

IEEE Region 3 Conference Committee Report to Region 3 ExCom

IEEE
Region 3

26 August 2024

Joe Juisai, Committee Chair

Conference Committee Report

Major Headlines

- ▶ Met on July 9 and August 13 with the full committee
 - Status on closeout of SoutheastCon 2024
 - Status on planning and execution activities of SoutheastCon 2025 and 2026
 - Review of MOU for CaribCon joint conference with Region 9
- ▶ Completed a model RFP for hotels and conference space to be used by candidate OUs
 - Previous version was 1 page and did not have specific details
 - Current version is 12 pages and provides room specifications needed to run all three conference tracks
- ▶ Preparing a Proposal Guide for Candidate OUs to prepare proposal submissions
 - PowerPoint format so that it can be reused for other approvals (FinCom, ExCom, and R3 Committee)
 - Proposal template and content requirements for a successful proposal
 - Historical information (food and beverage, lodging rooms, conference room specifications)
 - Assumptions to use to build out budget so that proposals can be compared to each other
 - Target completion: September 14, 2024

Conference Committee Report

Additional meetings and next steps

- ▶ Preparing SoutheastCon host OU evaluation and selection criteria
 - Target completion: September 28, 2024
- ▶ Attended IEEE Convene from 1 to 2 August
 - VP Conferences/Regional Conference Coordinators Meeting on 31 July
- ▶ Internal meetings with Industry Engagement representative (July 17) and Conference Operations Specialist (July 18)

Conference Committee Report

Potential Candidate OUs for SoutheastCon 2027

- ▶ Received preliminary proposal from Jamaica Section as a candidate section for 2027
 - Reviewed offline and provided feedback to Jamaica Section on August 2
 - Answered feedback questions and provided additional verbal feedback on August 7
- ▶ Received notification from Daytona, Canaveral, Orlando, and Melbourne (DCOM) that they will be collaborating and submitting a joint proposal as a candidate OU for 2027 in Daytona Beach
 - Preparation materials sent to DCOM candidate OU team
- ▶ Spoke to David Livingston (Hampton Roads Section) regarding hosting SoutheastCon
 - Hampton Roads is in a rebuilding phase and will defer for now

Goal 7: Provide engaging and surplus-generating SoutheastCon and other Region 3 sponsored conferences in 2024-2025 and plan for similar success in 2026-2028.

Lead

Joe Juisai, Chair, Conference Committee

Detail

- Successfully hold SoutheastCon 2024 (Atlanta)
- Prepare 2025 (Concord/Charlotte) and 2026 (Huntsville) for success
- Transparently evaluate and complete selection of 2027 host OU(s)

Year End Tasks

- Publish proposal preparation guide for candidate OU(s)
- Prepare and disseminate evaluation and selection metrics and criteria for host OU(s) selection
- Presentation by candidate OUs to Committee in November
- Selection of 2007 Host OU(s) by Committee in December

Success Criteria and Metrics

- Selection of 2027 Host OU(s) by Committee in December
- Approval of Host OU(s) by FinCom and ExCom in December

Progress

Milestone	Target Completion	Percent Complete
Complete Atlanta 2024	1Q2024	100%
Formalize Huntsville Bid	1Q2024	100%
Select 2027 Host OU(s)	2Q2024 4Q2024	75%
Select 2028 and 2029 Host OU(s)	3Q2024 2025	0%

Risks

- Lack of qualified OU proposals by October 11, 2024, deadline