IEEE CaribCon 2026
Approval Timeline Discussion

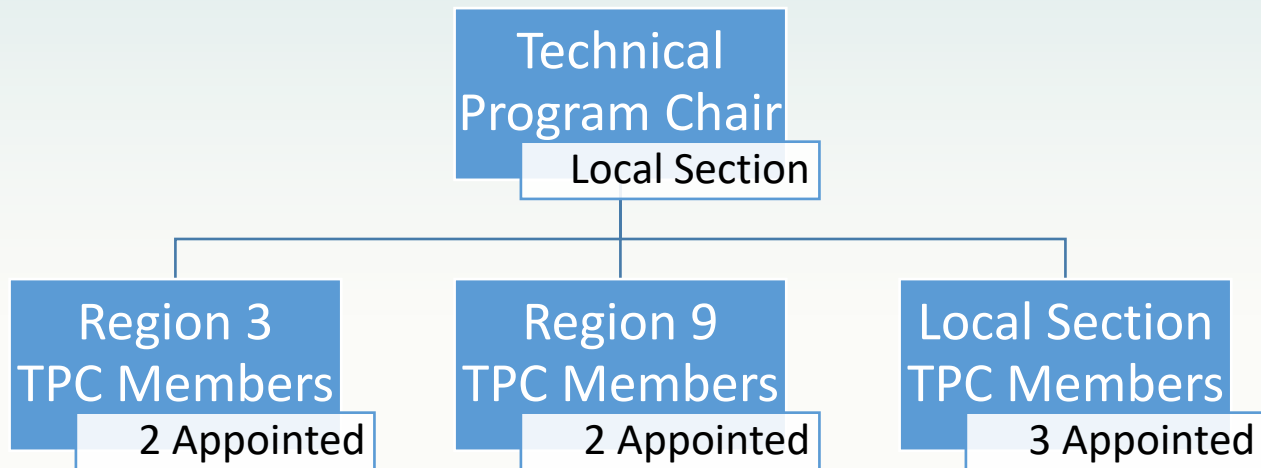Presented to IEEE Region 3 Executive Committee
24 February 2025

Agenda

▸ IEEE CaribCon Scope

▸ Recommended Technical Program Committee Structure

▸ Approval Process

▸ Region-specific Action Items

▸ Target Metrics

IEEE CaribCon Scope

▸ Formal Name: IEEE Caribbean Conference 2026 (IEEE CaribCon 2026)

▸ Proposed Dates: **15-16 May 2026 (Preferred)**, 29-30 May 2026, or 3-4 June 2026

▸ Conference Scope:
  - Technical papers
  - Possible paper prizes
  - Possible keynote speaker and formal dinner
  - Affinity groups (YP/WIE/LM) participation (panel/workshops/etc.)
  - Industry participation (panel discussions)
  - Exhibitors and patrons
  - Single student activity (presentation)

▸ Out of scope
  - Business meetings (Region 3)

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Recommended Technical Program Committee Structure

Regions 3 and 9 appoint 2 TPC members each for continuity

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                    │     Technical       │
                    │  Program Chair      │
                    │   Local Section     │
                    └─────────┬───────────┘
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│    Region 3     │ │    Region 9     │ │  Local Section  │
│  TPC Members    │ │  TPC Members    │ │  TPC Members    │
│  2 Appointed    │ │  2 Appointed    │ │  3 Appointed    │
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Approval of Host OU

▸ Location: It is understood that the location of the conference will alternate among locations within Region3 and Region 9, with the conference held in Region 3 during even years and held in Region 9 Caribbean nations every odd year, starting in 2026. **Host sections will be selected by the respective Regions.**

▸ Conference Budget: The conference's budget shall be reviewed and approved by both Region 3 and Region 9 ExCom at least one year prior to conference hosting date.

▸ Surplus Requirement: It is understood that the Conference budget will show a surplus greater than or equal to 20% of total revenues.

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Required Approval Timeline

FEBRUARY 2025	MARCH 2025	APRIL 2025

Jamaica Meeting
7 FEB
1900 ET

Documents Due
28 FEB

R3 Conference Committee
10 MAR
1900 ET

R9 ExCom
Mar 6-8

R3 Finance Committee
11 MAR
2000 ET

R3 ExCom/ Committee
30 MAR
0800 ET

TODAY
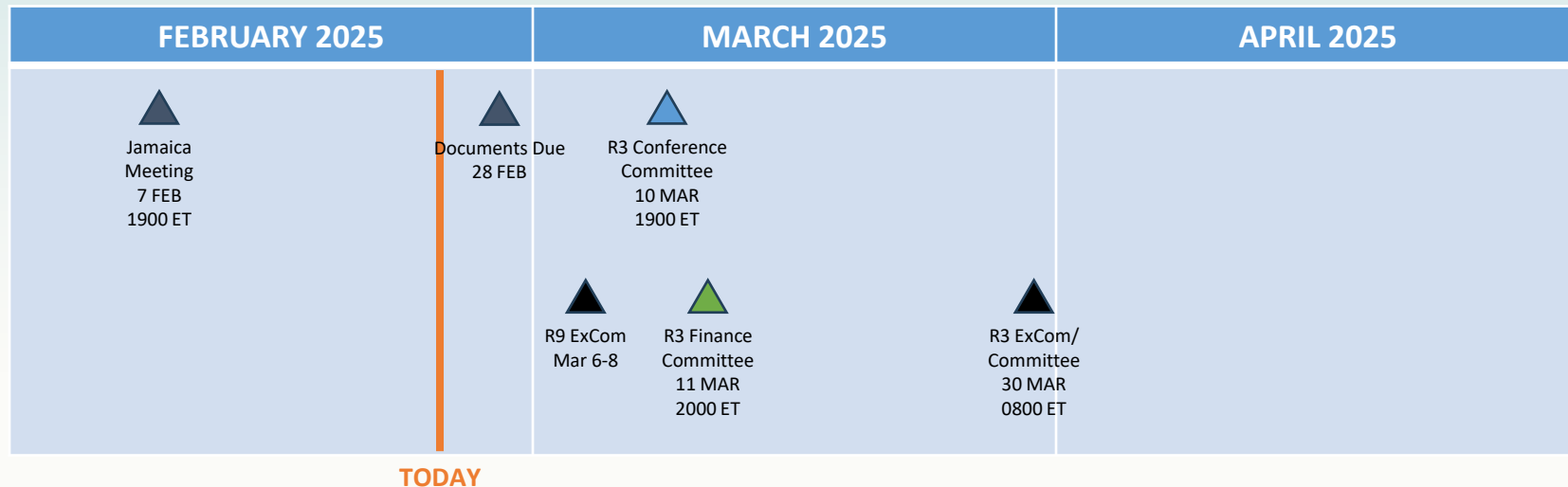
▸ Received draft documents from Jamaica on 15 February and provided feedback 17 February and 19 February

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Jamaica/R3 Approval Process

Supporting an expedited timeline

▸ Section-level proposal waived

▸ Section must provide
  - Identification of key committee members
  - Hotel/conferencing proposal with rates and meals
  - Slides with budget overview, major revenue and expense items
  - Budget that conforms to MOU terms and conditions

▸ Section must provide completed materials by 28 February for committee review

▸ Materials will be reviewed by conference committee representatives prior to being forwarded to Region 9 for Region 9 ExCom approval

▸ Present at R3 conference committee on 10 March

▸ Present at R3 finance committee on 11 March

▸ Request formal approval at Region 3 Committee meeting at IEEE SoutheastCon 2025 on 30 March

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R3 Conference Committee Action Items

Supporting expedited Region 3 review

- ▸ R3 Conference Committee will review and assist Jamaica with materials for Region 3 and Region 9 review

- ▸ Conference Committee will review an endorsed budget with the Region 3 Finance Committee on 11 March for endorsement

- ▸ Conference Committee will request award of host section at Region 3 committee (business) meeting on 30 March

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Region 9 TAC/Conferences Coordination Action Items

Supporting Region 9 approvals

▸ Region 9 will receive a package for ExCom review prior to 6 March

Questions and Next Steps

▸ Questions

▸ Next Steps
  - Follow-up meeting with Jamaica (to be scheduled by Jamaica) to discuss updates

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