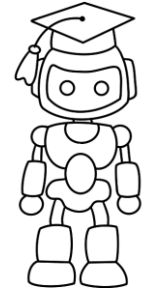


Conference Committee Report

29 March 2025

Conference Committee Members



Joe Juisai
Chair



Stephen Hopkins
Vice Chair



Sonya Dillard
Director Elect



Eric Ackerman
Past Chair



Bailey Heyman
SAC Chair



Tamseel Syed
Conference Ops.
Specialist



Wyman Williams
Conference Ops.



Binesh Kumar
Industry
Engagement



John McDonald
Industry
Engagement



Joe Pennisi
Treasurer



Jim Conrad
Director Emeritus



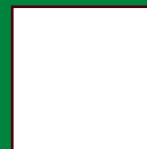
Alessio Medda
2024 Chair



Charles Lord
2025 Chair

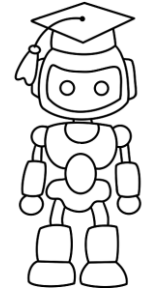


Will Goins
2026 Chair



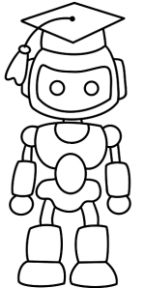
TBD
2027 Chair

IEEE SoutheastCon 2025 – Charlotte, NC



Conference Committee Actions

- Selection of IEEE SoutheastCon 2027
- Selection of IEEE CaribCon 2026
- Assist of planning IEEE SoutheastCon 2025
- Developed IEEE SoutheastCon Proposal Guidelines and Evaluation Criteria
- Cookbook for Section-led conferences



Conference Committee Goals

Provide an engaging and surplus-generating SoutheastCon 2025 and other Region/Section sponsored conferences and plan for similar success in 2026-29

Lead

Conference Committee Chair Joe Juisai

Detail

- Complete 2027 selection process Conduct successful Concord 2025 conference
- Prepare Huntsville 2026 and TBA 2027 for success
- Begin planning CaribCon with Region 9
- Publish initial plans for CaribCon 2026/2027 jointly with Region 9
- Assist OUs interested in SoutheastCon 2028 and 2029 with proposal submission
- Evaluate and endorse 2028 and 2029 proposals
- Prepare "Section Conference" playbooks for R3 OUs (on behalf of Section Support)
- Assist sections in planning and executing "Section Conferences"
- Complete 5 "Section Conferences" in 2025

Next quarter tasks to achieve goals

- Prepare endorsement package for FinCom and ExCom
- Complete Section Conference playbook
- Announce SoutheastCon 2027 location selection

Project Success - Metrics

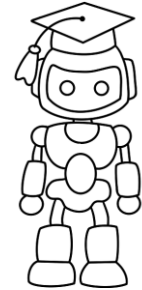
- Complete endorsements of 2027 location selection in January
- Formalize selection of 2027 location at Concord 2025
- Complete "Section Conference" playbook in February

Progress

Milestone	Target Completion	% Complete
• Complete "Section Conference" playbook	1Q2025	95%
• Complete 2027 selection process	1Q2025	95%
• Conduct initial planning session for CaribCon 2026/2027	2Q2025	Not Started
• Conduct 2028/2029 evaluation process	3Q2025	Not Started
• Assist OUs with planning and executing "Section Conferences"	3Q2025	Not Started
• Complete 5 "Section Conferences" in Region 3	4Q2025	Not Started

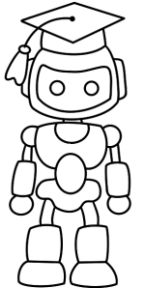
Risks and Recommendations

- Ability to announce 2027 location selection in January
- Planning and execution of Concord 2025
- Lack of engagement by Region 9 or Region 3 OUs for CaribCon
- Lack of interest by OUs to host 2028 or 2029 conferences



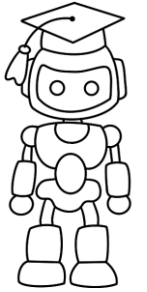
Section-run Conferences

- We put a goal to see 5 section-run conferences in 2025
- We have a cookbook to be published on the R3 knowledge base with tasks and a day-of schedule
- We are happy to help provide guidance to sections on how to jump start a section-run conference



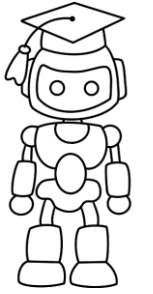
Section Conference Cookbook

ID	Task	Owner	T-Minus Start	T-Minus End	Est. Start	Est. End	Act. Start	Act End	Status	Comments
1.0	Organization		-6 months	-5 months						
1.1	Form Conference Committee		-6 months	-6 months						
1.2	Set Meeting Cadence		-6 months	-6 months						Meet every other week until 3 months prior, then weekly through week prior to conference
1.3	Determine Conference Theme		-6 months	-5 months						
2.0	Overall Logistics		-6 months	-2 months						
2.1	Select Conference Theme		-5 months	-5 months						
2.2	Select Dates		-6 months	-6 months						
2.3	Determine Conference Location		-6 months	-5 months						
2.4	Reserve Space		-5 months	-5 months						
2.5	Find Keynote Speaker		-5 months	-4 months						
2.6	Contact Society Chapter Officers and Affinity Groups		-6 months	-6 months						
2.6	Obtain Commitment from Society Chapter/Affinity Group Officers for Speakers		-5 months	-5 months						
2.7	Obtain Speaker Topics and Speaker Bios		-4 months	-2 months						
2.8	Decide on admission fee		-6 months	-5 months						
3.0	Marketing		-6 months	-2 weeks						
3.1	Determine Conference Costs		-6 months	-4 months						
3.2	Create Conference Flyer		-5 months	-4 months						
3.3	Create vTools Event		-3 months	-3 months						
3.4	Send initial eNotice to section and neighboring sections		-3 months	-3 months						
3.5	Submit Event to Newsletter		-3 months	-3 months						
3.6	Create Conference Brochure/Website		-3 months	-3 months						
3.7	Obtain Exhibitors and/or Patrons		-5 months	-2 months						
3.8	Confirm Exhibitors and/or Patrons		-3 months	-1 month						
3.9	Obtain Exhibitors and/or Patrons Payments		-1 month	-2 weeks						
3.10	Send eNotice to section and neighboring sections		-1 month	-1 month						
3.11	Send final registration eNotice to section and neighboring sections		-2 weeks	-2 weeks						



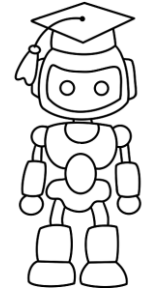
Section Conference Room Planner

Time	Common Area	Main Hall	Breakout 1	Breakout 2	Breakout 3	Breakout 4	Office
0800	Registration Breakfast						Conference Office
0815							
0830							
0845							
0900		Opening					
0915		Keynote					
0930							
0945							
1000							
1015		Break	Speaker Prep	Speaker Prep	Speaker Prep	Speaker Prep	
1030			Speaker	Speaker	Speaker	Speaker	
1045							
1100							
1115							
1130	Lunch Prep						
1145							
1200	Lunch						
1215							
1230							
1245							
1300							
1315			Speaker Prep	Speaker Prep	Speaker Prep	Speaker Prep	
1330			Speaker	Speaker	Speaker	Speaker	
1345							
1400							
1415							
1430		Break					
1445			Speaker Prep	Speaker Prep	Speaker Prep	Speaker Prep	
1500							
1515			Speaker	Speaker	Speaker	Speaker	
1530							
1545							
1600		Closing					
1615		Remarks					
1630							
1645							



IEEE CaribCon

- New Region 3 and Region 9 sponsored conference
- Targeting Jamaica to be the inaugural host OU in 2026
- Alternate between Region 3 and Region 9
- Smaller than SoutheastCon
 - 2 days
 - Technical papers
 - Panel discussions
 - Student presentation competition



R3 Conference Award Process

- Applies to IEEE CaribCon and IEEE SoutheastCon
- Candidate OUs submit a proposal and budget
- Conference Committee has proposal templates and guidance documents for Candidate OUs to complete proposals
- Approval Process
 - Submitted to Conference Committee
 - Reviewed and present to Conference Committee
 - Discussed and endorsed at Conference Committee
 - Discussed and endorsed at Finance Committee
 - Discussed and endorsed at Region 3 ExCom
 - Approved at Region 3 Committee

