Conferences Committee Report for ExCom meeting 23 January 2012

I am honored to once again serve as Conference Committee Chair for 2012.

Goals for 2012
1)   Contact all IEEE conferences in Region 3 being held in 2012 to welcome them to the Region and offer the services of the Region to support their conference.
2)   Continue to assist SoutheastCon 2012 in its final planning and execution phases.
3)   Work with SoutheastCon 2013 in its initial planning stages.
4)   Complete the approval process of SoutheastCon 2014 in Lexington, KY.
5)   Complete the approval process of SoutheastCon 2015 in Ocho Rios, Jamaica.
6)   Work with interested parties to find locations for SoutheastCon 2016 & 2017.
7)   Work with the conference task force in completing its goals and objectives.

SoutheastCon 2011 – Nashville
1)   The Conference Chair (Jeff Black) has left the Region and is now in New Mexico.
2)   I would like to thank Don Hill for his efforts in tracking down Jeff and helping to close out SoutheastCon 2011.
3)   Jeff is waiting for a final registration report from Charles Lord before he can close out the conference.
4)   The final checks from the Registration have been misplaced and Jeff Black paid the final bills for SoutheastCon out of his personal funds.
5)   Charles Lord has contacted the Registration provider and has requested that new checks be issued.
6)   It is estimated that the Conference will end up losing around $10,000.
7)   Once the final conference expenses are approved, we will need to put forth a request to authorize approval of paying the loss out of the Conference Reserves.

SoutheastCon 2012
1)   I held a telephone call with Donghui this past weekend to work out some pressing issues. We finalized the issues with the registration fee structure. It is the plan for this and all future SoutheastCon to have a consistent fee structure defined by the Region and the Conference.
2)   There have been issues with getting the Registration site live. It is the plan to have the site live with the next 2 weeks. We will develop an

instruction sheet on how to setup the registration system so that we do not have this issue in the future. We are using a site called X-CD to handle paper reviews and registration. We are using Authorize.Net and IEEE Merchant Account Lending to handle credit card transactions.
3)   Hotel registration is open.
4)   A meeting between the conference committee and the conference is being scheduled for late February to help the conference through the last minute logistics for the conference.
5)   We are going to try and schedule a meeting with the SoutheastCon 2013 committee during this year's SoutheastCon.

SoutheastCon 2013 – Jacksonville
1)   Regina has been in contact with the Student Committee. Everything is on schedule for having the HW rules ready for this year's conference.

Panel of Conference Organizers
1)   This year's POCO is being held in Budapest, Hungary. At this point I am hoping to attend and give a presentation on "Practical Risk Management for Conferences".

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