



**Annual Spring Meeting 2023**

**Conference Coordination**

**Ibrahim Kucukdemiral**





*United Kingdom and Ireland Section*

# Our priority

---

- As the IEEE UK and Ireland Section, our goals are focused on growth, attracting new members, having a dynamic and active membership, and supporting underrepresented groups.
- To achieve these objectives without compromising scientific integrity, we will prioritize high-quality events that
  - genuine scientific value,
  - do not have any financial or non-financial gain as their agenda,
  - demonstrate growth in terms of participant numbers.



# Diversity

---

- First and foremost, we value diversity and inclusion in all aspects of our operations.
- This includes ensuring that the management team for our conferences represents a diverse range of individuals from different institutions within the UK and Ireland Section
- By involving members from various chapters in our conferences, we can showcase the diversity and strength of our organization



# Conference Preparations



- It is crucial that conference preparations commence well in advance with good timing.
- As a best practice, the intention to organize a conference should be shared with **the Section Conference Coordinator, cc the Section Chair, Secretary and Treasurer at least 12 months prior** to the conference date. This allows sufficient time for planning, coordination, registration and promotion of the event.
- Seek input and feedback from the Section Conference Coordinator and Chair during the conference organizing process as and when needed to ensure alignment with the Section's vision and goals.
- We get Technical Conference Sponsorship and support applications with Conference Committee members that are non-IEEE subject area Chapter members and, worse still, non-IEEE members demanding support from the Section and its Chapters.



# Chapter chairs agreement

- As per the IEEE UK and Ireland Section's Bylaws and practice, it is vital to obtain the agreement of all Chapter Chairs involved in the conference.
- The primary organizer and sponsor should be one of the Chapters, with at least two other co-sponsoring Chapters.
- If you have difficulty finding a co-sponsoring Chapter, the Section would be happy to help you.
- Chapter Chairs when agreeing to be a TCS for a Conference should do it with the written proviso as:

AGREEMENT



“All the IEEE TCS fee of 1,450 USD, as well as the per paper fee of 22 USD, will be the responsibility of the Conference and its Financial Sponsors, and the IEEE UK and Ireland Section or any of its Chapters will not be liable for any of these fees.”





# Draft Committee



- Once you have the agreement of all Chapter Chairs to be involved, you can create a draft committee comprising of all members who have accepted responsibility and expressed their willingness to participate.

## Some bad practices

- Multiple General Co-Chairs for conferences is a no-go, one, two at most three, with a rational and reasoning
- Everyone involved in the Conference Organising Committee from the same institution is very limiting and gives the wrong message.
- Putting down the names of as many people as possible from all over the world, does not make the Conference International. What would be their roles? Did you get their approval first?



# Resources

- It is essential to identify the resources needed for the conference and their respective justifications.
- This includes budget requirements for venue booking, catering, logistics, marketing materials, and other miscellaneous expenses.
- The funding can come from various sources, including Chapter budgets, registration fees, and (extremely important to have) industry sponsorships.
- Detailed justifications for each resource requirement should be provided to ensure transparency and accountability in the conference planning process.





# Costing table



A preliminary **costing table** will be created, outlining the anticipated expenses and approximate asks from the Section, Chapters, and Industry sponsors.

This table will provide a comprehensive overview of the budget requirements for the conference and serve as a reference point for financial planning and decision-making

The Conference (Flagship or otherwise) and its Financial Sponsors will be responsible for paying the IEEE operation costs (**1450 USD** per event plus **\$22 USD** for each paper that is optionally published in IEEE Xplore).



This is not the case for flagship conferences sponsored by IEEE Societies as they would normally underwrite all the expenses and be the financial sponsors of the conference

# Costing table includes:



*United Kingdom and Ireland Section*



An estimate of the expected number of participants and the registration fees based on Past Conference data. This will help in budgeting and financial projections, ensuring that the registration fees are reasonable and aligned with the conference's objectives.

The logistics of the event will be taken care of by the organising committee, including the identification of an external Professional Conference Organising (PCO) agency if required. The costs associated with these logistics, if any, will be clearly defined and included in the costings table, transparently linking back to the budget requirements.

Detailed information about the proposed venue, including its location, facilities, accommodation with alternatives and costs, as well as travel information should be provided. The approximate costs associated with the venue, such as rental charges, catering, and other related expenses, will need to be clearly outlined and linked back to the costings table to ensure transparency and accuracy in financial planning.

# Risk assessment

A strong case for the conference, including the conference's significance, expected outcomes, and potential benefits, must be presented to highlight its value and relevance.

Risk assessment and mitigation strategies should also be included to minimize potential risks associated with the conference's organisation and execution.



# Local approval from the Section



Bypassing the approval of IEEE UK and Ireland  
Section by directly obtaining approval from IEEE  
MCE is not recommended



- It is the responsibility of the organisers to serve, communicate, and collaborate with the Section
- Otherwise, the organisers will face challenges in obtaining assistance from the Section: publicity through e-Notice announcements and other means will not be possible if they do not follow the proper communication and approval channels within the Section.

# IEEE Legal and Compliance (L&C) rules

---



L&C Rules clearly state that only IEEE gets to use its trademarks, meaning that only content owned by IEEE can bear IEEE trademarks and logos.



## Punchline

Any workshop, symposium, or conference that does not have prior written approval from the Section, Region, or MCE should not use the IEEE brand in any of their publicity or promotion materials. It is in the interest of all of us to follow the rules so that we do not end up in legal trouble with the IEEE

For information on how IEEE L&C require use of the IEEE brand, see  
<https://brand-experience.ieee.org/guidelines/brand-identity/>  
<https://brand-experience.ieee.org/guidelines/social-media/>



# Final request



- When sending event notifications from v-tools or through our Section Secretary, please ensure that if you are advertising a Conference, Symposium, or Workshop, it has been appropriately scrutinized and approved by the Section and IEEE MCE, with appropriate MOUs (Memoranda of Understanding) signed before sending out e-notices.
- For regular talks, invited speakers, and other events, they may be advertised as usual.



Diolch