RAS Conference Leadership Program

2 June 2014

Agenda

- Conference Committee Roles & Responsibilities

- Sponsorship/Conference Application/MOU

- Technical Program
  - Plagiarism

- Conference Publications

- Conference Finance

Conference Committee Roles & Responsibilities

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Conference Organizing Committee
Key Positions

Below are the "core" team roles that fulfill the critical conference functions:

> Conference Chair - often referred to as "General Chair"

> Finance Chair - often referred to as "Treasurer"

> Technical Program Chair

> Publications Chair

Conference Success Depends Heavily on the Organizing Team

The Conference Chair

- The conference chair has full fiduciary, legal, quality & IEEE brand use responsibility

- Conference chair is appointed / approved by the sponsoring organization

- Typically responsible for selecting the conference location

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

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

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The Technical Program Chair

❯ You are responsible for delivering a well-balanced and high-quality technical program at the conference

❯ Recruiting and organizing a Technical Program Committee and reviewer team

❯ Monitor the Technical Program Committee's execution and selection process for accepted papers

❯ Discussing key issues with the last Technical Program Chair

– What challenges were encountered?

– Were the reviewers overburden or was the work load acceptable?

– What peer review tool was used and was it effective?

– Which key contacts would you recommend for this conference's Technical Program Committee?

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The Publications Chair

❯ The Publication Chair is responsible for managing the production of all material that is published in relation to the conference

  – Selecting a production vendor for the conference proceedings

  – Produce the conference proceedings (USB, DVD, CDR, printed booklet)

  – Producing the conference program (an agenda for the presentation schedule)

  – Ensuring exclusion of non-presented papers if conference policy dictates

  – Author management – formatting issue related, not content quality

  – Obtain copyright from authors

❯ The Publications Chair is responsible for submitting the conference proceedings to IEEE Xplore

  – IEEE requests content to be sent within 30 days of the conference end date to ensure timely processing and upload to IEEE Xplore

The Conference Treasurer

❯ To manage the conference finances in accordance with:
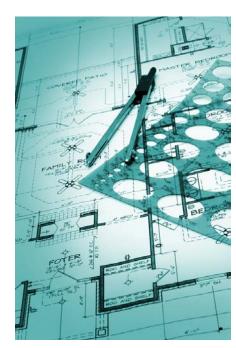
- – IEEE policies
- – Local tax laws
- – US Tax laws

❯ Develop a conference budget and update it as needed

❯ Manage all conference finances with a goal of producing at least a 20% surplus.

❯ Managing the overall process of collecting revenues, and paying expenses on time

❯ Documenting all financial transactions

- – In accordance with generally accepted accounting principals

Customize Your Structure

› Depending on the size and complexity of your conference you can institute additional committees or additional resources if necessary to help support your conference

› Do you need more help in a specific area?

  – Advertising

    – reaching new un-tapped target markets of potential attendees and authors

  – Social media integration

    – targeting younger engineers

Other Conference Organizer Roles

❯ Local Arrangements Chair

  – Works with local vendors, management companies, the conference and other committees in the planning of the conference space as well as hiring entertainment, tours, logistics and working with the local Convention & Visitors' Bureau

❯ Publicity or Public Relations Chair

  – Promotes the conference through placements in publications calendars, advertisements in IEEE and non-IEEE publications, news media past potential attendees for targeted outreach

❯ Exhibits Chair

  – Ensures proper handling of contracts, floor space, exhibitor registration, security and other logistics. Or manages an exhibits management company

Other Conference Roles

❯ Patronage Chair

– Works with other organizations to identify, design and recruit opportunities for participation and support

❯ Technical Program Track Chair

– Participates in executing the technical program and oversees a specific technical area paper reviews and presentations

❯ Registration Chair

– Plans and runs conference registration (both advance and on-site) procedures and logistics, including handling of credit card fees, cancellation policy and creation of name badges. Or, manages a registration management company

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