

Closeout Summary

- ▶ Registration
 - Authors
 - 229 of Papers Submitted
 - 128 of Papers Accepted
 - 69 of Virtual Presentations
 - 59 of On-site Presentations
 - 25 of Posters Submitted
 - 7 of Posters Accepted & Presented
 - 100% of papers were presented in both virtual in on-site sessions
 - Students
 - 35 Hardware Teams
 - 7 Software Teams
 - Region 3
 - 78 registered
 - Exhibitors
 - 7 Exhibitors
 - 6 Graduate Schools
 - Volunteers 90
 - 68 No-shows onsite
 - 591 Registered total
 - **Total No. of Participants: 523 – 443 onsite, 80 virtual**

Hotel

- ▶ Room Block Details:
 - Made original room block 572 room nights (exceeded 80% of 666 requirement (85.9%))
- ▶ Would use hotel again
- ▶ Pros
 - Responsive
 - Kind
 - New airport in town to be built in 3 years
 - Rooms fine
- ▶ Cons
 - Change of sales contact at last minute – many catering issues because of this change
 - Need water next time at meals and eating rooms
 - Had problems with staff clearing tables as people finish meals
 - Airport too far from hotel, but team arranged for drivers. Drivers didn't always have a sign and it should be labeled "IEEE." Need a specified transportation organizer to handle arranging the drivers.
 - Reception ran out of food and took too long to get refilled. No staff was there to serve the 2nd round of food.
 - Ran out of food on Saturday lunch
 - Ran out of coffee.

Conference Center:

- ▶ Would use conference center again
- ▶ Pros
 - Plenty of room
 - Easy to work with and responsive
 - Nice to have MOVE truck inside (need power for it if it's inside)
 - Nice layout with easy access to the exhibit hall for tracks
 - Easy access from the hotel
 - Loved banner on the bridge
- ▶ Cons
 - Need water next time at meeting rooms
 - Laptops weren't in the room for our R3 meetings, and we had to improvise.
 - Laptops
 - Two microphones
 - Needed internet for the MOVE meeting

Awards Banquet

- ▶ Pros
 - Good food
 - Nelson and Bailey rocked it
- ▶ Cons
 - Lasted too long
 - 6 finalists for the HW is too many
 - Need MC for while they're setting up
 - Need pitchers of water on each table
 - Coffee was part of menu – not provided
 - We need people to keep people out of the banquet before it starts.
 - Keep projectors off while doing last minute edits of slide show
 - Reserved tables should be labelled winners, officers, committee chairs, VIPs, etc.
 - Vegetarian and Vegan options were not handled by hotel properly and service was slow
 - No IEEE banner. We should buy another one.

Draft Closeout Summary

| | |
|----------------------------------|-------------------------------|
| ▶ Income: | |
| ▪ Total Revenue (registration): | \$144.5K |
| ▪ Received | \$144.5K |
| ▪ Delta on Receipts | \$0K |
| ▪ Contributors: | \$52K |
| ▪ Contribution Received: | \$50K |
| ▪ Contributions Outstanding: | \$2K |
| ▪ Total: | \$196.5K |
| ▶ Expenses: | |
| ▪ Facilities, supplies, etc | \$25.5K |
| ▪ Hotel (F&B, staff rooms) | \$103K |
| ▪ Presentation Technologies | \$18.9K |
| ▪ EDAS | \$1.6K |
| ▪ Transportation | \$8K **(charged to R3 travel) |
| ▪ Total: | \$149K |
| ▶ Projected Gross Surplus | \$47.5K |