2023 IEEE R10 Meeting, Ho Chi Minh City
Date: 4-5 March 2023

IEEE Sections Congress 2023
Michael Ong
2023 R10 Sections Congress Coordinator

What is IEEE Sections Congress?

IEEE Sections Congress is the opportunity for IEEE volunteers from around the world to participate in a truly unique event. The congress provides the attendees to **increase their leadership skills** and to **gain a working knowledge of IEEE**.

It is also a venue to **express concerns and opinions** through the **recommendations process**. The recommendations, as voted on by the Section Primary Delegates, are presented to the IEEE Board of Directors. The top 3 recommendations are used by the IEEE Board of Directors to guide IEEE into the future.

The first Congress was held in Boston, Massachusetts USA in 1984 with 120 attendees. IEEE Sections Congress is held every three years and has grown in size to over 1,000 attendees in 2014.

IEEE SC 2017 was the first Sections Congress to be held in Region 10 in Sydney. SC 2020 went virtual.

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Who Should Participate?

One representative from each Section will be supported and should attend – the **Primary Section Delegate**. The Section's Executive Committee designates a representative of the Section to attend the Congress. The Primary Section Delegate is expected to share the acquired knowledge with the members of the Section.

Sections Congress 2023 Steering Committee

Steering Committee

General Chair – Alberto Sanchez (R9)

Program Chair – Ruben Barrera Michel (R9)

Local Organization Chair – Winnie Ye (R7)

Fundraising Committee Chair – TBD

Past Committee Chair – Loretta Arellano (R6)

Region 7 Director – Robert Anderson (R7)

Host Region Director-Elect – Thamir "Tom" F. Murad (R7)

Vice President – MGA – Jill Gostin (R3)

GUOS Chair – Magdalena Salazar Palma (R8)

Training Committee Chair - Mousmi Ajay Chaurasia (R10)

MGA Secretary – Cecelia Jankowski

Christie Giambalvo – Staff

Nichole Farmer – Staff

Program Committee

Program Chair – Ruben Barrera Michel (R9)

- Track Chair – Christopher Sanders (R5)
- Track Chair – Ramneek Kalra (R10)
- Track Chair – David Mindham (R4)
- Simay Akar – Keynote Coordinator (R8)

Regional Coordinators

R1 – Charles Rubenstein

R2 – Felicia Harlow

R3 – Evelyn Licona

R4 – Mike Fallenstein

R5 – John Reinert

R6 – Elizabeth Johnson

R7 – Elena Uchiteleva

R8 – Costas Stasopoulas

R9 – Teofilo Ramos

R10 – Michael Ong

Please direct any questions to sc-information@ieee.org

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2023 Sections Congress Theme and Tracks Chairs

"Enabling Leaders to Build a Sustainable Future"

Empowering Volunteer Engagement	Chair	Christopher Sanders
Enriching Member Experience	Chair	Ramneek Kalra
Achieving Future Sustainability	Chair	David Mindham

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Sections Congress 2023 Program

Friday, 11 Aug 2023 – R10 Meet 7:30am - 12 noon, Shaw Centre (TBA) (breakfast from 7:30am, with networking lunch after the meeting) – Sections Congress Open Ceremony (Dinner)	R10 delegates All
Saturday – All day Sessions Saturday Dinner	All
Sunday – Sessions until 2pm Sunday Closing Ceremony 3 - 5pm	All

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Program Session Types

- All IEEE OUs Represented
- Two main session types:
    - Breakout sessions - 20 min
    - Ignite sessions - 5 min
- Opening and Closing Ceremonies
- Exhibits
- Learning Hubs:
    - Short presentations
    - Hands on environment
    - Scheduled times

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High Level Timeline

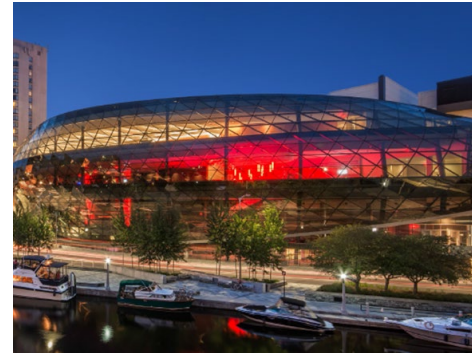|			
Program sessions finalized	December	2022	Complete
Recommendation process finalized and communicated	January	2023	Complete
SC2023 Registration opens	February	2023	Complete
Schedule Finalized	February	2023	
SC2023 Mobile App release	July	2023	
In-person Congress	August	2023	
Program speakers finalized	March	2023	

Program Timeline

Week of 10/17	**Draft communication to go out to OU contacts with topics for review – COMPLETED** **Responses due by Friday 11/4**
Week of 11/7	**Program committee reviews all feedback from OUs on topics – COMPLETED**
Week of 12/7	**Review and SC2023 Program Overview with SC2023 Steering Committee – COMPLETED**
Week of 12/17	**Meet with MGA Leadership to review topics – COMPLETED**
January 2023	**Prep speaker invite list – In Progress**
February 2023	Speaker invites out
February 2023	Program sessions posted on SC2023 website
March 2023	Populate SC2023 program content for Mobile App

IEEE Sections Congress 2023 Venue

Shaw Centre
Ottawa Canada
11-13 August 2023
Estimated attendance 850

SC2023 Website – Now Live!

https://sections-congress.ieee.org/

Estimated Per Person Costs for SC2023

Expense	Est. Cost (USD)
Airfare	$900.00
Hotel - 3 nights	$1,000.00
Ground Transportation	$200.00
Registration	$400.00
Daily Meal Reimbursement (ONLY 2 dinners will be reimbursed, $100 max for 2 dinners at $50)	$100.00
TOTAL	$ 2,600.00

Airfare estimate based on average airfare rates June 2022, rates are subject to change

MGA covers expenses for the following (approximately 422 attendees):
- Primary Section Delegates
- MGA Board Members
- SC2023 Committee
- SC2023 Region Coordinators
- MGA Vice Chairs, Elects and Region Directors Elects (if known)
- Chairs of the MGA Student Activities Committee, Young Professionals Committee and Women in Engineering Committee
- Region 1-10 Coordinators for the Young Professionals, WIE and SAC Chair (RSAC) will be covered at 50% with equal 50% paid by their region.

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SC2023 Support 1/2

R10 Primary Section Delegates; MGA Board Members, SC2023 Committee; SC2023 Region Coordinators; MGA Vice Chairs, Elects and Region Directors Elects; and Chairs of the MGA Student Activities Committee, Young Professionals Committee and Women in Engineering Committee

MGA will support:
- Economy Airfare/Train (Use of personal vehicles will be reimbursed if other transportation is not available or uneconomical. Refer to IEEE Travel and Expense Reimbursement Guidelines: https://www.ieee.org/content/dam/ieee-org/ieee/web/org/travel-expense-reimbursement-guidelines.pdf
- Ground transportation to/from airport or train station up to $200
- Visa fees
- 3 Nights Lodging at approved hotel (Thursday - Saturday or Friday - Sunday)
- Friday welcome dinner, 2 Breakfasts, 2 Lunches, 4 Snacks (all meals provided during Sections Congress)
- Dinner for 2 nights up to $50 per dinner (maximum $100 total with receipts)
* R10 Primary Section Delegates to request SC2023 Registration Codes from Michael Ong or Ms Ewell Tan

R10 will support:
- ONE extra night for delegates attending the R10 meeting on 11 Aug 7:30am.
- Incidental meals outside of the SC2023 registration.

Region 10 will cover 50% for the R10 Young Professionals, WIE and SAC Chairs, making up the 50% from MGA. R10 will also cover the extra night and the incidental meals outside of the SC2023 registration.

SC2023 Support 2/2

R10 EXCOM Members (not supported by MGA) and R10 Council Chairs

R10 will support:
- Economy Airfare/Train (Use of personal vehicles will be reimbursed if other transportation is not available or uneconomical. Refer to IEEE Travel and Expense Reimbursement Guidelines: https://www.ieee.org/content/dam/ieee-org/ieee/web/org/travel-expense-reimbursement-guidelines.pdf
- Ground transportation to/from airport or train station up to $200
- Visa fees
- 3 Nights Lodging at approved hotel (Thursday - Saturday or Friday - Sunday)
- And ONE extra night for delegates attending the R10 meeting on 11 Aug 7:30am.
- SC2023 Registration (Friday welcome dinner, 2 Breakfasts, 2 Lunches, 4 Snacks - included in registration fees)
- Dinner for 2 nights up to $50 per dinner (maximum $100 total with receipts)
- Incidental meals outside of the SC2023 registration.

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SC2023 Recommendation Process

1. Recommendations should be in support of the Sections Congress 2023 theme, Enabling Leaders to Build a Sustainable Future, and its tracks.

2. Each Region is requested to submit up to three (3) recommendations.

3. Recommendations should be achievable, concise, and globally relevant.

4. Region 10 Primary Section Delegates are requested to submit their SC2023 Recommendations (75 words limit) through the link: https://forms.office.com/r/99Biqet6tz by 14 March 2023. R10 Director will appoint a Review and Selection Committee to choose the Top 3 recommendations and to ensure they are aligned to the requirements before submitting them to SC2023.

5. SC2023 will appoint a working group to review and support the recommendation process for SC2023. This group will review each recommendation for clarity, potential overlap with other submissions and achievability. The Region will be informed if the recommendation does not meet criteria, or already exists. or may have a significant budget impact. In this case, back up material concerning the submission will be requested.

6. All recommendations will be distributed to attendees in advance of the 11-13 August 2023 Congress.

7. We will promote discussions on the recommendations using social media channels prior to, during, and after the Congress.

8. The voting by primary delegates can be completed anytime during the Congress, up to 9:00 am, Sunday, 13 August 2023.

9. The top three recommendations will be presented on 13 August 2023 at the Closing Ceremony.

10. All submissions for recommendations and voting will occur using OpenWater. To access the OpenWater system please use https://ieee.secure-platform.com/a/solicitations/795/home.The deadline to submit your Recommendations is 15 April 2023, the system will close following the deadline. Voting access will be provided to the Primary Section Delegate for each Section. Access will be available to ensure all Delegates can cast their votes within the time frame provided.

Travel Visa 1/2

Travel Visa Information

- Depending on where you live, you will need to meet the necessary entry requirements to visit Canada. Detailed information on travelling to Canada, including visa information, can be found on the Citizenship and Immigration Canada Website: (https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada.html)
- It is recommended that you apply for your visa as early as possible.
- Depending on your nationality, you may need to give your biometrics. You may check through this website (https://www.cic.gc.ca/english/visit/biometrics.asp)

Application Processing Times

- Canada does not have a visa office (https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/international-visa-offices.html) in every country, so it is important that delegates visit the website of the Canadian visa office responsible for processing their visa application.
- Information is available on the website on how to submit a visa application and the documentation required.
- Processing times for visa applications (https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html) vary depending on the visa office and the time of the year.
- Participants are encouraged to apply approximately 12 weeks in advance of their departure date to ensure they receive the visa in time.

Important: Apply for Visa and book flight early to avoid disappointment!

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Travel Visa 2/2

Electronic Travel Authorization (ETA)

- Visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (ETA). Exceptions include U.S. citizens and travelers with valid visas.
- Read about the changes (https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html) and how they may affect you.
- For more information, please read here (https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/about.html)
- If you are a dual Canadian citizen used to travelling to or transiting through Canada by air with a non-Canadian passport, you are no longer able to do so as of November 10, 2016. You will need a valid Canadian passport to board your flight.
- It is encouraged that participants from countries that require a visa to apply as early as possible. Visa processing times vary by country. Please consult this website (https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html)

Official Letters Of Invitation For Visa Purposes

- Official letters of invitation for visa applications are available for download to REGISTERED and PAID participants.
- These letters do not and cannot commit the Organizing Committee to any financial obligation.
- Please contact j.teehan@ieee.org with any visa related questions.

Important: Apply for Visa and book flight early to avoid disappointment!

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Frequently Asked Questions 1/3

What Expenses are covered?
- Economy Airfare/Train (Use of personal vehicles will be reimbursed if other transportation is not available or uneconomical. *Refer to IEEE Travel and Expense Reimbursement Guidelines:* https://www.ieee.org/content/dam/ieee-org/ieee/web/org/travel-expense-reimbursement-guidelines.pdf
- Ground transportation to/from airport or train station up to $200
- Visa fees
- 3 Nights Lodging at approved hotel (Thursday - Saturday or Friday - Sunday)
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- Dinner for 2 nights up to $50 per dinner (maximum $100 total with receipts)

What expenses are not covered?
- Airfare costs above Economy Class (Frequent flyer miles and Travel rewards will not be reimbursed)
- Travel insurance
- Outside meals during Sections Congress (Friday welcome dinner will be provided in addition to breakfast, lunch and snacks on Saturday and Sunday)
- Meals in excess of 2 dinners (as noted above with $100 limit)
- Partner/Companion expenses
- Personal expenses of any kind

When should I book my flight?
Book flights as early as possible to take advantage of lower fares. Book the least expensive fare that meets your schedule, affords optimal travel efficiency and minimizes the need for changes and cancellations. Delegates should plan to arrive on Thursday and leave Sunday evening, or arrive on Friday and leave Monday morning.

Can I extend my travel dates or upgrade my ticket?
Yes, but you are responsible for the extra costs. At the time of booking your ticket, you must also obtain an airfare quote for Economy travel directly to Ottawa on the recommended dates. When you submit your expense report, you must present both the quote and actual ticket purchased which includes the additional travel dates and/or upgrade. Reimbursement will be for the lower amount submitted.

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Frequently Asked Questions 2/3

Can I stay longer than 3 nights?
Yes, but MGA will cover only 3 nights. If you are attending another meeting before or after Sections Congress, such as a Region Meeting or Committee Meeting, please check with your respective OU if they are covering the extra nights.

How do I get reimbursed?
All delegates should submit their expense reports electronically through NextGen, IEEE's online expense reimbursement platform. A request for airfare reimbursement may be submitted prior to Sections Congress. After the event, a second report needs to be submitted for the other expenses.

Is travel insurance covered?
Refer to IEEE Volunteer Global Travel Accident Medical Plan - https://www.ieee.org/about/volunteers/global-travel.html

What happens if a Primary Delegate or Region WIE, YP, SAC Coordinator cannot attend after registering and booking airfare?
A process to handle potential changes will be communicated as soon as possible, any inquiries at this time should be sent to sc-coordinator@ieee.org

Where can we monitor travel restrictions into Canada?
https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html

Will there be photos taken of attendees by Region?
Yes, the time and date are to be confirmed and will be communicated accordingly.

Are there any air travel discount codes?
At this time there are no air travel discount codes.

What time does the Congress end on Sunday?
At this time the schedule is being finalized, once finalized it will be made available on the SC website.
  - We anticipate the Congress ending around 5pm as.in years prior.
  - Sunday will include morning sessions, exhibition hall hours and a closing session.

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Frequently Asked Questions 3/3

How do my expenses get routed to MGA?

For expenses covered by MGA, when inputting the expenses into NextGen please utilize the below codes:

LEVEL_01_CODE	Member & Geo. Activities (MGA)
LEVEL_02_CODE	Sections Congress
LEVEL_03_CODE	N/A
LEVEL_04_CODE	SCG20

For expenses covered by Region 10, when inputting the expenses into NextGen please submit as below:

* Required field

Report Name *	Report Date *	Expense Report Purpose Level 1 * ❶
SC 2023 Flight Travel	02/27/2023	Regions (Regions)

Expense Report Purpose Level 2 * ❷	Expense Report Purpose Level 3 * ❸	Expense Report Purpose Level 4 * ❹
Asia & Pacific - Region 10 (Asia & Pacific - Region 10)	Asia & Pacific - Region 10 (R0)	000 Sections Congress (5.15.000)

Report Name : SC 2023

Level 1   : Regions (Regions)

Level 2   : Asia & Pacific – Region 10 (Asia & Pacific – Region 10)

Level 3   : Asia & Pacific – Region 10 (R0)

Level 4   : 000 Sections Congress (5.15.000)

Sections Congress 2020 – Top 3 Recommendations

RECOMMENDATION 4
Create a 3-5 multi-year IEEE membership fee structure with discounts

This structure would benefit IEEE by ensuring that the members stay with IEEE for a longer period. The structure would also greatly benefit members by providing options for more cost-effective membership. Other professional societies have been exercising multi-year membership fee structures which have proven to be highly effective and successful.

RECOMMENDATION 10
Provide continuing education to provide true value added for working professionals

Present short courses on emerging technical topics including a documented certification, including professional development hours. To increase member retention, offer 3 courses per year to each member. Additionally develop online presentations similar to TED talks on engineering topics.

RECOMMENDATION 8
Provide resources to Sections to serve industry professionals and engage with local industries

To better serve industry professionals, IEEE to provide industry seminars including technical presentations, opportunity to earn professional development hours and networking opportunities. IEEE also to provide structural resources such as a Customer Relationship Management platform to track local industry contacts and training to engage with local industries.

Information on past Sections Congresses can be found at:
www.ieee.org/sc

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Overall Schedule

Friday, 11 August
- Exhibitor move-in
- Region Meetings
- Opening Ceremony / MGA Awards Presentations - *est start time (5:30PM)*
- Dinner / Entertainment

Saturday, 12 August
- Breakout Session
- Exhibits
- Ignites/Learning Hubs

Sunday, 13 August
- Breakout Sessions
- Exhibits
- Ignites/Learning Hubs
- Closing Ceremony *(est. end time 5:00PM)*
- Exhibit Tear Down

Proposed Recommendation Process for Sections Congress 2023

- **Before SC2023**
  - Continue the current approach of getting top 3 recommendations from each Region, request that the recommendations meet the following criteria upon submission. *Submissions from each Region will be made using OpenWater*
    - In support of the Sections Congress 2023 theme, Enabling Leaders to Build a Sustainable Future
    - Include all supporting information requested in OpenWater upon submission
  - Request VP MGA to create a working group to review and pare down the recommendations
  - Submit reduced list to the MGA OpCom for final approval
  - Distribute reduced list to Regions in advance of SC2023 for participants for consideration
  - Request VP MGA put funding into 2024 budget to work recommendations

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Proposed Recommendation Process for Sections Congress 2023

- **At SC2023**
  - Vote on top recommendations at SC2023

- **After SC2023**
  - Request VP MGA to form an AdHoc committee; include representatives from MGA and other OUs as appropriate for the top recommendations; consider including an author from each recommendation
    - AdHoc chartered for a 1-year initial period to develop action plans and timelines for each recommendation OR identify reason why a recommendation can't be implemented

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