

VP Conferences Report

**AEES VP Meeting
Arlington VA
14 April 2011**

Mark E Davis

Outline / Issues

- **AESS Conference Strategic Plan**
- **AESS Conference Planning Web Page**
- **2011 Financially Sponsored Conferences**
- **2011 Technical Co-sponsored Conferences**
- **VP Conference Motion for AESS BoG**

Conference Strategic Plan

Objective: The AES Strategic Plan for Conferences should focus on refining and promoting best practices in planning, management, publications and financing Conferences that directly or indirectly benefit the AES Society Membership.

Critical Areas: The following factors have been identified by IEEE Conference Contracts and Finance as essential for meeting the IEEE Policies on Conferences:

1. **Strengthen Conference Practices** – it is important to educate Conference Organizing Committees into the process for setting up Conferences to insure the IEEE Name Brand, Producing Quality Publications, and providing a financial benefit to the Institute and Society. Key elements of these practices include:
 - a) **Memorandum of Understanding** between the organizers, the Society, and any other benefactor from the Conference.
 - b) **Budget process** that maintains the benefit of conferences for technical and educational impact on the Members.
 - c) **Conference Publications Program** that will establish standards for papers in selection, peer review, written format, and compatibility with IEEE Xplore.

Critical Areas (cont'd)

2. **Financial Sponsorship MOUs:** The IEEE Policy is that any Conference that is managed by multiple operating units (OUs, inside or outside of IEEE) must have a Memorandum of Understanding. The MOU will include the following:
 - a) Financial responsibility and split in advanced funding and surplus between the participants
 - b) Definition of the roles and responsibilities of the OUs
 - c) Budget that meets IEEE policy on Fees and Surplus
3. **Technical Cosponsorship MOUs:** When a Conference Organizer or participant outside of AES desires to partner with AES in promotion and operation of a Conference, the following need to be detailed in a TCS MOU:
 - a) Non-profit organization as proposed Conference Organizer
 - b) Clear process and participation of AES Members/Leadership in the Technical Program
 - c) Participation in IEEE Conference Publication Program, with the standards for publication in IEEE Xplore

Issues and Short Term Actions

Issues:

1. Too many MOUs are perpetual, with changes in the Governance and Conference Management processes
2. Technical Cosponsorship petitions are weak and very late in the process for defining and managing a Conference
3. Conferences need revitalization for international and technical (eg space, systems, networked) changes.
4. Insufficient AES member participation in Conference management

Short Term Actions

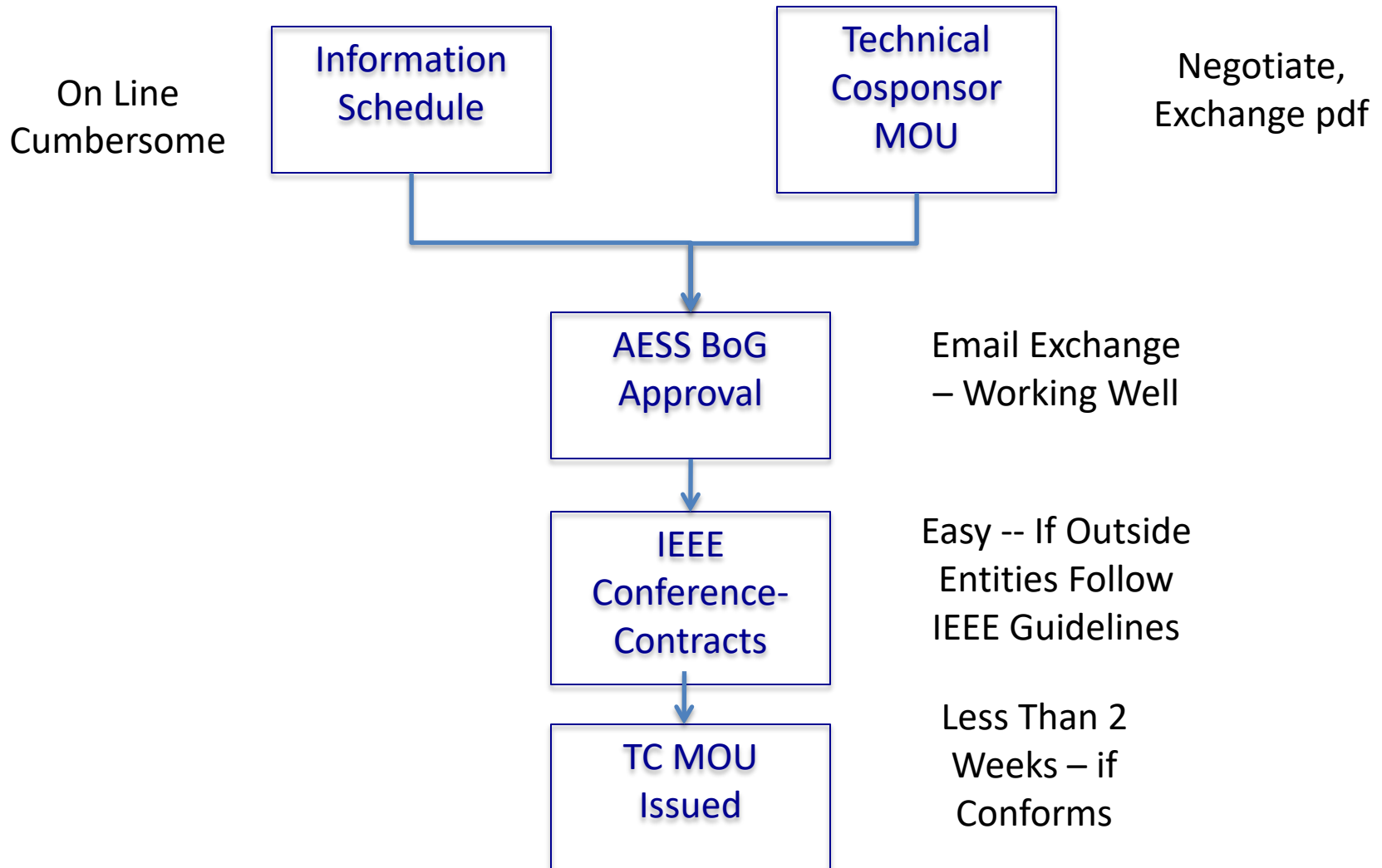
1. Conference Best Practices and Process being put on AESS Web Site
2. Strengthen TCS process for more International coverage, but with direct AES benefit.
3. Selectively examining and rewriting the “Perpetual” MOUs to bring up to IEEE policy standards
4. Strengthening the AES Conference Liaison for Financial Sponsorship

MOU Application Process

- **Several MOUs in Process Still Have Required Re-submittal – esp. for 2011 and beyond**
 - **Historical AESS Conferences do not want to change the way “they have always done business”**
 - **Long term Agreements with other sponsors e.g. DASC and AIAA are being handled on a case by case basis**
 - **Need to understand that Financial and Technical are different processes – a couple of examples where both were attempted**
- **Policy for Technical Co-sponsorship**
 - **Conference Organizer MUST be a registered non-profit**
 - **AESS Must Play Significant Role In Organization**
 - **Highly Desired That Conference Register for Conference Publications Program (CPP) – papers submitted to Xplore**
 - **Conference and Papers must be in English**

Conference Instructions and Best Practices Now Live On AESS Web

Technical Co-sponsorship Process



AES Web Interface Outline

- AES Conference Registration – Conference Information Schedule
- AES Financial Sponsorship
 - Summary of Considerations
 - Timing of Submission
 - Budget Process
 - Contract review process
- AES Technical Co-sponsorship
 - Summary of Considerations
 - Requirements on Co-sponsorship
 - MOU Process
 - Conference Publications Process

**Judy Has Done An Excellent Job Implementing
The New Web For Conference Planning**

AESS Conference Organization Portal

AESS CONFERENCE ORGANIZATION

Home

This page is for the use of Conference Organizer who are interesting in obtaining sponsorship by the Aerospace & Electronics System Society (AESS) for their conferences. It will provide the approach and guidelines for planning a Conference to be compliant with IEEE and AESS Policies on Conferences. A comprehensive source of current data on setting up, running and closing out a conference can be found on the IEEE Website. Useful documents include:

- Checklist and Timeline
- Conference Organizers' Manual
- Required Documentation

Conference Information Schedule: the primary document to start an IEEE sponsored conference is the Conference Information Schedule (CIS). This document establishes the name of the conference, the date and venue and the principal points of contact. No other planning and approvals can be initiated, including contract review and execution, until the CIS is filed with IEEE Conference Contracts.

Roadmap for AESS Sponsorship: Figure 1 depicts the process of defining and obtaining a TCS (Technical Co-sponsorship) with AESS. The guidelines are:

- The TCS Memorandum of Understanding (MOU) process needs to be started 6 months prior to the Conference.
- Only a Non-Profit entity can obtain an IEEE TCS MOU.
- AESS desires to have a direct and substantial involvement solely in the organization of the technical program.

Announcements

Hot Topic: Check out this public call for Space Technology comments
Tuesday, April 12, 2011 - 09:50

New AESS Website
Wednesday, April 6, 2011 - 21:33

New Book Release: Advanced Networks, Algorithms and Modeling for Earthquake Prediction
Thursday, March 17, 2011 - 15:43

1 2 3 next > last >

Calendar

« April »

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Location of Conferences



Financial Sponsorship
Technical Cosponsorship

Details on Conference Information



2011 Financial Sponsorship

Record #	Conference name	Dates	Location	Web Page	AESS Liaison	IEEE Contact	Conference Chair	Treasurer
16939	2011 IEEE Aerospace Conference ?	3/5/11	Big Sky Resort, Big Sky MT	http://www.aeroconf.org	Marina Ruggieri	David Woerner	David Woerner	Andrew Shapiro
17608	2011 ICNS Integrated Communications Navigation Surveillance ?	5/16/11	Weston Dulles Herndon VA	i-cns.org	Ellis Hitt		Robert J. Kerczewski	Ellis Hitt
15141	2011 IEEE Radar Conference ✓	5/23/11	Weston Hotel, Kansas City MO	www.ieeeradarcon11.org/	Mark Davis	Mark Davis	Shannon Blunt	Tim Lee
16826	2011 IEEE Forum on Integrated and Sustainable Transportation Systems (FISTS) ✓	6/29/11	Vienna Austria	ieeefists.org		Charles Herget	Charles Herget	Daniel J. Dailey
17645	2011 Fusion Conference ✓	7/4/11	Hyatt Regency Chicago IL		Dale Blair	Amy Smith-Carroll	Darin Dunham	Juan Vasquez
18832	2011 National Aerospace and Electronics Conference (NAECON) ✓	7/20/11	Dayton OH	www.naecon.org	Robert Ewing		Robert Ewing	John Woods
19177	2011 IEEE AESS Workshop on Integrated Satellite Communication and Navigation Systems (ISaCoNaS) ✓	7/24/11	San Marino IT	http://isaconas-workshop.uniroma2.it/programme/	Cosimo Stallo	Mark Davis	Cosimo Stallo	Antonio Salome
14546	2011 IEEE AUTOTESTCON ?	9/19/11	Baltimore Conv Ctr Baltimore MD	www.autotestcon.com	Bob Rassa	John Sheppard	William Ross	Marty Reagan
18226	2011 IEEE/AIAA 30th Digital Avionics Systems Conference (DASC) ?	10/16/11	Seattle WA	www.dasconline.org	Paul Kostek		Chris Watkins	Ellis Hitt

Too Many "Missing" Conference MOUs

Conference Financial Sponsorship Issues

- **Budgets need to show 20 percent surplus**
- **Differential Between IEEE and non-IEEE membership \$180**
- **MOU required, unless solely (100%) sponsored by one entity**
- **Consolidated Banking Services**
- **Conference Publications Procedures**
- **Final report within 180 days of completion (90 for special track)**
- **Final audit within 360 days of completion**

Technical Co-sponsorship Issues

- **Information Material In Sufficient Time – register with IEEE**
- **Approval of AESS President for Technical Co-sponsorship**
- **Need AESS Leadership and Participation in Technical Paper Selection Process**
- **MOU Signed Between cosponsors and submitted to IEEE Contracts more than 90 days prior**
- **Conference Proceedings Procedure**
- **Publicity of Conference in IEEE or AESS publications**

**It Is Important That The Organizers
Take The Initiative To Make This Happen**

Technical Co-sponsorship

Record #	Conference name	Dates	Location	Web Page	AESS Liaison	IEEE Contact	Conference Chair	Treasurer
15618	2011 18th Saint Petersburg International Conference on Integrated Navigation Systems	5/23/11	Elektropribor, St. Petersburg, Russia	http://www.elektropribor.spb.ru/			Prof. V. Peshekhonov	
18126	2011 RAST 5th International Conference on Recent Advances in Space Technologies	6/9/11	Turkey	www.rast.org.tr	Mark Davis	Okyay	Sefer Kurnaz	Suleyman Basturk
18735	2011 International Radar Symposium	9/7/11	Leipzig Germany					
tbd	2011 European Surveillance of Aircraft and Vehicles	9/12/11	Capri Italy	http://radarlab.disp.uniroma2.it/esav.htm	Marina Ruggieri	Assoc Vito Volterra	Gaspare Galati	Gabriele Pavan
17458	2011 APSAR (Asia-Pacific Conference on Synthetic Aperture Radar)	9/26/11	Seoul Korea	www.apsar2011.org	Sunjun Wu		Young K Kwag	
17764	2011 International Radar Conference	10/24/11	Chengdu China	www.radar2011.org	Mark Davis	Wu Sunjun	HE Ruilong	
17690	2011 COMCAS Conf on Microwaves Communications Antennas and Electronic Systems	11/7/11	Tel Aviv Israel	http://www.comcas.org	MTT Israel		Shmuel Auster	
17002	2012 IEEE International Carnahan Conference on Security Technology (ICCST)	10/11/12	Mataro, Spain	http://www.ieee.org/iccst	?	Larry D. Sanson	Marcos Faundez-Zanuy	N/A
	2011 Conference on Personal Satellite Services		Malaga Spain					

Summary

- **Creating Best Practices Document – maintaining links to IEEE Conference Organizers Web Page**
- **Space Related Conferences**
 - Conferences need to have organization with benefit to AES
 - Too many proposals are for Expos and Trade Shows
 - Often there is no time to process MOUs
 - Need to have agreement on Conference Publication Program
- **Close Out of Conferences**
 - Need to have costs audited and submitted within 12 months of conference completion
 - IEEE HQ has many missing documents – many of which have been already submitted
 - Need for review of Contracts over \$25K and TCS MOUs are not generally adopted by the Conference Organizers.
- **Continuing to Revitalize the AESS Conference Organizers !!**

Motion

- **It is moved that each Financial Sponsored Conferences standing Memorandum of Understanding (MOU) be reviewed for compliance with IEEE Conference Contracts Policy**