Quality Conference in a Changing World

Setting Expectations: A Discussion with the Conference Committee

Conference Sponsorship and Managing Sponsorship

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Conference Sponsorship Criteria

IEEE and its O/Us annually sponsors a wide range of geographically diverse technical conferences, symposiums and workshops to facilitate identification, creation, capture and exchange of scientific and technological knowledge that benefits the IEEE members, profession, and humanity.

Available sponsorship types are:

- **Sponsorship**: accepting all financial, technical, and legal liability.

- **Co-sponsorship**: sharing the financial and legal liabilities according to the percentage of sponsorship.

- **Technical co-sponsorship**: accepting only the technical liability and is usually requested by a non-IEEE entity and requires an approval of an IEEE O/U.
An Effective Conference Co-Sponsorship Approval Process

- Before approval, IEEE volunteers should investigate conference to ensure that IEEE policies will be followed.

- **After approval, volunteers should maintain involvement & verify** that policies are actually being followed.

- **Arms-length approval process — the volunteers who are involved with the conference should not control the approvers.**

- Effective hierarchy necessary—well-defined structure for receiving periodic reports and reporting problems.
Institutional approval level for co-sponsorship of “external” conferences

- **Society and Councils:** Conference Organizers complete and sign an MoU after S/C’s AdCom (Board, ExCom, etc.,) agrees and approves the requested sponsorship.
  - S/Cs have direct and substantial involvement in the development of the technical program of the conference.
  - Peer-review of the Proceedings papers is mandatory (level of it is defined by each S/C in MoU)

- **Subsections, Chapters, Geographic Councils, Affinity Groups and Student Organizations** must obtain approval by the Region or Section to which that organizational unit belongs.

- **Criteria for organizational unit approval includes:** sound financial planning, benefit to the membership, absence of conflict with other conferences, assurance of technical content quality, and protection of the IEEE brand.
Managing Sponsorship: Recommendations

- S/C must have direct and substantial involvement in the development of in the conference organization (financial and technical) before and after the conference, such as serving on the governing body or a chair position.

- Have at least one S/C person in a position to help set the conference policy for most aspects of the technical program including accepting submissions; to have first-hand knowledge of how this policy is implemented; and to keep S/C informed about the development and implementations of the technical program.

- Facilitate the dissemination of technical information substantial interest to the S/C community.

- The conference organizers, in cooperation with S/C liaison, present a timely evaluation of the conference to the S/C’s AdCom.
Back up slides

- MGA Approval Process recommendations
MGA Conference Tiger Team Process Recommendation

Conference Organizer requests IEEE Technical Co-Sponsorship from MGA OU

MGA OU evaluates request for Co-Sponsorship

MGA OU requires “Conference Quality Questionnaire” to be completed by Conference Organizer

MGA OU evaluates quality of technical program
MGA Conference Tiger Team Process Recommendation

If MGA OU desires to co-sponsor Conference, OU signs MOU as co-sponsor

MGA OU forwards MOU and supporting documentation to their Section/Region Chair

Section/Region validates quality of technical program and ensures participation of MGA OU in the conference

If Section/Region approves, the MOU is signed and returned to co-sponsoring MGA OU
MGA Conference Tiger Team Process Recommendation

MGA co-sponsoring OU returns signed MOU to Conference Organizer

MOU is sent to Conference Business Services in Piscataway for execution

Copy of MOU is forwarded to Region Director for information purposes

Cross-Endorsement Notification is made

Sponsorship Approved