IEEE MCE Conference Education Program

MCE has made the organizing experience easier, more effective and enjoyable by providing learning opportunities for conference organizers of all experience levels, location, Organizational Unit or role.

The education offerings allow organizers to conveniently and easily gain understanding of the principles and skills necessary for running an IEEE sponsored conference. Learn what is required, review standards and "best practices", see all the new tools and discover what MCE resources are available. We encourage you to take the time up front to learn what are the most efficient methods and tools to use when planning and executing your conference. You will end up saving your valuable time by using the most current applications and implementing proven best practices from the start.

There are three learning options available:

Educational Webinar Series

eLearning Courses

Conference Leadership Workshops

Educational Webinar Series

Monthly one-hour webinars are designed to inform and educate organizers, with topics ranging range from 'basics' to 'advanced skills'. Attendees can expect to take away practical and useful information, along with hands on knowledge and skills. You can also ask questions and receive immediate feedback. Sessions will be recorded and available on a replay basis, as well.

eLearning Courses

Self-paced, online courses provide organizers with in-depth information and skills on specific conference functions or roles. Narrated by a subject matter expert, the modules are under 45 minutes in length, including knowledge checks and a final quiz.

Currently available courses include: IEEE Conference Sponsorship Overview; Managing Your Conference's Finances; IEEE Conference Publications Overview; and, Technical Program Development Overview.

These courses are available in the IEEE Center for Leadership Excellence (CLE) and require registration with an IEEE Account. Professional Development Hours are offered upon completion.

Conference Leadership Workshops

Workshops enable deeper discussion and exploration of conference principles and topics through presentation, discussion and exercises. Workshops are customized by MCE to meet your needs and achieve your goals from the beginner to the expert level conference organizers. Leadership Workshops are available in two formats:

MCE Train the Trainer Workshop – An OU, Region, Section, Society etc. organizes and delivers material provided by MCE. This includes agendas, communication materials, 'course' content – with speaker notes and scripts, exercises and feedback surveys.

MCE Led Workshop – IEEE MCE provides leaders and materials to assist the OU in delivering and guiding the workshop and discussions. Note: The local OU host is responsible for the cost of the workshop arrangements and coordinating the communication and registration of participants.

Learn More:

Visit the IEEE MCE Conference Education Resources webpage at: <www.ieee.org/mce-education>

Register for Educational Webinars or eLearning Courses, on the IEEE Center for Leadership Excellence (CLE) at: <https://ieee-elearning.org/CLE/>

If you're interested in the Conference Leadership Workshops, please contact Kevin Hanft, Senior Manager, Conference Organizer Education and Engagement at: <k.hanft@ieee.org> or +1 732 562 5598

Access available IEEE MCE Learning Options

Conference Organizers access courses via the Center for Leadership Excellence by using their IEEE Account

eLearning Courses

	Conference Chair	Treasurer	Technical Program Chair	Publications Chair
IEEE Conference Application and Memorandum of Understanding (MOU) Process – Timeline	X			X
IEEE Conference Sponsorship	X			
IEEE Conference Publications	X			X
Technical Program Development	X		X	
Preparing Your Conference Proceedings	X			X
CrossCheck for Conferences - Plagiarism Detection Tool	X		X	X
Conference Publication Tools – PDF eXpress, PDF eXpress Plus & eXpress Conference Publishing	X			X
Managing Your Conference's Finances	X	X		
NetSuite for Conferences	X	X		
Conference Audit Process	X	X		
Being Proactive Improves Conference Quality	X		X	
The New Electronic Copyright Form	X		X	X

Educational Webinar Series
(Available on-demand)

- Overview of IEEE Meetings, Conferences & Events (MCE)
- IEEE MCE Conference Education Program
- IEEE Strategic Programs
- IEEE Global Hotel Partnership Program
- Event Basics & Registration
- Event Site Selection, Leverage the Power of MCE
- Event Sourcing & Contracting: Strategies for Success
- New electronic IEEE Copyright Form (eCF)
- Peer Review - Systems & Industry Trends
- PDF eXpress, eXpress Plus & eXpress Conference Publishing Overview
- Better Event Invites in 7 Easy Steps
- Technology Trends 2015 - Mobile Apps for Conferences
- Audience Development
- How to Drive IEEE Membership at Your Conference

Access:

Visit the IEEE Center for Leadership Excellence (CLE) at: <https://ieee-elearning.org/CLE/>

Volunteer Access: <https://www.ieee.org/profile/public/createwebaccount/showRegister.htm>

IEEE Staff access via Self Service Training Center at: <http://sst.torchlms.com/>
Search eLearning Courses using the word – "conference"

eLearning Courses are 30-40 minutes length and can earn you Professional Development Hour (PDH) Certificates.