



SECTION 5 - 5.10: CONFERENCE COORDINATOR

MISSION STATEMENT

One of the main IEEE Region 10 goals is to provide members with access to latest development in Electro-technology and Information Engineering fields through supporting conferences in the Asia Pacific region. The support includes funding the R10 Annual Conference series, TENCON, (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.

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 General 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 Committee to get views, inputs and advice on the running of conference activities in Region 10.
5. Acts as an interface between Region 10 Office and the MGAB/TAB Meetings and Services Committee to support organisation of Conferences in Region 10.
6. Prepares the Annual Report for the Region 10 Executive Committee Meeting and Region 10 General Meeting.
7. Oversees the organisation of the Region 10 Annual Conference series, TENCON.
8. CC will recommend 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.

TENCON RESPONSIBILITIES

The Region 10 Conference Coordinator (CC) prepares an annual Call for TENCON bidding, receives proposals from Sections and presents them to the Region 10 Executive Committee for selection. The CC provides guidance, assistance and contacts to Sections awarded to organize the TENCON series. It is the CC role is to ensure that locations for TENCON are chosen 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 CC authorises a payment of the Region 10 seed money (up to \$5,000) to a Region 10 Treasurer and ensures that the Region receives a percentage of TENCON surplus, which is typically 30 per cent.

MEMBERSHIP

The Region Director appoints the Conference Coordinator with the concurrence of the Executive Committee. The Coordinator's term is two years.