



SC2023
Enabling Leaders
TO BUILD A **Sustainable Future**

The logo features the text "SC2023" in a large, blue, sans-serif font. Below it, "Enabling Leaders" is in a smaller, blue, sans-serif font, and "TO BUILD A Sustainable Future" is in a green, sans-serif font. To the right of the text is a circular graphic containing a stylized globe with a green leaf growing from the top.

Ottawa, Canada | 11-13 AUG

**R10 Ad-Hoc Committee on
Conference Steering & Development**

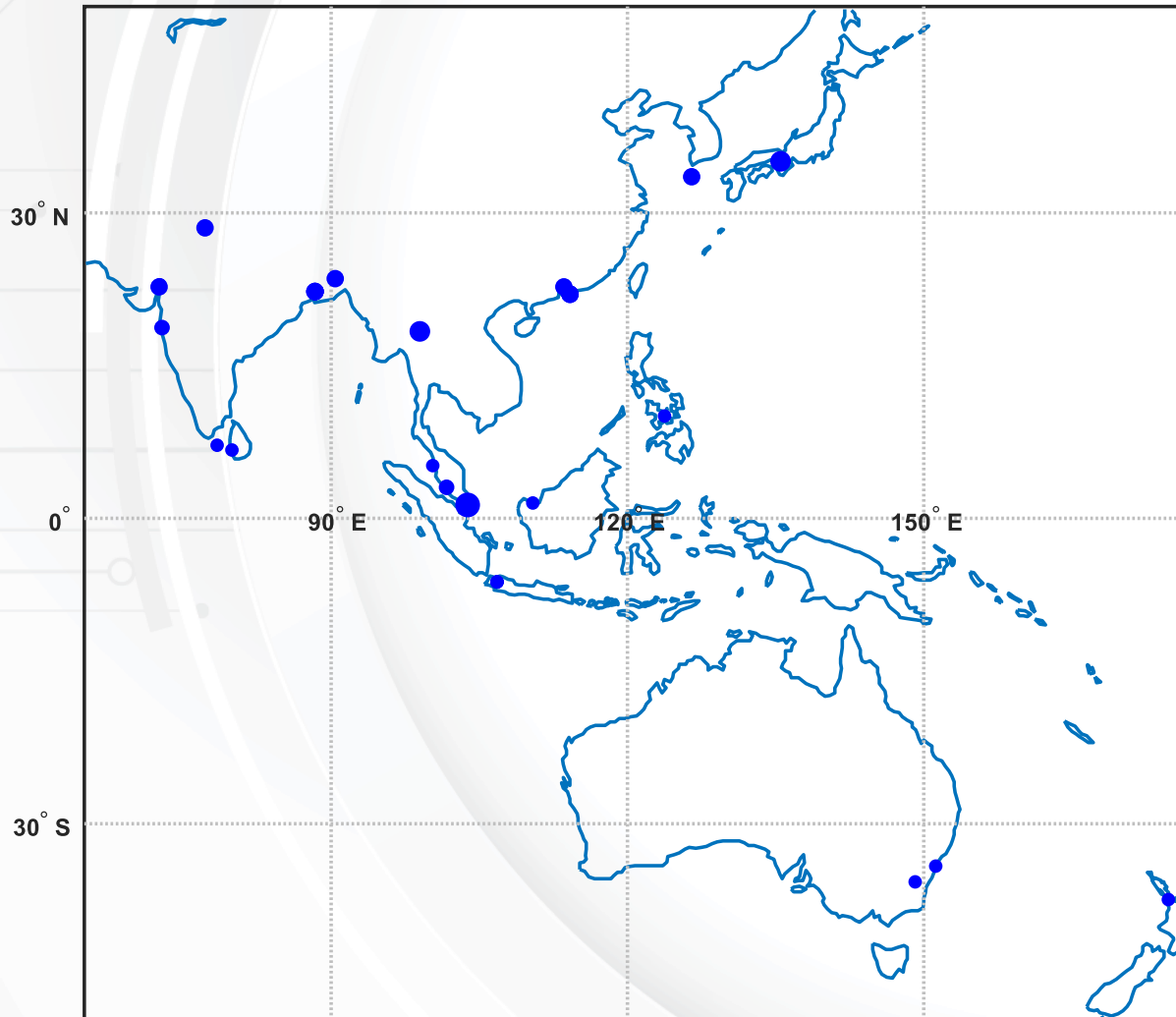
**Jong Chang Yi
R10 Conference and Technical Seminar
Committee Chair**

List of R10 Flagship Conferences:2014-2024

Year	TENCON		TENSYPMP		R10 HTC	
	Host	Location	Host	Location	Host	Location
2024	Singapore	Singapore	Delhi	Delhi	Kuala Lumpur Subsection	Kuala Lumpur
2023	Thailand	Chiangmai	Australia Capital Territory	Canberra	Gujarat	Gujarat
2022	Hong Kong	Hong Kong	Bombay	Mumbai	Hyderabad	Hyderabad
2021	NZ North	Auckland	Seoul	Jeju	Bangalore	Bangalore
2020	Japan	Osaka (Online)	Bangladesh	Dhaka (Online)	Sarawak	Kuching (Online)
2019	Kerala	Kochi	Kolkata	Kolkata	Indonesia	Depok
2018	Seoul	Jeju	New South Wales	Sydney	Sri Lanka	Malabe
2017	Malaysia	Penang	Kerala	Kochi	Bangladesh	Dhaka
2016	Singapore	Singapore	Indonesia	Bali	Uttar Pradesh	Agra
2015	Macau	Macau	Gujarat	Ahmadabad	Philippines	Cebu
2014	Thailand	Bangkok	Malaysia	Kuala Lumpur	Madras	Chennai

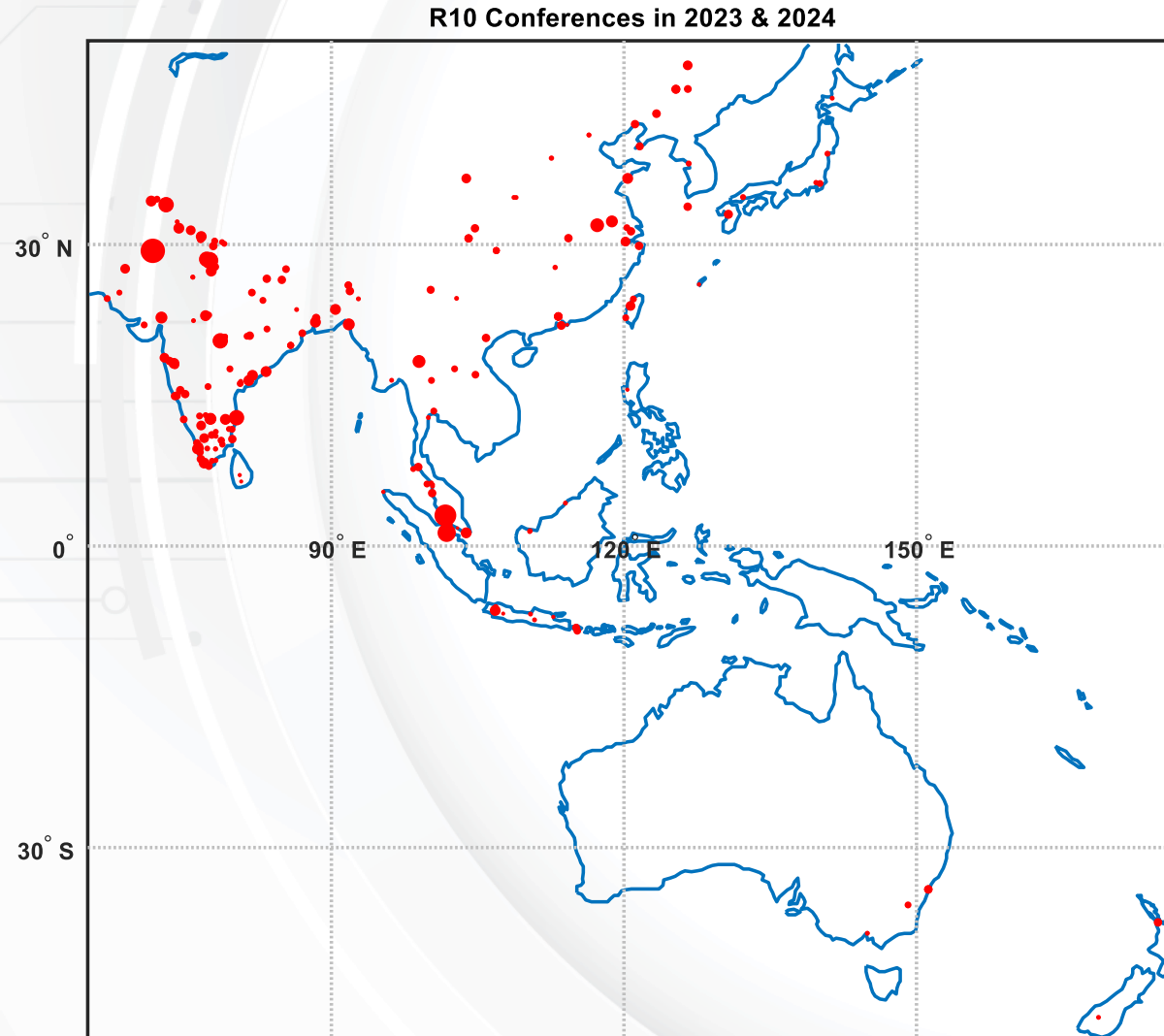
Locations of R10 Flagship Conferences: 2014-2024

R10 Flagship Conferences in 2014 - 2024



- TENCON
- TENSYM
- R10 HTC
- 29 locations for 33 events

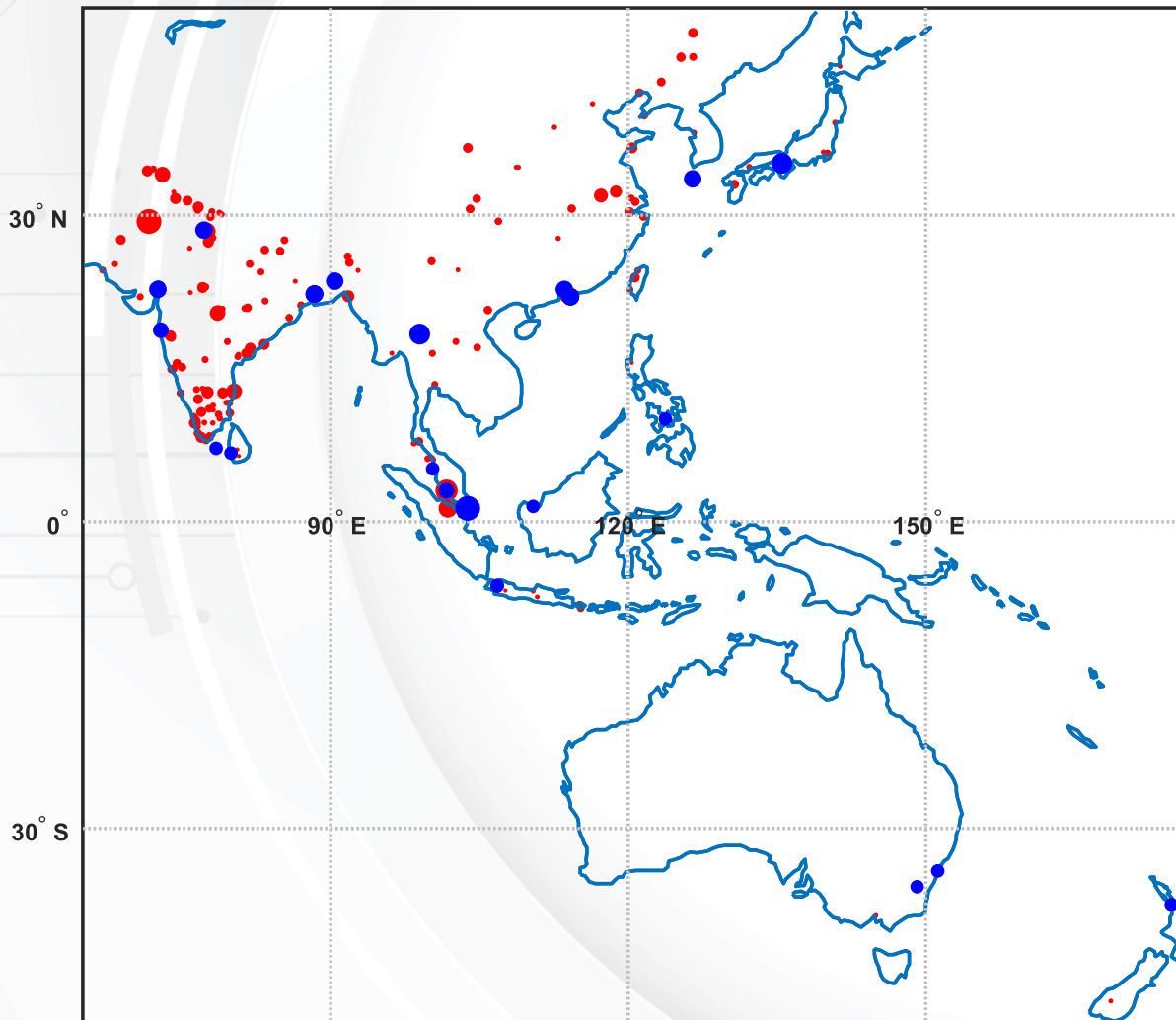
Locations of IEEE FCS/TCS Conferences in Region 10



- 365 Conferences in 2023 & 2024
- FCS/TCS approved by R10 CTSC and Section Chairs
- Approximately 200 Conferences per year

Location of IEEE FCS/TCS Conferences and R10 Flagship Conferences in Region 10

R10 Conferences in 2023 & 2024 and Flagship Conferences in 2014-2024



- Flagship Conferences are aimed to empower local OUs to build leadership strong enough to organize their own FCS/TCS Conferences
- Currently, some areas lack the outcomes from the Flagship Conferences to the IEEE FCS/TCS Conferences
- Flagship Conference Steering Committee needed to construct such supply chains

Conference Application Process of IEEE FCS/TCS Events

The conference application processes for IEEE financially or technically sponsored events include the following steps:

1. Proposal Submission:

2. Pre-Application:

3. Application Submission

4. Technical Program and Financial Planning

5. Peer Review Process

6. Approval and Agreement by ICC, Sections, or Regions

7. Conference Organization and Execution

8. Post-Conference Requirements:

- Publishing Conference Proceedings
- Submission of financial reports

Difference of the IEEE R10 Flagship Conferences

→ It is self-evident that a good organizer is most important.

How to nurture and discover such a Talent hidden in local Ous?

MCE envisioned 4 dimensions of successful conferences:

1. Invite: extend invitations and enhance visibility on media, community, and society.
2. Inspire: generate inspiration by arranging distinguished lecturers and MGA leaders.
3. Engage: foster engagement by providing opportunities and training conference operation.
4. Empower: empower the hosting organization: **How?**

How to empower the hosting organization:

Case Study of Region 8:

Conference Coordination Committee (CoCC)

14 Feb, 2021 in Conference Coordination by Habib M. Kammoun (updated 77 days ago)

Conferences are among the most important activities in Region 8 because of the important opportunities that they provide, especially for networking in Europe, Africa, and Middle-East. Additionally, an important intellectual property is generated through the Region 8 conferences and published in IEEE Xplore.

IEEE Region 8 Conference Coordination Committee (CoCC) has been running since more than 20 years ago. The CoCC aims to facilitate the planning, development, implementation, coordination, and to monitor and to provide oversight for Region 8 conferences, conventions and technical events sponsored or cosponsored by Region 8, and liaise with and advise Societies and Technical Councils planning conferences in Region 8.

For further details about the IEEE R8 Conference Coordination Committee, please have a look into:

- IEEE R8 CoCC Operations Manual <link>
- IEEE Technical Activities organizational chart <link>

<https://ieeer8.org/technical-activities/conference-coordination/home/#:~:text=The%20CoCC%20aims%20to%20facilitate,planning%20conferences%20in%20Region%208>

How to empower the hosting organization:

Case Study of Region 8:

Effective strategies to empower a hosting organization:

1. Clear objectives: Establish clear goals and objectives for the conference in order to provide a sense of purpose and direction. This empowers the organization by giving them a clear focus on what they want to achieve.
2. Collaborative decision-making: Involve key stakeholders from the hosting organization in the decision-making process.
3. Delegate responsibilities: Delegate specific tasks and responsibilities to different individuals or teams within the hosting organization → **conference committee in each section**
4. Provide resources and support
5. Recognition and appreciation
6. **Learning and skill development: Offer Training sessions.**
7. **Post-conference evaluation and feedback**

How to empower the hosting organization:

Case Study of Region 8:

How to empower local OUs?

1. Organize and train the conference committee in each section, even when no events.
2. On request of approval for FCS/TCS events within OU territory, the CC dispatch one or two to the conference organization committee.
3. Trained and experienced CC members are engaged in every FCS/TCS events.
4. **By doing so, the local Ous are empowered to take the ownership of the conferences.**

Ad-hoc Committee for Conference Steering and Development

Establishing the roles and rules of the Conference Steering Committee for flagship conferences

Help Region 10 to accumulate, inherit and transfer the legacies of the flagship conferences and R10 SYWL Congress by denoting excellencies and up-to-the-date platforms reported by the conference organizers and MCE developers. sections to arrange workshops for potential conference organizers. In doing so, the Ad-Hoc Committee will work on:

- Build Successful and Sustaining Steering Committee Structures and Missions
- Search and Supply provisions of the available MCE resources
- Survey issues raised by the incumbent conference organizers
- Connect Society/Chapter chairs for technical seminar themes and topics for flagship conferences.

Objectives -To assist Region 10 for practical and effective set-up of Conference Steering Committee.

Deliverables – Roles, rules and routines for the inaugural Conference Steering Committee.

Budget breakdown for organizing the Ad-Hoc Committee Meeting on and around the flagship conferences

- Expenses –\$4,000 (facility and beverages)

Project Milestones leading to completion

- Submit a draft for the Conference Steering Committee manual before TENCON 2023
- Draft finalizing before the end of November 2023

Ad-hoc Committee for Conference Steering and Development

Conference Steering Committee Operation Manual

1. Introduction

- Purpose: This manual outlines the roles, responsibilities, and procedures of the Conference Steering Committee
- Scope: This manual applies to all members of the CSC and provides guidelines for their actions and decision-making processes.

2. Committee Structure:

- Roles and Responsibilities:
 - Chair: Leads the committee, sets meeting agendas, facilitates discussions, and ensures adherence to IEEE policies and guidelines.
 - Members: Participate actively in meetings, contribute expertise, review and provide feedback on conference proposals, and assist in decision-making processes.

3. Conference Proposal Evaluation:

- Decision-making: Collaboratively discuss whether approve or rejects based on predefined criteria.

4. General and Technical Chair Selection:

5. Conference Policies:

Ad-hoc Committee for Conference Steering and Development

Conference Steering Committee Operation Manual

6. Supporting Chairs and Organizers:

7. Quality Assurance:

- Technical Program:
- Performance Evaluation on Invitation, Inspiration, Engagement, and Empowerment

8. Communication and Collaboration

9. Revision and Approval:

- Periodic revision of the CSC Operation Manual Process
- Approval: Seek approval from IEEE Leadership before implementation

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A cross-sectional example of the Operation Manual

Site Selection Process and Criteria

- Region 8

Criteria	Score (200 pts)
Section/Subsection vitality (number of events in the previous year, ontime submission of events and financial reports, recruitment % to goal, retention % to goal)	30 pts
Venue facilities (main venue and backup)	10 pts
Travel facilities to venue	15 pts
Committee - Experienced volunteers and R8 senior members	20 pts
Involvement of IEEE units and partners	20 pts
Industrial financial support (Patrons)	10 pts
Low registration fees	30 pts
Discussion of expected case, worst case, and best case; and if needed: in fully virtual – hybrid – fully physical	20 pts
Impact of organizing the flagship conference to the section activities	15 pts
Proposal highlights / presentation	15 pts
Endorsement / support letters	1 pts / letter (max. 5 pts)
No R8 flagship / portfolio conferences organized previously	5 pts
No same conference title organized previously in the section	5 pts



Criteria Region 10+	Sub-Criteria	Points
- Invitation	- Expected attendees - Visibility - Venue and facility	25
- Inspiration	- Plenary speaker - Invited speakers	25
- Engagement	- Volunteer training - Peer review	25
- Empowerment	- Section vitality - Region, MGA, Division Activities	25

2nd cross-sectional example of the Operation Manual

Conference co-sponsorship is regarded as shared management: Region 8 provides the following benefits and requires some conditions as presented below

Benefits of R8 Conference Sponsorship	Flagship	Portfolio	FCS	TCS	Concurring
1. Repayable loan - seed funding (to be returned after conference closing)	USD 5k	USD 5k			
2. Guidance of the organizing committee	x	x	x	x	x
3. Enotices to R8 members	5	5	3	3	
4. IEEE R8 Booth	x	x			
5. Organizing side R8 workshop/session	x				
6. R8 media publicity (R8news, social media, R8Today, etc.)	x	x	x		
7. Assistance for R8 conference application / MOU	x	x			
8. R8 Director participation in the opening session	x	x			
9. Participation of the R8 Conference Committee representative	x	x	x		
10. Announce conferences in R8 website	x	x	x	x	
11. Coordination with R8 committees (SAC, WIE, YP, Industry, etc.)	x	x			
12. FREE plagiarism check provided by IEEE	x	x	x	x	x

R10 Ad-Hoc Committee for Flagship Conference Steering Committee – Timetable



- ❑ Kick-off meeting: Ad-Hoc committee formation and job assignment → On finishing IEEE Convene's Local Volunteer Training Session on Aug 26.
- ❑ Organizing working sessions periodically: once every two months/or one month
- ❑ First draft of Operation Manual by August → Continuous Revision
- ❑ Final draft before TENCON (November 3rd)
- ❑ Finalizing during TENCON and submit to R10 before the end of November