2021 IEEE R10 EXCOM Virtual Meeting
Date: 10 January 2021

2021 R10 Conference and Technical Seminar Committee Plan

Takao Onoye
2021-2022 R10 CTS Committee Chair

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Committee Structure

1. Chair: Takao Onoye
2. Members: Michael Ong, Huynh Thi Thanh Binh, Sujit K. Biswas, Sasha Nikolic, Md Kawsar Alam (TBC), Guilin Zheng (TBC)

Budget

Project 1: $4,000 (**in case international travels are resumed**)
Project 2: $0
Total: $4,000

Objectives

1. Promote and support Region 10 flagship conference organization.
2. Arrange and provide "Online/hybrid conference and technical seminar organization guide" to help organizers in the COVID-19 era.

Project / Task Measurable

Project 1: Promote and support R10 flagship conferences
a. No. of conferences well planned and safely completed.
b. No. of papers/participants of conferences.
c. Financial health of conferences.
Project 2: Arrange online/hybrid CTS organization guide.
a. Completion of guideline publication.
b. No. of online/hybrid conference/seminar events in R10 sections.

Projects / Tasks

Project 1: Monitoring R10 flagship conference preparation and organization. Assisting conference organizers and working as a liaison to IEEE MCE.
Project 2: Arranging beneficial resources on online/hybrid event organization to promote (non-flagship) events in R10. Also providing emerging topic and contact list for online seminar organizers.

Major Milestones & Timeline

Project 1: Completion by December 2021.
Project 2: Completion by April 2021.

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Project 1
Promote and Support Region 10 Flagship Conferences

Monitoring and assisting TENCON, TENSYMP and R10HTC conferences organization

- Successful organization and completion of 2021 TENCON, TENSYMP and R10HTC conferences
- Well preparation and promotion of 2022 TENCON, TENSYMP, and R10HTC conferences.
- Selection of suitable Sections and venue for hosting 2023 R10 conferences
- 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 collaborate gatherings

Objectives - To provide advice and continuous monitoring of the conference organizers for the successful organization and completion of annual 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 TENCON, TENSYMP and R10HTC conferences

- Expenses – $4,000 (in case international travels are resumed, chair or committee member participates)

Project Milestones leading to completion

- TENSYMP 2021 - Jeju, Korea, June 2021
- TENCON 2021 - Auckland, New Zealand, November 2021
- HTC 2021 - Bangalore, India, December 2021

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Project 2
Arrange Online/hybrid Conference and Technical Seminar Organization Guide.

Providing beneficial resources for online and hybrid event organization in R10.
- Set of tools and resources for online/hybrid event.
- MCE services for for online/hybrid event.
- TIPS for enhancing value delivery of online/hybrid event.
- Financial planning for online/hybrid event.
- List of emerging topics and TAB contact list for online technical seminar organization.

Objectives – To share good practice knowledges and assist organizers for easily and effectively set-up and coordinate online/hybrid events.

Deliverables - Successful organization of online/hybrid conferences and technical seminars coordinated by Region 10 OUs.

Budget
- None (online editing)

Project Milestones leading to completion
- First draft completed on February 2021
- Review and elaboration on March 2021
- Publication on April 2021.

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