

# Holding an Eta Kappa Nu Student Leadership Conference

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The experience of planning and holding an IEEE Eta Kappa Nu (HKN) Student Leadership Conference (SLC) can be educational and rewarding. You will have the opportunity to interact with many IEEE and IEEE-HKN volunteers, learn leadership skills, and enrich the lives of many HKN student members.

To best determine if you are ready to plan and run the SLC, you need to understand its parts, and determine if you have the facilities and volunteers to make it a success.

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# 1. Major Conference Activities

The conference runs in the fall (mid- to late-October), from 1:00 pm Friday to noon on Sunday. The activities during the conference include:

- Professional development sessions
- Technical development sessions
- Networking opportunities
- Social outings
- Exhibits/information tables
- Meals

Each of these activities need to be planned and executed, and need to be placed in appropriate places in the conference schedule.

## 1.1. Professional Development Sessions

Professional development is a new feature being added to the Student Leadership Conference for 2019. After completing some pilot workshops at different events for a few years, student attendees gave feedback that professional development was a topic of great interest to them. In response, professional development is being incorporated into the Student Leadership Conference. The intent is to significantly increase the value of the event for attendees.

## 1.2. Technical Development Sessions

As electrical and computer engineers, it is important for us to continue to develop ourselves technically and to stay up to date with progressions in our field. By hosting technical development sessions at your SLC, you can provide this service for other HKN members. Technical Development Sessions can take many forms including, but not limited to the following:

- Hands on skills workshops
- Technical talks on different research topics
- Panel of experts in a field
- Talk on advanced features of a software package
- Electronics project workshops
- Student project fair
- Student design competition
- IEEE Society Overviews
- Technical Tour

## 1.3. Networking Opportunities

One important aspect of any meeting of people is the opportunity to talk to . . . people! Rather than have prescribed activities during the entire conference, you should provide ample time for attendees to talk in informal (and formal) settings. These could talk place in many forms:

- Long refreshment breaks
- Meals, with perhaps assigned seating to encourage a distribution of groups across several tables
- Organized one-on-one sessions

- Contests that require participants to talk to a wide range of people.

#### **1.4. Social Outings**

Social outings are planned throughout the conference. The number of activities planned depends on the location, time available, and conference program.

A larger social activity is typically planned for the Friday evening of the conference. This larger activity is meant to all attendees to network and have some fun outside of the conference. Examples of this are a welcome reception at your conference venue or somewhere else in your city like a local museum, a tour of a nearby landmark, campus scavenger hunt, or a pub crawl.

Activities can also be planned for mornings or the Sunday of the conference. Example of these include a tour of the host campus or facilitated tours to different places in your city.

Typically, an awards dinner is scheduled for the Saturday of the conference and sometimes a happy hour with a cash bar is planned for right before the awards dinner.

#### **1.5. Exhibits/Information Tables**

Exhibits and Information tables are another great way to engage both academia and industry in your conference, as well as other groups within IEEE. Typically, companies will have an exhibit that features their products, services, and career opportunities while universities can have information tables about their graduate school programs. In terms of involving other IEEE groups in this initiative, you can have IEEE societies and affinity groups have tables. Information tables can also be used to showcase other IEEE services and volunteerism opportunities.

Many exhibits and informational tables can also be tied in with other events during your SLC. For example, an IEEE society could have a talk in a technical track and an information table or a company could participate in a career fair, a technical panel, and have an exhibit. By providing multiple avenues for these groups to reach students, participating can be more attractive to them.

#### **1.6. Meals**

Meal times are excellent opportunities to add additional content to your conference when scheduling is tight. You can use the time for an awards ceremony, a keynote speech, networking, or other presentation. Meals will also represent most of your conference cost. Meals are: Friday dinner; Saturday breakfast, lunch, dinner; Sunday Breakfast. Note that some hotels offer a complimentary breakfast - this is a way to reduce the cost of food to the conference (but the cost is passed to the attendees in their hotel room price).

## **2. Project Planning**

### **2.1. Establishing the Conference Committee**

The Conference Committee is the organizing committee that has overall and final responsibility for the SLC. The Conference Committee has full responsibility to plan all aspects of the SLC, identify specific operational committees, plan all events leading up to the SLC, and manage all post-SLC activities. The Conference Committee basically runs the SLC.

To be effective, the Conference Committee will segregate tasks and create operational committees based on the type of task. Suggested committees include, but are not limited to:

- General Chair and Vice-Chair
- Technical program committee
- Publicity Committee
- Local Arrangements Committee
- Meals and refreshments committee
- Exhibits Committee
- Industry Liaison Committee
- Finance Committee
- Social Events Committee
- Transportation Committee
- Registration Committee
- Public Relations Committee

The chapter Faculty Advisor must be a member of the Conference Committee. Only the General Chair, Vice-Chair, and Faculty Advisor will have the authority to write checks or commit funds. It is strongly encouraged that some volunteers with prior conference experience be included in the Conference Committee. The IEEE Section, or a local IEEE Chapter, should be contacted for providing this resource

The Conference Committee must meet periodically. A suggested meeting schedule is:

- 2 times per month beginning 1 year prior to the SLC
- 1 time per month beginning 6 months prior to the SLC
- Weekly beginning 2 months prior to the SLC

At the first meeting of the Conference Committee a schedule leading up the SLC must be presented. Each Committee must also have a schedule. Measurable events (milestones) should be identified on each schedule. At each Conference Committee meeting, all committees should make a progress report, including status on achieving each milestone. Any expected delay in meeting a milestone must be communicated to the Conference Committee as quickly as possible, to allow for any recovery plan to be created.

## **2.2. Preparing the SLC Hosting Proposal**

A proposal template is provided to aid you in the proposal preparation process. This template provides detailed instructions on the information your chapter needs to provide as well as an example budget and income plan. Be sure to read the instructions fully as there are some proposal items for which you will have to work with your chapter advisor, industry contacts, and university in order to develop a viable plan for an SLC and in turn show that you are eligible to host. These items may require some time to complete, so be sure to start the proposal process early. You may include graphics and any supplementary information in your proposal that you think will help showcase your readiness to host.

Additionally, take care to make your proposal professional. You should have your advisor and others review your proposal before you submit it, especially if these people will play a role in making your SLC happen if your bid is selected.

## **2.3. Budgeting**

In order to be successful, you must understand what a budget is and why you need one. At its most basic level, a budget helps you visualize all your income and expenses in one place. Income is money you take in, while expenses are money you spend on necessary items. A budget is an itemized list of each, enabling you to compare how much money is funneled in and out of your event at any given time. This gives you a very concrete and organized look at your finances, and enables you to prioritize how and when you spend money to ensure you don't get yourself into financial trouble..

During the early stages of planning, you can change your budget at any time. However, once income is received or expenses are incurred the budget must be frozen and cannot be changed. Actual expenses and income need to be recorded but become part of a forecast. The forecast can change as often as necessary. The budget, however, cannot be changed once financial activity has started.

Creating a reliable budget can ensure that you will always have enough money to make the decisions that are important for a successful event.

### **Income**

Income describes all the money that is flowing into your event. Having a grasp on all your sources of income helps you make sound financial decisions and determine how stable your overall income flow is.

Income can come in many forms. It is important to define as many discrete sources of income as practical. For your event, income sources may include, but not be limited to:

- Registration
- IEEE-HKN funding
- IEEE-EAB funding
- University or university student association funding
- Income from sponsors such as
  - Local industry
  - IEEE Section or Regions

### **Expense**

Expense describes all of the money that is flowing out of your event. In order to build a balanced budget, you must have an accurate picture of your expenses.

Expense can come in many forms. It is important to define as many discrete sources of expense as practical. For your event, expenses may include, but not be limited to:

- Food: Breakfast (2), Lunch (1), Dinner (2), Other (refreshments at breaks, refreshments at the registration table, committee refreshments)
- Lodging: Actual lodging expenses (for volunteers, NOT attendees), Hotel fees
- Event rooms: Meeting rooms, Large auditorium or ballroom
- Audio-visual fees: Microphones, Screens, A/V rental, A/V personnel
- IEEE fees: IEEEtv, Conference management
- Supplies: T-shirts, Bag, Speaker gifts, Other
- Transportation: Airport shuttle, On-campus shuttle, hotel to event shuttle
- Off campus social event

## Goals

Once you know what your budget comprises, it is critical to set goals for your income and expenses. Those become your budget. It is important that the estimates for budget line items be as accurate as possible. Once the budget is frozen, any unexpected income or expense, or differences between your estimate and actual dollars, become part of your forecast.

## Forecast

Forecasting is a very useful skill when it comes to running an event. You need to know not only what you're working with *today* but what you will be working with in the future. While no one can predict the future, it's still possible to make very accurate estimates about the finances of your event down the road. Doing this not only helps you determine how well you're sticking to your budget, but it allows you to plan successfully for unanticipated changes.

Forecasting should be done as often as practical to help you understand the financial health of your event. Variance is a term used to describe differences (variations) between your budget and your actual income and expenses. A variance is calculated on every line item of the budget. A forecast variance is called favorable if the actual revenue is higher than the budget, or when the actual expense is less than the budget.

A financial summary of the event should be prepared and reviewed as often as practical (when income is realized or expenses are incurred). A timely review is important because it can give you time to react if variances to the budget are significant. The financial summary should show the following:

- The budget line item
- The forecast for that budget line item
- The variance between the forecast and the budget for that budget line item

## **2.4. Securing Lodging for Attendees (and Contracts)**

This section will be completed in version 1.1 of the document.

## **2.5. Securing Meeting and Meal Facilities (and Contracts)**

This section will be completed in version 1.1 of the document.

## **2.6. Fundraising**

This section will be completed in version 1.1 of the document.

## **2.7. Identifying Professional Development Topics and Speakers**

There are two separate aspects of professional development:

- The transition from life as a student to life as a member of the professional community. The professional community could be in industry, or in academia.
- Development of skills that will help students start their professional career, and be effective.

Neither of these topics are addressed during the undergraduate academic experience.

**Transition from life as a student:** The transition from being a student to being a professional is extensive, and many students are unprepared. The professional development tracks at the event will tell students what changes will happen, and how to navigate their way through these changes. The post-undergraduate experience is much different is one plans for a career in academia or a career in industry. Each will have a separate program focusing on the specific needs of students planning to follow each path

**Academia:** The change for a student entering academia is relatively minor at the beginning. It is critical, however, that the student know what his/her goals are at the start of the transition. The transition starts with entering a program of graduate study. The student needs to know whether his/her end goal is to achieve a PhD or a MS. A PhD is required to become a faculty member at a 4-year university. A lower level degree will allow the student to be a faculty member at many, but not all, institutions that do not have 4-year academic programs – such as a city college, or a junior college. Some positions may be available at 4-year universities, but they will not be tenure track positions. Post graduate education terminating at a Master's degree is different than education terminating with a PhD degree. The student needs to make that commitment prior to starting an academic career. The professional development track at the event will help students preparing for either option.

**Terminating at a Master's degree:** The Student Leadership Conference professional development track will include:

- How to select a post-graduate program
- Preparation to qualify for a graduate program
- How to apply to a post-graduate program
- Funding a Master's degree program
- What to expect in a Master's degree program at the university
- What to expect in a Master's degree program in the student's personal life

- What to expect once a Master's degree has been obtained

**Terminating at a PhD degree:** The Student Leadership Conference professional development track will include:

- How to select a post-graduate program
- Preparation to qualify for a graduate program
- How to apply to a post-graduate program
- Funding a PhD program
- What to expect in a PhD program at the university
  - Qualifying to enter the PhD program after obtaining a Master's degree
  - How to find a thesis advisor
  - Research work on a PhD thesis topic
  - How long will it take to receive a PhD
- What to expect in a PhD program in the student's personal life
- What to expect once a PhD degree has been obtained
  - How to enter a career in industry
  - How to enter a career in academia

**Industry:** The change for a student entering an industry career is extensive and immediate. Not only will the student lifestyle change, but the student will have to assimilate into a community of peers at his/her company. There are professional, or work-related transitions that will occur. There are personal transitions that will also occur.

**Professional work-related transition:** The event will have workshops that cover these and other topics to help a student joining the corporate world. Examples include the following:

- Joining the company workforce: Working for an employment-at-will company
- Where did my salary go: Taxes, medicare, social security ... and more
- Having an office --- or not
- Enrolling in a health care or benefits program
- Enrolling in a 401K program
- Saving for retirement and also personal immediate needs
- Budgeting
- Becoming a member of a team
- Working under a supervisor
- Performance appraisals and external evaluation of your work
- Goals: Setting your own goals, Having goals set for you
- Task management
- Time management
- Working remotely
- The importance of written and oral communication skills
- The need for documentation

**Personal transition:** The event will have workshops that cover these and other topics to help a student transition from a student lifestyle:

- Where did my free time go

- Starting life in a new city or state
- Starting life without your university network of friends
- Getting involved in your new space
- Finding an apartment
- How to live on a budget: Making a budget, Managing to a budget

It is the expectation that the event steering committee will work with IEEE-HKN to fully develop these topics, and determine what will be added to the event. Both the steering committee and IEEE-HKN will jointly work on identifying speakers and experts for these topics.

## **2.8. Identifying Technical Development Sessions and Speakers**

Having a combination of these types of technical based events can help your SLC engage students who have varying levels of technical experience. This is also a great way to engage industry and academics, in turn showing students the wide range of career options they have.

**Skills Workshops:** In this type of workshop, a technical skill is taught to students. These workshops are typically interactive and include a hands on component. An example of such a workshop would be teaching students how to work with arduinos and having students implement scripts as they learn new concepts in the workshop. It is beneficial if the presenter can provide the workshop materials to students after the conference so that students can reproduce the workshop at their university for their chapter members or students in their department.

**Technical Talks:** Technical talks can come from members of industry or academics. An option is to ask faculty members from your university's ECE department to present on their research. These talks can vary in length. For example, you could have 1 hour long talk or you could have two 30 minute talks on similar topics.

**Expert Panel:** There are many hot topics in the ECE field. By bringing together a panel of experts on one of these topics you can host a lively discussion of that topic. This discussion can revolve around the future of the technology, its implications, what needs to happen to make the technology practical, where is research being done on this topic, how students can get involved in this research area, and more.

**Technical Toolbox Talk:** Many software packages have advanced features that aren't known to basic users. By having a company representative give a talk on the advanced features of their product, you can increase the knowledge base and skill set of attendees. An example of this would be a presentation on one of the toolboxes in Matlab.

**Electronics Workshops:** Electronics workshops involve employing EE and CpE skills to build a small project. These projects must be easy enough to build within an hour or two and you must be able to supply sufficient lab equipment to use in the workshop. Providing instructions and a bill of materials at the end of the workshop will allow students to recreate this workshop at their own universities or in their communities as an outreach event.

**Student Project Fair:** This is an opportunity for students to present their own projects to members of industry and academia. It can be thought of as a reverse career fair.

**Student Design Competition:** Student design competitions are put on by many IEEE societies to further engage students in their conferences. This type of technical event can also be employed at an SLC, however, it does take greater forward thinking than some of the other types of technical events. For a student design competition, you want to have an objective, a set of requirements, and a set of deliverables. Additionally, you want to give teams or individuals sufficient time to do their project and be able to provide an incentive for competing. Depending on interest levels, you may also have to have a qualification system in place where teams need to submit proposals or videos and be selected to compete.

**IEEE Society Overviews:** IEEE Societies play an important role in providing technical communities, resources, conferences, and other opportunities for students, academics, and members of industry. Thus, societies can be a great way to enhance the technical sessions in your SLC. One example of a possible society based event is to have many societies give a short 5 minute pitch. Another way to involve societies could be to see if a society would like to co-host a student design competition.

**Technical Tour:** A tour of a local plant or a laboratory on your campus can be yet another way to engage students in a technical manner. Due to SLCs being over weekends, be aware of the schedules of the industry members or faculty members you are trying to schedule tours with. For this reason, it may be better to try to hold an initiative like this on the Friday of the SLC.

## **2.9. Creating Networking Opportunities and Activities**

This section will be completed in version 1.1 of the document.

## **2.10. Organizing Social Outings**

The SLC schedule will be tightly packed with workshops, technical sessions, panel sessions, food functions, etc. However Saturday night will be free time. It is strongly encouraged that the host chapter organize some social outing to give attendees a feel for the host university and its environment.

The local chapter should identify a social event, either on-campus or off-campus, that is popular with a wide segment of the host university students. The social event should be something that is available during the SLC, and not some unique event that has an established and unchangeable calendar date.

The social event does not have to be something that can accommodate all (~200) attendees, but can be a large number of distributed events that each can accommodate a percentage of attendees. These could include

- Trips to local bars or pubs (make sure that the age of the attendees is documented and complies with the local laws).
- Trips to local clubs or dance spots
- Trips to local multi-media entertainment centers
- Some food tours of local eateries (for a food tour, 3 – 5 local eateries will make available some specific type of appetizers and be able to host 10 – 15 people; the attendees will have a host that will walk them to the participating eateries.). Possibly a shuttle service moving attendees between eateries may be more appropriate).

When selecting social outings, simply think ‘what would a group of 10 or so of your friends want to do on a Saturday night?’ and make appropriate arrangements.

Any social outing will have to have a budget approved by the Conference Committee.

### **2.11. Organizing Exhibits/Information Tables**

In organizing exhibits and information tables, you must first understand the space you have available to you. This understanding will include knowing how many tables, the sizes of tables, and if you can run power to each table. Once you have this understanding you can determine how many exhibits and info tables you can host and how flexible these numbers are (e.g., can you exchange two info tables for an exhibit space?). You have a few options for how you can fill these tables - industry representations, graduate schools, IEEE organizational units like WIE, YP, IEEE-USA, local IEEE Region and Sections, and IEEE societies. Typically booths are setup for the entirety of the conference. However, the booths do not always have to have a representative present. Additionally, there is usually a fee required of exhibitors to have a booth. This fee should be determined among conference organizers prior to asking groups to have a booth and will help offset the cost of the SLC. Be sure to start contacting and securing your potential exhibitors early. However, as long as you have enough space you can continue to secure exhibitors throughout the conference planning process and you can use secured exhibitors as leverage to gain more exhibitors.

#### **Industry Exhibits:**

In some cases, a company may want to include a live demo of their products in their exhibit. This can be done at their table or a special room/area can be dedicated to these demos. If you plan to have a career fair at your SLC, you can try to incorporate the industry exhibitors into this event.

#### **Graduate Schools:**

For this, you can start with your own university and branch out from there. Typically, you will want the school’s ECE department to be well represented at these booths because a majority of the attendees will have an ECE background. Distance learning programs at various universities may also be a good point of contact.

#### **IEEE Organizational Units:**

Contact information for these groups can typically be found on their website. IEEE societies in particular, are very global organizations so you may want to ask if they have local members that could represent them at an informational table.

### **2.12. Transportation**

All aspects of transportation are very important for the success of the SLC, and making it a pleasurable experience for all attendees. Transportation needs include, but are not limited to:

- Identification of the nearest airport or airports, or the airport that most attendees are likely to travel to
- Transportation options available from the airport to the SLC hotel. These can include:
  - Identification of car rental agencies at those airports
  - Whether there is Uber, Lyft, Taxi, and/or shuttle service (i.e. Super Shuttle) at the airport, and an estimated cost to travel to the SLC hotel. Include the hours of operation.

- Identification of any complimentary shuttle services available at the airport. For example, does the SLC hotel offer a courtesy shuttle to and from the airport. Include the hours of operation.
- If the hotel used by attendees is not within comfortable walking distance to the SLC event space, or if the SLC will include any social functions that are not within comfortable walking distance from the SLC:
  - Identify whether the university has a courtesy shuttle service that is available. Include the hours of operation
  - Identification of taxi services available
  - Identify whether any 3<sup>rd</sup> party shuttle services are available. Include hours of operation

### **2.13. Onsite Chapter Volunteer Support**

You will need your chapter members to pitch in to make this event happen, both in the planning stage and during the actual event. Something to consider is allowing volunteering to count towards pledging or membership requirements in your chapter.

#### **Pre-event Volunteers:**

As many of the HKN conference committee will most likely not be local to the conference location, it will be up to the chapter and the local conference committee to do a lot of the conference planning ground work. Having chapter members that are committed to helping with this process can relieve some of the burden from the chapter leadership.

#### **Event Volunteers:**

During the conference it is beneficial to have your chapter members volunteer to help ensure that everything goes smoothly. You will need people to staff the registration table and it is typically good to have at least one chapter member present at each event. These chapter members can help the presenters get their presentations set up and help collect feedback from the attendees. To secure volunteers, start by making a schedule that reflects the conference program. Outline how many volunteers you will need for each location at each time and if there are any specific tasks the volunteer will need to do and should thus be competent in. Then allow chapter members to sign up for slots. Prior to the start of the event verify with the volunteers that they can still volunteer and go over any logistics the volunteers may need to know - ensure that your volunteers are informed and prepared so that they can effectively do their job.

The SLC will run from Friday thru Sunday. Having as many chapter volunteers available during those days will make the event go much more smoothly.

It should be expected that chapter volunteers will be needed to support each of the Conference Committee sub-committees. The committees should specify their expectations several weeks in advance of the SLC, and get commitments from chapter volunteers 1 week before the SLC. A list of volunteers and contact information (email, phone numbers, etc.) should be distributed to all chapter members in advance of the SLC.

Some SLC events that will need strong volunteer support include

- Photography. For archival purposes photographs should be taken of all workshops, panel sessions, and technical sessions. Industry representatives would appreciate a lot of photographs of their exhibits, panel sessions, foot traffic at any exhibitor booth, and photographs of those representatives meeting students, faculty and HKN officials. Several group photos of all attendees at a university landmark location should be planned.
- Signage and directions. It is critical that proper signage be prepared to identify technical program sessions, workshops, panel sessions, meal functions, etc. A large number of volunteers should be available to direct attendees to the proper locations.
- University welcome. A large number of volunteers should be available at the SLC hotel when attendees arrive on campus. A welcoming committee should be there to give each attendee any information or instructions about the event, distribute any campus maps, and distribute maps describing the surrounding areas – in case attendees want to take unsupervised tours or walk-arounds of the campus.
- If the university has an HKN chapter room, the room should be staffed with an adequate number of volunteers to answer questions, provide directions, or engage in social talk with members of other chapters. The university needs to have a friendly atmosphere for all attendees.
- Registration. Attendees are likely to come in groups, therefore an adequate number of chapter volunteers should be available at the registration area to welcome all attendees, answer questions, provide maps and directions, and get attendees comfortable with the campus.
- Social event(s). If the chapter will be hosting any social events, an adequate number of chapter volunteers should be available to host attendees (and should be invited to attend as well), provide directions, or suggest alternate events
- IT. Chances are high that there will be some lapse in internet connectivity, wireless connectivity, or problems with device incompatibility, during the event. An adequate number of volunteers skilled in addressing these types of issues should be available throughout the event.

## **2.14. Selecting Meal Menus and Controlling Meal Costs**

This section will be completed in version 1.1 of the document.

## **2.15. Project Management Plan**

Project management is the application of processes, methods, knowledge, skills and experience to execute the project plan and make a successful event. The project plan is the guiding document for what needs to be done for a Student Leadership Conference. Project management describes how tasks are done to achieve the elements of the plan. If the project plan is the strategy, then project management is the execution of strategic tasks.

Project management requires that a single person be identified as the champion or responsible individual for that element of the project plan. That person has the authority to make decisions, prioritize and re-prioritize tasks and sub-tasks, assign people to perform on those tasks, schedule tasks and subtasks, and is ultimately responsible for the success of the project plan element. The project managers of project elements report to the event steering committee, which has final management oversight.

Project plan sub-tasks need to be essentially independent regarding requirements for completion, and should be structured so they are that way. This means that one sub-task should not require the execution of another sub-task for it to complete. For example, completing contracts for hotel lodging should be independent from completing food service contracts for the event. However, several sub-tasks could be co-dependent, meaning that an outcome of sub-task B might depend on an the input from sub-task A.

Sub-tasks must have discrete milestones. A milestone is an event which can be documented when it is achieved, and what the achievement was. The milestones should be measurable. Measurable means that something physical needs to be completed to verify that the milestone has been met. For example, a signed memorandum of understanding for hotel lodging, or number of registrations.

Milestones can be spread out over time so that completion can be incrementally measured by the completion of interim milestones. Completion of a milestone must be unambiguous, and something that can be measured. Completion is verified when the measurable event is verified.

## **2.16. Evaluation and Reporting**

Even though your event has completed, one final and very critical task remains. To help IEEE-HKN improve the value of the Student Leadership Conference to attendees, chapters, Faculty Advisors, and the student community as a whole, an objective final review of the event is necessary. This evaluation can help identify event elements that were very well done, or not so well done. It can help identify elements that were useful to the attendees, or had little value. It can help identify things that you believe were missing, and should be added to future events to make them more valuable. It can help future steering committees when they plan for their event.

Shortly after the event concludes, a brief meeting of the entire group that hosted the event should be held. The lead person for each element of the project plan should describe what happened before and during the event. The description should be as accurate and detailed an objective as possible. This should be a critical evaluation done to help future hosts of the event, and give them a real summary of what happened – good and bad. This is the only way that we can improve future events.

The evaluation should be a brief summary of each item of the project plan. If you have suggestions on what could be done differently, or what could be added or deleted, that is extremely valuable to IEEE-HKN. You have lived through the event, and there is no one better than you to provide this information.

A written report should be sent to IEEE-HKN. The format should be whatever you feel comfortable with. Each item can have a different format. This is intended to be quick and easy to prepare, since it simply captures your feelings after you have completed the event. There is no right or wrong feedback.

## **3. Bidding for an SLC**

### **3.1. The Core Conference Committee**

After the 2019 SLC, future SLCs will have a 18 to 24 month lead time for planning. This means that some students originally on the organizing committee will graduate. Therefore, it is important to have students, faculty members, and local IEEE volunteers involved in conference planning. Ensure that your

bid has enough of the core organizing people needed - this includes the main people mentioned in Section 2.1.

### 3.2. Obtaining Hotel and Meeting Facility Quotes

This section will be completed in version 1.1 of the document.

### 3.3. Preparing the Proposal

The proposal template is provided to ensure you address all of the information the IEEE-HKN Conferences Committee will need to assess your readiness to hold the SLC. Make sure you provide enough detail to “sell” your ideas and location. Specifically, we have asked for information under the following headings:

- Introduction
- Location Suitability
- Activity Ideas
- Qualifications and Conference Leadership
- Conference Committee
- Support Network
- Budget and Income Plan

The proposal should be prepared in your editor of choice, but should be submitted as a PDF file. The proposal template, the latest version of this guide, and submission portal can be found at:

<https://hkn.ieee.org/get-involved/student-leadership-conference/>

Please be cognizant of the posted deadlines on the site as well.

### 3.4. Where to Get Assistance

IEEE-HKN staff and volunteers are ready to assist you should you need it. We want to be active partners to ensure you hold a successful conference. Our contact information is:

- IEEE-HKN Director: Nancy Ostin [n.ostin@ieee.org](mailto:n.ostin@ieee.org) 732-465-6611
- IEEE-HKN Staff: Open Position
- IEEE-HKN Conferences Committee:
  - Jim Conrad [jmconrad@uncc.edu](mailto:jmconrad@uncc.edu) 704-687-8597
  - Ed Rezek [e.rezek@ieee.org](mailto:e.rezek@ieee.org) xxxx
  - Katelyn Brinker [krebzhh@mst.edu](mailto:krbzhh@mst.edu) 618-741-1278
  - Sean Haynes xxxx xxxx
  - Pat Donohoe xxxx xxxx

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- Version 0.1, 2018-07-17, Conrad
- Version 0.2, 2018-07-25, Rezek, Ostin, Brinker
- Version 0.3 2018-08-23, Brinker, Conrad
- Version 0.4, 2018-09-06, Conrad (filled in more sections, formatting)

- Version 1.0, 2018-09-12, Conrad, Rezek, Brinker added sections. Only six sections need content.