Building on Lessons from Past Conferences

MGA & TA - Conference Best Practices
Breakout Session 3
Sunday, 21-Aug-2011

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Empowering Members to Create the Future

IEEE Sections Congress 2011



Overview

- Conference Debriefing
- Recording of Positive and Negative Experiences
- Conference Organizers Manual



Conference De-Briefing

- Must occur shortly after conclusion of conference
- Should be a frank discussion among organizers as well as representatives of sponsoring OU



Recording of Debriefing

- Lessons learned
- Positive components that are worth continuing in future meetings
- Problems encountered with suggestions to avoid repetition in future meetings
- Identification of volunteers who were vital to the success of the conference



Conference Organizers Manual

- Available to future organizers
- Records institutional memory
- Purposes
 - Pass along knowledge gained for the benefit of future organizers
 - Avoid making the same mistakes over and over
- Goal: Maintain continuity while allowing for innovation



Conference Organizers Handbook – Sample Contents from EMBS

- Site Selection
- Hotel and other Contracts
- Conference/Program Chairs
- Committees
- Paper Review Processes
- Responsibilities
- Advance Planning with Timeline



Conference Editorial Board

- Overseen by VP Conferences
- Editor(s) selected for each theme (3 year terms)
- Associate editor(s) selected for each track within the theme
- Associate editor(s) solicit at least 3 reviews per paper
- Associate Editors make acceptance recommendations
- Editors construct program
- All paper submission and reviews done electronically)
 IEEE Sections Congress 2011 19-22 August



Recommended Timeline

- 4-5 Years: Location selection, hotel contract
- 3 Years: Conference Program Chairs, Website
- 2 Years: Call for Papers, concentrated banking
- 1-2 Years: Website, recruitment of keynote speakers, theme chairs
- 1 Year: Solicitation of exhibitors, final budget approval



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