

Call for Volunteers – IEEE WIE Forum USA East Committee

The IEEE WIE Forum USA East is an event held annually with its location alternating between locations in Regions 1 and Region 2. The 2018 Forum was held in Region 1, and we are currently looking for committee and related subcommittee volunteers for the 2019 Forum to be held in Region 2. Please considering bringing your energy and expertise to this dynamic group of people who are passionate about this well-inspiring and successful event!

The planning committee provides guidance, input and support for the conference execution. Members are expected to positively promote the event, participate in regularly scheduled planning calls, bring forth ideas for the event, and participate in other support roles as assigned.

Applicants must be IEEE WIE members for at least 1 year and must hold IEEE WIE membership in the current year of application. Partial to full funding towards conference registration will be provided based on participation.

The planning committee consists of:

- Forum General Co-Chairs: Felicia Harlow and Neeta Basantkumar
- Forum Advisor
- Finance Chair and Treasurer
- Program Co-Chairs
- Publications Chair
- Fundraising Coordinator
- Career Fair Coordinator
- Publicity sub-committee (publicity chair, creative designer & website admin are part of this committee)
- Publicity/Graphics Advisor
- On-Site Volunteer Coordinator
- Registration Chair
- Local Arrangements Chair
- General On-site Volunteers (includes web applications for registration/logistics support and some members from above roles)

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Description:

The Conference General Chair is appointed by the organization. This chair is responsible for selecting the conference location. They appoint other chairs of the other committees who make up the conference committee. The Chair is responsible for managing the overall event including selecting the venue, creating the program, advertising, assisting with the budget, attending all of the conference calls and attending (and speaking at) the actual event. The Conference Chair should have significant event planning experience for larger (100+) events.

The Conference Vice-Chair or Co-Chair works along with the Conference Chair on all of the above-mentioned events and takes over as chair in the event that the Chair is no longer able to fulfill their duties. This position can also be a Co-Chair if agreed upon by the steering committee.

Finance Chair and Treasurer is responsible for setting and maintaining the budget and expenses for the event, financial reports, and conference closing. Also responsible for the final audit, if required.

The Program Chair(s) is responsible for creating a high-quality program at the conference, and ensuring all presentation materials are submitted in a timely manner. This includes handling the call for papers through the selection and review of every abstract and paper. This position is responsible for working closely with the technical review sub-committee on the selection of keynotes, presenters, and the overall program by compiling the selection matrix. Assists the Local Arrangements chair in the scheduling of session rooms, assigning session chairs, and introducing the keynotes. They further work closely with the fundraising chairs as necessary to ensure appropriate consideration.

The Fundraising Coordinator is responsible for identifying and contacting potential patrons for financial or in-kind support. This may also involve creating partnerships for the event. This person will work closely with the Career Fair Coordinator and conference chair(s). This person is responsible for being aware of the elements of the prospectus and potential areas for negotiation.

The Career Fair Coordinator is responsible for recruiting companies to have booths at the career fair. This includes providing them with logistics information and being their point of contact on the day of the event.

The Publicity Sub-Committee consists of several roles/members: Publicity chair, website administration and graphic/creative design (e.g, posters, banners, etc).

- The Publicity Chair gathers, maintains and utilizes lists of media contacts and past/potential attendees for targeted outreach; promotes the conference through placement in various publication calendars and advertisement in IEEE and non-IEEE.

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- The Website administrator is responsible for updating all content on the website and ensuring changes are made in a timely manner.
- Graphic Designer assist webmaster and also generates printed promotional and onsite materials (posters, flyers, publicity, etc.)

The On-Site Volunteer Coordinator will work with the chair to define the call for volunteers, define the number & scope of volunteers required, review volunteer submissions, select volunteers, coordinate volunteer schedules, and manage volunteers onsite. The committee works closely with the General Chair ensuring (advance and on-site) tasks have fulfilled with volunteer needs.

The Registration Chair plans and runs conference registration (both advance and on site) procedures and logistics, including handling of credit card fees, cancellation policy, and creation of name badges; working closely with the volunteer chair to coordinate sufficient on-site support

The Local Arrangements Chair in assists the General Chair with site selection, planning of the conference space, including room set-up, and acts as the primary liaison with the hotel/venue with arranging all AV, F&B and other relevant setup for the conference, and other local logistics.

The Publications Chair works with the registration chair to communicate paper submission process to speakers wishing to publish a paper based on their presentation. This person also works as the proceedings editor and reviews submissions, provides feedback and ultimately submits completed manuscripts and copyrights to IEEExplore.

General (On-site) Volunteers: Session Chairs, Room monitors (session chair support), IT support, greeters, ticket collectors, and other general support. These volunteers should be available throughout the conference planning cycle and onsite for various duties.