2014 RAS Panel of Conference Organizers (POCO)

Sunday, 1 June 2014
Hong Kong Convention and Exhibition Centre (HKCEC), Hong Kong

Conference timelines, Bank Accounts, Budgets, Whether to hire a meeting planner, Conference Closings, Hotel Contracts, Insurance, Tax Issues—organizing a conference can be a daunting task, especially a large conference like ICRA or IROS involving a thousand people or more. Anyone who is involved in organizing an IEEE Conference, or is thinking about organizing a conference, is urged to attend. Get answers to your questions about the organization, requirements, logistics and finances of conferences, both large and small. Speak with the experts for advice on how to make sure your conference is executed flawlessly!

The RAS Panel of Conference Organizers (RAS POCO) will take place on Sunday, 1 June from 9:00-14:00 during ICRA 2014, in room S230, L2 at the Hong Kong Convention and Exhibition Centre in Hong Kong. Lunch will be provided by RAS. Registration is required.

Tentative Agenda

0900-0905 Welcome and Opening Remarks - Raja Chatila
0905-0930 Conferences in RAS / Conference Committee Roles and Responsibilities– Paolo Fiorini
0930-1000 Getting Started: Types of Sponsorship, Requesting Sponsorship from RAS, Conference Initiation and MOUs – Kathy Colabaugh
1000-1020 Managing a Technical Program/ Paper Review / Plagiarism Screening - TBD
1020-1040 Conference Publications - Start to Finish - TBD
1040-1130 Conference Finance: From Budgets to Closing – Ron Lumia
1130-1315 Event Planning and Execution: estimating conference space, hotel rooms, social events, internet, registration – Torsten Kroeger/Alicia Zupeck
1230-1330 WORKING LUNCH
1315-1345 Working with IEEE Meetings, Conferences & Events – Alicia Zupeck
1345-1400 Q/A and Discussion

Space is limited, so we encourage you to register as soon as your availability is confirmed.

Please register for this FREE workshop on-line:
https://adobeformscentral.com/?f=2ZE8ns0WdXgEkDnxSb32qQ

To register by email or ask questions, please contact: ras@ieee.org