

IEEE Region 10 Technical Conference (The TENCON Series)

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1. Background Information

1.1 HISTORY

The first TENCON conference was held in Hong Kong in 1980. This inaugural conference was organized with a view to having Region 10 - one of the fastest-growing regions within IEEE - more prominently represented in the calendar of IEEE events. Since that time TENCON has become firmly established as a major regional and international activity, and is now an annual event. The conference has been held in over 50% of the countries represented within Region 10. Usually these conferences have addressed particular themes of relevance to countries in the Asia-Pacific region. To ensure high standards of conference organization and management, planning activity typically commences some three years before the scheduled date. A summary of some of the past and planned future TENCON conferences is shown in the following Table:-

YEAR	DATE	LOCATION	CONFERENCE SCOPE/THEME
1991	Aug 28-30	New Delhi	Energy, Computer, Communications & Control
1992	Nov 11-13	Melbourne	"Computers, Communication & Automation Towards the 21 st Century"
1993	Oct 19-21	Beijing	Computer, Communications, Control & Power
1994	Aug 22-26	Singapore	"Frontiers of Computer Technology"
1995	Nov 7-10	Hong Kong	"Asia-Pacific Microelectronics 2000"
1996	Nov 27-29	Perth	Digital Signal Processing Applications
1997	Sept 23-26	Gold Coast	Computer Systems & Networks
1998	Dec 17-19	New Delhi	Global Connectivity in Energy, Computer, Communication and Control
1999	Sept 15-17	Inchon	"Multimedia Technology for Asia-Pacific Information Infrastructure"
2000	Sept 24-27	Kuala Lumpur, Malaysia	Intelligent Systems and Technologies for the New Millennium Date

2001	Aug 19-22	Cruise Liner SuperStar Virgo	Electrical and Electronic Technology
2002	Oct 28-31	Beijing, China	Computers, Communications, Control and Power Engineering
2003	Oct 14-17	Bangalore, India	Convergent Technologies for the Asia-Pacific
2004	Nov 21-24	Chiang Mai, Thailand	Analog and Digital Techniques for Electrical Engineering
2005	Nov 21-24	Melbourne, Australia	A meeting place for converging Technologies and People
2006	Nov 14-17	Hong Kong	IT for ALL: Challenges and Opportunities
2007	Oct 30-Nov 2	Taipei, Taiwan	Intelligent Information Communication Technologies for Better Human Life
2008	Nov 18-21	Hyderabad, India	Innovation Technologies for Societal Transformation
2009	Nov 23-26	Singapore	Emerging Technologies for Sustainable Development

1.2 OBJECTIVES

The major objectives of the TENCON conference series are as follows:

- To provide a prestigious international forum for specialist presentations and interactions in one or more areas of electro and information technology;
- To contribute to the development, progress and welfare of countries in the Asia-Pacific region by disseminating technological knowledge and experience;
- To encourage the study and discussion of technology and technological applications in a broad social, political and human context;
- To enable Sections within Region 10 to develop as mature IEEE entities by accepting the responsibilities of major conference organization.

In business terms, the major objective is to provide attendees with a well-organized, high-quality technical forum which represents "good value for money". TENCON conferences are normally expected to be financially self-sufficient and often return a net surplus. However, it is **not** IEEE policy to deliberately aim for large profits from conference activities. On the contrary, profit-taking should be deliberately curtailed by keeping registration fees etc. to moderate levels, so as to minimize any financial barriers to the members to participate. Conference organizers should always bear in mind the wide range of professional incomes encountered in the Asia-Pacific region.

In professional term, the key consideration is "Quality". Organizers of TENCON are strongly urged to benchmark their performance from other recent conferences in the TENCON series and elsewhere; to set demanding (but realistic) objectives; and to strive at all times towards the goal of *continual improvement* in the standards achieved.

1.3 CONFERENCE ASSIGNMENT

Each TENCON conference is assigned to a particular Section of IEEE within Region 10, based on detailed proposal submitted to the Region 10 Conference Coordinator. The Conference Coordinator will then seek approval to the Region 10 Conference Committee for endorsement of the host for the particular year. The Section selected then bears full responsibility for the organization and conduct of the conference. The terms and conditions of Bid Proposals and the basis on which they are assessed are outlined in the following section. In cases when there is more than one Section bidding to host the conference, a selection by the Conference Committee will be made based on the criteria as provided in Section 2.2.

2. Preparation of Bid Proposals

2.1 CONDITIONS

Bid Proposals are accepted in good faith under the following expressed conditions:

- All proposed plans and activities shall be in complete accordance with the IEEE Bylaws: < <http://www.ieee.org/web/aboutus/whatis/bylaws/index.html>

, IEEE Code of Ethics: < <http://www.ieee.org/web/aboutus/ethics/code.html> and conference operating policies;

- All statements made shall give a true and correct picture of the capabilities, applicable experience, and available resources of the Section concerned; *ambit* claims of all types shall be avoided;
- All Sponsorships and other "outside" sources of funding (both known and prospective) shall be fully disclosed.

Please Note: Although paying Sponsors provide a useful way of sharing the financial burden, no publicity or promotion (other than a simple acknowledgement) may be carried on in support of Sponsors. The IEEE must not be seen to endorse any product, nor any commercial, political or partisan activity.

- The bidding Section shall, if successful, **accept full responsibility for all aspects of the conference** (including financial control and the submission of timely financial and other reports), as detailed hereunder;
- All loans and advances (including any Region 10 seed loan (s)) shall be repaid to the lending authority or organization by the due date. An agreed proportion of any surplus made after repayment of all debts shall be paid to Region 10 by the agreed date (see below);
- The Region 10 Committee is not bound to accept any submission and may call for further bids or suspend conduct of TENCON in a given year if it is not satisfied with the quality of the bids received;
- The decision of the Region 10 Committee as to each TENCON assignment will be final and irrevocable.

2.2 CRITERIA FOR ASSESSMENT

Bid Proposals will be assessed according to criteria determined from time to time by the Region 10 Committee, based on the recommendations of the Regional Conference Committee. Particular attention will be paid to the following aspects:

- The appropriateness and timeliness of the proposed conference Scope and/or Theme;
- Evidence of broad-based technical interest and support, both within the IEEE and elsewhere;
- Evidence of the financial viability of the proposed conference, including any associated activities (seminars, workshops, exhibitions, etc.);

- The availability of local skills, knowledge and experience in organizing an event of the type proposed, to the requisite standards of Quality;
- The accessibility and suitability of the proposed geographical location and the proposed conference venue.
- The proposed conference should offer a good discount to IEEE members compared to non members. In addition student members of IEEE should be given at least 50% discount than ordinary IEEE members in order to encourage participation by IEEE student members.
- The conference organizer should make sure that the conference be held within the laws of IEEE conference series.

Subject to the above criteria and the general Professional and Ethical guidelines outline earlier, submissions based on creative "new" themes are encouraged. Also, as far as is practicable, successive TENCON allocations will be moved in an equitable manner between the different countries and geographical regions of Region 10.

2.3 FINANCIAL RESPONSIBILITIES

An express condition of TENCON assignment is that the responsible unit is made fully accountable for all financial aspects of the conference planning, management and operation. Although the conference Treasurer need not have formal accounting qualifications, it is highly desirable that he/she should be familiar with general accounting practices. The Treasurer should also have had financial or commercial experience of some appropriate form. For Conference Financial Management and Reporting information, please visit the conference website at <http://www.ieee.org/web/conferences/organizers/financial.html> .

Since TENCON is normally organized as a sectional activity, it will need to be included in the Section financial report submitted to IEEE HQ, New Jersey, for the year of the conference. For Financial Reporting for Geographic Units, please visit the MGA Geographic Unit website at

http://www.ieee.org/web/geo_activities/units/Required_Reporting/L50_Financial_Report_.html.

Reference should be made to these documents before any major conference expenditure is incurred.

Certain additional responsibilities for TENCON finances have been established by Region 10, as follows:

2.3.1 Budgets

In addition to the preliminary budget submitted with the Bid proposal, the successful section **must** submit an updated budget not later than six (6) months prior to the conference. This budget should not contain unnecessary detail but must show all major categories of income and expenditure, and carefully-considered estimates pertaining thereto. The use of three-level estimates, corresponding to OPTIMISTIC-EXPECTED-PESSIMISTIC outcomes respectively, is strongly recommended.

2.3.2 Loans

Loans required to seed and manage the conference may be sought from any appropriate source, subject only to IEEE Bylaws and financial regulations. All loans exceeding US \$1000 must be disclosed and included in appropriate detail in the conference budgets (see previous item). For loan amounts exceeding US \$5000, the Letter of Agreement or other loan documentation must be appended to each budget submitted. The terms of all loans (including any loans obtained from IEEE Region 10) must be strictly observed and repayment must be made by the due date.

Please Note: On NO ACCOUNT will IEEE Region 10 accept responsibility for securing or underwriting any loans obtained from non-IEEE sources.

2.3.3 Surplus

Where a TENCON conference returns a net surplus after the payment of all debts and the repayment of all loans, the surplus shall be shared between the Section and Region 10 according to the formula determined from time to time by the Region 10 Committee, with a minimum of at least 30% to Region 10. The intention of any formula adopted is to maintain equity between Sections of

differing size and financial viability, while providing adequate funds for the ongoing role of the Region in promoting and coordinating conferences. (A statement of the current Region 10 policy regarding surpluses is available from the RCC and R10 Treasurer). The Region 10 share of any surplus becomes due and payable immediately, and should be confirmed by the RCC and received by the Treasurer, IEEE Region 10, not later than ninety (90) days after the conclusion of the conference. (If the final conference accounts are not available at this stage, the estimated amount of the surplus **must** be advised to the RCC and Treasurer and payment of the Region 10 share must be made as soon as practicable thereafter).

2.3.4 Losses

In the event of the conference returning a *net loss*, the appropriate details must be furnished to Region 10 as soon as practicable. The fate of any loan monies owing to IEEE Region 10 will then be determined by negotiation between the Section, Regional Conference Coordinator and the Region 10 Treasurer. It should be noted that, except in truly-exceptional circumstances, the financial liability of IEEE Region 10 **will not** exceed the amount of the seed loan(s) provided. A statement of the current Region 10 policy in regard to TENCON losses is available from the RCC and R10 Treasurer.

2.3.5 Financial Report

A summary Financial Report showing all actual amounts of income and expenditure **must** be confirmed by the RCC and submitted to the Treasurer, IEEE Region 10, not later than six (6) months after the conference.

IEEE Conferences, Workshops and Meetings are required to have an Independent Audit of their financial activities if the meeting's receipts or expenses equal or exceed \$100,000 and IEEE sponsorship of the meeting is greater than 50% (51% or over) in accordance with IEEE conference regulations.

The Region 10 Committee reserves the right to penalize any section or other host unit which fails to meet these financial reporting requirements.

Complete information regarding financial management and reporting can be found: <http://www.ieee.org/web/conferences/organizers/financial>.

Please Note: The non-availability of final income/expenditure data is not an acceptable excuse for failing to report by the due date. Accounts should be closed off within the prescribed period using conservative accounting techniques.

2.4 ASSISTANCE AVAILABLE

Units intending to submit a TENCON Bid Proposal are advised to seek assistance from one or more of the sources noted below:-

- The Regional Conference Coordinator (RCC) may be able to provide factual information on past TENCON conferences, and may also be able to give some advice as to suitable themes, etc. All such RCC advice is tendered in good faith but is not based on an intimate knowledge of the circumstances or requirements of particular Sections.
- Sections who have organized a TENCON conference in the past may be able to offer suggestions and advice based on their own experiences. (Care must be taken to consider any such advice in the proper technical, economic and cultural contexts). The initial approach should be to the Chairman of the IEEE Section or Council involved.
- Subject to certain conditions (see preceding section) an interest-free Seed Loan can usually be made available from Region 10 funds. The amount budgeted for this purpose in a given year should be determined from the RCC, IEEE Region 10. (Regardless of the amount budgeted; loans will only be approved on the basis of an acceptable conference Proposal containing all relevant information).
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- The IEEE Conference Organization Manual can be found at < <http://www.ieee.org/web/conferences/mom/index.html> >. Please use this manual along with "How to organize an IEEE Conference: Checklist & Timeline" at < http://www.ieee.org/portal/cms_docs_iportals/iportals/conferences/organizers/timeline.pdf >
- Insurance coverage for an IEEE Conference begins once the Conference Information Schedule is approved. [Conference Insurance Information](#) details the types of coverage IEEE Conference Organizers receive, and provides information on additional event cancellation insurance.

- The Required Documentation for IEEE Conference can be found at < http://www.ieee.org/web/conferences/organizers/required_documentation.html >
- IEEE HQ may be able to assist with conference publicity and certain other aspects. TENCON is an international Conference according to established IEEE criteria, and is therefore eligible for inclusion in all international conference listings. Outline details are given in the [IEEE Conference Manual](#); any further inquiries should be made directly to the IEEE Conference Business Services at < conference-services@ieee.org >

2.5 RECOMMENDED PROCEDURES

Every TENCON conference will have its own specific features and requirements. However, the following general procedures are recommended for the preparation of a Bid Proposal, and subsequently:

- Appoint a suitably-experienced Convener and set up an interim conference committee; assign responsibilities for all key functions;
- Explore various concepts and themes which might apply; attempt to gauge the degree of technical support within IEEE as well as the likely "outside" (non-IEEE) interest. Decide whether displays, exhibitions, workshops, tutorials, student contests, or other peripheral activities are to be included;
- Draw up an outline plan (and associated budget) including: likely Sponsors and collaborating organizations; possible venue(s); the probable level or range of registration fees; seed funds required; prospective Keynote Speakers; technical theme(s) and specialties to be covered; associate delegates program; ground transportation requirements; promotional strategies; catering and accommodation requirements; conference management arrangements and responsibilities; etc. etc.;
- Prepare the formal Bid Proposal with the emphasis on simple, easily-absorbed, factual, information. Avoid loose, unqualified or ambit claims of any type. Make the presentation and formatting as attractive as reasonably possible, but without any resort to ostentation;
- If successful - recruit additional volunteers, assign detailed responsibilities, and implement the plans as previously devised. Undertake frequent reviews to enable problems to be identified and solved on an ongoing basis (see

Organizing, Planning and Scheduling the Conference at
http://www.ieee.org/web/conferences/mom/mom_sect4.html

2.6 LEGAL LIABILITY

IEEE HQ provides comprehensive legal protection for any individual or group of volunteers who may be sued as the result of a TENCON conference (as for any other conference or meeting); subject to the event being registered for insurance cover at least ninety (90) days prior to its commencement. The standard IEEE form "Request for Certificate of Insurance" should be used for this purpose. (See: http://www.ieee.org/web/conferences/organizers/insurance_info.html#request and are separately available from IEEE HQ. The *Conference Manual* also stated the limits of coverage for various types of insurance risk. Please note that CHARTERED AIRCRAFT and CHARTERED BOATS are both explicitly excluded from the IEEE insurance policy and must **not** be engaged in the name of the IEEE. It is the sole responsibilities of the conference organizers to satisfy themselves as to the extent of their legal liabilities and to take all appropriate measures. Advice on legal/insurance matters may be sought from the Conference Insurance office < ieeeinsurance@ieee.org > at IEEE HQ; all such inquiries should be made as early as practicable and in any case not less than three (3) months prior to the conference.

Complete information regarding IEEE Conference Insurance can be found at:
http://www.ieee.org/web/conferences/organizers/insurance_info.html

2.7 DEADLINES

Bids for TENCON, including a completed Proposal Form and all supporting documentation, must be sent to the R10 Regional Conference Coordinator, not later than the advertised deadline. Late submissions may be rejected without further consideration.

Inquiries: Please address all inquiries concerning TENCON bidding to the R10 Regional Conference Coordinator (RCC).

2.8 References

Please refer to

- IEEE Conference Organization Manual at <http://www.ieee.org/web/conferences/mom/index.html>
- Required Documentation for IEEE Conferences: http://www.ieee.org/web/conferences/organizers/required_documentation.html
- How to organize an IEEE Conference : Checklist and Timeline: http://www.ieee.org/portal/cms_docs_iportals/iportals/conferences/organizers/timeline.pdf
- Conference Financial Management and Reporting <http://www.ieee.org/web/conferences/organizers/financial.html>
- Financial Reporting for Geographical Units: http://www.ieee.org/web/geo_activities/units/Required_Reporting/L50_Financial_Report_.html
- Financial Resources for Geographic Units: http://www.ieee.org/web/geo_activities/units/Resources/financial.html
- Organizing, Planning and Scheduling the Conference: http://www.ieee.org/web/conferences/mom/mom_sect4.html
- Conference Insurance: http://www.ieee.org/web/conferences/organizers/insurance_info.html

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