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

Charles Rubenstein,
Chair, IEEE-USA Conferences Committee
c.rubenstein@ieee.org

2016 Region Meetings
Overview

• Section Conference Objectives
• Why should your section be involved with local conferences?
• Types of Conferences
  • Financial vs. Technical Co-Sponsorships (FCS vs. TCS)
  • NEW MGA RULES: 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
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
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!
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
New IEEE Policy 10 Rules for TCS

- In the past, an IEEE MGA 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 MGA or the OU.

- Beginning in 2016, any MGA OU that technically co-sponsors a non-IEEE conference is subject to a ‘registration’ fee calculated 3% of the average registration fee times the number of papers going into the Xplore database. This charge is not to be taken lightly as we are talking about hundreds of dollars per conference that has no IEEE financial co-sponsorship.

- For MGA OUs, unless otherwise provided for in the MOU, any post-conference IP income from papers, etc., goes to the MGA.

- As of this writing, MGA has not yet created the process for collecting these charges from the conference or OU.
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
  - *About IEEE’s Tax Exemption Status*

- **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...)*
IEEE has been granted exemption from paying sales taxes on purchases made in the following 17 states:

- Colorado *
- District of Columbia
- Florida
- Kentucky
- Maryland
- Massachusetts
- Michigan
- Missouri
- New Jersey
- New Mexico
- New York
- Ohio
- Tennessee
- Texas
- Vermont *
- Virginia *
- Wisconsin

* **NOT valid for conference meals, lodging, or meeting room rentals** Questions? Contact IEEE Tax Department: tax-compliance@ieee.org
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): $\text{PP} = \frac{\text{GC}}{A} = \$x00$

Suggested Registration Rates

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

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

- **Non-Member** rate $(\$x00 \times 1.3 \times 1.25)$
- **Student Non-Member** rate $(\$x00 \times 1.1 \times 1.25)$
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.
Reg Fees

ONE-DAY HOTEL EVENT

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.
BASIC EXPENSE LINES

ONE-DAY EVENT

- **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
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.
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
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)
We’re Here to help…
The IEEE-USA Conferences Committee

Voting:
• Charles Rubenstein, Chair (c.rubenstein@ieee.org)
• Five Voting Members (appointments in process):
  Dave Green, Mike Andrews, Felecia Harlow, Steve Bourg,
  Scott Tomassuro* Guru Madhavan (VP Prof Activities)

Non-Voting:
• The six (6) Regional Conference Coordinators:
  Region 1: Charles Rubenstein  Region 2: Bob Rassa
  Region 3: Sean Haynes  Region 4:
  Region 5: Mike Siok  Region 6: Ed Perkins

• Chair/Reps of FCS and TCS conferences

* Re: Virtual Conferences
IEEE-USA 2016 Conference Portfolio

FINANCIAL (FCS)
- GreenTech (R5)
- SusTech (R6)
- ICCVE
- WiSEE
- ETHICS
- Future Leaders Forum
- WIE Summit East (R1)
- Signal Proc Med/Bio

TECHNICAL (TCS)
- HST
- PES IGST
- PES General Meeting
- GHTC
- Photovoltaic

BOOTH PRESENCE:
- Discover Engineering Family Day
- Prof Comm Conference
- World Maker Faire NY (R1)
- SoutheastCon (R3)
**IEEE-USA-Sponsored Technical Conferences**

IEEE-USA Conference Brief  |  Jan/Feb 2013 |  Sep/Oct 2012

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**Conference Schedule**

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<thead>
<tr>
<th>2015</th>
<th>Conference</th>
<th>IEEE-USA Role</th>
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<tbody>
<tr>
<td>17-20 Feb.</td>
<td>IEEE PES Innovative Smart Grid Technologies Conference</td>
<td>Technical Co-sponsor</td>
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<td>Washington, D.C.</td>
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<td>14-16 April</td>
<td>2015 IEEE International Symposium on Technologies for Homeland Security</td>
<td>Technical Co-sponsor</td>
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<td>Waltham, Mass. (Boston area)</td>
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<tr>
<td>15-17 April</td>
<td>IEEE Green Technologies Conference (GreenTech)</td>
<td>Co-sponsor</td>
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<td>New Orleans, La.</td>
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<td>14-17 May</td>
<td>2015 Annual Meeting &amp; Great Lakes Biomedical Conference</td>
<td>Co-sponsor</td>
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<td>Milwaukee, Wis.</td>
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<tr>
<td>14-18 June</td>
<td>IEEE Photovoltaic Specialists Conference</td>
<td>Technical Co-sponsor</td>
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[http://ieeeusa.org/conferences](http://ieeeusa.org/conferences)
Other Convening Options for Members, Student and Young Professionals: Webinars

- 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

ieeeusa.org/careers/webinars
Student Professional Activities (SPA|x) and Future Leaders Forum

- First ever Future Leaders Forum
- July 2016
- Tulane University
- Students, Young Professionals, Industry
- Professional, Technical, Career Fair, K-12 STEM

http://ieeeusa.org/volunteers/committees/spax
Please contact me:

Charles Rubenstein
Chair, IEEE-USA Conferences Committee

Visit the IEEE-USA Conferences web site at:
http://www.ieeeusa.org/conferences
An IEEE-USA Conference Proposal for YOU!
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 and especially those in public policy areas.

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://ieeeusa.org/conferences/services.pdf

For additional information, please contact Charles Rubenstein, Chair – IEEE-USA Conferences Committee:

c.rubenstein@ieee.org