paramount. By highlighting the positive impact of core topics, keynotes, and symposia/tracks on attendee satisfaction, this point underscores the effectiveness of the conference's technical program.

## Support for Organizers

Recognizing the support provided to conference organizers underscores the collaborative effort behind the success of the conferences. It also assures stakeholders of the commitment to maintaining excellence in technical program delivery.

# How to use the statistics



## Previous Conference Metrics

Number of papers submitted and accepted  
Conference attendance figures  
Industry participation and sponsorship levels  
Publication and citation metrics for conference papers



## Financial Performance

Total revenue generated from registration fees, sponsorships, and exhibitor fees  
Breakdown of expenses by category (e.g., venue rental, catering, marketing)  
Cost per attendee and revenue per attendee



## Program Structure and Schedule

Analysis of session formats (e.g., keynote presentations, workshops)  
Distribution of sessions across different tracks or themes  
Duration and timing of sessions (e.g., length of sessions, breaks)



## Participant Demographics

Geographic distribution of attendees  
Affiliation types (e.g., academia, industry, government)  
Trends in participant demographics and preferences over time

# Involvement of R8 Committees in Special Events

**GOAL:** Enhance the visibility impact and engagement of joint Region 8 and Local IEEE Section activities through active participation of R8 Committees in conference special events.

## Local Section

Chapters  
Committees

Students

YPs

WIE

LMAGs

## Region 8

Region 8

# Involvement of R8 Committees in Special Events

## Key Activities Organized with the Local Section

**Panels:** Expert discussions on emerging technologies professional development and regional initiatives

**Competitions:** Student and young professional competitions to promote innovation and engagement

**Workshops:** Technical and professional development sessions led by R8 committee members and experts

**Team Building Events:** Student and young professional events to promote engagement

**R8 Booth/Merchandising Table:** Dedicated space/merchandising table to showcase Region 8 initiatives committees programs and opportunities for volunteers

# Involvement of R8 Committees in Special Events

## Collaboration Model

Close coordination between R8 Committees and the Local IEEE Section

Joint planning of activities aligned with conference themes

Shared logistics promotion and volunteer support

## Expected Impact

Stronger engagement with attendees

Increased visibility of R8 programs and initiatives

Enhanced collaboration between regional and Local IEEE Section structures

# Conference attendees' experience

Early expectations based on the website

Length of the conference, number of tracks

Registration fees and services

Paper acceptance notification (on which day, what time)

Meal options and dietary restrictions

Accommodation options

Transportation assistance

Social program(s)

Sightseeing opportunities

Industry program

Company tours

Post-conference resources

Interactive Exhibits and Demonstrations

Onsite Amenities and Services

# Lessons learned from the past

- ▶ Encourage the Organizing Committee to contribute to the lessons learned file
- ▶ Collect new ideas during the preparation, implementation
- ▶ Intense communication with the last 2 teams
- ▶ Invite the previous organizers for online calls
- ▶ Take notes about what went well - continuously
- ▶ Allow the whole organizing committee to comment/add
- ▶ Resources by IEEE CEE (Conferences, Events & Experiences)



## R8 flagship/portfolio conferences - call for bids

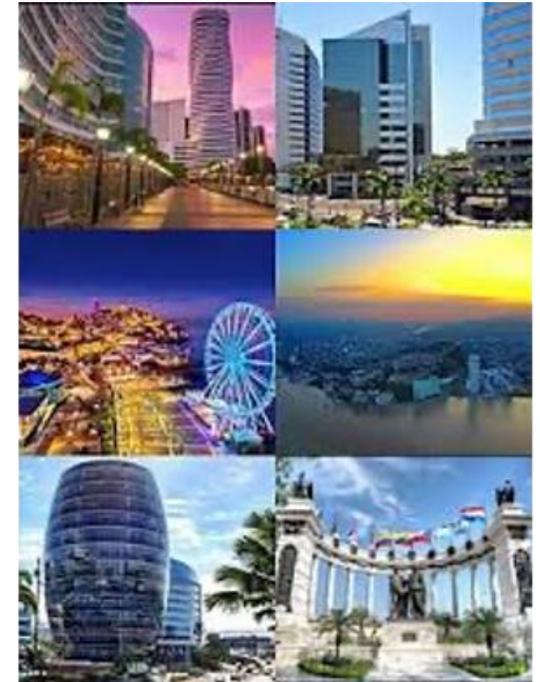
# R8 flagship and portfolio conferences 2026



**IEEE RTSI 2026 Espoo (Finland)**  
August 16-18, 2026



**IEEE ENERGYCON 2026 Paris (France)**  
October 27-29, 2026



**IEEE IHTC 2026 Guayaquil (Ecuador)**  
October 19-21, 2026

**IEEE HISTELCON 2026 Tokyo (Japan)**  
November 25-27, 2026



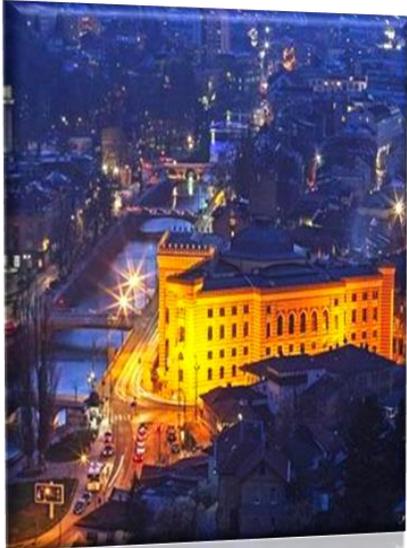
# R8 flagship and portfolio conferences 2027

IEEE EUROCON 2027  
Sarajevo, (Bosnia & Herzegovina)  
9-11 June 2027

IEEE AFRICON 2027  
Kumasi, (Ghana)  
23-25 September 2027

IEEE RTSI 2027  
Catania, (Italy)  
6-8 September, 2027

IEEE IHTC 2027  
Zagreb (Croatia)  
17-20 November, 2027



# R8 Flagship and Portfolio Conferences - Call for Bids

## Request for Proposals to organize a 2029 conference

Flagship conferences:

23rd IEEE **EUROCON**  
(150 participants)

19th IEEE **AFRICON**  
(150 participants)

Portfolio conferences:

13rd IEEE **RTSI**  
(120 participants)

13rd IEEE **HISTELCON**  
(100 participants)

# R8 Flagship and Portfolio Conferences - Call for Bids

## Bid Process

Step 1 – Letter of Intent Submission

**Deadline: September 30** (Wednesday), 2026

Step 2 – Final Bid Submission

**Deadline: November 18** (Wednesday), 2026

**Electronic submission:**

<https://bit.ly/R8-Conf-Bid>

Thank you

# R8 Flagship and Portfolio Conferences - Call for Bids

## Request for Proposals to organize a 2029 conference

### Flagship conferences:

**EUROCON**  
**AFRICON**

### Portfolio conferences:

**RTSI**  
**IHTC**  
**HISTELCON**

Step 1 – Letter of Intent Submission

**Deadline:** September 30 (Wednesday), 2026

Step 2 – Final Bid Submission

**Deadline:** November 18 (Wednesday), 2026

### Electronic submission:

**<https://bit.ly/R8-Conf-Bid>**