

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