

IEEE Region 3 Conference Committee Report to Region 3 ExCom

IEEE
Region 3

23 September 2024
Joe Juisai, Committee Chair

Conference Committee Report

Major Headlines

- ▶ Unofficial meeting on September 9 (lack of quorum)
 - Status on planning and execution activities of SoutheastCon 2025
 - Discussed expanding exhibit/patron sales across multiple years – requires follow-up with IEEE MCE/HQ
- ▶ Completed the Proposal Guide for Candidate OUs and shared with 2027 candidate OUs
 - Proposal Guide with estimating factors, pricing strategy, and proposal preparation guidelines
 - Proposal template with table of contents and required materials
 - Budget template (previously provided to candidate OUs)
 - Travel cost estimation template
 - Require candidate OUs to provide venue RFP response(s) as part of the proposal submission

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Additional meetings and next steps

- ▶ Submissions of IEEE SoutheastCon 2027 proposals from candidate OUs are due on 11 October 2024 at 2400 ET
- ▶ Informed candidate OUs that a 25-minute presentation will be required at the 11 November committee meeting followed by a 15-minute question and answer period
- ▶ Continue with preparing SoutheastCon host OU evaluation and selection criteria
 - Target completion: 28 September 2024