

**From:** "Conrad, James (Jim)" <jmconrad@uncc.edu>  
**Subject:** **Region 3 Task force - Conferences**  
**Date:** January 23, 2012 5:03:26 PM CST  
**To:** "r3-excom2012@IEEE.ORG" <r3-excom2012@ieee.org>, "'sec-r03@ieee.org'" <sec-r03@ieee.org>  
**Cc:** 'Gregg Vaughn' <g.vaughn@ieee.org>  
▶ 1 Attachment, 210 KB

---

## **Minutes - Conferences task group - 12/3/2011**

Conrad, Hardy, Beale, Vaughn, Green, Shank, Hannemann, Robertson, Radcliff, *Stogner (for beginning)*.

### Agenda:

- Kickoff - Lee S
- Mindmap - Bill/Dave
- Past discussion - Jim
- Capture past efforts - Jim
- Organize conferences - Jim
- Break out - effort areas - Jim

Charge by Lee Stogner (recap of Charter): The Conference Committee recommends the creation and funding of a Region 3 Conference Task Force for the purpose of improving conference activities in Region 3 specifically:

1. Defining the role of Region 3 in conferences related to funding, training, support services for conferences including but not limited to SoutheastCon,
2. Defining relationships between Region 3, Sections, Chapters, Affinity Groups, Student Branches, and Technical Units,
3. Improving the SoutheastCon conference model and operating practices

After an entire day of discussion, the following recommendations were made:

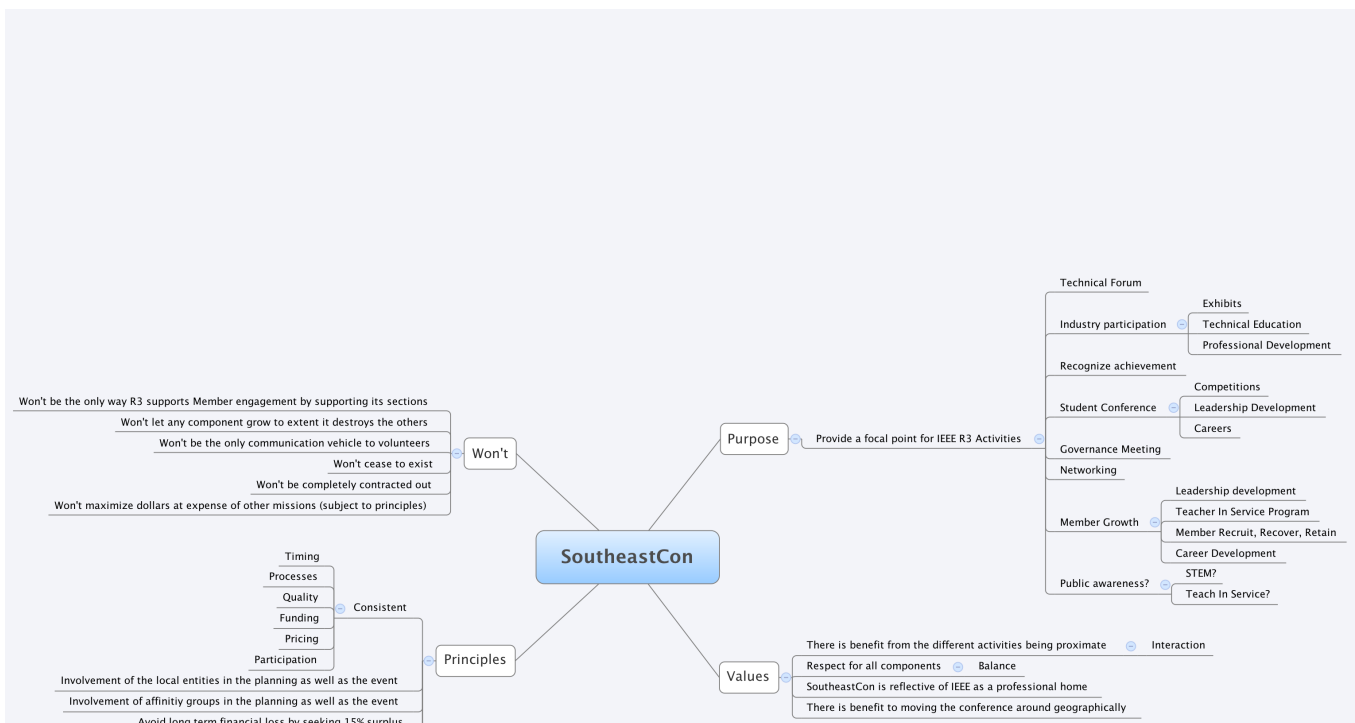
- A Mindmap developed identified the purpose, values, and principles of SoutheastCon (attached)
- The Technical Conference will have the program committee members made up from R3 and local representatives. The Technical Conference will have a consistent call for papers, papers system, and fee structure. It should be a mostly R3-organized meeting.
- The Industry activities will be locally organized but also have a R3 representative for national exhibitor/industry involvement.
- The Student Activities Conference will be organized by a small committee including R3 and local representatives. It should be a mostly locally-organized conference with heavy R3 involvement.
- Some tasks should be handled by the local organization, some by R3.
  - Conf-set up, approval - local
  - program - local
  - travel/transportation - local

- wireless - local
- AV - local
- Hotel - local
- Spouse/Guest - Local
- Public Awareness - local
- Contributor - local
- Website - R3
- IEEE Publicity - R3
- Registration - R3
- Awards - R3
- Fee Structure - R3/local joint

A more extensive set of minutes (including several mindmaps) will be available soon.

James M. Conrad, PhD, PE, PMP, Associate Department Chair and Associate Professor  
 Dept. of Electrical and Computer Engineering, [jmconrad@uncc.edu](mailto:jmconrad@uncc.edu)  
 UNC-Charlotte, 9201 University City Boulevard, Charlotte, NC 28223  
 Office: 704-687-8597, Fax: 704-687-4762, Mobile: 704-756-5550  
 URL: <http://www.coe.uncc.edu/~jmconrad>

If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply e-mail or by telephone. Thank you.



Current Documentation is available

Proactive training and mentoring