2024 IEEE Region 10 Annual General Meeting
Kuala Lumpur, Malaysia
Date: 2-3 March 2024

2024 R10 Conference Quality and Management Committee Plan

Sameer S. M.
Chair, 2024 R10 Conference Quality and Management Committee

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2024-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 Iftekhar, 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 (2024)
7. Dr. Michael Ong, Secretary, IEEE Region-10 (2024),
   Immediate Past Chair, R10 Conference Quality and Management Committee
8. Prof. Zhanyu Ma, Beijing University of Posts and Telecommunications, Beijing, China
9. Prof. Vinayak Bairagi, AISSMS Institute of Information Technology, Pune, India.

2024 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: Start a bimonthly Region level talk series on topics related to conference quality with the help of leading conference organizers in R10 and experts from MCE/IEEE Conference Committee/TAB/PSPB

Project 2: Educate Conference organizers on the procedures and protocols for IEEE conference from Technical and Management points of view with a series of CQM workshops.

Project 3: Organize Short Training Programs Conference Quality Management on the sidelines of R10 flagship conferences and Section-Chapter Symposium

Budget (Total: $10,000)

Project 1: Nil
Project 2: $4000
Project 3: $6000

Project / Task Measurable

Project 1: **Bimonthly R10 Talk Series**
a. Inculcate awareness on preparation of good conference papers that meet standards of IEEE
b. Educate IEEE policies and best practices to ensure compliance and high conference quality

Project 2: **Workshops for Conference Quality and Management**
a. Support Sections/Sub-sections/Councils to organize workshops for potential conference organizers
b. Ensure the participation of organizers of conferences approved by local OUs

Project 3: **Short Training Programs during R10 Flagship Events**
a. Organize conference leadership training programs on the sidelines of R10 flagship conferences and section-chapter symposium

Major Milestones & Timeline

Project 1: All through the year
Project 2: Completion by November 2024
Project 2: Completion by November 2024

Project 1: **Bimonthly R10 Talk Series**

- **An online bimonthly series of talks for creating awareness on Quality of Papers and Conferences**

  - Conference quality is always a matter of concern. Collective efforts of authors, reviewers, TPC and Organizers are required to ensure that quality standards are satisfied.
  - Awareness and education are required to be given by leaders in the conference domain to all potential beneficiaries

  - Objectives - To ensure that opportunities are provided to listen to experts in the domain at the convenience of attendees

- Deliverables – 6 talks by experts from R10, MCE, IEEE Conference Committee, TAB, PSPB etc.

- Budget breakdown for the project
  - Nil

- Project Milestones
  - By June 2024- 50% of the target
  - By December 2024- Next 50% of the target

  Activities associated with each talk including corresponding with the speaker, creating publicity materials, notices, online event management etc. will be managed by 1-2 CQM Committee members in rotation.

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Project 2: Workshops on Conference Quality and Management

- **Support OUs to organize Conference Quality and Management Training Programs**
  - Support OUs to organize workshops on conference quality metrics and methods to assure them
  - 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 8 such workshops of 1-2 days duration
- Budget breakdown of the Project
  - Co-funding of 8 workshops @$500 each - $4,000.
- Project Milestones leading to completion.
  - By August 2024- 4 Workshops
  - By November 2024– 4 Workshops

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Project 3: **Conference Leadership Programs During R10 Conferences**

- **Organize short conference leadership and training programs on the side lines of R10 flagship conferences and Section-Chapter Symposium**
  - Propose to organize half-day/1-day program in the venue of flagship conferences of Region-10/Section-Chapter symposium
  - Utilize the opportunity to reach out to large number of potential reviewers/TPC Members/Organizers attending flagship events
  - Explore the opportunity to educate the key decision makers of OUs

- Objectives - To ensure conference education and excellent conference experience for participants.

- Deliverables: 2-3 leadership programs will be organized in 2024

- Budget breakdown: $2,000 to $3,000 per program depending on the venue expenses

- Project Milestones leading to completion.
  - By September 2024- 1 program
  - By November 2024– 1-2 programs

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Thank You