Welcome!

University Regional Conference Meeting
November 30, 2022

Faisal Aqlan - VP of Student Development
Kathy Gamboa - IISE Membership Director
1. Opening Remarks from Faisal Aqlan
2. Region Conference Master
3. Checklists and Timelines – Progress Update
4. Required Reports and due dates
5. Social Media / Website Promotion / Examples
6. Financial Resources Update
7. Faculty Advisors
8. Final agenda/budget due dates
9. Available SWAG
10. Around the Room Regional Conference Updates
11. Wrap-Up/Questions
2023 Regional Conferences

Region 1 – US Northeast
New York University (NYU)
School of Engineering
*Final Approval Pending*
Dates: **March 31 – April 2**

Region 2 – US Mid-Atlantic
North Carolina State University (NCSU)
Student Chapter #851
Dates: **March 3-5**

Region 3 – US Southeast
University of Central Florida
Student Chapter # 811
Dates: **TBD**

Region 4 – US Great Lakes
Ohio State University
Student Chapter #855
Dates: **Feb. 17-18**

Region 5 – US South Central
University of Missouri-Columbia
Student Chapter #836
Dates: **Feb. 23-25**

Region 6 – US North Central
South Dakota School of Mines & Technology
Student Chapter # 956
Dates: **Feb. 17-18**

Region 7 – US Western
Cal Poly San Luis Obispo
Student Chapter # 804
Dates: **March 3-5**

Region 13 – Mexico
Instituto Tecnológico de Ciudad Madero
Student Chapter #965
Dates: **March 21-24**

Region 14 – Canada
Toronto Metropolitan University (TMU)
Chapter #888
Dates: **TBA**

Region 16 – Central/South America
Universidad del Bosque
Student Chapter #636
Dates: **September 6-8**

Region 21 – Middle East
The University of Jordan
Student Chapter # 792
Dates: **TBA**
Checklist and Timeline – (To do)

5 months before
- Write and send letters for sponsors (include all senior chapters)
- Write and send letters to invite speakers
- Write letters to faculty advisors requesting their help in recruiting submissions for the technical paper competition
- Receive and monitor sponsorship funds

4 months before
- Follow up sponsor and speaker invites with personal phone calls and e-mails
- Confirm first invitees (speakers)
- Design, print, and mail registration packet including a more detailed program, registration forms, directions, and accommodation information
- Sell ads to local businesses
- Update Web site

3 months before
- Monitor responses of universities. Contact student chapter presidents and faculty advisors as needed
- Invite backup speakers
- Finalize budget (based on donations)

2 months before
- Conduct sign-up for workers and begin schedule
- Finalize speaker lineup and complete agenda
- Arrange all food (conference, coffee breaks, luncheon, and brunch)
- Monitor responses to technical paper competition and react accordingly

1 month before
- Final pre-registration deadline
- Finish format of program and take to printer
- Order souvenirs for students to purchase (t-shirts, plastic cups, coffee mugs, etc.)

2 weeks before
- Create welcome package (assemble packet materials and name tags)
- Map out welcome/check in process
- Confirmation calls to all speakers, facilities, and catering
- Last minute speaker arrangements and logistics
Required Reports and Deadlines

There are **three** reports required from the host chapter:

**#1** The preliminary agenda and preliminary budget. **Due Oct. 15.**
[Sample agenda](#) | [Sample budget](#) — **DONE ✓**

**#2** The final agenda and final budget is due two weeks before your conference.

**#3** The final report is due two weeks after your conference, with the exception of the first, second and third place winners of the technical paper competition-region level within two days. Please send to [Kathy Gamboa](#).

**Very important:** Please include the school, host chapter, student chair, faculty advisor and the date for next year's university region conference.
An email was sent to each of the Conference chairs requesting the below information. Please complete and return to Kgamboa@iise.org.

Dates: , 2023
Hosting Location:
Contact (please pick one, Name/Email):
Student Conference Chair (Name/Email):
Faculty Conference Advisor (Name/Email):
Website (if you have one):
Registration Details:

NOTE: The Regional conference page will be updated with the website link. https://www.iise.org/Details.aspx?id=814
Website Promotion Set-Up

Your website can be designed to your preferences, some examples to follow.

Items to include on your Conference page:

• Promote your University
• Hotel information – if applicable
• How to register for the conference
• Conference Program
• Competitions – if applicable
• How to join IISE and your Chapter
UCF Website - https://iiseserc2023.square.site/

BETTER TOGETHER

University Regional Conferences are a medium for collegiate chapters of the Institute of Industrial and Systems Engineers to facilitate professional and personal development while providing a forum for both students and professionals to gather. Back for the first time in-person since the onset of COVID-19 is the Southeast Regional Conference for the Institute of Industrial and Systems Engineers! Paying homage to being together again, introducing this year's theme: better together.
UNIVERSITY OF CENTRAL FLORIDA

The University of Central Florida is one of the nation's largest campuses by student population and home to . The metropolitan research university located in Orlando, one of the most visited cities in the world, is also home to one of the most dynamic IE departments in the world.

The university's college of engineering and computer science is among the nation's largest producers of engineering and technology workforce talent, and they are the No. 1 provider of graduates to the defense and aerospace industries. Their students, faculty and alumni address society's greatest challenges and aspirations in aerospace, computing, energy, the environment, healthcare, transportation, and more. The college's education and research efforts are supported by a strong neighboring industry presence, such as L3Harris Corporation, Lockheed Martin, Duke Energy, Siemens, Walt Disney World and NASA, to name a few.

The Industrial Engineering major has grown substantially since its inception, with more than 800 students across undergraduate and graduate populations.
# Conference Programming

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<thead>
<tr>
<th>DAY</th>
<th>EVENT</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td></td>
<td>Check-In</td>
<td>Students in attendance for the conference will begin with check-in. They will be handed their name tag and lanyard, a program agenda, and welcome bundle. Professionals presenting, giving speeches, or participating in our career fair will be able to begin their check-in subsequently after our student attendees. They, too, will receive a nametag, program agenda, and welcome bundle.</td>
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<td></td>
<td>Career Readiness Activities</td>
<td>Students in attendance will get the opportunity to participate in speed resume critiques and an accompanying workshop. Linkedin profile reviews, professional headshot sessions, and elevator pitch assessments.</td>
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<td>Dinner</td>
<td>Our intent is to have companies host facility tours for our attendees in the Central Florida region. These are slated to take place in the early morning; transportation should be provided, and students will arrive back to campus by noon.</td>
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<td>Opening Remarks</td>
<td>Our keynote speaker and club executive board will give opening remarks and this school-spirit themed event. The program rundown will be given at this time, too.</td>
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<td>Lunch</td>
<td>There will be a student social and a professional social open for conference-goers to attend. The two will be held at separate locations and will provide food for those there.</td>
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<td>Student Social</td>
<td>Students will get the chance to hear from industry professionals about their early career and what their current day-in-the-life looks like as an industrial engineer or other related profession.</td>
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<td>Professional Mixer</td>
<td>In place of a career fair, students will get the opportunity to talk more to the professionals in attendance at this event. This can be used as a networking opportunity in hopes of securing an internship, co-op, part-time, or full-time position at an organization, or better understand what the organization does and how industrial engineering plays a role in seamless operations.</td>
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<td>Closing Remarks</td>
<td>Dinner will be served banquet style for all students and professionals in attendance for the conference. Awards for technical paper competition will be presented at this time, and club leaders will give their remarks.</td>
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Register now for the 2023 IISE Regional Conference

Attending the conference will grant access to industry experts, career opportunities, and the extensive community of industrial and systems engineers. Take part in networking events, keynote presentations, and interactive breakouts to make valuable connections and elevate your career!

go.osu.edu/iise2023

When:
February 17-18, 2023

Where:
The Ohio State University
Columbus Campus

For More Information Contact:
Notice: Breakouts:
Registration: https://osu.zoom.us
Sanjay Malhotra: http://iise.ohio-state.edu
Conference Highlights

- Industry Tours
- Networking Events
- Keynote Speakers
- Showcase Kalamazoo's businesses
- Industry Focused Breakout Sessions
- Technical Paper Presentations
- Career Expo
Western #804 – Social Media Linked In example

Ready to meet other IEs and learn about new industry trends? The IISE Western Regional Conference hosted by UC Berkeley is less than 2 weeks away and Cal Poly will be hosting some in person events! Surprise! We will stream the conference together in Engineering IV and have snacks and lunch provided. Along with that, we will have an IME team bonding dinner covered by the IME department and IISE on Saturday, February 26th!
Funding - Available Amounts have been communicated

Funds will be distributed in 3 payments:

• One third upon approval of the preliminary budget due Oct. 15. (1st check sent)

• One third upon approval of the final budget, due Feb. 1 or 2 weeks before your conference (which ever comes first).

• One third upon receipt of the final report, due two weeks after your conference.
The faculty advisor of your chapter is the one source within the department who has the responsibility to guide you and help you with the conference. You should:

• Invite them to your conference committee meetings.

• Keep them informed of the results of the conference committee meetings.

• Keep them abreast of the status of the conference planning and progress.

• Seek their guidance to find contacts, speakers, and sponsors.
The final agenda and final budget is due two weeks before your conference.

Final Agenda and Final Budget – Due Dates

Region 1 – US Northeast
Dates: TBA

Region 2 – US Mid-Atlantic
Dates: February 16, 2023

Region 3 – US Southeast
Dates: TBD

Region 4 – US Great Lakes
Dates: February 2, 2023

Region 5 – US South Central
Dates: February 8, 2023

Region 6 – US North Central
Dates: February 2, 2023

Region 7 – US Western
Dates: February 16, 2023

Region 13 – Mexico
Dates: March 6, 2023

Region 14 – Canada
Dates: TBA

Region 16 – Central/South America
Dates: August 22, 2023

Region 21 – Middle East
Dates: TBA
Available SWAG

NOTE: An order form will be placed on the website in mid December listing available items for order
How’s it going in your region? Ideas to share?

Region 2 – US Mid-Atlantic
Region 3 – US Southeast
Region 4 – US Great Lakes
Region 5 – US South Central
Region 6 – US North Central
Region 13 – Mexico 2022
Region 16 – Central/South America
Region 7 – US Western
Updates Since Last Meeting:
- Reserving Facilities
  - This step is not fully completed yet. We have had trouble getting our requests through to ASI and we have a meeting with them later next week to confirm our rooms. We’re about 90% of the way done with this task.
- Announcements and Save The Dates Sent Out
- Technical Paper Conference Competition Details and Requirements Established
- Received emails and mailing addresses of university chapters and faculty advisers
- Website created, published, and advertised
- Sponsorship tier packages created and emailed to potential candidates

The Next Steps:
- Registration for event to be sent out soon (inviting schools officially)
- Invite Breakout Room Speakers
- Monitoring incoming sponsorship funds.
Thanks for all your hard work!

Questions?

Reach out to us with any concerns or questions.
Website links to Resources

• Assembling a team
  Committee descriptions and responsibilities

• Checklist and timeline
  A planning calendar to get you started

• Required reports and deadlines
  Keep on top of the reporting deadlines to get your funds from IISE

• Developing a budget
  Details on budgeting, fundraising, and funding available from IISE

• Designing the conference program
  Includes speakers, tours, activities, student competitions, etc.

• Undergraduate Student Technical Paper Competition
  How to run this important competition

• Marketing and communication
  Promote your conference within your region

• Best practices
  Learnings from previous university region conferences

• IISE Assistance

Note: Templates are found within each section for your use

Our current approved logos can be downloaded [here](#). Be sure to review our [brand guidelines](#) prior to using the logo. The logos are not to be altered in any way without the express approval of IISE. Contact Amy Straub at [AStraub@iise.org](mailto:AStraub@iise.org) with questions.
The region business meeting is held during the conference to ensure that the site for the next year's conference is decided. Only school delegates participate in this meeting. The delegate of the host institute should facilitate the meeting and appoint one of the other delegates as secretary for the meeting.

It is expected that a schedule of hosts for the next two years should be set.
Purpose
To promote the industrial and systems engineering profession to high school students, teachers and college counselors.

Format
Streaming video published to YouTube that complies with fair use of copyrighted materials guidelines in the English language or with English subtitles.

Available Contacts

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