

IEEE Sensors Council

Job description – VP of Conferences

Version June 2007

Function:

The VP of Conferences is responsible to accomplish the yearly IEEE SENSORS Conference.

Duties and Responsibilities:

Meetings committee

Chairs the Meetings Committee.

Conference

Actively searches for candidate cities and candidate General Chairs to organize future IEEE SENSORS Conferences.

Organizes conference bid-meeting where candidate General Chairs present their bid to the Meetings Committee (normally takes place during an IEEE Conference).

Visits candidate locations as preparation to decision making in the Meetings Committee.

Transfers information from one conference to the next conference.

Is the primary contact for the General Chair and is the IEEE person to which the General Chair reports to on a regular basis (in the last 6 months before the conference at a minimum frequency of once per month).

Informs the Meetings Committee of the developments of the organization of the conference.

Is responsible for the setting up of the Technical Program Committee in coordination with the General Chair. Finds candidates for the TPC Chair and the three TPC Co-chairs for Asia, Europe/Africa and Americas.

Helps/supports the General Chair in setting up the conference crew such as commissions and responsible persons (e.g. Treasurer, Organizing Agency, Tutorials chair, Exhibits chair, Local organization committee, etc.)

Prepares documents in which procedures and qualifications are described regarding

- bid preparation
- aims of the conference
- format of the conference
- qualifications for commission members and conference jobs

Co-sponsorship

Prepares requests of other conferences for (Technical) Co-sponsoring and presents this to the Meetings Committee.

Report

Insure that a report is sent to AdCom members at least annually, before Oct. 1.

Qualifications:

The qualifications of the VP of Conferences include the following:

- Must be IEEE member grade or higher.
- Should have experience with organization of a major scientific conference.