



IEEE Engineering in *Medicine & Biology* Society

Conference Reference Guide for All Conference Organizers

(Work in progress)

Click to add sub-text



EMBS Conferences Mission and Vision

Mission Statement (Defining Goals and the Values to Achieve the Goals)

- EMBS Conf. Attractiveness to Attendees
- Return for EMBS Conf Organizing Teams

Vision

- Vision (The Abstract Idea on How EMBS Intends to Impact Society)

Implementation Principles

- Best Practice Guideline Sharing
- Autonomy

Strategic Pillars for EMBS Sponsored Conferences

Strategic Site Selection

- Industry
- Clinical Community Healthcare, Medical Center
- Institutions of Higher Learning/Research



Conference Emphasis

- Career panel
- Industry panel
- Clinical panel
- Diversity panel



Impact for Diversity

- Demographic
- Gender in Organizing Committee and Keynotes



Impact in Academic Community

- Acceptance Rate / Reputation
- Partnering Journals



Impact in Industry

- Resume Database
- CME



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IEEE
Xplore[®]
Digital Library

IEEE — **OPEN ACCESS**
OJEMB
IEEE OPEN JOURNAL OF ENGINEERING
IN MEDICINE AND BIOLOGY

 **IEEE**
BHI2023
IEEE-EMBS INTERNATIONAL CONFERENCE ON
BIOMEDICAL AND HEALTH INFORMATICS

Impact in Industry

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- CME



NEW! Job Board • Virtual and In-person Career Fairs at Conferences

- Conference Attractiveness to Sponsors, Exhibitors
- ROI for Student & YP Attendees

NEW! Resume Database Strategic Initiative by May Wang, VP Conferences, Student & YP Committees

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RESUME DATABASE INITIATIVE FOR STUDENTS & YP

- ▶ Looking for Internship/Semester Abroad/ Thesis/ Job Opportunities?
- ▶ EMBS Will Connect YOU with Companies, Startups, and Academic Institutions

Resume Template on Word, LaTeX, and Overleaf & Areas of You Want to Focus

Virtual Career Fair

We are pleased to announce the Virtual Career Fair on January 26, 2022

Meet and engage skilled professionals curious about an actively seeking new opportunities. EMBS has an extensive outreach that will connect your careers with professionals from throughout the region.

Our comprehensive virtual platform is easy to use and provides employers the ability to post their job openings for free. EMBS provides a virtual platform that is easy to use and provides employers the ability to post their job openings for free.

IEEE Engineering in Medicine and Biology Society (EMBS) is the world's largest international society of biomedical engineers. The organization's 10,000 members reside in some 107 countries around the world. EMBS provides its members with access to the people, practices, information, ideas, and sponsors that are shaping one of the hottest growing fields in science.

Package	Price
Standard Package	\$1,299
Premier Package	\$1,699

- One Career Fair Booth
- Unlimited resume database access until the end of the event
- Ability to schedule unlimited 1-on-1 interviews

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- Ability to schedule unlimited 1-on-1 interviews
- Includes 1 (One) Premier Job Posting
- Exclusive employer profile branding available

IEEE.org | IEEE Open Digital Library | IEEE Standards | IEEE Spectrum More Sites | More Sites

Resources | News | Contact

About | Membership | Publications | Technical Communities | Events | Awards | **IEEE**

Home | Search | Directory | Contact Us | Career Resources | Pricing | Register | Sign In | Post a Job

Career Center

Connecting Talent with Great Opportunities

Search: e.g. Web Designer | Location: e.g. New York | Find a Job



Conference Sponsorship

Three Categories of Conference Sponsorship

Sole Sponsorship

- **Acceptance of complete responsibility for the technical, financial, publicity and administrative aspects of the conference.**

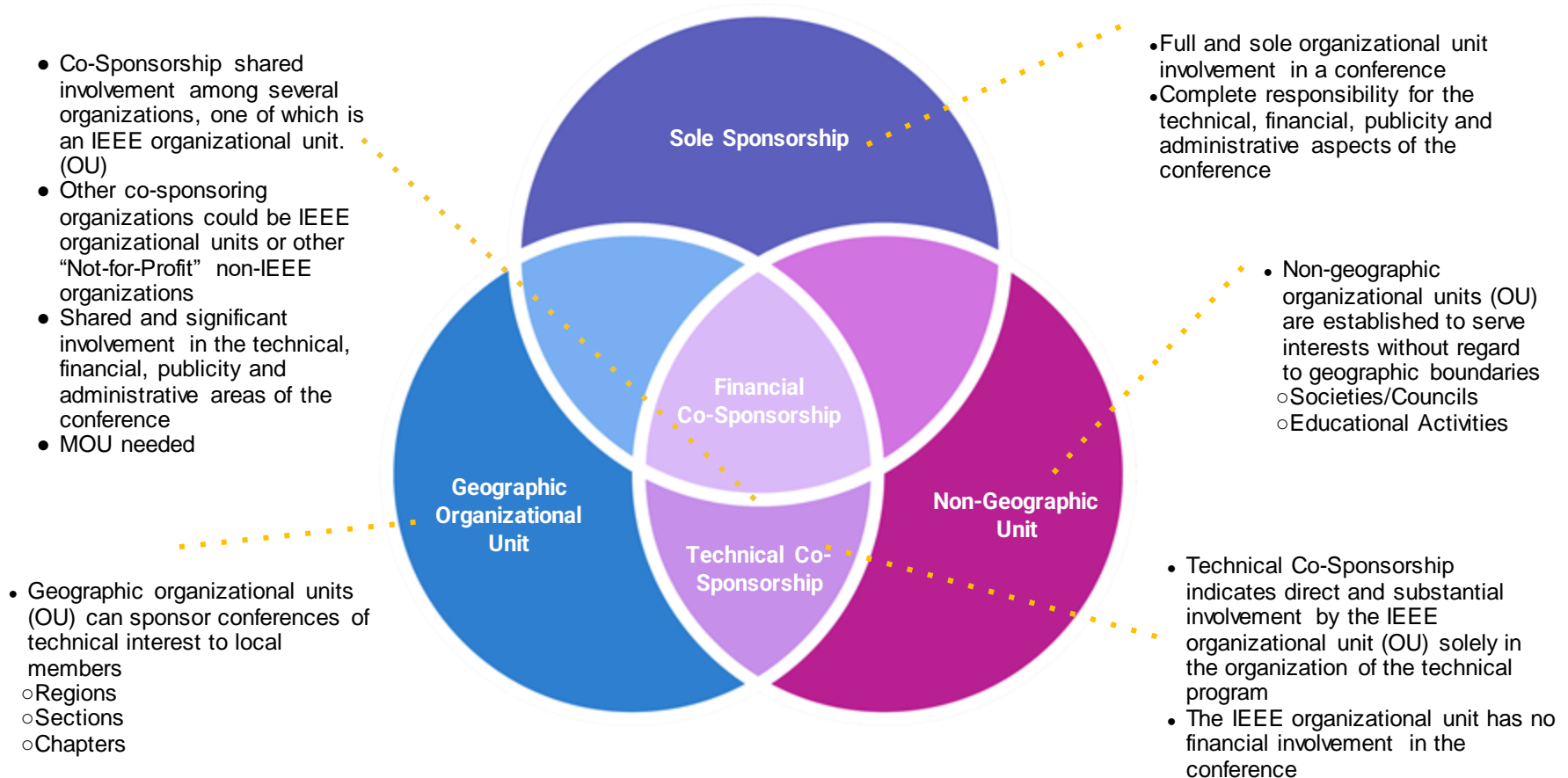
Co-Sponsorship

- Shared involvement among several organizations, one of which is EMBS.
- Other co-sponsoring organizations could be IEEE organizational units or other “Not-for-Profit” non-IEEE organizations
- Co-Sponsorship indicates a shared and significant involvement in the technical, financial, publicity and administrative areas of the conference.

Technical Co-Sponsorship

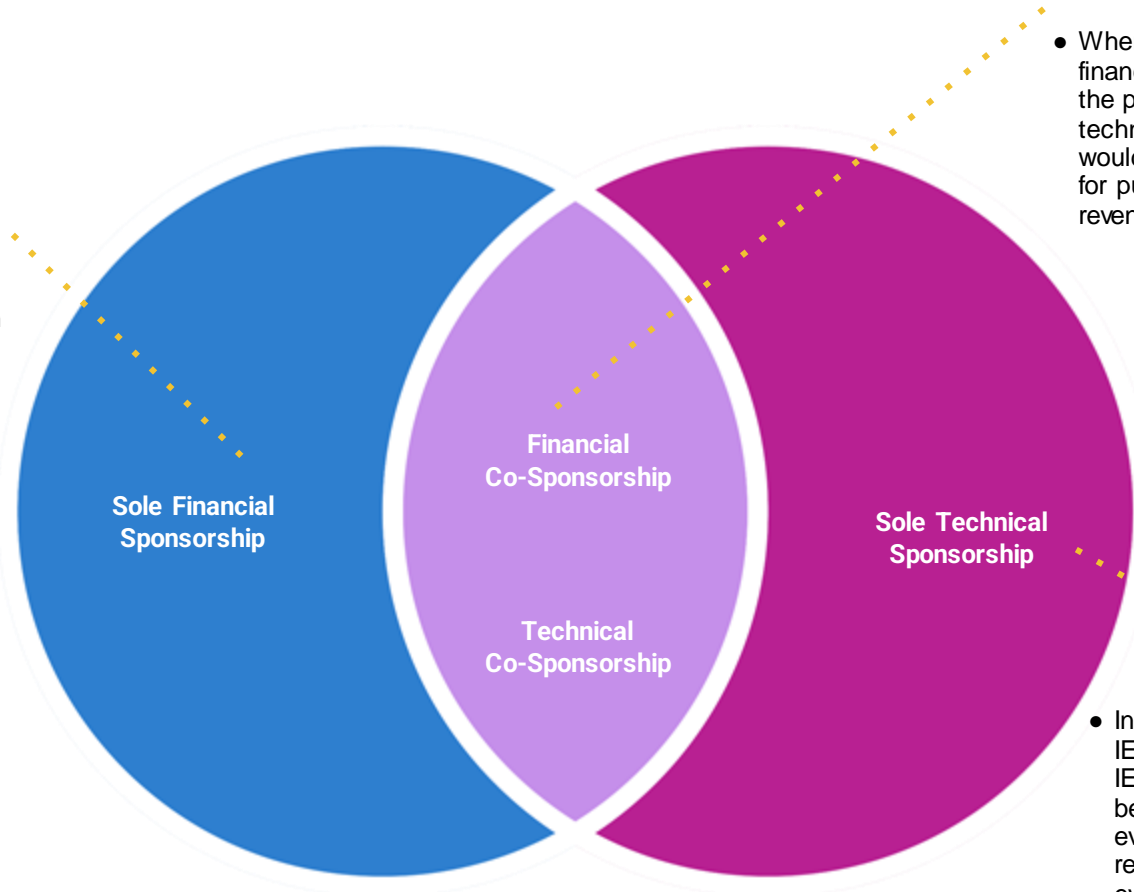
- Involvement solely in the organization of the technical program. No financial involvement in the conference. The organization that has financial sponsorship of the conference must be explicitly identified in the supporting documentation and promotional material for technical co-sponsorship to be granted.
- Does not guarantee that the papers accepted for presentation at the conference will be eligible for inclusion in the IEEE Conference Publications Program (CPP), which handles post-conference distribution of conference papers in all media.
- Inclusion in the CPP should be specifically addressed in the MoU regulating the technical co-sponsorship, with the concurrence of the CPP staff.

Navigating the Dynamic Sponsorship of Conferences and Understanding Role Dynamics



Navigating the Dynamic Relationship of Conference Publication Distributions

- If a conference is 100% financially sponsored by IEEE, then those IEEE financial sponsors would be listed as the Publication Owners (based on their financial sponsorship percentages)
- Publication Ownership must equal 100%; the Publication Ownership percentage for each OU may be different than the IEEE sponsorship percentage
- **Financial percentage (OU) / Total IEEE Financial percentage X 100**



- When there is at least one IEEE financial sponsor (does not matter the percentage), any listed IEEE technical co-sponsors of the event would not have any responsibility for publication revenues/expenses.

- In the event that there are no IEEE financial sponsors, each IEEE technical co-sponsor would be a Publication Owner for that event and the publication revenues/expenses would be split evenly between all the IEEE technical co-sponsors/Publication Owners

Memorandums of Understanding (MoU) requirements

(Requirement for All Co-Sponsored Conferences)

MOU Signature

- Following IEEE MCE review and changes, if applicable, authorized representatives of each of the sponsoring IEEE organizational units **sign the MoU and return it to IEEE MCE for execution**
- NOTE: IEEE name or Master Brand in their websites, publications, or promotions before the MoU is executed

MOU Submission

- The Memorandum of Understanding (MoU) to IEEE MCE for review, final approval, and execution.
- The sponsoring IEEE organizational units shall sign the MoU and return it to IEEE MCE for execution

Role of Sponsoring Organizations

- The IEEE sponsoring organizational unit is responsible for the submission of all information requiring approvals of the MOU

Role of MCE

- Review notifications of technically co-sponsored conferences to identify issues of noncompliance with IEEE Policies, Section 10.1.3 - Inter-organizational Unit Roles and Responsibilities and shall refer any unresolved conflicts to the IEEE Conferences Committee.

EMBS Conference Proposal Template for Organizers

Overview

- Organizers– Here, name the conference chair and co-chair, program chair and co-chair. If multiple co-chairs, then list all.
- Venue – name the City and Venue (for example, Conference Center)
- Dates
- Conference Theme

Organizing Committee

- Provide a headshot (picture) of each member (Conference chair, co conference chair, Program chair, co-Program chair)
 - For each person, describe
 - Current position and institution
 - Experience with conference organization
 - Experience with IEEE and/or EMBS (EMBS experience is NOT required for all members of the organizing committee (OC), but at least one OC member should have EMBS experience, as an EMBC Associate Editor, Technical Committee member, ExCom or AdCom past member). Diversity of team should consider geographical, industry/academia/clinical, age/rank, gender, and ethnicity
 - If other OC positions identified, list these names as well, but fewer details needed

EMBS Conference Proposal Template for Organizers *(Continued)*

Conference Theme

- What is the vision for the conference?
- What BME emerging themes deserve special attention?
- Are the themes related to trends in the field, expertise of the location of the conference, both?

Venue

- Describe the facility
 - Space
 - Number of rooms
 - Confirm availability
 - Has EMBS EO visited site?
- **Subvention Grant available?**

Conference PCO Request for Proposal Worksheet Template

PCO SUPPLEMENTAL INFORMATION REQUEST FORM			
Registration rate/registrant			
Onsite staff requirements			
Onsite days (1 prep day + 5 conference days)			
Daily onsite support rate			
SERVICES	Per Service Item (\$)	Estimated # of Items	Total For Each Item
GENERAL PROJECT MANAGEMENT CONSULTANCY AND ADMINISTRATION PROGRAM AND SPEAKERS VENUE LOGISTICS AND ONSITE REQUIREMENTS AUDIO VISUAL MANAGEMENT ACCOMMODATION SOCIAL EVENTS AND TOURING PROGRAM INSURANCE		1	
REGISTRATION AND DELEGATE SERVICES			
ONSITE MANAGEMENT (5 STAFF x 8 DAYS)			
BUDGET AND FINANCIAL MANAGEMENT			
PUBLICATION SERVICES (PROCEEDINGS + XPLORE + FINAL PROGRAM)			
MARKETING			
CONFERENCE WEBSITE DESIGN/MANAGEMENT			
SPONSORSHIP AND TRADE DISPLAY MANAGEMENT			
TOTAL			
INVESTMENT PER ATTENDEE			
SOFTWARE	Per Service Item (\$)	Estimated # of Items	Total For Each Item
PAPER SUBMISSION AND ABSTRACT MANAGEMENT SOFTWARE			
Mobile App			
Estimate of All Other Expenses not included in the above section			
PAPER SUBMISSION AND ABSTRACT MANAGEMENT SOFTWARE			
Mobile App			

Conference Actions and Requirements for Conference Sponsorship

Submit Proposal to EO for distribution to VP Conference, EMBS AdCom Approval (See Conference Proposal Template for Organizers)

- Subsections, Chapters, Geographic Councils, Affinity Groups and Student Organizations shall obtain approval by the Region or Section to which that organizational unit belongs
- Approve the place, date, and subject matter to be covered for all conferences.

Gain Approval of the conference budget (VP Finance/AdCom) prior to its submission to IEEE MCE for approval

- Base approval shall include sound financial planning, benefit to the membership, absence of conflict with other conferences, assurance of technical content quality, and protection of the IEEE brand

IEEE Meetings, Conferences & Events (MCE) review and approvals

- Conference Application
- - Officially register your conference, once approved the conference information will appear on the IEEE Conference Search page/Call for papers (<https://www.ieee.org/conferences/>)

Cross Endorsement (*if Applicable*)

Unlocking Efficiency: Navigating the Dynamic Conference Workflow and Understanding Role Dynamics

Note: If a conference does not have the budget to hire a PCO the EO will fulfill the role of both

Conference Chairs

- Forming Committees (e.g., Publicity Committee, Sponsorship, Local Organizing, etc.)
- Selection of plenary key notes and theme key notes
- Inviting Speakers and Participants
- Obtain and document consent of those who will serve in any conference roles (e.g., conference chair, technical program chair, track chair, session chair, committee member, plenary speaker, honorary chair), prior to that information being published

- Owns and Maintains Data Master Conference Dashboard (KPIs)
- Owns Conference Call for Proposals
- RFP Vendors (Venue, PCO, Paper Mgmt. etc)
- Training Materials and Resources for all Conference Organizing Committee
- Training Materials for PCO
 - Provide Conference Resource Guide
 - Conference Timeline
 - Website training with Web Developer
 - IEEE requirements, etc.
 - EMBS best practices

Technical Expert

- Responsible for selecting contributed presentations and establishing a technical program at conferences with technical content.
- The TPC shall collectively have the subject matter expertise that spans the technical scope of the conference and the technical contributions that it accepts.
- Handles all matters related to setting up and executing a conference's technical program, including call-for-papers, paper or abstract submission, review and selection, presentations at the conference, conference quality (including conference publication quality).
- A conference's TPC shall have the knowledge to handle invited presentations and fit them appropriately in the technical program.

Technical Program Committee (TPC)

Executive Office

Professional Conference Organizer

- Project Management for overall event logistics
 - Speaker Management
 - Abstract Management
 - Publication Services and Xplore Proceedings
 - Program Compilation and Production
 - Accommodation
 - Conference Logistics
 - Social Events
- Registration Management
- Website Management
- Budget and Financial Management
- Conference Management
- Sponsorship and Trade Display Management

Conference Chairs/Other Roles/Technical Program Roles and Responsibilities (IEEE Conferences)

Conference Chairs & other roles

-The conference chair of a solely sponsored IEEE conference should be a member of IEEE. The conference chair of a co-sponsored conference where all organizational units are IEEE should also be a member of IEEE. Qualified individuals who are not members of IEEE may serve as sub-chairs or consultants to the Conference

-In conferences for which IEEE is a co-sponsor with a non-IEEE organization, Conference Chairs should be members of either IEEE or the co-sponsoring entity. Exceptions to this may be made only with the consent of all sponsoring entities. Based on the Memorandum of Understanding (MoU), the Chairs may rotate between sponsoring entities

-Conference organizers must obtain and document consent of those who will serve in any conference roles (e.g., conference chair, technical program chair, track chair, session chair, committee member, plenary speaker, honorary chair), prior to that information being published

Technical Program Committee

-The Technical Program Committee (TPC) shall be responsible for selecting contributed presentations and establishing a technical program at conferences with technical content. The TPC shall collectively have the subject matter expertise that spans the technical scope of the conference and the technical contributions that it accepts. The TPC handles all matters related to setting up and executing a conference's technical program, including call-for-papers, paper or abstract submission, review and selection, presentations at the conference, conference quality (including conference publication quality). A conference's TPC shall have the knowledge to handle invited presentations and fit them appropriately in the technical program.

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Conference Chairs/Other Roles/Technical Program Roles and Responsibilities (EMBC – Specific)

Conference Chair

- Forming Committees (e.g., Publicity Committee, Sponsorship, Local Organizing, etc.)
- Selection of plenary keynotes and theme keynotes
- Inviting Speakers and Participants

Program Chair

- Builds program (daily schedule) – *Theme editors are the theme chairs (Theme Editors assigned by the conference editorial board)/ theme co-chairs are the technical committee chairs)*
 - Mini-symposium, Special Sessions, and Pre-conference Workshop – solicitation & review* (Program Committee)
 - 1-page research poster papers (Program Committee/Local Program Committee)
 - 4-page contributed papers (Conference Editorial Board)
 - Mini-symposium, /is, workshops, tutorials, four pages contributed papers and 1-page research poster papers.
 - Selection of plenary keynotes and theme keynotes
 - Collaborate with the student activities chair to create and assign society special sessions (student paper competition, meet the leader, women in engineering, etc.

Forms for a Successful Conference

[Conference Application](#)

[MOU \(if Co-sponsored Conference\)](#)

[Complete POBC/COI Form](#)

Budget Planning ([Worksheet](#))

[Organizer Timeline \(General\)](#) / Sample EMBC Organizer Timeline

[Conference Email Marketing \(eNotice for Conferences\)](#)

[Audience Development Toolkit Download](#)

[Additional Resources from MCE](#) (Forms, Contract Templates, Etc.)

Recommended Post Conference Dashboard for all conferences – Key Performance Indicators (KPIs)

	EMBC 2024	EMBC 2025, etc.	
Registration (Per Category) <ul style="list-style-type: none"> • Number of submissions • Number accepted • Acceptance rate 			
Admission Items (Per Category) Cost of Item Number of Registrations per Item <ul style="list-style-type: none"> • OA • Ancillary Events • Comps • Etc. 			
<ul style="list-style-type: none"> • VAT or GST • Amount Collected • Amount Paid (and reimbursable – vendors) 			
Sponsor and Exhibitor <ul style="list-style-type: none"> • Number of Sponsors • Dollars 			
<ul style="list-style-type: none"> • Attendee Demographics Per Category • Male/Female • Country or Origin • Member/Non-Member 			
DEI <ul style="list-style-type: none"> • Demographic Data • Attendees/Category • Plenary Speakers (Demographics) 			

Recommended Post Conference Dashboard for all conferences – Key Performance Indicators (KPIs) *(continued)*

Speakers Topic Listing <ul style="list-style-type: none">• Honorarium Amount			
Quality and Impact (Longer Term Reporting) <ul style="list-style-type: none">• Citation rate• Impact Factor			
Social Media and Online Engagement <ul style="list-style-type: none">• Social Media Metrics• Website Traffic			
Financial Performance (Immediate) <ul style="list-style-type: none">• Revenue• Expenses• Net Surplus/Deficit• Financial Performance (Long term)• Net Distribution over time• Conference proceedings			
Post Conference Survey <ul style="list-style-type: none">• Overall Results• Networking, etc.			