



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

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

2017 Region Meetings

r1

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.
- ▶ For MGA OUs, *unless otherwise provided for in the MOU*, any post-conference IP income from papers, etc., goes to the MGA.
- ▶ **In the near future, any MGA OU that technically co-sponsors a non-IEEE conference may be** subject to a conference 'registration' fee calculated as 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.
- ▶ 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
 - >\$5000 – submit for review; >\$25,000 Staff signs
- MOU Approvals
- Patronage and Exhibits
- Basic Budgeting and 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

- **Expenses**

- *About IEEE's 501(c)3 Tax Exempt Status*
- Catering and BEOs **and PLUS PLUS!**
- Sleeping Rooms vs. Meeting Rooms
- AV and Wi-Fi Costs (*and avoiding them*)

- **About Contracts**

- **Seed Money Loans and Surpluses**

- **Income**

- **Registration Fee 'Rules of Thumb'**
- Patron and Donations
- Exhibit Fees

BASIC SURPLUS CONCEPTS...

Concept: Expenses – Income = SURPLUS

- ▶ **Some events are for member service only...**
 - Chapter Technical Meetings
 - Student Professional Awareness Conferences
- ▶ ***Other 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 as well as for other OU activities...

Surpluses are often used to build a reserve to sustain a conference BUT – each conference is a separate event whose CBRS MUST close!

BASIC EXPENSE LINES

ONE-DAY EVENT

- ▶ **F&B (Food and Beverage)** ***BEWARE THE PLUS PLUS!***
 - AM & PM Breaks \$500
 - LUNCH \$250
- ▶ **Meeting Room(s), AV, Internet Access:** *TBD* - ***AVOID!!!***
- ▶ **DL Speaker Costs:** *Careful... could be up to \$2000 each!*
 - Airfare: \$600 (Use DL → \$0)
 - Meals and Lodging: \$800 (*OK, this is a bit high – includes committee*)
 - Honorarium: \$500 (Use DL → \$0)
- ▶ ***Badges, Registration/CC fees, etc.*** *TBD*
- ▶ ***Seed Money Loan and Surplus return –***
IEEE OU Seed Money Loans MUST appear as a conference Income & Expense

About IEEE's Tax Exempt Status

<http://www.ieee.org/about/volunteers/tax-administration/exemptions.html>

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

Typical Budget **INCOME** Lines

▶ **REGISTRATION**

– *Some guidelines follow...*

▶ **PATRONAGE & DONATIONS (not fixed...)**

– PLATINUM LEVEL \$3000

– GOLD LEVEL \$2000

– SILVER LEVEL \$1000

– 'FUNCTION LEVEL' *25% higher than actual cost*

▶ **EXHIBIT INCOME**

• Booth plus one person Cost \$250 – 300

▶ **SEED MONEY LOANS** (*needs some discussion...*)

Calculating REGISTRATION Fees

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): $PP = GC/A = \$x00$

Suggested Registration Rates

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

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

- ▶ **Non-Member** rate $\$(x00 * 1.3 * 1.25)$
- ▶ **Student Non-Member** rate $\$(x00 * 1.1 * 1.25)$

ONE-DAY UNIVERSITY EVENT

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.*

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.*

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)
- ▶ **Steve Bourg, Dave Green, Felicia Harlow, Ed Perkins, Scott Tomassuro ***
Tom Coughlin ** (VP Prof Activities)
Roger Fujii ** (Technical Activities Representative)

Non-Voting:

- ▶ The six (6) Regional Conference Coordinators **:
R1: **Charles Rubenstein** R2: **Felicia Harlow**
R3: **Sean Haynes** R4: **Dave Koehler & Russ Meier**
R5: **Mike Siok** R6: **Mike Andrews**
- ▶ Chair/Reps of FCS and TCS conferences

IEEE-USA 2016 Conference Portfolio

FINANCIAL (FCS)

- ▶ GreenTech (R5)
- ▶ SusTech (R6)
- ▶ WiSEE
- ▶ ETHICS
- ▶ Future Leaders Forum
- ▶ WIE Summit East (R1/R2)
- ▶ 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 Conference Calendar *with link to IEEE-USA ConferenceBrief*



Building Careers & Shaping Public Policy

Home About Communications Careers Public Policy IEEE-USA InSight Volunteers Calendar Shop

→ [IEEE-USA Home](#): [Calendar](#): [Conferences](#)

IEEE-USA-Sponsored Technical Conferences



IEEE-USA Conference Brief [Jan/Feb 2013](#) | [Sep/Oct 2012](#)

Conference Schedule

2015	Conference	IEEE-USA Role
17-20 Feb.	IEEE PES Innovative Smart Grid Technologies Conference Washington, D.C.	Technical Co-sponsor
14-16 April	2015 IEEE International Symposium on Technologies for Homeland Security Waltham, Mass. (Boston area)	Technical Co-sponsor
15-17 April	IEEE Green Technologies Conference (GreenTech) New Orleans, La.	Co-sponsor
14-17 May	2015 Annual Meeting & Great Lakes Biomedical Conference Milwaukee, Wis.	Co-sponsor
14-18 June	IEEE Photovoltaic Specialists Conference	Technical

Quick Links

About IEEE-USA

- [Introduction](#)
- [IEEE-USA President](#)
- [History](#)

Communications

- [News Releases](#)
- [IEEE-USA E-Books](#)
- [IEEE-USA In the News](#)

Career Manager

- [Consultants Services](#)
- [Salary Service](#)
- [Virtual Community](#)
- [Webinar Series](#)

Public Policy

- [Legislative Action](#)
- [Policy Priorities](#)
- [Govt Fellowships](#)

IEEE-USA InSight

- [Current Issue](#)

For Volunteers

- [Committees](#)
- [PACE Network](#)
- [IEEE-USA Elections](#)

WEBINARS: Other Convening Options for Members, Student & Young Professionals

IEEE-USA Career Manager

Home About IEEE-USA Communications Career Manager Public Policy Today's Engineer Online For Volunteers Event Calendar
→ IEEE-USA Home: Career Navigator: Webinars: Archives

IEEE-USA Webinars

Archived Webinars Choose a Category GO!

[Business Models and Value Propositions: Identifying Member Needs and How to Meet Them](#)

Presenter(s): John Prohodsky
Date Recorded: 05 Jun

This presentation will cover how a Section can identify members' unmet needs, and how it can meet those needs by using the Value Proposition Canvas and Business Model Canvas. The Value Proposition Canvas identifies and provides an understanding of customer needs and what will meet those needs. The Business Model Canvas describes how to create a Section's value proposition, the infrastructure that creates it and associated costs. The resulting business model provides a context to discuss its components, interactions between components, and tradeoffs between delivering the value proposition and cost.

Recordings & Extras
[Recorded Webinar](#)
[Slides/Handouts](#)
[Additional Handouts](#)

[IEEE-USA Government Affairs Update](#)

Presenter(s): Russell Harrison
Date Recorded: 27 May

Stay up to date on recent events in Washington that affect IEEE members. IEEE-USA's Senior Legislative Representative for Grassroots Activities will brief you on what Congress is doing for, and to, our profession.

Recordings & Extras
[Recorded Webinar](#)
[Slides/Handouts](#)
[Additional Handouts](#)

[Finding the Right People Using LinkedIn](#)

Presenter(s): Kim Brown and Don Herres
Date Recorded: 22 May

Finding the right person to fill a position can easily take a year. Most companies realize that it is better not to fill a position than bring in someone who is not productive and makes the entire team suffer. Networking is key for finding a job. This webinar is for the person on the other side of the interview: the hiring manager. Networking is important for learning what talent may be available and

Recordings & Extras
[Recorded Webinar](#)
[Slides/Handouts](#)

- ▶ 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

Student Professional Activities (SPA|x) and Future Leaders Forum

Think S-PAC! 

<http://ieeusa.org/volunteers/committees/spax>



▶ 2018 Future Leaders Forum

▶ July 2018

▶ Austin, TX

▶ Students, Young Professionals, Industry

▶ *Professional, Technical, Career Fair, K-12 STEM*

An IEEE-USA Conference Proposal

**What about a
Jointly sponsored
IEEE-USA/Region
Conference
for *YOUR* Section!**



IEEE-USA Conference Services

- ▶ 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 IEEE-USA Conferences Committee works with regional and local Conference Organizers to develop new conferences and support existing Regional Conferences as financial (FCS) or technical (TCS) co-sponsors*
- ▶ See the IEEE-USA Value Proposition document at:
<http://ieeusa.org/conferences/services.pdf>
- ▶ For additional information, please contact Charles Rubenstein,
Chair – IEEE-USA Conferences Committee:
c.rubenstein@ieee.org

Questions? Need Help or Suggestions?

Please contact me:

Charles Rubenstein

Chair, IEEE-USA Conferences Committee

c.rubenstein@ieee.org



***Visit the IEEE-USA Conferences web site at:
<http://www.ieeeusa.org/conferences>***

