

[IEEE R3] Conference Committee Report - 2024-06

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To:Donohoe, Pat <donohoe@ece.msstate.edu>;IEEE Region 3 ExCom 2024 <r3-excom2024@ieee.org>;IEEE Region 3 Sections <sec-r03@ieee.org>

Resent with corrections below.

Fellow IEEE Region 3 ExCom Members,

Greetings from Bangkok, Thailand. Due to the time difference, I may not be able to join the Region 3 ExCom in person this month.

The committee chair met with Area 4 chair Paul Kuban on June 6, 2026, to discuss potential bids from sections within Area 4 that could host IEEE SoutheastCon 2027. The area chair would reach out to sections to gauge interest and follow-up with the committee chair in a few weeks.

The committee chair also met with the Jamaica Section on June 6, 2026, to review their initial draft proposal for IEEE SoutheastCon 2027 to be held in Montego Bay, Jamaica. The committee chair provided initial feedback to the Jamaica Section and the proposed committee to include:

- Deciding on a Thursday to Sunday date that does not conflict with holidays (Easter/Passover), or local university spring breaks
- Obtaining preliminary pricing from the hotel for conference space and banquets and availability of lodging rooms to support the attendees.
- Based on preliminary pricing, develop an indicative budget to support the event
- Determining how the Section and the Organizing Committee will support students attending the conference as it is held in a non-U.S. location

The committee chair provided data from Orlando 2023 and Atlanta 2024 around lodging requirements over to the Jamaica Section to assist with conversations with potential event venues.

The conference committee held a discussion meeting on June 11, 2024, due to lack of quorum.

The first item of discussion was additional closeout activity assistance needed for Atlanta 2024, of which there were none.

The main topic of discussion was Concord/Charlotte 2025 where the local organizing committee provided planning updates. The 2025 committee was able to move their website over to the main URL (<https://ieeesoutheastcon.org>) on June 5, 2024. The committee also planned their first committee meeting on June 12, 2024. One item that came up for further discussion is the sale of multi-year packages for patrons/exhibitors. While Huntsville 2026 is open to the idea with a joint sale with Concord/Charlotte 2025, the committee and the local organizing committees needed to work through a process to ensure that funds can be transferred across event years and that revenue is correctly accounted for.

The Huntsville 2026 committee reported that they were ready to begin contract signatures with their two venues: The Von Braun Convention Center and the Embassy Suites. The committee chair asked

for a copy of the contracts for review prior to submission to IEEE Conferences, Events & Experiences ("CEE"), formerly IEEE Meetings, Conferences & Events ("MCE") to ensure that the event is agreeing to the best terms and conditions for the Huntsville Section and the Region.

The committee chair attended the Concord/Charlotte 2025 first full meeting of the local organizing committee on June 12, 2024. The committee has postponed their planning retreat as they work through rounding out their committee.

The committee chair and vice chair met with the Jamaica Section again on June 19, 2024, to review an updated proposal. During this meeting, the chair and vice chair provided specific data around conference room requirements and daily lodging room block needs so that the Jamaica Section and the proposed committee could provide specific requirements to event venues to obtain a quote. The Jamaica Section requested a follow-up meeting for July 10, 2024 with the committee chair and vice chair.

The committee chair and vice chair were asked on June 20, 2024, to review a memorandum of understanding ("MOU") between Region 3 and Region 9 for a joint Region 3 and Region 9 Caribbean Conference (CaribCon), which will be an annual technical conference to alternate between a Region 9 section in the Caribbean and Region 3. Edits were provided to the Region Director.

The next Conference Committee meeting will be held on July 9, 2024, at 7 p.m. ET via Microsoft Teams.

Respectfully submitted,

Joe Juisai
Chair, Region 3 Conference Committee

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