



**Peer-Reviewed Section Chapter Conferences
and
Opportunities for IEEE-USA Collaboration**

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Overview

- Section Conference Objectives
- Why should your section be involved with local conferences?
- Types of Conferences
 - Financial vs. Technical Co-Sponsorships (*FCS* vs. *TCS*)
 - The future of IEEE Technical Co-Sponsorships
- Conference Budgeting
 - Income: Registration Fees, Patronage and Exhibit Fees , Seed Money Loans
 - Expenses: Catering and BEOs; WiFi Costs and other arrangements; Meeting Rooms
 - Sleeping Rooms vs. Meeting Rooms
 - Seed Money and Surpluses
- Conference Mechanics
 - Typical Conference Committees
- The Technical Program Committee
 - Call for Papers (CFP) and Peer Review Process (2 of 3 reviewers approve)
 - Preparing Papers for IEEE Xplore (Copyright transfer, Xplore CD)
 - Conference Technical Program: Track and Session Planning
- IEEE-USA Conferences Committee and Services for Regions 1-6

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 **IEEE**

Section Chapter Conference OBJECTIVES

Section Chapter Conferences raise awareness of the section and its leadership within the local academic and industrial community.

The **core objectives** are:

- ▶ ***Local Dissemination of IEEE's Electrotechnology Topics***
- ▶ ***Creation of an alternate income stream for your section or chapter***



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Why should you be involved with local conference?

- *Networking with experts in your field*
- *Serving on the TPC as a Reviewer you'll see how peer-review works and how to improve **your** papers*
- *The leadership, finance and catering techniques learned will give you the confidence to seek other conferences in your section*
- *Volunteering is fun!*



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Types of Conferences

- 'No papers' Industry Conferences & Workshops
- 'Talking Heads' small academic conferences
- Section Chapter 'DL' conferences
- PACE Events:
 - Career Development Workshops
 - S-PAx
- Financial vs. Technical Co-Sponsorships (FCS vs. TCS)
- The future of IEEE Technical Co-Sponsorships



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New IEEE Policy 10 Rules for TCS

- ▶ In the recent past, an IEEE Organizational Unit (OU) such as a region, section or section chapter, could technically co-sponsor (TCS) a non-IEEE conference presented by not-for-profit organizations and universities without any cost to the OU.
- ▶ In the not too distant future, perhaps as early as 2016, any OU that technically co-sponsors a non-IEEE conference is subject to a 'registration' fee plus a \$15 per paper review charge for papers going into Xplore. This charge is not to be taken lightly as we may be talking about thousands of dollars.
- ▶ For MGA OUs, *unless otherwise provided for in the MOU*, any post-conference IP income from papers, etc., goes to the MGA.
MGA has not yet decided how to address these charges.



Conference Mechanics

- Steering, Organizing and other Committees
- Venue Selection
 - University (local conferences)
 - Hotels (where sleeping rooms required)
- IEEE Corporate review of contracts >\$25,000
- MOU Approvals
- Patronage and Exhibits
- Basic Budgeting
- Registration Fees
- Technical Program
 - CFP, Review and Acceptance of papers



Typical Conference Committees

- Steering Committee
 - Chair, Co-chairs and Honorary Chairs
 - Secretary/Registrar, Treasurer/Budget Chair
 - Co-sponsor Reps
- Organizing Committee includes:
 - Technical Program Committee
 - Venue Selection
 - Patronage (Fund raising)
 - Exhibits
 - Facilities & On-site Registration
 - Web and PR



Conference Budgets

- Income
 - Registration Fees, Patronage and Exhibit Fees
- Expenses
 - Catering and BEOs
 - Meeting Room, WiFi and AV Costs
- Registration Fee 'rules of thumb'
- Sleeping Rooms vs. Meeting Rooms
- Seed Money and Surpluses
- Contracts



Typical Budget INCOME Lines

- **REGISTRATION**
 - See next slides for some guidelines...
- **PATRONAGE & DONATIONS**
 - PLATINUM LEVEL \$3000
 - GOLD LEVEL \$2000
 - SILVER LEVEL \$1000
- **EXHIBIT INCOME**
 - Booth Cost \$250 – 300
- **SEED MONEY LOANS** (*discussion...*)



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REGISTRATION FEES

Charles' Rules of Thumb: Calculating Registration Fees

- **Gross Cost (GC):** Add F&B + Facilities fees plus any known costs
- **Base Cost PP (PP):** divide GC by # attendees (A): $PP = GC/A = \$x00$

Suggested Registration Rates

- **IEEE Student/Life Member** rate 10% higher ($\$x00 * 1.1$)
- **IEEE Member** rate 30% higher ($\$x00 * 1.3$)

Non-Member rates at least 25% higher than member rates

- **Non-Member** rate $\$(x00 * 1.3 * 1.25)$
- **Student Non-Member** rate $\$(x00 * 1.1 * 1.25)$



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ONE-DAY UNIVERSITY EVENT: REG FEES

TYPICAL UNIVERSITY CONFERENCE FEES

'Base Per Person' Rate = \$45 (*)

- **IEEE MEMBER REGISTRATION FEES:**
 - IEEE Member: \$125 min
 - IEEE Student/Life Member: \$ 50 min
- **NON-MEMBER REGISTRATION FEES:**
 - Non-Member: \$175 min
 - Student Non-Member: \$ 75 min

(*) Typically lower base rates: AV costs included, lower F&B, etc.



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ONE-DAY HOTEL EVENT: REG FEES

Base Per Person Rate = \$100 (*)

› **IEEE MEMBER REGISTRATION FEES:**

- IEEE Member: \$130 min (*typ = \$150-175*)
- IEEE Student/Life Member: \$110 min

› **NON-MEMBER REGISTRATION FEES:**

- Non-Member: \$162.50 min (*typ = \$190-225*)
- Student Non-Member: \$137.50 min (*typ = \$150-175*)

(*) Typically higher base rates: AV costs, F&B, 21% Admin Fees, etc.



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ONE-DAY EVENT: BASIC EXPENSE LINES

› **DL Speaker Costs:**

- Airfare: \$600
- Meals and Lodging: \$800
- Honorarium: \$500

› **F&B (Food and Beverage)**

- AM & PM Breaks \$500
- LUNCH \$250

› **Meeting Room(s):** TBD

› **Badges, Registration/CC fees, etc.** TBD

› **Internet Access:** TBD

› **Seed Money Loan and Surplus return** – see next slide



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BASIC SURPLUS CONCEPTS...

Concept: Expenses – Income = SURPLUS

- ▶ **Some events are for member service only...**
 - Chapter Technical Meetings
 - Student Professional Awareness Conferences
- ▶ ***Some events are revenue generators to support them!***

IEEE Policy 10

- ▶ **Recommends** that the **surplus** for all conference **PRELIMINARY BUDGETS** be **at least 20%**

As budgets are typically prepared months in advance, this 20% is to account for likely expense increases at the time of the event

Surpluses are often used to build a reserve to sustain a conference



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The Technical Program Committee

- Composition of the TPC Committee
- Call for Papers (CFP)
- IEEE Peer Review Process
 - *2 of 3 reviewers approve*
- Work with Registrar
 - assure authors are registered for conference
- Preparing Papers for IEEE Xplore
 - Copyright transfer, Xplore CD
- Create Program Sessions & Tracks
- Manage Session/Track Chairs



PROGRAM: Track and Session Planning

Charles' Rule of Thumb:

Each Paper Presentation

15 minutes + 5 Minutes Q&A

Each 90 Minute Session

Four (4) papers plus 10 minutes of intro, etc.

Each Track of Three Sessions

12 papers per track

ONE DAY = Three parallel tracks

36 papers per day



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TYPICAL ONE-DAY EVENT: PROGRAM

9:15 - 9:45AM *Registration and Breakfast*

9:45 - 11:15AM **Session one (one or more tracks) ***

11:15 - 11:45AM **WELCOME & INTRODUCTIONS**

11:45AM – 1:00PM **LUNCH**

1:00 - 2:30AM **Session two (one or more tracks) ***

2:30 - 3:00pm **BREAK**

3:00 - 4:30PM **Session three (one or more tracks) ***

4:30PM *Conference Closes*

(* Each 90 minute session = 4 papers of 15 Min + 5 Min Q&A
Three parallel tracks = 36 papers)



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We're Here to help... The IEEE-USA Conferences Committee

Voting:

- › Charles Rubenstein, Chair (c.rubenstein@ieee.org)
- › Five Voting Members (*proposed*):
 - Dave Green, Mike Andrews, Scott Tomassuro*
 - Guru Madhavan (VP Prof Activities), (*one other*)

Non-Voting:

- › The six (6) Regional Conference Coordinators:

Region 1: Charles Rubenstein	Region 2: Bob Rassa
Region 3: Chris Hardy, Donghui Wu	Region 4: Jim Riess
Region 5: Mike Siok	Region 6: Ed Perkins
- › Chair/Reps of FCS and TCS conferences



* *Re: Virtual Conferences*



IEEE-USA 2015 Conference Portfolio

FINANCIAL (FCS)

- › GreenTech (R5)
- › SusTech (R6)
- › ICCVE2015
- › WiSEE2015
- › ETHICS2016
- › NewNEB2015
- › (2015 IEEE-USA Annual Meeting & Technical Conference – R4)
- › Carbon Management
- › Signal Proc Med/Bio

TECHNICAL (TCS)

- › HST
- › PES IGST
- › PES General Meeting
- › GHTC
- › Photovoltaic

BOOTH PRESENCE:

- › Discover Engineering Family Day
- › Prof Comm Conf
- › World Maker Faire NY (R1)
- › SoutheastCon (R3)



IEEE-USA Conference Calendar *with link to IEEE-USA ConferenceBrief*

The screenshot shows the IEEE-USA website with the following elements:

- Header:** IEEE-USA logo and tagline "Building Careers & Shaping Public Policy".
- Navigation:** Home, About, Communications, Careers, Public Policy, IEEE-USA InSight, Volunteers, Calendar, Shop.
- Quick Links:** About IEEE-USA (Introduction, President, History), Communications (News Releases, E-Books, In the News), Career Manager (Consultants Services, Salary Service, Virtual Community, Webinar Series), Public Policy (Legislative Action, Policy Priorities, Gov't Fellowships), IEEE-USA InSight (Current Issue), For Volunteers (Committees, PACE Network, Elections).
- Main Content:** "IEEE-USA-Sponsored Technical Conferences" section with a "Conference Brief" for Jan/Feb 2013 and Sep/Oct 2012.
- Conference Schedule Table:**

2013	Conference	IEEE-USA Role
17-20 Feb.	IEEE PES Innovative Smart Grid Technologies Conference Washington, D.C.	Technical Co-sponsor
14-16 April	2013 IEEE International Symposium on Technologies for Homeland Security Waltham, Mass. (Boston area)	Technical Co-sponsor
15-17 April	IEEE Green Technologies Conference (GreenTech) New Orleans, La.	Co-sponsor
14-17 May	2013 Annual Meeting & Great Lakes Biomedical Conference Milwaukee, Wis.	Co-sponsor
14-16 June	IEEE Photovoltaic Specialists Conference	Technical
- Footer:** IEEE-USA logo, URL <http://ieeusa.org/conferences>, and IEEE logo.

Other Convening Options for Members, Student and Young Professionals: Webinars

The screenshot shows the "IEEE-USA Webinars" section on the Career Manager website. It includes a "Choose a Category" dropdown menu and a list of archived webinars:

- Business Models and Value Propositions: Identifying Member Needs and How to Meet Them**
Presented by: John Prohovsky
Date Recorded: 26 Jun
- IEEE-USA Government Affairs Update**
Presented by: Rachel Harrison
Date Recorded: 27 May
- Finding the Right People Using LinkedIn**
Presented by: Josh Strain and Don Harris
Date Recorded: 22 May

Each webinar entry includes a brief description and icons for recordings and extras.

- ▶ How to Win in a Competitive Job Market
- ▶ Interviewing Types and Preparation
- ▶ Finding a Job that Fits Skills and Interests
- ▶ Consulting 101
- ▶ Mentoring: Your Career's Competitive Advantage
- ▶ Exploring Career Options
- ▶ Networking Solutions for Career Success

ieeusa.org/careers/webinars



Student Professional Activities (SPA|x) and 2016 SYP Conference

Think S-PAC! 

<http://ieeeusa.org/volunteers/committees/spax>



- ▶ First ever SYP Conference in U.S.
- ▶ July 2016
- ▶ Tulane University
- ▶ Students, Young Professionals, Industry
- ▶ Professional, Technical, Career Fair, K-12 STEM



Questions? Need Help or Suggestions?

Please contact me:
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Visit the IEEE-USA Conferences web site at:
<http://www.ieeeusa.org/conferences>





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IEEE-USA Conference Services

- ▶ The mission of IEEE-USA Conferences Committee is to *implement conference programs specifically intended to serve and benefit the **members**, the **profession**, and the **public** in the United States.*
- ▶ *In meeting that charge, the Committee works with Conference Organizers to develop new conferences and support existing Regional Conferences as financial or technical co-sponsors.*
- ▶ See the IEEE-USA Value Proposition document at:
<http://ieeusa.org/conferences/services.pdf>

