

IEEE konferencija za organizatore konferencija

<http://www.ieee.org/web/conferences/organizers/poco/index.html>

POCO Panel of Conference Organizers

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Zagreb
Svibanj 2009.

2008 POCO Seattle



**USHERING IN A NEW ERA OF
IEEE CONFERENCES
24-26 July 2008**

Thursday 24 July, 1200 – 2000

- 1200 – 1300 Lunch
- 1300 – 1445 [Conference Basics: Workshop For New Conference Organizers](#) (PPT, 1874 KB)
- (supplement: [Conference Basics](#))
(slides plus audio)
- 1500 – 1700 Conference Strategy Meeting
- 1800 – 2000 POCO Meet and Greet Reception – Seattle Marriott Waterfront

Friday 25 July, 0700 – 2030

- 0800 – 0810 Welcome Jerry Engel Chair, Conferences Committee
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- **0810-0950 IEEE CONFERENCES: WHERE WE ARE – WHERE WE'RE GOING**
- (supplement: [IEEE Conferences: Where We Are - Where We're Going](#)) (slides + audio)
- [The Value of IEEE Conferences to Industry](#) (PPT, 320 KB)

J. Roberto de Marca Chair, TAB

Friday 25 July, 0700 – 2030

- [MGA and Conferences](#) (PPT, 141 KB)

Joe Lillie Chair, Member and Geographic Activities

- [State of the IEEE Conference Business](#) (PPT, 959 KB)

Samantha Padilla Staff Director, Meetings & Conferences

Friday 25 July, 0700 – 2030

- The Year Ahead...
- [IEEE 125th Celebration & Public Visibility](#) (PPT, 750 KB)
- ([Information about the 125th Anniversary mark](#))
- [Presentations Online - Extending Your Conference Reach](#) (PPT, 158 KB)
John Vig, IEEE President-Elect
- 0945 – 1010 Break

Friday 25 July, 0700 – 2030

- **1010 - 1100 GLOBAL CONFERENCE MANAGEMENT**

- (supplement: [Global Conference Management](#)) (slides + audio)

- [Global Conference Portfolio Management](#) (PPT, 264 KB)

William Moses, NPS Society

- [Guidelines for Conferences Held in China](#) (PPT, 741 KB)

Mary Ward-Callan, Managing Director,
Technical Activities

Friday 25 July, 0700 – 2030

- **1100 - 1140 CONFERENCE ORGANIZATION AND PLANNING**
- (supplement: [Conference Organization and Planning](#)) (slides + audio)
- [Memorandum of Understanding \(MOU\)](#) (PPT, 197 KB) & [Conference Contracts](#) (PPT, 248 KB)

Vita Feuerstein Manager,
Conference Contracting

- [Negotiating Internet: Equipment & Beyond](#) (PPT, 122 KB)

Dave Bankowski, IT Manager,
Electronic Communications

Friday 25 July, 0700 – 2030

- **1140 - 1200 PRICING OF CONFERENCES**
- (supplement: [Pricing of Conferences](#)) (slides + audio)
- [Pricing of Conferences](#) (PPT, 165 KB) (supplement: [Understanding Conference Pricing](#)) (PDF, 76 KB)

William O'Connor,
Director of Marketing Operations

Friday 25 July, 0700 – 2030

- **1300 - 1400 CONFERENCE FINANCES**

- [Finances and Closing Your Conference](#) (PPT, 2042 KB)

Kevin Uherek, Supervisor,
Conference Finance

- VAT Program

Lucia Servus, VAT Program Manager
(for a copy of this presentation, please [contact Lucia](#))

- [New International Banking Programs](#) (PPT, 227 KB)

Chuck Krajcsik, Senior Manager, Treasury
Operation

Friday 25 July, 0700 – 2030

- **1400 - 1500 HOTEL AND LOCATION MANAGEMENT**
- (supplement: [Hotel and Location Management](#)) (slides + audio)
- [Hotels-An Insider Briefing on Industry Trends](#) (PPT, 1093 KB)

IEEE Global Hotel Representatives

- [CVB Local Connections – How To Make Them Work for You](#) (PPT, 5048 KB)

Janet Hunter, Seattle Convention & Visitors Bureau

Friday 25 July, 0700 – 2030

- **1515 - 1730 BUSINESS EXCHANGE – Conference Organizer View**
- (supplement: [Business Exchange: Conference Organizer View](#)) (slides + audio)
- [Preparing Your Conference for All Attendees](#) (PPT, 150 KB)
- (supplement: [How To Prepare Accessible Indoor Events](#)) (PDF, 248 KB)
- [ICC-2007 in Glasgow Scotland](#) (PPT, 13,500 KB)

Ashfaq Kash Husain

Tariq Durrani IEEE Conferences Committee

Friday 25 July, 0700 – 2030

- [Lessons Learned Running Non-US Conferences](#)
(PPT, 1125 KB)

Patrick Le-Du Conference Organizer, NPS Society

- [Conference Organization – France Section](#)
(PPT, 396 KB)

Christine Nora Treasurer, France Section

- **1730 Wrap-up** Jerry Engel

- **1830 – 2030 Reception at Bell Harbor
Seattle**

Saturday 26 July, 0730 – 1530

- 0830 Welcome Jerry Engel
- **0845 – 1030 COMMUNICATING YOUR CONFERENCE**
- (supplement: [Communicating Your Conference](#)) (slides + audio)
- [Communications Resources](#) (PPT, 902 KB)
Susan Root, Director, Conference Business Services
- [Writing for the Web and Effective Web Site Design](#) (PPT, 4500 KB)
Dan Bocchino, Web Content and Information Architecture Manager

Saturday 26 July, 0730 – 1530

- [Publicizing Your Conference](#) (PPT, 1471 KB)

Chris Burke, President, BtB Marketing Communications/Gary Dagastine, Dagastine & Co. Public Relations

- [Your Green Conference](#) (PPT, 129KB)

Beth Surmont, Manager, Meeting Planning/Molly McCluskey, Conference Communications Manager

Saturday 26 July, 0730 – 1530

- **1045 – 1145 CONFERENCE PROCEEDINGS: MAKING YOUR CONFERENCES A PART OF THE FUTURE**
- (supplement: [Conference Proceedings](#)) (slides + audio) (*Note: Audio begins several moments into the presentation.*)
- [Why Proceedings Matter](#) (PPT, 189 KB)
Mark A. Vasquez, Sr. Manager, Strategic Program Development
- [Help Others Find Your Work - Extending Discovery](#) (PPT, 1429)
Adam Phillipidis, Manager, Indexing and Database Production

Saturday 26 July, 0730 – 1530

- **1145 – 1500 DEMONSTRATIONS AND FORUMS**
- Presentations Online: Echo360 (Scott Ray Smith), Camtasia (Faisal Jameel), Replay on Demand ISSCC (Tim Tredwell)
- (supplement: [Key Feature Comparison Handout](#) DOC, 21 KB)
- (supplement: [ISSCC Virtual Conference](#) PDF, 682 KB)
- Marketing at Conferences Beverly Banks
- IEEE Xplore® Gerry Grenier
- Second Life Jayne Cerone
- Web Conferencing Lenore Downes

Saturday 26 July, 0730 – 1530

- **1300-1500 Conference Workshops –** (Choose two)
1 hour sessions
- [Finance Intensive](#) (PDF, 689 KB)
- (supplement: [FAQs](#) DOC, 175 KB)
- [Planning Your Conference Event](#) (PDF, 2083 KB)
- [Proceedings In-Depth](#) (PPT, 1485 KB)
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- 1500 – 1530 Wrap Up, Surveys and.... POCO 2009 Jerry Engel
- 1530 Adjourn
- Thank you for attending the 3rd Annual Panel of Conference Organizers (POCO). See you next year.

2008 POCO Prague



Creating A Global Conference Community

16-18 July 2009

Marriott Prague, Czech Republic

Agenda*

(*draft, subject to change)

Thursday, 16 July

- 13:30– 15:00 Conference Organizer Basics

Thursday, 16 July

- 15:00 – 17:00 Town Hall - Strategic Discussions – Readout and Feedback Session
- Technical Co Sponsorship
- Society and Region Conference Connections – OU to OU
- Quality of Articles in Conference Publications
- 18:30 – 20:00 Welcome Reception Prague Marriott

Friday, 17 July

- 9:00 – 12:00 General Session
- Welcome & Conferences Committee Chair Update

Gerald Engel, Chair Conferences Committee

Jozef Modelski – R8

IEEE President's Comments

John Vig, IEEE President 2009

- State of the Conference Business

Samantha Padilla, Staff Director M & C

Friday, 17 July

- Organizers' Experience:
- Planning Conferences in China
- Conferences Finances: Two Views
- Grants for Global Conferences
- Planning Conferences in R8 – Panel Discussion
- 12:00- 13:30 125th Anniversary Lunch Moravia

Friday, 17 July

- 13:30 – 15:00 General Session
- Building and Leveraging Relationships
- How to attract industry to your conference
- Public visibility and media relations

Friday, 17 July

15:15 – 16:45 Breakout Sessions and Workshops

- - Event Planning - Planning Timeline and Logistics
- - Communicating Your Conference
- - Conference Finances - Budgeting to Closing
- - Conference Contracting – MOUs and Contract
- - Conference Proceedings: From the Conference to Xplore

Friday, 17 July

- - Media Training
- - Plagiarism Tools
- - Conference Presentations Online
- - VAT Compliance and Services
- - Web Conferencing
- 17:15 – 20:00 **Evening Reception – Lobkowicz Palace**
- Hors d'oeuvres, wine & beer, tours of the Lobkowicz Family Art collection

Saturday, 18 July

- 8:30 Welcome Coffee
- 9:00-10:30 General Session
- Conference Business- Service Update
- Conference Business Services
- Finance Services
- Conference Publications
- Technical Program Integrity Initiative
- Presentations Online

Saturday, 18 July

- 10:30 - 10:45 Break
- 10:45 – 12:00 Breakouts/Workshops
- 12:00 – 13:30 Lunch
- 13:30 – 14:45 Breakouts/Workshops
- 14:45 – 15:30 General Session – Wrap Up
- 15:30 Adjourn
- **See you in 2010 in XXXXX.**

Who Attends POCO?

POCO attendees are Conference Organizers from all around the world, the Vice President of Conferences for each Society, and the Conference Coordinators from each Region.

Why should I attend POCO?

POCO offers a unique perspective on IEEE Conference organization. Because all the attendees have either organized or will organize an IEEE Conference, POCO is the perfect opportunity to learn tricks of the trade, network with your peers, and learn how hosting an IEEE Conference can promote your field, society and technical fields around the world. We include sessions you won't find at any other IEEE Conference or Meeting.

I attended POCO last year. Should I come again?

Absolutely. The conference business is dynamic, and each year, POCO connects you with the latest trends in the industry and the newest developments in IEEE Conferences.

Is attendance at POCO required to organize an IEEE Conference?

Attending POCO is not a requirement to organize an IEEE Conference, however it is strongly recommended.

What does POCO cost?

There is no registration fee for POCO, and meals are provided. Check with your IEEE Organizational Unit (OU) if you'd like to be reimbursed for travel and lodging.

Do I have to stay in the hotel where POCO is being held?

Not at all. We negotiate the very best rates we can through the hotel for our Conference Organizers. However, we encourage you to make whatever arrangements you find most comfortable.

Can I get copies of the presentations before the conference? After?

Presentations are made available online shortly after POCO.

How do I become a speaker at POCO?

Thank you for your interest. Please [contact us](#) with your idea.

Will I have time to myself at POCO?

Of course. We choose our host cities each year because of their accessibility to mass transportation, and plethora of dining, entertainment and other activities. We wouldn't want you to miss it.

Will there be opportunities for networking?

Networking is a key component of POCO. Each POCO features an opening night reception, several break-out sessions and a wide array of additional opportunities for getting to know your peers.

Neke opaske

- Za POCO se ne plaća kotizacija
- POCO osigurava sudionicima prehranu
- Treba se registrirati
- Treba iskoristiti blizinu Praga i otići na POCO
- Hotel Marriott dosta je skup, ali sudionici nisu obvezni boraviti u njemu. To znači da se smjestaj može potražiti u kakvom jeftinijem hotelu (ima ih puno u Pragu), ili koristiti jeftini turistički aranžman, ako ga ima u to vrijeme, koji onda uključuje i prijevoz.