Building Your Team

Committee Development
Key Positions
New Possible Roles

RAS Conference Organizer Workshop
21-25 May 2018
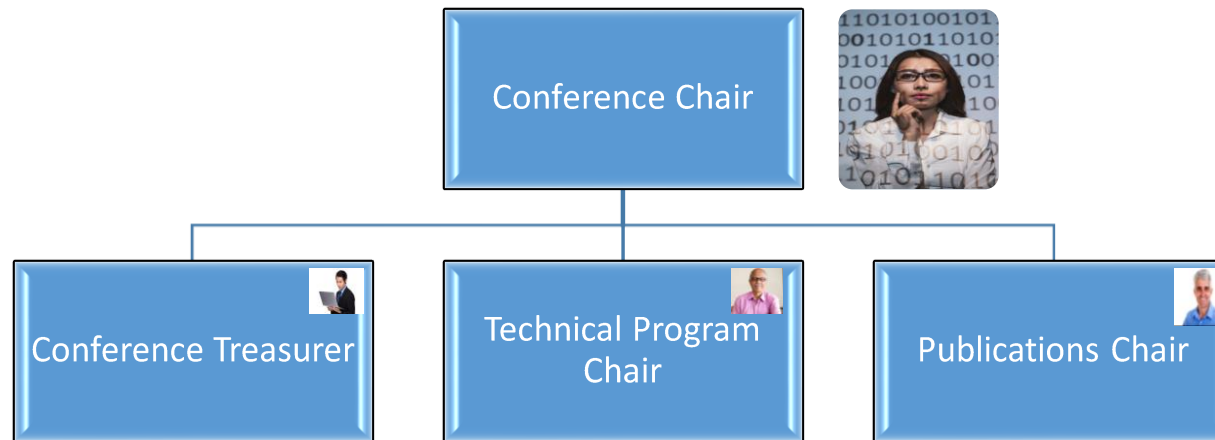*Brisbane Convention & Exhibition Centre*

IEEE MCE

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Conference Committee Structure

Key Positions


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                    Conference Chair

    Conference Treasurer   Technical Program   Publications Chair
                                Chair
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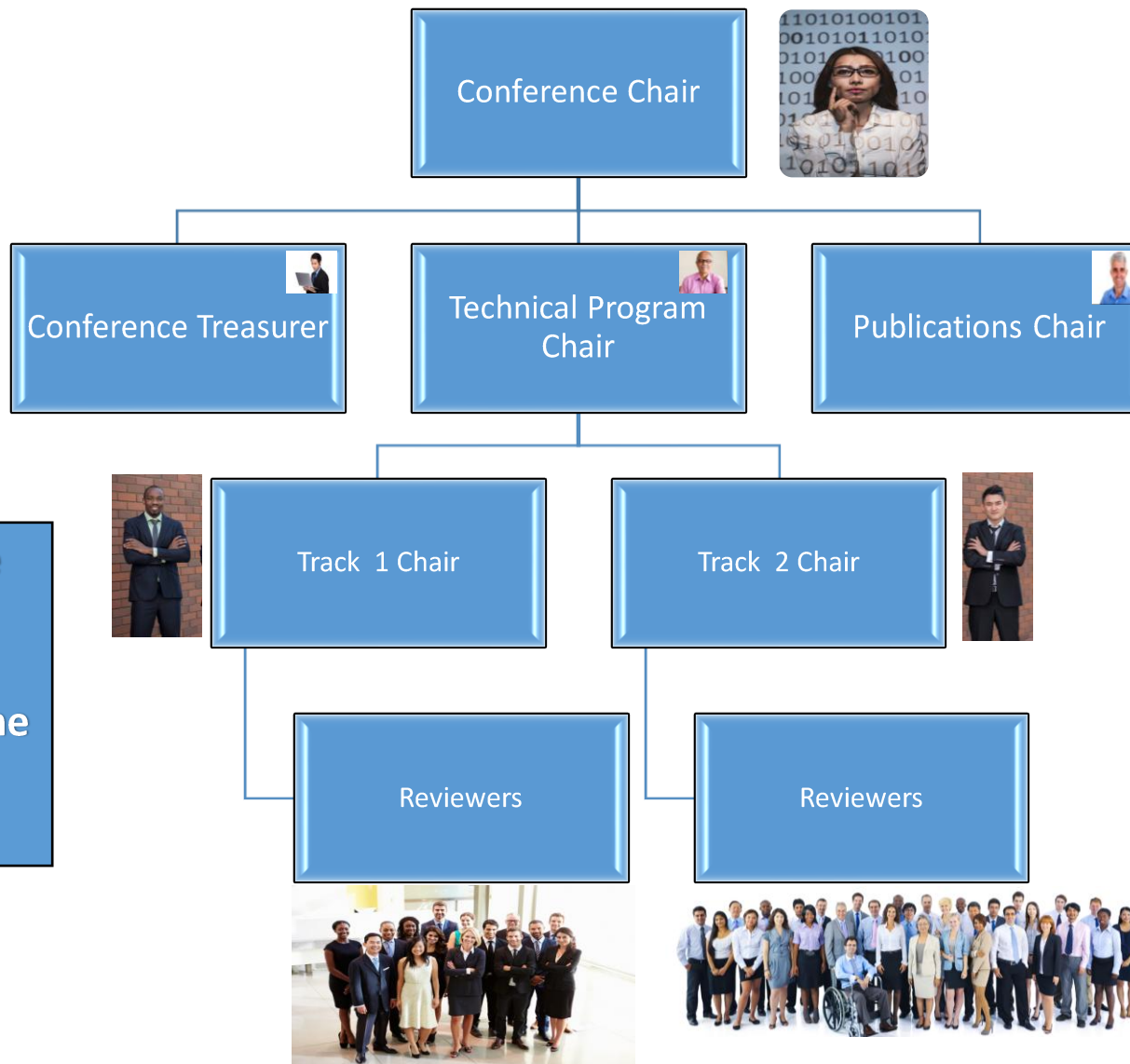
Conference Success Depends Heavily on the Organizing Team

Conference Committee Structure

Key Positions

Conference Chair

Conference Treasurer

Technical Program Chair

Publications Chair

Track 1 Chair

Track 2 Chair

Reviewers

Reviewers

Conference Success Depends Heavily on the Organizing Team

Recruiting Committee Members

- Colleagues in your **IEEE OU** or other OUs sponsoring the conference

- Colleagues in your **institution**

- Colleagues in your technical field or local subject matter experts
  - best done though **personal contact**

- Recruiting people with **previous conference experience** is suggested
  - A **balance of experienced members and 'trainees'** will help sustain the event
  - Organizers of the previous iteration of this conference (or other conferences in the same subject area)

Recruiting Committee Members

New people who are looking to become more active

People you can rely upon to get the work done!

The Conference Chair

- **The Conference Chair has full fiduciary, legal, quality & IEEE brand use responsibility**

- Conference chair is appointed / approved by the sponsoring organization

- Conference chairs will often have oversight of a committee that is charged with specific responsibilities

- Identify and appoints the chairs of the other committees, who make up the conference committee

- Typically responsible for selecting the conference location

The Technical Program Chair

‣ Ensure a well-balanced, high-quality program is organized and presented

‣ The Technical Program Chair manages the Call for Papers through peer review and ultimate selection of every accepted paper

   - including non-presented paper and plagiarism policies

‣ Recruiting/organizing a Technical Program Committee and reviewer team

‣ Coordinates scheduling of session rooms and determining local arrangements for the program

‣ Plagiarism Screening – CrossCheck

   - assigns the resources for the CrossCheck task

Peer Review

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The Publications Chair

- Responsible for the production of all material that is published in relation to the conference

- Author management/relations
  - Obtain copyright form from authors

- Publishing Logistics
  - selecting production vendor, conference brochure, inclusion of papers from special tutorial sessions, exclusion of non-presented papers if conference policy dictates

- The Publications Chair is responsible for submitting the conference proceedings to post-conference publishers such as IEEE

- Publication Tools

The Finance Chair

Conference Treasurer

▸ **Think like a CFO**

▸ To ensure the financial success of your event while also ensuring alignment with best business practices, relevant regulations and IEEE policies

▸ The Finance Chair or Treasurer is the head of a committee that **ensures all financial, tax and audit requirements are met**

▸ Developing the conference budget
  - Accounting for all revenue, expenses
  - Budget for 20% surplus
  - Contingency planning (eg. currency fluxuations)

▸ Establishing conference bank accounts

▸ Manage Indirect tax & Insurance

▸ The Treasurer is responsible for coordinating the final report and if audit

CFO
Chief Financial Officer

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Customize Your Structure

Try Something New !

▸ Depending on the size and complexity of your conference, institute additional committees or additional resources to help support your conference

▸ Publicity & Public Relations Chair

▸ Social Media Chair

Targeting young professionals
Entrepreneurs
Women in Engineering

CUSTOMIZE

PERSONALIZE

MADE FOR YOU

SPECIAL ORDER

IEEE

Conference Committee Customized Structure

Key Positions


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                    ┌──────────────┐
                    │  Conference  │
                    │    Chair     │
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│Conference│ │Technical │ │Publications│ │Social Media│ │  Local   │
│Treasurer │ │Program   │ │  Chair   │ │  Chair   │ │Arrangements│
│          │ │Chair     │ │          │ │          │ │          │
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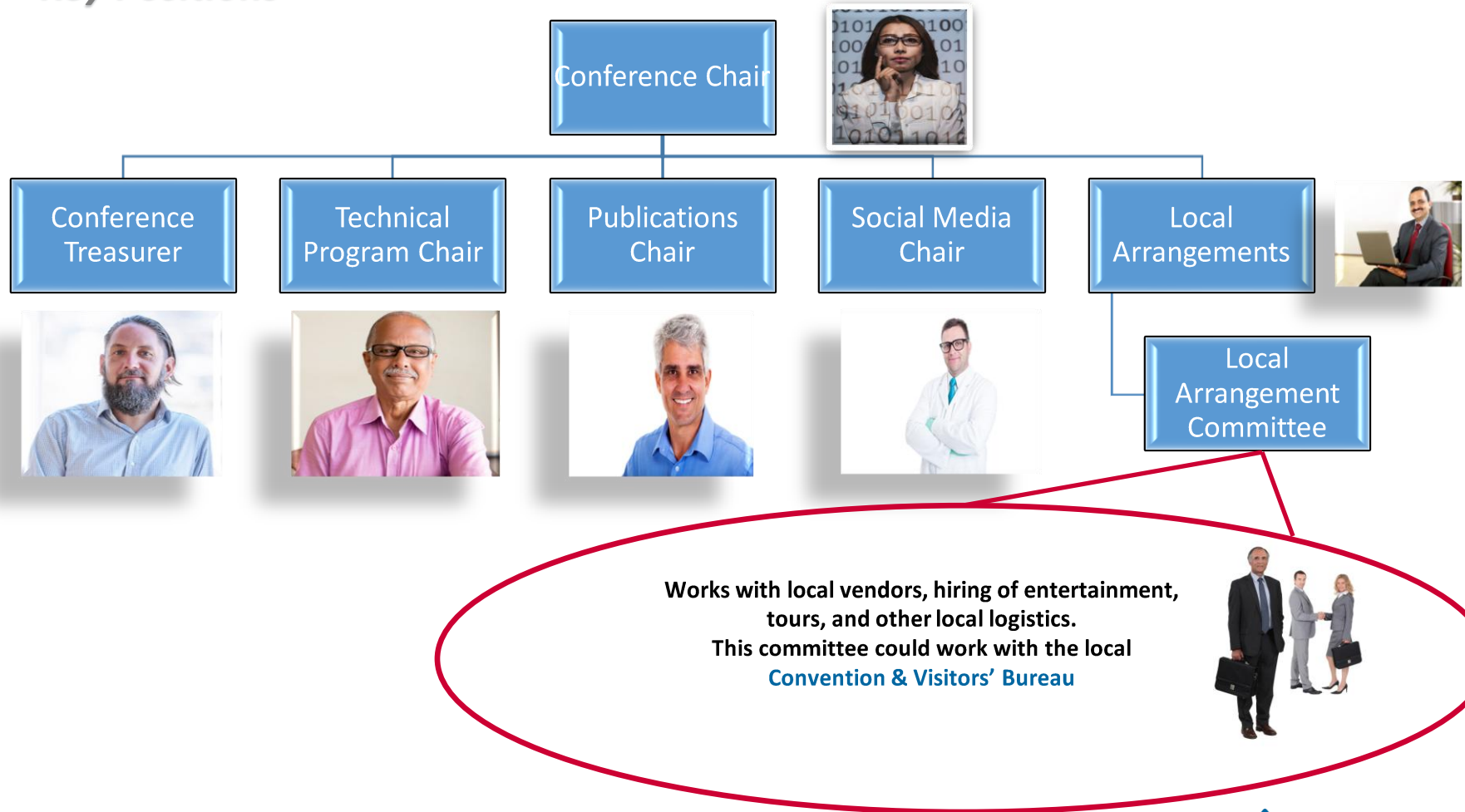
Depending on the size and scope of the conference, these chairs may set up committees to work with them

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Conference Committee Customized Structure

Key Positions

Conference Chair

- Conference Treasurer
- Technical Program Chair
- Publications Chair
- Social Media Chair
- Local Arrangements
  - Local Arrangement Committee

Works with local vendors, hiring of entertainment, tours, and other local logistics.
This committee could work with the local
Convention & Visitors' Bureau

Social Media Chair

▸ Hashtag research and creation

▸ Pre-event planning and posting of social media content

▸ On-site monitoring and attendee engagement

▸ Social media coordination with IEEE society, speakers, and sponsors
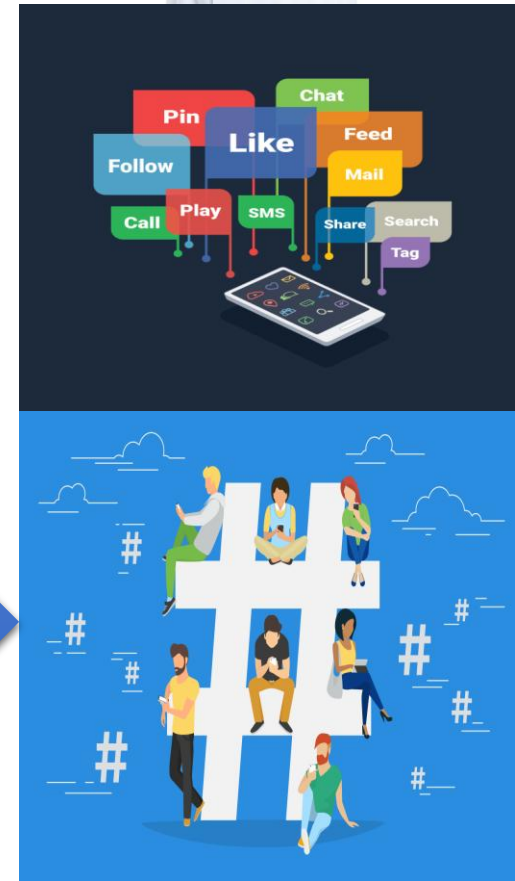
Targeting young professionals
Entrepreneurs
Women in Engineering

Publicity & Public Relations Chair

PROMOTION

- Utilizes lists of media contacts

- Industry trade magazines

- Advertisements in IEEE and non-IEEE publications

- Make it Newsworthy
    - Prominent Keynote Speaker
    - Prominent Chair Person
    - Registration filling up…

The Conference Education Program

▸ To learn more about organizing IEEE conferences and events, please visit The Center for Leadership Excellence and check out all the courses and webinar playbacks in the Conference Education Program

▸ https://ieee-elearning.org/CLE

▸ Role based tracks for Conferences

  - Conference Chair, Technical Program Chair, Publications Chair, Treasurer & Event Management