

## **Section 5.5: CONFERENCE AND TECHNICAL SEMINAR COORDINATOR**

### **MISSION STATEMENT**

The main functions of IEEE Region 10 Conference and Technical Seminar (CTS) Coordinator are

- To provide members with access to the latest development in Electro-technology, Computer and Information Engineering fields through supporting conferences in the Asia Pacific region. The support includes funding the R10 Annual/Biannual Conference series including TENCON, TENSYP, R10-HTC, R10-SYWLC (for which the Region 10 provides seeds money), providing information and assistance to conference organisers in the Region and liaison with the IEEE Conference Office.
- To provide continual updates of emerging technologies that are most relevant to the region's economic activities and most beneficial to the professional development of regional members through the organisation of technical colloquiums, technical seminars, distinguished lecture programs (DLP) and workshops, in cooperation with various sections and chapters.
- To support the sections and council in organising the leadership programs for the conference chair of the sections and conference organisers through mini-POCO (panel of conference organiser).

### **GENERAL RESPONSIBILITIES**

1. Serves as a Region 10 Executive Committee Member reporting to both the Region 10 Annual Executive Committee Meeting and the Region 10 Annual Meeting, normally to be held once a year.
2. Maintains close communication with Member and Geographic Activities Board (MGAB) and Technical Activities Board (TAB), for issues related to Conferences, through the IEEE Meetings and Services Committee and IEEE Conference Services.
3. Advises Sections and Chapters and IEEE Region 10 members interested in organising international or local conferences on available IEEE information (e.g. IEEE Best Conference Guide), IEEE Conference Services and publicity through all IEEE.
4. Set up a Regional Conference and Technical seminar Committee to get views, inputs and advice on the running of conference activities and technical activities in Region 10.
5. Acts as an interface between Region 10 Office and the MGA/TA Meetings and Services Committee to support organisation of Conferences and technical activities in Region 10.
6. Prepares the Annual Report for the Region 10 Executive Committee Meeting and Region 10 Meeting.
7. Oversees and monitors the organisation of the Region 10 Annual Conference series, including TENCON, TENSYP, R10-HTC, R10-SYWLC, etc.
8. Oversees the organisation of an Annual Region 10 Technical Colloquium, Technical Seminar and Leadership Program (mini-POCO).

9. Recommends to R10 Director to technically support a conference organized by OUs or any other organization requesting for technical co-sponsorship within the Asia-Pacific region upon which an MOU would be required.
10. Organises the webinars, mini-POCO in R10 and monitors the quality and operational issues of the conferences and technical events.
11. Invites the sections/councils to express the interest in organising the R10 flagship events and gives CTS committee recommendations to the R10 Director for final approval of these events.

#### **ANUAL CONFERENCE SERIES RESPONSIBILITIES**

The Region 10 Conference and Technical Seminar (CTS) Coordinator prepares an annual Call for TENCON & TENSYP host; receives proposals from Sections/councils; prepares the recommendations based on the guidelines, and presents them to the Region 10 Director for selection. The CTS provides guidance, assistance and contacts to Sections awarded to organize the TENCON, TENSYP and R10-HTC series. It is the CTS role is to ensure that locations for TENCON are chosen two/three years in advance to ensure sufficient time for adequate organisation, budget preparation according to the IEEE rules and an agreement between the Region 10 and an organising Section signed. The CTS authorises a payment of the Region 10 seed money (up to \$5,000), which is to be returned in USD, to a Region 10 Treasurer. The CTS ensures that a percentage of TENCON and TENSYP surplus, which is typically 30 per cent.

#### **ANNUAL REGION 10 TECHNICAL COLLOQUIUM, TECHNICAL SEMINAR AND LEADERSHIP PROGRAM (MINI-POCO) RESPONSIBILITIES**

The coordinator shall organise technical seminars and workshops just before or after the R10 Executive committee and R10 Annual meetings. CTS shall also organise Region 10 Technical Colloquium, Technical Seminar and Leadership Program such as mini-POCO (Panel of Conference Organizers) in cooperation with one or more interested councils, sections and chapters in the region. The coordinator shall be responsible for soliciting proposals for hosting the events, and form a CTS Committee to review the proposals and determine the host. As a guide, speakers of the Technical Colloquium, Technical Seminar and Leadership Program shall consist of a mixture of distinguished research scientists, engineers or professors within and outside the region. IEEE Region 10 may support the budget for speakers' travel expenses while the host shall bear all the other expenses. Registration fees can be charged to defray the cost and generate profit. A percentage of the profit, if any, should be returned to IEEE Region 10.

#### **MEMBERSHIP**

The Region Director appoints the Conference and Technical Seminar Coordinator (CTS) with the concurrence of the Executive Committee. The Coordinator's term is ONE year with possible extension of one more year. The CTS coordinator selects its committee, approved by Director R10, for helping in various activities.