

IEEE Young Professional Conference

Key steps to organize a YP conference

This short presentation includes the key steps we followed to organize the YP conference in connection with the EUSAR conference in Berlin.

It can be used as a guideline to organize a YP conference

F. Nunziata

ferdinando.nunziata@uniparthenope.it

Organization

- 1. Defining the organizing committee:** If you plan to organize the YP conf. in connection with another conference (hereinafter master conference), e.g. EUSAR, you should include also some people of the EUSAR Organizing committee.
 - 2. Defining dates:** My experience told that 1.5 or 2 days is ok. If you have a plenary session at the master conference, some members of the YP conf. committee may have a speech to introduce the conference.
 - 3. Defining location:** The best think is sharing the same location of the master conference. You may tray to negotiate a favorable rate. Probably the best think is finding industrial sponsorships to partially cover costs. A cheaper way is organizing the conference in public places, e.g. Universities...
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- 1. Admission fee:** Note that, since the YP conf. is targeted to young professionals (mostly master students and phd students), it is important to have no (or very cheap) admission fees.

Scientific committee

1. Scientific committee: The rationale we followed to organize the scientific committee of the YP Conf associated with EUSAR was including young researchers (phd, assistant professors and associate professors) who could in principle let some of their students attend the YP conference.

Hence, I strongly recommend to look at Universities or research centers that are in the hosting place.

The scientific committee is an important tool to ensure participation of YP.

Dissemination 1/2

- 1. Call for papers:** The first thing to be done is a brochure (probably on the same guideline of the master conference one) to disseminate the relevant info on the YP Conference.



The sixth edition of the biennial IEEE GOLD remote sensing conference is associated with EUSAR Conference that is running from the 02-05 of June at Maritim Hotel, Berlin. GOLD conference, which is running from 05 of June (half day) to 06 of June, offers the greatest opportunity to young graduated to be on the stage showing their advancements in the field. The GOLD (Graduate Of Last Decade) are invited to present their work in all aspects of remote sensing. Presenters must be first graduated not before 2004, be first author and present the paper at the conference. An admission charge of 20€ is requested and IEEE GRSS Student Membership is encouraged. Abstracts (1 page A4 format) submission deadline is **April 30 2014**. Abstracts must be submitted via e-mail at ieeegold.conf@gmail.com. Final papers (3 pages A4 two columns (GRSS format)) must be provided at the conference time. Refer also to <http://ieee.uniparthenope.it/chapter/gold14.html>.




Please, find on the left the call for papers we issued for the YP Conference at EUSAR. Note that there are few key issues that are recommended:

1. The first author must belong to YP. This means up to 15 years from the first degree.
2. First author must present the study at the conference.
3. IEEE GRSS membership is encouraged

Dissemination 2/2

1. Web-site: It is important to have a web-site where all the info related to the conference can be easily found. On this purpose, you may use the template I got from IEEE that you can reach at this address:

<http://ieee.uniparthenope.it/chapter/gold14.html>



The screenshot shows the IEEE South Italy Geoscience & Remote Sensing Chapter website. The header includes the IEEE logo and navigation links: IEEE Home | Shop IEEE | Join IEEE | myIEEE | Contact IEEE | IEEEExplore. The main title is "IEEE South Italy Geoscience & Remote Sensing Chapter". Below the title is a search bar and a navigation bar with links: Home | Sito Facoltà di Ingegneria | Call GOLD 2014.

The left sidebar contains a menu with the following sections:

- About IEEE**
 - What it is
 - GRS Societies
 - How to join
- Chapter**
 - Presentation
 - Where we are
 - Members
 - Lab
- Kick Off**
 - Presentation
 - Images
 - Video
 - Press
- Links**
 - Students
 - Useful
- Activities**
 - GOLD 2012(a>)
 - Seminars
 - Conferences
 - Tutorials
 - Awards
 - Events
 - Annual Reports
 - Photos

The main content area is titled "IEEE GOLD 2014" and contains the text: "The deadline for abstract submission and for registration has been extended to April 30, 2014." Below this text is a list of links:

- Organising Committee
- Scientific Committee
- Proceedings download
- Important Dates
- Programme
- Author Instructions
- Registration
- Language & Fees
- Endorsements
- Travel & Lodging

At the bottom of the main content area, there is a link: "Call for paper GOLD 2014".

The right sidebar is titled "What do you want to do?" and contains a list of links:

- Find Societies by Interest
- Join a Society
- Find a Technical Conference
- Browse Call for Papers Deadlines
- Find Publications
- Get Manuscript Submission Guidelines and Tools
- Initiate Formation of a Society
- Initiate Formation of a Technical Council
- Become a Society/Council Volunteer

The footer contains the following text: "Entity Home | IEEE Home | Privacy & Security | Terms & Conditions. Use of this website signifies your agreement to the Terms of Use. For questions or comments, please contact the Webmaster."

Please, find on the left the home page of the web site of the YP Conference at EUSAR. I can either provide to you the html files of this web-site or you can ask to IEEE to set up your own web-site. Another option could be using the master conference web-site. On the web-site you can find all the info to format the 1 page abstract and all the lodging/travel info.

Endorsements/Sponsorships 3/3

1. **Endorsements from local authorities:** According to my experience it is important to involve local authorities in the organization of the YP conference. When we organized the YP Conference in Italy we asked to our Ministry of Education, to the Italian Space Agency (ASI) and to some key industrial partners to endorse the conference.
2. **Announcements:** We also announced the conference on some local newspapers.
3. **Chapters:** Local chapters must be involved. They can help you in disseminating the info to YP.
4. **IEEE:** To obtain the IEEE sponsorship (with or without funding) the conference must be registered with the IEEE small conference.
http://www.ieee.org/conferences_events/conferences/organizers/index.html