IEEE Canada - Executive Committee
Reports- Conference Call Meeting Date: December 19, 2016, 2016

Group | Area | : CONAC
Submitted By: Wahab Almuhtadi
Date Submitted: December 15, 2016

Provide a summary of activities for the noted committee.

IEEE Canada Conferences (2016 -2019) are/will be hosted as follows:

✓ CCECE 2016: Western Area
✓ IHTC 2016: Central Area (Postponed)
✓ EPEC 2016: Eastern Area

✓ CCECE 2017: Central Area
✓ IHTC 2017: Central Area (Biannual next will be in 2019)
✓ EPEC 2017: Western Area

✓ CCECE 2018: Eastern Area
✓ IHTC 2018: -------
✓ EPEC 2018: Central Area

✓ CCECE 2019: Western Area
✓ IHTC 2019: Western Area or Eastern Area or Central Area
✓ EPEC 2019: Eastern Area

2016:
• **CCECE 2016** (Vancouver, BC, May 15-18, 2016):
  ▪ Successful event.
  ▪ Pre-FINAL REPORT received, the General Chairs Rodney Vaughan and Rabab Ward are still working on the financials closing.
  ▪ Submitted: 399. Accepted: 278 (Acceptance Rate: 69.5%). Rejected: 122. Withdrawn: 27 Reviews: 976 (2.45 per paper avg)
  ▪ tech. sessions, tutorials, keynotes, and industry forum. 43,501 website visits
  ▪ Estimated SURPLUS: $60k to $68k (Final Report will show the right amount, advised to close the conference book in four months.

• **EPEC 2016** (Ottawa, ON, 12-14 October, 2016).
Total number of papers submitted is 221. Accepted 129. Papers registered/paid 129.
- Tech. program: 28 tech. paper sessions,
- Industry program: 19 sessions polled and targeted solicitation).
- 4 Keynotes, 3 panel sessions
- Co-located events: 1 YP, session, 1 WIE session, and 1 IHTC session.
- 3 tutorials, 2 days courses, and 1 workshop.
- Patrons: $31,500, 9 exhibitors: $9,985.
- Excellent website: https://www.epec2016.ieee.ca/
- Expenses: $145,243.50, Revenue: $106,805.87, SURPLUS: $38,437.63

2017:
- **CCECE 2017** (Windsor, ON, April 30-May 3, 2017):
  - Submission dates: Dec. 2, 2016 (Tutorials & Special Sessions) and Jan. 13, 2017 (Full paper submission).
  - Request for the forecast/actual budget.
  - Website up and running https://ccee2017.ieee.ca/.

- **EPEC 2017** (Saskatoon, SK, October 22-24, 2017 tentative):
  - MOU has been signed by all IEEE spooning entities.
  - Budget (draft) has been received.
  - CFP has been created by the EPEC’17 Organizing Committee.
  - Provided the list IEEE Canada Conference Editorial Board (CEB) (41)
  - Website https://ccee2017.ieee.ca/ is up and running.

- **IHTC 2017** (Toronto, ON in July, 2017):
  - Eol, Budget have been received.
    - **IEEE Canada MOU and IEEE MCE MOU are in conflict.**
      - **IEEE Canada MOU** is designed for IEEE Canada conferences and it has been for many years and without problem. The clauses of the MOU have not only a clear and well defined content which lead to the consent of all IEEE parties sponsoring the IEEE Canada conferences but also lead to the conference success. 
        - See IEEE Canada MOU in the Appendix “A” of this report
        - The same MOU (clauses/content) is used to suit the CCECE and EPEC conferences based on the agreement between IEEE Canada and the IEEE sponsoring entities, Section(s)/Area(s), venue date, venue location, seed fund and surplus share.
      - **IEEE MCE MOU** is only focusing on the seed fund by the all IEEE parties sponsoring the IEEE Canada conferences and how the surplus is shared between all IEEE parties sponsoring the IEEE Canada conferences. See IEEE MCE MOU in the Appendix “B” of this report.
  - Reg. Fees: The Org. Committee is asking CONAC to have a special registration fees for this conference rather than using the Reg. Fees approved by IEEE Canada. The reason is to attract attendees and retain the conference.
CFP has been sent, Website is up and running http://www.ihtc2017.ieee.ca/.

2018:
- **CCECE 2018** (Quebec City, QC, May 13-16, 2018):
  - The EoI and draft budget have been received.
  - In Progress.
- **EPEC 2018**: will be held in Central Area in October, 2018.
  - So far two Eols received, one from Windsor Section and one from Toronto Section
  - The two Eols submitted the CONAC Committee for review and feedback.
  - Decision will be made at the Summer Board meeting 2017.
- **IHTC 2018** (Western Area, July, 2018): Biannual
  - To be moved to 2019- IHTC is Biannual (Decision made by IEEE Canada Executive Committee).

2019:
- **CCECE 2019** (Western Area, May, 2019):
  - The EoI, draft budget, MOU, and Reg. Fees will be sent to Bob Gill - Western Area Chair to contact the Chairs in the Western Area and encourage them to host CCECE 2019.
- **EPEC 2019** (Eastern Area, October, 2019)
  - The EoI, draft budget, MOU, and Reg. Fees have been sent to Brain Kidney - Eastern Area Chair and to contact the Chairs in the Eastern Area and encourage them to host EPEC 2019.
  - So far Montreal Section expressed their interest to host the EPEC 2019 in Montreal
- **IHTC 2019**:
  - will be held in any one of these areas: Western Area or Eastern Area or Central Area in July, 2019

**IEEE EMC and IEEE Conference Committee**:
- Coordinating and attending meeting with IEEE EMC and IEEE Conference Committee.

**Tourism**:
- Coordinating with Destination Canada (formerly the Canadian Tourism Commission), Canada Tourism and also tourism agencies in Canadian provinces and cities to support IEEE Canada and IEEE conferences.
Appendix “A”
IEEE Canada MOU

Note: This MOU is for IHTC2017. The same MOU (clauses/content) is used to suit the CCECE and EPEC conferences based on the agreement between IEEE Canada and the IEEE sponsoring entities, Section(s)/Area(s), venue date, venue location, seed fund and surplus share.
MEMORANDUM OF UNDERSTANDING

IEEE Canada International Humanitarian Technology Conference - 2017
(IHTC 2017)

This Memorandum Of Understanding (MOU), executed by The Institute of Electrical and Electronics Engineers Incorporated, a New York not-for-profit corporation (“IEEE”), on behalf of IEEE Region 7 (IEEE Canada), and IEEE Toronto Section, IEEE Windsor Section, IEEE London Section, IEEE Kitchener Waterloo Section, IEEE Hamilton Section, IEEE Peterborough Section, and IEEE Kingston Section as (“the IEEE co-sponsoring entities”), and the IEEE Canada International Humanitarian Technology Conference - 2017 (“IHTC 2017”) Conference General Chair on behalf of the Organizing Committee, (“the Organizing Committee”) constitutes mutual agreement among all the co-sponsoring entities and the Organizing Committee (“the Parties”), and is binding on the co-sponsoring entities and their current and future officers until the final financial report is accepted by the co-sponsoring entities and IEEE Headquarters, and the IHTC 2017 account is officially closed.

The IHTC 2017 will be held tentatively July 20-22, 2017, at Ryerson University, Toronto, Ontario, Canada. The auditorium and several presentation rooms have been reserved.

The IEEE co-sponsoring entities and the Organizing Committee agree to participate in the management of the IHTC 2017 to ensure its overall success.

1. IEEE Canada agrees to provide the Regional endorsement and assume limited financial responsibility for the IHTC 2017 Conference, as per Clauses 14.a and 16 of this MOU.

2. All IEEE co-sponsoring entities (IEEE Toronto Section, IEEE Montreal Section, IEEE Ottawa Section, IEEE Northern Canada Section, IEEE Vancouver Section, IEEE Newfoundland and Labrador Section, and IEEE Canadian Atlantic Section) agree the IHTC 2017 Conference with volunteers, and financial support as per Clauses 14.b, 14.C, 14.d, 14.e, 14.f, 14.g, 14.h, and 16 of this MOU. IEEE Toronto Section will be the lead of this IHTC 2017 Conference.

3. The Organizing Committee agrees to undertake primary responsibility for the IHTC 2017 Conference Management in accordance with IEEE Bylaws and IEEE Policies Manual and IEEE Canada Bylaws.
4. The Organizing Committee shall send to IEEE Canada and to the IEEE Canada Conference Advisory Committee (CONAC) for review all **IHTC 2017** Conference contracts prior to signature, including but not limited to: Conference Hotel and/or Venue, Insurance, Audio/Visual, etc.

5. For Conference Papers Management and Registration Services, **IHTC 2017** Conference will use EDAS, as IEEE Canada had a contract with EDAS. The Organizing Committee shall coordinate with EDAS to configure and set up EDAS services (papers submission management, and authors/attendees payment registration) for **IHTC 2017** Conference.

6. The Organizing Committee shall plan and conduct the **IHTC 2017** Conference in accordance with IEEE Policies Section 10 Meetings, Conferences, Symposia and Expositions.

7. The Organizing Committee shall:
   
   I. Define the **IHTC 2017** Conference theme and technical framework. This includes any plenary sessions, special sessions, panel sessions, oral paper presentation and interactive paper presentation (poster) sessions, workshops, tutorials, short courses and/or other professional development activities.
   
   II. The Call for Papers should be posted on-line at least one year before the conference.
   
   III. The conference website should be publically available at least one year before the conference.
   
   IV. Prepare a schedule for Organizing Committee activities and for the activities of any sub-committees.
   
   V. Assign sub-committee chairs and co-chairs (as needed) and oversee their activities.
   
   VI. Establish the **IHTC 2017** Conference fee structure within ±20% of the Registration Fees structure established and approved by CONAC, and any other conditions in accordance with IEEE Policies Section 10.1.15 “Registration Fee Requirements”, e.g. refunds, rebates, early and complementary registrations, etc.
   
   VII. Complete and finalize the **IHTC 2017** Conference budget with detailed items of expenses and revenue, and a target to achieve a Surplus not less than 20% based on IEEE policies. The finalized budget must be
submitted it to CONAC and IEEE Canada Treasurer for review and approval.

VIII. Establish and define corporate support levels (Patrons) as well as terms and conditions, and benefits for each level.

IX. Establish costs, conditions and corporate supporting opportunities for exhibitors.

X. Up on signing this MOU by all IEEE Sponsoring Entities of this **IHTC 2017** Conference, the Organizing Committee shall immediately send the signed MOU to IEEE Meetings, Conferences, and Events (IEEE MCE) to register the **IHTC 2017** Conference and get the conference number.

XI. The Organizing Committee shall also request IEEE MCE to open an IEEE concentration banking account (CB) for the **IHTC 2017** conference.

XII. Complete and submit appropriate forms to IEEE MCE, including: Conflict of Interest, Publication, etc.

XIII. Ensure that a financial audit of the **IHTC 2017** completed in a timely manner after the end of the conference, in accordance with Section 10.0 of the IEEE Conferences Organization Manual.

XIV. Develop (if needed) a single-blind review process for all papers submitted to conference, where each paper is reviewed by at least two qualified reviewers (the identity of whom should not be revealed to the authors).

8. The Organizing Committee shall provide periodic reports (every three months, starts upon signing this MOU) to IEEE Canada CONAC and all IEEE co-sponsoring entities, on the progress of the **IHTC 2017** organization, plans and executions, finance and patronage, technical program and conference papers.

9. IEEE Canada CONAC provides the Organizing Committee with the **IHTC 2017** Conference Wrap-Up Report template. The Organizing Committee should fill out and complete this report. The Final Wrap-Up Report for the **IHTC 2017** Conference should be presented by the Organizing Committee to all members of the Organizing Committee at the wrap-up meeting on the last day of the **IHTC 2017** Conference. Immediately after the conference, the Organizing Committee shall send to CONAC a copy of the **IHTC 2017** Conference Final Wrap-Up Report.
10. The IEEE Canada President and CONAC Chair (or appointed representative) will be voting members of the **IHTC 2017** Organizing Committee.

11. The IEEE co-sponsoring entities agree to co-sponsor the event as defined in IEEE Guidelines for co-sponsors.

12. The IEEE co-sponsoring entities may develop cooperation with professional (not-for-profit) societies and organizations for purposes of furthering the goals of the **IHTC 2017** and of the interests of members of the IEEE co-sponsoring entities.

13. The IEEE co-sponsoring entities agree to publicize the **IHTC 2017** including:

   - Ads in the IEEE Canadian Review with the expense covered by IEEE Canada.
   - Periodic reference to the Conference in the IEEE Canada Newsletter.
   - Coverage in the co-sponsoring Sections and other IEEE Canada Section Newsletters and websites.
   - **IHTC 2017** Conference website, Call for Papers, and other Conference publicity materials.
   - In social media coverage (Facebook, Twitter, LinkedIn, YouTube, etc.).

14. The IEEE co-sponsoring entities agree to provide seed funding to support the **IHTC 2017** Conference budget ($CAD) as follows:

   a) IEEE Canada $16,500.00 (55%)
   b) IEEE Toronto Section $4,500.00 (15%)
   c) IEEE Windsor Section $1,500.00 (5%)
   d) IEEE London Section $1,500.00 (5%)
   e) IEEE Kitchener Waterloo Section $1,500.00 (5%)
   f) IEEE Hamilton Section $1,500.00 (5%)
   g) IEEE Peterborough Section $1,500.00 (5%)
   h) IEEE Kingston Section $1,500.00 (5%)
15. The net IHTC 2017 surplus, after the return of the seed funding, shall be shared by the co-sponsoring entities in the ratio:

- 55% for IEEE Canada, and
- 45% to be divided in the ratio of the seed funding between IEEE Toronto Section, IEEE Windsor Section, IEEE London Section, IEEE Kitchener Waterloo Section, IEEE Hamilton Section, IEEE Peterborough Section, and Kingston Section.

16. Any IHTC 2017 Conference deficit, up to the limit of the total seed funding, shall be shared equally by the IEEE co-sponsoring entities in the same ratio as their contributions to the seed funding. Any deficit in excess of the total seed funding shall be the responsibility of IEEE Canada.

17. The seed funding must be returned to each IEEE co-sponsoring entity within three months after the end of the IHTC 2017 revenue permitting.

18. A portion (50%) of the IHTC 2017 Conference projected surplus must be distributed to IEEE Canada and other co-sponsoring entities within six months after the end of the Conference.

19. The IHTC 2017 Conference Organizing Committee shall develop, prepare and produce IHTC 2017 Conference proceedings in accordance with section 7.2 of the IEEE Conference Organization Manual. This includes obtaining IEEE catalogue numbers, collecting copyright forms, pagination, author index, etc.

20. The Organizing Committee shall secure appropriate insurance coverage for all aspects of the IHTC 2017 including trips, tours, liability and theft, and to consider securing optional coverage against potential financial loss.

21. All materials newly developed under this MOU, including, but not limited to, all post-event products and all event by-products (“Developed Materials”), shall be owned by the IEEE. No Sponsoring Party may transfer or assign any ownership share of the copyright rights in the Developed Materials without the written consent of the IEEE. No Sponsoring Party may transfer or assign any ownership share of the copyright rights in the Developed Materials without the written consent of the IEEE.

22. The IEEE co-sponsoring entities agree and acknowledge that IEEE is the exclusive owner of all rights, title and interest throughout the world to any other names titles used such as (“conference name or abbreviations”) or other, including, and without being limited to, all rights in the trademarks, service marks, certification marks, and association marks (“Conference Marks”).
23. This Memorandum of Understanding may not be terminated without cause except by mutual agreement of the co-sponsoring entities and the Organizing Committee or as otherwise determined by the IEEE. Upon termination of this MOU, a full and general accounting shall be made of the assets, liabilities and transactions of the Conference. All debts and other amounts due relating to the IHTC 2017 shall be collected. The proceeds shall thereupon be applied as follows: To discharge the IHTC 2017 Conference debts and liabilities; to repay each co-sponsoring entity for unpaid amounts of funds advanced; and, to divide the surplus, if any, among the co-sponsoring entities according to the percentages referenced in Clause 13.

24. This Memorandum of Understanding may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

Signature: _________________________  Signature: _________________________  Signature: _________________________
Title: President, IEEE Canada  Title: General Chair, IHTC 2017  Title: Chair, Toronto Section
Name: Witold Kinsner  Name: Xavier Fernando  Name: Tom Murad
Date: _________________________

Signature: _________________________  Signature: _________________________  Signature: _________________________
Title: Chair, IEEE Windsor Section  Title: Chair, IEEE London Section  Title: Chair, IEEE Kitchener Waterloo Section
Name: Esam Abdel-Raheem  Name: Abdallah Shami  Name: Jameson Hyde
Date: _________________________

Signature: _________________________  Signature: _________________________  Signature: _________________________
Title: Chair, IEEE Hamilton Section  Title: Chair, IEEE Peterborough Section  Title: Chair, IEEE Kingston Section
Name: Jim Kozlowski  Name: Lloyd Gorling  Name: Donald McGaughey
Date: _________________________

Signature: _________________________  Signature: _________________________  Signature: _________________________
Title: Chair, IEEE Section  Title: Chair, IEEE Section  Title: Chair, IEEE Section
Name: Wahab Almuhtadi  Name: Lloyd Gorling  Name: Donald McGaughey
Date: __October 10, 2016_______
Appendix “B”
IEEE MCE MOU

FINANCIAL LIABILITY: It is understood that financial liability for the Conference is the responsibility and obligation of the Sponsors as set forth in the IEEE Conference Application. To view the Financial Sponsor(s) liability percentages refer to the Conference Application URL.

RESPONSIBILITIES OF THE SPONSORS: The responsibilities of the Sponsors shall be as described in the IEEE Conference Application submitted. The Conference shall be conducted in accordance with IEEE's bylaws and policies, including, but not limited to, the IEEE Conference Organization Manual.

TERMINATION: Any Sponsor may terminate this MOU at any time by providing at least thirty (30) days' prior written notice to the other Sponsor(s).

NON-BINDING: THIS MOU IS NOT INTENDED TO CONSTITUTE A BINDING EXPRESSION OF THE MUTUAL INTENT OF THE PARTIES REGARDING THE SUBJECT MATTER HEREOF. Neither party (nor any of their respective representatives) shall have any legally binding obligations, rights or liabilities of any nature whatsoever to any party hereto or to any other persons pursuant to this MOU. This MOU shall not be valid until approved and executed by authorized representatives of both the Sponsors and acknowledged by IEEE Conference Services.