2020 IEEE R10 EXCOM MEET
11 January 2020, Queenstown, New Zealand

Michael Ong
2019-2020 R10 Conference and Technical Seminar Committee Chair
2020 Conference and Technical Committee Plan
## 2020 Conference and Technical Seminar Committee Plan

### Committee Structure
1. Chair: Michael Ong
2. Members: Arokiaswami Alphones, Brajesh Kumar Kaushik, Fitri Yuli Zulkifli, Huynh Thi Thanh Bin, Lance Fung, Shaikh Fattah, Takako Hashimoto, Wen Yinghong

### Objectives
1. Promote, support and maintain good quality R10 flagship conferences.
2. Improve conference quality in conferences organized by Region 10 Sections.
3. Organize technical seminars during R10 meetings.

### Projects / Tasks
1. Monitor R10 flagship conferences, provide information and assistance to conference organizers and liaise with IEEE MCE on issues related to conferences.
2. Organize conference leadership programs and R10 POCO workshops for conference organizers, and working with other regional CTS coordinators for best practices.
3. Provide updates of emerging technologies most relevant to our economic activities and most beneficial to the professional development of our members through technical seminars.

### Project / Task Measurable

<table>
<thead>
<tr>
<th>Project 1 – Monitor R10 flagship conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No. of conferences planned and completed.</td>
</tr>
<tr>
<td>b. No. of participants in conferences.</td>
</tr>
<tr>
<td>c. Quality of conferences, papers and presentations.</td>
</tr>
<tr>
<td>d. Conference financial reporting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project 2 – Organize conference leadership programs and workshops for R10 POCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No. of conference leadership programs and R10 POCO workshops planned and completed.</td>
</tr>
<tr>
<td>b. No. of participants in programs and workshops.</td>
</tr>
<tr>
<td>c. Quality of programs and workshops.</td>
</tr>
<tr>
<td>d. Best practices for conference organizers to sensitize plagiarism and ensure quality conferences.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project 3 – Organize technical seminars</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No. of seminars planned and completed.</td>
</tr>
<tr>
<td>b. Quality of seminars.</td>
</tr>
</tbody>
</table>

### Timeline & Metrics
1. Project 1: Completion by Dec 2020.

### Budget
1. Project 1: $3,000
2. Project 2: $16,800
3. Project 3: $1,000
Total Proposed Budget: $20,800
Project 1
Monitor R10 Flagship Conferences

Monitoring of R10 TENCO, TENSYMP and HTC conferences
• Successful organization and completion of TENCON, TENSYMP and HTC conferences
• Selection of suitable Sections and venue for the R10 conferences
• Sensitize plagiarism, quality and similarity of papers
• Proper budgeting and auditing of conference accounts
• Connecting academia to the industry
• Encourage participations for membership growth
• Growing IEEE’s technical communities through innovative and collaborative gatherings

Objectives - To provide advice and continuous monitoring of the conference organizers for the successful organization and completion of R10 conferences and to ensure good technical quality of conference and excellent conference experience for participants.

Deliverables - Successful completion with good financial surplus for R10 conferences. Attracting new members at these conferences by working closely with the MD, Student, YP, WIE and LM coordinators. Promoting and maintaining good quality and reputation of R10 conferences.

Budget breakdown for attending TENCO, TENSYMP and HTC conferences
• Expenses – $3,000

Project Milestones leading to completion
• TENSYMP 2020 – Dhaka, Bangladesh, 5-7 June
• TENCON 2020 – Osaka, Japan, 16-19 November
• HTC 2020 – Kuching, Malaysia, 1-3 December
Project 2
Organize Conference Leadership Programs and R10 POCO Workshops

Organize R10 POCO Workshops and Conference Leadership Programs for conference organizers and working with other regional CTS coordinators for best practices

- Enhance the quality and management of conferences organized in Region 10
- Leadership training for conference organizers to achieve IEEE standard in quality
- Proper budgeting and auditing of conference accounts
- Best practices for conference organizers to sensitize plagiarism and ensure quality conferences
- By sharing our learnings and recommendations with conference organizers, we have the ability to elevate events, processes and results

Objectives - To improve the conference quality in the conferences organized by Region 10 Sections.

Deliverables - Successful organization of conferences and heighten awareness of plagiarism to be a serious breach of professional conduct with severe ethical and legal consequences.

Budget breakdown for attending R10 POCO and IEEE Convene
- Expenses for R10 POCO – $3,000
- Expenses for 2 x R10 Conference Leadership Programs – $10,000 (requested by Director-Elect for India and Beijing to host the CLPs)
- Expenses for IEEE Convene – $3,800

Project Milestones leading to completion
- R10 POCO – 3 to 4 R10 Mini POCOs
- IEEE Convene – Copenhagen, Denmark, 16-17 July 2020
Project 3
Organize Technical Seminars

Organizing technical seminars
- Successful organization and completion of technical seminars in conjunction with the R10 meetings
- Working with the host Sections for good topics and speakers for the technical seminars
- Quality of the presentations
- Promoting IEEE activities with such technical lectures
- Encourage student attendance to grow membership

Objectives - To propose good topics on emerging technologies that are most relevant to our economic activities and most beneficial to the professional development of the members.

Deliverables - Successful completion of technical seminars and attracting new members at these seminars by working closely with the host Section leadership.

Budget breakdown for organizing technical seminars
- Expenses – $1,000
- Venue and refreshment – host Sections

Project Milestones leading to completion
- R10 seminar in conjunction with R10 EXCOM meeting in Queenstown, New Zealand – cancelled due to lack of speakers in Queenstown
- R10 seminar in conjunction with R10 AGM meeting in Ho Chi Minh City, Vietnam, 6 March 2020