IEEE USA 2013 Meeting - Conference Organizer Training
Friday, August 2, 2:30-4:30p
100 minutes / 20 minute break

Objectives:

1. Excite the audience & stimulate interest in conference organizing among IEEE USA members.
2. Demystify the conference organizing process by introducing key fundamental topics and identify resources, support and tools that will help them.
3. Generate hands-on interaction among participants regarding key conference topics.
4. Familiarity with submitting a conference in ICX.
5. Provide ample opportunity for discussion, dialogue and questions.

Audience:

Conference organizers of all experience levels, especially those who have not been involved in the past 2 years

Proposed Topics:

1. Introduction & Context Setting () [1 minute for everyone to take the quiz)	Sopensky/Carey	*10 minutes (2:30-2:40)*
• Why Conferences Matter (video)	IEEE	45sec

• Conferences as a member benefit (MGA research)
• Conferences contribution to IEEE
• Benefits & value of conferences
  o IEEE
  o IEEE-USA
• Individual Member
	Benitez/Hanft	15 minutes
		
		(2:41-2:55)

Conference Fundamentals Overview
 	
• Understanding the types of sponsorships and responsibilities
  • Conference finance topics (identifying the major areas of activity)
  • Technical Program & Conference Publications (identifying the major areas of activity)
  • Obtaining IEEE Approval / Getting Started
	Rubenstein/Hanft	20 minutes (2:55-3:15)

BREAK		*20 minutes (3:15-3:35)*
Planning Scenario Exercise [Divide up attendees. At least two per scenario. Ask them to appoint a general chair and a treas]	All, Sopensky lead	*30 minutes (*3:35-4:05)
ICX Walkthrough	Hanft	5 minutes (4:05-4:10)
MCE Overview	Hanft	5 minutes (4:10-4:15)
Open Discussion	All, Sopensky lead	15 minutes (4:15-4:30)