IEEE Region 3 Conference Committee Report - 2024-02-26

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Region 3 Conference Committee Report for February 2024

The Region 3 Conference Committee met on February 13, 2024 to hear a readout on SoutheastCon 2024 Atlanta preparations, to determine the readiness of SoutheastCon 2025 Charlotte for preparations for SoutheastCon 2024, and an update from SoutheastCon 2025.

This month and next, the Conference Committee has been and will be hyper-focused on SoutheastCon 2024 preparations in Atlanta, including finalizing hotel logistics and ensuring that the Charlotte local organizing committee has materials ready to welcome attendees to Charlotte. The committee received a preliminary copy of the 2026 hardware competition rules and shared it with key members of the committee, specifically the SAC chair and the vice chair who oversaw the 2023 competition. Key committee members plan to be in Atlanta to finalize hotel preparation with the hotel staff on March 7, 2024.

On February 12, 2024, the Conference Committee went in front of the Finance Committee to present the proposed budget for IEEE SoutheastCon 2026 in Huntsville. Out of that meeting, we have an endorsement of the 2026 budget and committed to bringing the proposal to the Region 3 ExCom for endorsement.

Our current plan of record for SoutheastCon 2026 is to request an endorsement from the Region 3 ExCom at the February meeting so that the Huntsville local organizing committee can obtain a memorandum of understanding signed between Region 3 and the Huntsville Section and then engage IEEE Meetings, Conferences & Events planners to formalize the contract with both the Von Braun Center and the Embassy Suites. A draft MOU has been sent to both the Region 3 director and the Huntsville Section chair for review in advance of the Region 3 ExCom meeting on Monday, February 26, 2024. Formal approval of SoutheastCon 2026 is planned for March at the Region 3 Committee Meeting.

The committee also seeks proposals from sections that wish to host SoutheastCon 2027, SoutheastCon 2028, and SoutheastCon 2029. Our preliminary schedule is to make a recommendation for the host section for SoutheastCon 2027 by July 2024, and to recommend host sections for the 2028 and 2029 conference in December 2024. All 3 recommendations will then be brought to the Region 3 Committee Meeting at SoutheastCon 2025 in Charlotte for formal approval.

The next Conference Committee meeting will be held via Microsoft Teams on Tuesday, March 12, 2024, at 7 p.m. ET. The tentative agenda is to see where we can assist the Atlanta local organizing committee with final preparations, review preparations of the Charlotte organizing committee, including the preliminary budget and readiness to present in Atlanta, and to get an update from the Huntsville local organizing committee on engaging IEEE MCE to assist with contracting.

The Committee is also scheduled to meet in person in Atlanta at SoutheastCon 2024 on Friday, March

22, 2024, and will present a breakout session on "How to Hold a Conference" on Saturday, March 23, 2024.

Respectfully submitted,

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Chair, Conference Committee
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