

IEEE SoutheastCon 2023 Report to R3 Executive Committee

22 May 2023



IEEE SoutheastCon 2023
Orlando, Florida

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Agenda



- Items since IEEE SoutheastCon 2023
- Conference Meals Actuals
- Financial Estimate at Complete
- Next Steps

Items since IEEE SoutheastCon 2023



- 20 APR – Operational Debrief
- 24 APR – Met w/ R3 Treasurer RE R3 Room Payments
- 30 APR – Submitted Hotel Payment Request to IEEE MCE/HQ
- 9 MAY – Received notice that papers have been published in IEEE Xplore
- 15 MAY – Hilton bill paid

Conference Meals Actuals



Meal	Guarantee	Actuals
Friday Breakfast	80	44
Friday Lunch	100	107
Welcome Reception	475	455*
Saturday Breakfast	180	120
Saturday Lunch	200	162
Awards Banquet	500	369*
Sunday Breakfast	100	40
Sunday Lunch	25	15

* - counts provided by Hilton Banquet Captain

Financial Estimate at Complete



Description	Credit/(Debit)	Balance
Balance as of 10 May		\$268,180.39
Hotel F&B, R3 Rooms, Electric, and Internet Payment (Hilton)	\$(170,809.99)	\$97,370.40
Reimbursement to Stephen Hopkins – Office Supplies	\$(555.66)	\$96,814.74
AV Payment (Presentation Technologies) – Pending	\$(19,242.50)	\$77,572.24
EDAS Fees – Pending	\$(4,000)	\$73,572.24
IEEE Audit – Pending	\$(1,500)	\$72,072.24
Conference Committee Closing Dinner and Gifts – Pending	\$(1,500)	\$70,572.24
Hotel Commission – Pending	\$7,119.63	\$77,691.87
R3 Seed Funding – Pending	\$(5,000)	\$72,691.98
Orlando Seed Funding – Pending	\$(5,000)	\$77,691.87
Gains To R3 – Pending	\$(33,845.94)	\$33,845.94
Gains To Orlando – Pending	\$(33,845.94)	\$0.00

Next Steps



- Pay remaining bills
- Start conference closeout
 - Final financial actuals for reporting to R3 and Orlando
 - Audit
 - Payouts back to R3 and Orlando
- Update Conference Operations Manual
- Hotel Operations Manual for future SoutheastCons