

## **CHAIR, IEEE CONFERENCES COMMITTEE (ICC)**

### **Term of office**

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

### **Appointed by**

IEEE Technical Activities Board.

### **Qualifications / Eligibility**

All candidates for this 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. It is preferable that candidates included on the slate shall have served in the IEEE Conferences Committee for a least one year. At least 10 years or equivalent significant business management experience. Self-nominations are permitted.

### **Responsibilities / Duties**

- Chair three official IEEE Conference Committee (ICC) meetings per year as well as the four to six monthly virtual ICC business meetings per year and the end of the year Annual Conference Strategy Leadership meeting usually held in December.
- Serve as a voting member of the IEEE Technical Activities Board and the IEEE Publication, Services and Products Board (PSPB).
- Attend and participate in three IEEE Conference Committee meetings, three IEEE Technical Activities Board meetings, and three Publication, Services and Products Board meetings per year as well as attend and participate in the IEEE TAB Committee Meetings consisting of TAB Finance Committee Meetings and TAB Management Committee meetings that are each six times a year, attend the Conference Publication Committee meeting every year and also attend and participate in the monthly IEEE Conferences Committee virtual meetings
- Work with staff on preparation of IEEE Conferences Committee meeting agenda and minutes.
- As requested, update TAB on activities and future plans of the committee.
- Ensure Committee is functioning by charter as follows:
  - Monitor the IEEE Bylaws, and Policies relating to conferences and recommend changes as necessary.
  - Develop policies and procedures for the guidance of IEEE organizational units, to help assure the proper conduct of conferences including but not limited to, financial and legal aspects.
  - Recommend guidelines for use by organizational units regarding review and reporting procedures for conferences.
  - Provide review, assessment and recommendations to the IEEE organizational units concerning proposed changes in meeting organization and scheduling.
  - Provide recommendations with regard to scheduling conflicts or other meeting related differences among IEEE Boards, Societies, Technical Councils, Regions, Sections, Chapters and other IEEE entities.
  - Review IEEE Meetings, Conferences & Events (MCE) activities and make recommendations concerning their modification, addition or viability.
  - Through IEEE TA and MCE, assist IEEE entities in the development and organization of conferences by providing information on current IEEE policies and procedures and guidance materials including: conferences organization and management; financial documentation; management

- agreements; security measures; conference manual development and publication; audit and tax procedure instructions; public and industry relations guidelines; publicity procedures; awards; special segments; and treatment of VIPs and dignitaries.
- Interface with IEEE organizational units to collect input for the IEEE Meetings & Conference Organization Manual and deal with issues and practices that relate to all IEEE conferences. Examples of the latter include policy and procedures, finance, publication, and publicity.
  - Assume other such responsibilities with which it may be charged by the IEEE Board of Directors in the furtherance of its function.
  - Recommend guidelines and monitor compliance regarding conferences co-sponsored by, or run-in cooperation or technical co-sponsor with, non-IEEE entities.

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.

### **Estimated Time Required**

- **Travel:** 6 times per year, to the February and November Board of Directors Series and to IEEE Conve (in July or August) as well as the TAB Committee Meetings around January, May and September timeframe. Approximately 5-6 days each.
- **Teleconferences:** As needed.
- **E-Mail:** 10 hours a week

### **Travel Reimbursement**

Financial support shall be funded by IEEE Conferences Committee.

### **Nomination & Election Process**

Candidates must complete an electronic nomination form **by around mid-March**. For more details, refer to the [IEEE Technical Activities Board Operations Manual – Section 8.3 TAB Appointment Procedures / B. TAB Committee Chairs \(appointed by TAB\)](#).

### **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 “**Chair, IEEE Conferences Committee**” option under the “**TAB Position**” drop-down menu.