



# 2023 IEEE R10 Annual General Meeting

Date: 4-5 March 2023, Ho Chi Minh City, Vietnam

2023 R10 Conference Quality and Management Committee Plan

*Sameer S. M.*

*2023 R10 Conference Quality and Management Committee Chair*



## 2023-CQM Committee



1. Prof.Cheon Won Choi, Dankook University, South Korea
2. Mr.Ambarish Natu, IT Architect, Australian Government, Canberra, Australian Capital Territory, Australia
3. Prof.Fitri Yuli Zulkifli, Universitas Indonesia, Indonesia
4. Prof.Lamia Iftexhar, North South University, Dhaka, Bangladesh
5. Prof. Bijoy A. Jose, Cochin University of Science & Technology, Kerala, India
6. Prof. Jong Chang Yi, Hongik University, South Korea,  
Chair, R10 Conference and Technical Seminar Committee (2023)
7. Dr. Michael Ong, Secretary, IEEE Region-10 (2023),  
Immediate Past Chair, R10 Conference Quality and Management Committee
8. Prof. Zhanyu Ma, Beijing University of Posts and Telecommunications, Beijing, China

# 2023 R10 Conference Quality and Management Committee Plan

## Objectives

The broad objectives of the R10 CQM Committee are to:

1. Develop strategies and guidelines to address issues related to conference quality and management in R10.
2. Liaise with IEEE Conferences Committee, IEEE Conference Quality Committee, MGA and TAB on issues related to conference quality and management
3. Work with IEEE MCE to roll out conference education to the section leaderships and conference organizers, and to provide training needs early in the organizing process to support better outcomes.
4. Open dialog with conference organizers and conference sponsors in R10 Organizational Units concerning conference quality matters.

## Projects / Tasks

**Project 1:** Promote Sections/Councils in R10 to create Conference Application Review Committee (CARC) to review and support Technical & Financially Co-Sponsored Conferences (Budget- Nil)

**Project 2:** Educate Conference organizers on the procedures and protocols for IEEE conference from Technical and Management points of view with mini POCO kind of programs (Budget- \$4500)

**Project 3:** Organize Conference Leadership Training Programs on the sidelines of R10 flagship conferences with broad perspectives with the support of IEEE MCE (Budget- \$8000)

# Project 1: Constitution of CARC in Section/Council

- **Ensure Conference Approval and Monitoring Process at the local levels**
  - Some sections/councils in R10 follow systematic procedures for approval process of Technically and Financially co-sponsored conferences
  - As OU approval is mandatory for conference application processing at MCE, Sections and Councils can play a crucial role in ensuring quality at all levels
  - Support from MCE shall be sought for the implementation
  - Objectives - To ensure that conferences happening in the territory of an OU is monitored and supported from beginning to end
- Deliverables – At-least 20 Sections/Councils to create CARC. Expectations and draft guidelines will be shared by CQM committee. OUs to constitute CARC and share the details of their approval and monitoring process
- Budget breakdown for the project
  - Nil
- Project Milestones
  - By June 2023- 50% of the target
  - By December 2023- Next 50% of the target

Two members of the CQM committee shall work on this project and monitor the progress

## Project 2: Workshops for Conference Quality and Integrity

- **Support OUs to organize Conference Quality and Integrity Training Programs**
  - Support OUs to organize workshops on conference quality and management
  - Strive for high quality, scholarly conference content.
  - Sensitize IEEE norms on quality, plagiarism, prohibited authors and post-conference technical check of conference proceedings submitted to IEEE Xplore
  - Sustain communication and dialogue with IEEE MCE and IEEE Conference Quality Committee to be aware of changes and issues and educate the organizers of such workshops.
- Objectives - To ensure that potential conference organizers are aware of process and procedures to be followed for TCS/FCS conferences
- Deliverables – It is proposed to organize 5 such workshops in 2023
- Budget breakdown of the Project
  - Co-funding of 6 workshops @\$750 each - \$4,500.
- Project Milestones leading to completion.
  - By August 2023- 3 Workshops
  - By November 2023– 3 Workshops

## Project 3: Conference Leadership Programs During R10 Conferences

- **Organize major conference leadership and quality management programs on the side lines of TENSYP 2023 and TENCON 2023**
  - CQM shall organize half-day/1-day program in the venue of these two flagship conferences in association with MCE
  - Utilize the opportunity to reach out to large number of potential reviewers/TPC Members/Organizers attending flagship events
  - Sustain communication and dialogue with IEEE MCE and IEEE Conference Quality Committee to be aware of changes and issues.
- Objectives - To ensure conference education and excellent conference experience for participants.
- Deliverables – Two leadership programs in 2023
- Budget breakdown: \$4,000 per program. Total \$8000 for two programs
- Project Milestones leading to completion.
  - TENSYP 2023 – Australia, September 2023
  - TENCON 2023 – October-November 2023

**Thank You**