

Regional Conference Coordinator (RCC) Report

**IEEE Annual Meeting
Hanoi, February 2009**

Marzuki Khalid

Activities of RCC

- Track approvals for conference sponsorship requests
- Provided periodic updated list of approved IEEE sponsored conferences/symposia/workshops
- Liaise with past / present TENCON committee members for reports and advice
- Deal with applications and requests for IEEE R10 sponsorship – TENCON
- Deal with issues and problems relating to conference organizing matters
- Attended TENCON series to discuss with conference committee on organizing issues and progress and to coordinate awards presentations

Past TENCON Events

- 2005: Melbourne
- 2006: Hong Kong
- 2007: Taipei
- 2008: Hyderabad

Future TENCON Events

- 2009: Singapore (23-26 Nov. 2009)
Suntec International Convention Center, Spore
- 2010: Fukuoka (21-24 Nov. 2010), Japan
Fukuoka International Congress Center, Japan.
- 2011: Indonesia
- 2012: 6 proposals submitted

Goals of RCC

- Provide guidance & advise on organising conferences
- Act as interface between volunteers and RAB/TAB Meetings and Services Committee to support organisation of conferences in R10
- Oversee organisation of TENCON series
- Improve quality of conference organization
- To give support in Technical Program Committee and Operation of Conferences

Proposed Actions for 2009 and Beyond

- Sections organizing TENCON or IEEE Conferences are recommended to attend POCO 2009 in Prague, Czech Rep
- Find methods to overcome conference delegate presenter absenteeism.
- Establish clear guidelines of co-sponsorship criteria
- More effective use of internet to promote events across R10
- Training workshop @ R10 Meeting on “TQM in Organizing Conferences”
- Support for a second R10 Conference in the future— US\$5,000 seed money – Maybe R10 meetings can be held back to back with this Conference
- If no takers, then offer seed money (with return of surplus) to any Sections wishing to organize IEEE conferences
- Get R10 OUs to register with Xplore

Financials

Budget for RCC in 2009

- \$5,000 for seed money for TENCON series
- \$500 for travel budget
- TOTAL: \$5,500

Income from TENCON Series

- TENCON 2005 Surplus to R10 = \$15,171
- TENCON 2006 Surplus to R10 = \$13,829
- TENCON 2007 Surplus to R10 = \$30,900
- TENCON 2008 = accounts not yet closed

TENCON 2012 Applicants

- Beijing, Shanghai, Xian, Wuhan, Chengdu, Harbin and Nanjing Sections
- Thailand
- Queensland
- Bangalore
- Kerala
- Philippines

RCC Committee

- Marzuki Khalid
- Takatoshi Minami
- Toshio Fukuda
- Norman Mariun
- Zia Ahmed

Register Your Conference with IEEE

Contact: t.carsey@ieee.org



Conference Information Schedule

Welcome to the IEEE Conference Information Schedule! This form will take approximately 10-15 minutes to complete. To expedite the process, please have the following information with you, conference title, dates, location, website URL, sponsorship, contacts, Memorandum of Understanding (MoU) and committee lists (if available).

Please enter your name, phone number and e-mail address to begin.

Name: Phone Email

If you have any questions, please contact us:

IEEE Conference Business Services
445 Hoes Lane
Piscataway, NJ 08854-4141
conference-services@ieee.org
 +1 732 562 3878 
8:00 AM - 4:30 PM EDT



How to Organize an IEEE Conference?

[IEEE Home](#) » [Conferences](#) » [Organize a Conference](#)

Organizing an IEEE Conference



[Printer Friendly](#)

This diagram illustrates the components and process by which IEEE conference business is conducted. For information on the activities that take place within each business component, please click a component on the diagram.



What we have to share with Conference Organizers?

IEEE- Panel of Conference Organizers (POCO)

- Conference Basics: Workshop for New Conference Organizers – (74-page PPT) by POCO
- How to organize an IEEE Conference?: Checklist & Timeline (14-page PPT) by POCO
- 2008 POCO Workshop – Seattle, USA
- Next POCO Workshop – 16-18 July 2009, Prague, Czech Republic

Try to attend POCO 2009

- The Panel of Conference Organizers (POCO) is the annual educational and networking event for IEEE Conference Organizers, Regional Conference Coordinators, and the Vice Presidents of Conferences for each society.
- Its purpose is to foster a sense of community among IEEE Conference volunteers, offer seminars and sessions to advance skill in coordinating an IEEE Conference, and promote IEEE Conferences and the fields of science and technology among conference attendees.
- There is no registration fee for POCO, and many societies will reimburse travel and lodging expenses for attendees. Meals are provided.
- 16-18 July 2009 Prague, Czech Republic.

Example of POCO Workshop in Seattle, Wa, USA – July 2008

USHERING IN A NEW ERA OF IEEE CONFERENCES

24-26 July 2008

Thursday 24 July, 1200 – 2000

1200 – 1300 Lunch

1300 – 1445 [Conference Basics: Workshop For New Conference Organizers](#)

(supplement: [Conference Basics Handout](#))

(supplement: [Conference Basics](#)) (slides plus audio)

1500 – 1700 Conference Strategy Meeting

1800 – 2000 POCO Meet and Greet Reception – Seattle Marriott Waterfront

Friday 25 July, 0700 – 2030

0700 – 0800 Breakfast

0800 – 0810 Welcome Jerry Engel Chair, Conferences Committee

0810-0950 IEEE CONFERENCES: WHERE WE ARE – WHERE WE'RE GOING



POCO 2008 Seattle – (Continued)

0810-0950 IEEE CONFERENCES: WHERE WE ARE – WHERE WE'RE GOING

(supplement: [IEEE Conferences: Where We Are - Where We're Going](#)) (slides + audio)

The Value of IEEE Conferences to Industry ([PDF](#)) ([PPT](#))

J. Roberto de Marca Chair, TAB

MGA and Conferences ([PDF](#)) ([PPT](#))

Joe Lillie Chair, Member and Geographic Activities

State of the IEEE Conference Business ([PDF](#)) ([PPT](#))

Samantha Padilla Staff Director, Meetings & Conferences

The Year Ahead...

IEEE 125th Celebration & Public Visibility ([PDF](#)) ([PPT](#))

(supplement: [Information about the 125th Anniversary mark](#))

Presentations Online - Extending Your Conference Reach ([PDF](#)) ([PPT](#))

John Vig, IEEE President-Elect

0945 – 1010 Break

1010 - 1100 GLOBAL CONFERENCE MANAGEMENT

The IEEE logo, consisting of the letters "IEEE" in a bold, blue, sans-serif font.

LIST OF 2009 IEEE R10 Conferences in www.ieee.org calendar of events- some examples

[2009 First International Conference on COMMUNICATION Systems And NETWORKS \(COMSNETS 2009\)](#)

[05 Jan - 10 Jan 2009](#)

[2009 International Bhurban Conference on Applied Sciences and Technology \(IBCAST\)](#)

[05 Jan - 08 Jan 2009](#)

[2009 International Conference on Web Intelligent Systems \(ICWIS\)](#)

[08 Jan - 10 Jan 2009](#)

[2009 International Conference on Emerging Trends in Computing \(ICETiC\)](#)

[08 Jan - 10 Jan 2009](#)

[2009 Asia-Pacific Magnetic Recording Conference \(APMRC\)](#)

[14 Jan - 16 Jan 2009](#)

[2009 Asia and South Pacific Design Automation Conference ASP-DAC 2009](#)

[19 Jan - 22 Jan 2009](#)

[2009 Australian Communications Theory Workshop \(AusCTW\)](#)

[04 Feb - 06 Feb 2009](#)

[2009 15th Korea-Japan Joint Workshop on Frontiers of Computer Vision \(FCV2009\)](#)

[05 Feb - 07 Feb 2009](#)

[2009 IEEE International Conference on Industrial Technology - \(ICIT\)](#)

[10 Feb - 13 Feb 2009](#)

LIST OF CONFERENCES IN R10 SPONSORED by IEEE SOCIETIES IN 2008

- International Conference on Advanced Communication Technology (**ICACT 2008**)
- International Conference on Advances in Space Technologies (**ICAST-2008**)
- International Conference on Information and Automation for Sustainability (**ICIAS 2008**)
- IEEE Region 10 Colloquium and the Third International Conference on Industrial and Information Systems (**ICIIS 2008**)
- International Conference on Research, Innovation and Vision for the Future (**RIVF 2008**)

R10 Conferences sponsored by IEEE Societies in 2009

Reported by Tara Carsey
IEEE Technical Activities
Conference Services Department

- IEEE Intelligent Transportation Systems Society will sponsor the conference entitled "2009 IEEE Intelligent Vehicles Symposium (IV)". This conference will be held June 3-5, 2009 in **Xian, China**.
- IEEE Robotics and Automation Society will sponsor the conference entitled "2009 International Conference on Information and Automation (ICIA)". This conference will be held June 22-24, 2009 in **Zhuhai, China**.
- IEEE Communications Society will sponsor the conference entitled "2009 13th IEEE International Enterprise Distributed Object Computing Conference (EDOC 2009)". This conference will be held August 31 - September 4, 2009 in **Auckland, New Zealand**.

Grant from Xplore (Email to Pat Thompson)

- (1) How do we (conference organizer) make arrangements for Xplore acquisition of our proceedings? Do we need to apply in advance? To whom? –
- As done previously, **you must submit the IEEE Information Schedule and IEEE Conference Publication form at least six months prior to the conference taking place.** All conferences accepted into the IEEE Conference Publication Program (aka Book Broker Program) are loaded into Xplore. You will need to go to the following URL to obtain these forms and submit them:

http://www.ieee.org/web/conferences/organizers/required_documentation.html -- Conference Organizers Page

(Continued)

- (2) Is Xplore acquisition the same as the previous Book Broker Program? I used to organize TENCON2000 conference and it was under the book broker program and we were paid some money for the proceedings. Could you clarify?
- The Book Broker Program is now called "IEEE Conference Publication Program". The same processes are in effect. The acquisition payment is now based on number of papers and the financial involvement from an IEEE Organizational Unit.
- The conference must submit an Xplore CD (this is mandatory) in order to receive an acquisition payment.
- The conference is paid \$25.00 per paper if the IEEE Organizational Unit is 100% financially sponsoring the conference. If the conference is now full financially sponsored, the acquisition payment is pro-rated based on the amount of financial sponsorship. If the conference is only technically sponsored by an IEEE Organizational Unit, the conference receives a flat acquisition payment of \$1,000.00.

ISSUES OF CONCERN

- Low quality papers
 - Need to improve reviewing process
 - Identify IPC members who have good technical background (work with Technical Activities Coordinator)

- Plagiarism
 - Conference organizer must be strict on this

- Technical Co-Sponsorship

ISSUES OF CONCERN

Committee on Technical Co-Sponsorship

- **Technical Co-Sponsorship Ad Hoc Committee**
- The committee is to identify options to increase the positives and decrease the negatives of IEEE technical co sponsorship. There is currently a lack of agreement on how and when technical co-sponsorship should be used. In addition, the guidelines for technical co sponsorship are unclear. The use of technical co-sponsorship has increased over the past few years. **Some technically cosponsored conferences compete with existing conferences offered by the societies/councils, some use the IEEE logo and Xplore while the surplus generated goes to non-IEEE entities, and, at least one tech cosponsored conference chair has stated that he provides a forum for articles that were rejected by an IEEE financially sponsored conference (and his conference articles go into Xplore).** The full extent of the problem is not yet understood.
- **Members**
Tommy Mayne, Chair, Tom Habetler, Roberto de Marca, Deb Cooper, David Hodges, and Gerald Engel
- **Staff** : Susan Root, IEEE Conference Services (Committee Support)

SUMMARY OF RCC

- Open applications for TENCON 2012
- Publicize to R10 OUs to register for IEEE Information Schedule and IEEE Conference Publication Program (Xplore) to get rebate from HQ
- Find methods to overcome conference delegate presenter absenteeism and plagiarism in Conferences in R10
- Discuss with Region 8 to organize a Joint Conference between R10 and R8 – hopefully to take off in 2010
- More effective use of internet to promote events across R10 – work with ECC and Newsletter
- Support for 2nd R10 Conference in 2010 and Beyond

THANK YOU

THINGS TO DO

- Email blast R10:
 - Info on how to register Conferences with HQ & Xplore funding
 - To invite Section Chairs to present TENCONs: 2008 (report) and 2009-2011 (announcement)
 - Invite 2012 TENCON to Sections
 - Announce new R10 Conference
- 1st February – need to report to Secretary
- Inform ECC/Newsletter Coordinators on Conference Announcement
- Set up Committee for Regional Conference