



2023 IEEE R10 EXCOM Meeting

Date: 5 March 2023

2023 R10 Conference and Technical Seminar Committee Plan

Jong Chang Yi

2023-2024 R10 Conference and Technical Seminar(CTS) Committee Chair

2023 R10 Conference and Technical Seminar Committee Plan

Committee Structure

1. Chair: Jong Chang Yi
2. Members: Takao Onoye, Michael Ong, Sameer S M, Atul Negi, Sungjae Cho, Huynh Thi Thanh Binh, Sasha Nikolic, Suyog Vyawahare, Bo Peng

Budget

- Project 1: \$4,000
- Project 2: \$4,000
- Project 3: \$4,000
- Total \$12,000

Objectives

1. Promote and support Region 10 flagship conference organization to ensure updated standards
2. Help potential conference and technical seminar organizers to properly plan the event.
3. Establish Conference Steering Committee to accumulate and inherit the highest standards of flagship conferences.

Project / Task Measurable

- Project 1: Promote & 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: Conference organizers helping system.
 - a. No. of online/hybrid events to support conference organizers in R10 sections.
 - b. Helpdesk opening for conference organizers
- Project 3: Ad-hoc Committee Meeting for Conference Steering Committee
 - a. Definition of the missions, roles, and rules
 - b. No. of online/offline events and participating experts
 - c. Due response within 6month to one year

Projects / Tasks

- Project 1: Monitoring R10 flagship conference preparation and organization. Assisting conference organizers and working as a liaison to IEEE MCE. Selection of 2024 flagship conference hosts.
- Project 2: Help sections to arrange workshops for potential conference organizers and to submit conference application and to launch on selection.
- Project 3: Work with Ad-hoc Committee for establishing the roles and rules of the Conference Steering Committee for flagship conferences

Major Milestones & Timeline

- Project 1: Completion by December 2023
- Project 2: Completion by October 2023
- Project 3: Completion by November 2023



Details of Project 1

Promote and Support Region 10 Flagship Conferences

Monitoring and assisting TENCON, TENSYP and R10HTC conferences organization

- Successful organization and completion of 2023 TENCON, TENSYP and R10HTC conferences
- Well preparation and promotion of 2023 TENCON, TENSYP, and R10HTC conferences.
- Selection of suitable Sections and venue for hosting 2024 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. Inviting new members at these conferences by working closely with the MD, Student, YP, WIE and LM coordinators. Inspiring and empowering organizers for highest possible standards and reputation of R10 conferences.

Budget breakdown for attending TENCON, TENSYP and R10HTC conferences

- Expenses –\$4,000 (chair or committee member travel)

Project Milestones leading to completion

- TENSYP 2023 – Canberra, Australia, 6-8 September 2023 (<https://tensymp2023.org/>)
- TENCON 2023 – Chiang Mai, Thailand, 31 October-3 November 2023 (<https://www.tencon2023.org/>)
- R10HTC 2023 – Marwadi University, Rajkot, India, 16-18 October, 2023 (<https://r10htc2023.org/>)



Details of Project 2

Conference Organizers Helping System

Providing support for potential conference organizers in R10

Help sections to arrange workshops for potential conference organizers. Provide support for conference organizers to submit conference application and to interact with parent section and MCE. Especially in the COVID-19 era, the following information would be important.

- Set of tools and resources and MCE services for online/hybrid event.
- Financial planning for online/hybrid event.
- List of emerging topics and TAB contact list for online technical seminar organization.

Objectives -To assist organizers for easily and effectively set-up and coordinate conferences.

Deliverables - Successful organization of conferences and events coordinated by Region 10 OUs.

Budget breakdown for organizing mini POCO conferences and related workshops on and around flagship conferences

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

Project Milestones leading to completion

- Help-desk opening April 2023
- 2024 TENCON – Singapore Section
- 2024 TENSYP – Delhi Section
- 2024 R10-HTC – Kuala Lumpur Subsection
- MOUs and Sections support completion November 2023

Details of Project 3

Ad-hoc Committee Meeting for Conference Steering Committee

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

R10 Flagship Conferences

- TENCON, TENSYPMP and R10 HTC
- SYWL Congress (Biannual, Non-Technical)



Ad-Hoc Committee Missions

- Build Successful and Sustaining **Steering Committee Structures and Missions**
- Timelines for the working group: 6 months or less than 1 year
- Supervised and Chaired by Experienced Leaders appointed by the Director
- Search and Supply provisions of the available MCE resources and Issues raised by the incumbent conference organizers
- Connect with R10 Ad-Hoc Committee with Section/Council Chairs and Society/Chapter Chairs (Modify The Application Forms)
- Working as a part of CTS Committee and Appoint More Ad-Hoc Committee Members and The Chair

Ad-Hoc Committee Goals

- **Bring out draft** for R10 Flagship Conference Steering Committee Manual based on collected data
- **Collect back data** such as ideas, opinions, experiences, obstacles, limitations, etc, regarding the FCSC
- Data sources may include: committee member, FC organizers, R10 leadership, MCE manuals, POCO training, etc

R10 Ad-Hoc Committee for Flagship Conference Steering Committee – Action Items 1

Defining the Role of the Steering Committee: Check the MCE Guidelines and POCO recommendations for additional roles for FCSC

Examples are:

- ❑ Alleviate the Burdens of the Organizing Committee by Providing Financial and Technical Platform.
 - Provide more fund by recruiting **corporate sponsors** region-wide for flagship
 - Provide **MCE platform** for paper submission, registration, call for papers/sponsors announcement, web creation and maintenance
- ❑ Maintain the Standard and Quality of the Conferences.
 - Provide real-time plagiarism checking, real-time Xplore publication without waiting 24 months (Morressier)
 - Provide real-time membership discount by connecting to IEEE membership database
- ❑ Encourage and Empower the Hosting Section Leadership for Successful Conference Operation
 - Engage the local conference leadership to the Conference Steering Committee Meeting
 - Provide Mentorship

R10 Ad-Hoc Committee for Flagship Conference Steering Committee – Action Items 2

Defining the Structure of the Steering Committee:

- One Single FCSC for all Flagship Conferences **vs** Separate FCSCs for each of the Flagship conferences.
- Terms of Committee Chair/Members: 2 years **vs** 4 years **vs** 6 years, etc
- Appointment of Committee Chair: by the Director, or else?
- Appointment of Committee Members: Possible automatic constituent members?
- Pre-requisites or requirement for Committee members or Chairs?

R10 Ad-Hoc Committee for Flagship Conference Steering Committee – Action Items 3



Defining the Routines of the Steering Committee: Jobs to be done by the FCSC annually

- How to collect and transfer excellencies in conducting FCs.
- How to connect with incumbent FC organizers
- How to engage and empower potential FC organizers, and more...
- To be brainstormed among Committee Members

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

- Kick-off meeting: During or around AGM: Ad-Hoc committee formation and job assignment
- Organizing working sessions periodically: once every two months/or one month
- First draft by August
- Final draft before TENCON (November 3rd)
- Finalizing during TENCON and submit to R10 before the end of November