

## **MEMBER, IEEE CONFERENCES COMMITTEE: *Appointment, IEEE Technical Activities Board (2-year term)***

### **Term of office**

Two years (reappointment is permissible for one additional term).

*Limit of 4 years in a lifetime as a Voting Member of IEEE Conferences Committee.*

### **Appointed by**

Four representatives of the Technical Activities Board, appointed by the Chair of the Technical Activities Board (TAB), on the recommendation of the Division Directors. The Conference Nominations, Appointments and Recommendations (CNAR) reviews TAB nominees reduces the list to  $\geq 2x$  the # of open positions and recommend selection criteria to the Division Directors. Each of these appointments shall be for a two-year term. Two of these appointments shall be made on even-numbered years, and the other two of these appointments shall be made on odd-numbered years.

*\*NOTE: This revised membership was approved at the TAB Meeting (2021 Nov). To ensure there are four appointment, plans are in year 2023 there will be one serving for one year term and the others will be for two year terms. Then after, each will be for the two-year terms as mentioned above with staggered terms.*

*[\\*Refer to specific details listed in IEEE TAB Operations Manual – IEEE Conferences Committee Charter](#)*

### **Qualifications / Eligibility**

All candidates for this voting position must be IEEE members of Graduate Student Member, Member, Senior Member or Fellow grade. In addition, they must have demonstrated conference management experience and additional experience overseeing a portfolio of conferences (e.g., serving as the Vice President of Conferences for a Society / Council or Regional Conference Coordinator) is highly desired. Self-nominations are permitted.

### **Responsibilities / Duties**

- Attend and participate in three IEEE Conferences Committee meetings per year as well as the monthly virtual meetings.
- Assist Chair to ensure Committee is functioning by charter.

The IEEE Conferences Committee formulates and recommends strategies and policies for IEEE conferences and provides oversight for conference-related activities. The oversight responsibility applies to policy decisions across all conference activities and Conferences Committees in IEEE. The Committee makes recommendations on conferences to the IEEE Board of Directors for possible action; monitors compliance and recommends changes to the IEEE Bylaws and IEEE Policies related to conferences and promotes innovations in and improvements to the IEEE conference ecosystem.

### **Selection Criteria**

While significant conference expertise is required of all candidates, we have a strong desire for the Conferences Committee to include members from underrepresented groups, which includes such factors as gender, geographical region, and professional sector (academia/industry/other). We are particularly interested in people who are creative and innovative, whose vision includes all of IEEE, and who have skills / experience with conferences outside of IEEE's traditional area of strength, which is academic conferences. Having served on an ICC Subcommittee, especially the Technical Program Integrity Committee (TPIC), is a plus. Other criteria are under discussion for future elections.

### Estimated Time Required

- **Travel:** 3 times per year, to the February and November Board of Directors Series and to IEEE Convene (in July or August).
- **Teleconferences:** ~Monthly one-hour+ teleconference.
- **E-Mail:** 4 hours a week
- **Subcommittees:** Members are encouraged, but not required, to participate in one or more subcommittees. Such participation will generally increase the time required for teleconferences and email, but not travel.

### Travel Reimbursement

Financial support shall be funded by IEEE Conferences Committee.

### Nomination & Election Process ([View proposed timeline and details](#))

Candidates must complete an electronic nomination form **by mid-March**. The Conference Nominations, Appointments and Recommendations Committee (CNAR) will evaluate the nominations and reduce list to  $\geq 2x$  the # of open positions and recommend the vetted slate that will be provided to TAB Staff Support **by mid-April**. TAB Staff Support will share with TAB N&A for review **mid-April** and then Division Directors will elect member(s) **mid-May** at the Division Directors Webex Meeting. The member(s) will be announced at the **June IEEE Meeting Series** as it will be on the TAB consent agenda pending affirmation by TAB.

### Nominate Now

To submit a nomination (online form), go to [https://ieee.secure-platform.com/a/page/Nominations\\_and\\_Appointments/ta\\_na](https://ieee.secure-platform.com/a/page/Nominations_and_Appointments/ta_na) in center of page, “**Click here to complete a nomination**”; you will be prompted to log in with your IEEE credentials. Then “**Click here to begin a new Nomination/Application**,” and make sure that you select the position “**Appointment, TAB, IEEE Conferences Committee (2-year term)**” option under the “**TAB Position**” drop-down menu.