



Final Draft

Panel of Conference Organizers (POCO)

16-18 July 2009
Prague, Czech Republic

Creating A Global Conference Community

Thursday 16 July, 13:30 - 20:00

13:30 – 15:00	Conference Organizer Basics: Quick Start for Conference Organizers	
15:00 – 17:00	Town Hall Strategic Discussions – Readout and Feedback Session	
18:30 – 20:00	Evening Welcome Reception	Marriott Foyer

Friday 17 July, 8:30 - 20:00

08:30 – 09:00 **Welcome Coffee** **Conference Level Foyer**

OPENING SESSION

09:00 – 09:15	Welcome	Gerald Engel IEEE Conferences Committee Chair
09:15 – 09:30	Welcome to Region 8	Jozef Modelski Region 8 Director
09:30 – 10:00	IEEE President's Comments	John Vig 2009 IEEE President
10:00 – 10:25	State of the Conference Business	Samantha H. Padilla Staff Director, Meetings & Conferences
10:25 – 10:30	Welcome to Prague	Brett Ira Prague Convention Bureau

10:30 – 10:45 **Break** **Conference Level Foyer**

ORGANIZERS' EXPERIENCES

10:45 – 11:15	Planning Conferences in China	Jan Brown Ultrasonics, Ferroelectrics and Frequency Control
11:15 – 11:35	Conferences Finances: Two Views	Ed Lampo Nuclear & Plasma Sciences
11:35 – 11:55	Grants for Global Conferences	Jerry Carroll Oceanic Engineering
11:55 – 12:15	Presentations Online	Ron Jensen Chair: Publications Online Ad-Hoc

12:15 – 13:30 **125th Anniversary Lunch** **Marriott Restaurant**

BUILDING AND LEVERAGING RELATIONSHIPS

13:30 – 14:00 Panel Discussion: Planning Conferences in R8 Tariq Durrani
Moderator

14:00 – 14:30 Public & Media Relations Sonny Barber
Executive Communications & Strategic Projects Manager

14:30 – 15:00 Organizer Experiences & Best Practices Audience

15:00 – 15:15 **Break** **Conference Level Foyer**

BREAKOUT SESSIONS AND WORKSHOPS

15:15 – 16:30 See workshop schedule for more information.

17:15 – 20:00 **Lobkowitz Palace: Reception & Tours** *Shuttles Depart 5:15*

Saturday 18 July, 07:30am - 15:30pm

08:30 – 09:00 **Welcome Coffee** **Conference Level Foyer**

OPENING SESSION

09:00 – 09:15 Conference Business Services Update Susan Root
Director, Conference Business Services

09:15 – 09:30 Conference Finance Services Update Kevin Uherek
Supervisor, Conference Finance

09:30 – 09:45 Conference Content Business Update Kevin Dresely
Sr. Manager, Conference Content Management

09:45 – 10:00 Technical Program Integrity Initiative Susan Hutton
Conference Content Manager

10:00 – 10:15 Creating Environmentally Sound Conferences Molly McCluskey
Conferences Communications Manager/
Staff Chair, IEEE Green Initiatives Ad Hoc

10:15 – 10:30 Emergency Management Samantha Padilla
Staff Director, Meetings & Conferences

10:30 – 10:45 **Break** **Conference Level Foyer**

BREAKOUTS/WORKSHOPS

10:45 – 12:00 See workshop schedule for more information.

12:00 – 13:30 **Lunch** **Marriott Restaurant**

BREAKOUTS/WORKSHOPS

13:30 – 14:45 See workshop schedule for more information.

CLOSING SESSION

14:45 – 15:00	Wrap Up Discussion	Gerald Engel IEEE Conferences Committee Chair
15:00 – 15:20	Feedback and Conference Survey	Audience
15:20 – 15:30	Recognition & Adjourn	Gerald Engel IEEE Conferences Committee Chair

WORKSHOP SCHEDULE

Workshop	Friday 15:15–16:30	Saturday 10:45–12:00	Saturday 13:30–14:45
Planning Your Event	Bohemia II	Hluboka I	Hluboka I
Communicating Your Conference	Valtice		Bohemia I
Conference Finances	Bohemia I	Valtice	
Conference Contacts & MOUs	Bohemia III		Bohemia III
Conference Proceedings: From the Conference to Xplore		Bohemia I	Karlstejn
Technical Program & Proceedings Quality		Bohemia II	Valtice
VAT Compliance and Services	Hluboka I	Bohemia III	
Using Technology to Extend Your Audience		Karlstejn	Bohemia II

Thank you for attending the 4th Annual Panel of Conference Organizers. See you next year.