Welcome!

University Regional Conference
2025 Kick Off meeting
September 18, 2025

Michael Testani - VP of Student Development
Kathy Gamboa - IISE Membership Director

Outline

1. Opening Remarks from Michael Testani
2. Region Conference Locations / Dates
3. Checklists and Timelines
4. Required Reports and due dates / examples
5. Smartsheet
6. Sponsors – Fundraising
7. Funding from HQ
8. Faculty Advisor / RVP Role
8. Graduate School Fair/ Career Fair - Optional
9. Where to find conference Links / Volunteer tools
10. Conference Examples
11. Region Business Meeting
12. IISE Impact / *ISE* Magazine
13. Wrap-Up/Questions

2025 Hosting Locations *for reference*

Arabian Peninsula
Location: American University of Sharjah
Contact: Rawan Elghamrawy, Student Chair
Contact: Abdulrahim Shamayleh, Faculty Chair

Canada
Location: Universite Laval in Quebec
Contact: Sarah-Eve Fontaine, Student Chair
Contact: Nadia Lehoux, Faculty Conference Chair

Central & South America
Location: Universidad de La Frontera,Temuco, Chile
Contact: Student Chair
Contact: Faculty Conference Chair

Mexico
Location: Instituto Technologico de Merida
Contact: Juana Gabriela Mendoza Ponce, Std Chair
Contact: Nicte Ganzo, Faculty Conference Chair

Middle East
Location: The University of Jordan
Contact: Mohammad AlAmad, Student Chair
Contact: Mohannad Jreissat, Faculty Chair

U.S. Great Lakes Dates: **Feb. 7-8, 2025**
Location: Purdue University - West Lafayette
Contact: Mihika Sane or Rhea Bawa, Student Chair
Contact: Barrett Caldwell, Faculty Conference Chair

U.S. Mid-Atlantic Dates: **Feb. 21-23, 2025**
Location: University of Tennessee
Contact: Jessie Wilson, Student Conference Chair
Contact: Mingzhou Jin, Faculty Conference Chair

U.S. North Central
Location: University of Wisconsin- Madison
Contact: Elliott Frank, Student Conference Chair
Contact: Dharmaraj Veeramani, Faculty Chair

U.S. Northeast Dates: **March 28-30, 2025**
Location: University of New York at Buffalo
Contact: Catherine Ardizzone, Student Chair
Contact: Lora Cavuoto, Jun Zhuang, Faculty Chairs

U.S. South Central
Location: Texas Tech University
Contact: Kaya Solis, Student Conference Chair
Contact: George Tan, Faculty Conference Chair

U.S. Southeast
Location: University of South Florida
Contact: Sebastian Rivero Torres, Walter Carranza
Contact: Michael Weng, Faculty Conference Chair

U.S. Western Dates: **Feb.28 - March 2, 2025**
Location: University of Southern California
Contact: Alex Wang, Student Conference Co-chair
Contact: Yalda Khashe, Faculty Conference Chair

2026 Hosting Locations

Africa
Location: Arab Academy For Science,Technology & Maritime Transport (AASTMT)
Contact: Merola Maged, Student Conference Chair
Contact: Mohamed Mourad, Faculty Chair

Arabian Peninsula
Location: American University of Sharjah
Contact: Azza Mukhtar, Student Chair
Contact: Abdulrahim Shamayleh, Faculty Chair

Canada Dates: Jan. 30 - Feb 2, 2026
Location: Universite du Quebec a Trois Rivieres
Contact: Mirka Pelland, Nicholas Fortin Student Chairs
Contact: Pascal Forget, Faculty Conference Chair

Central & South America
Location: Pontificia Univ. Javeriana Cali (Colombia)
Contact: Isabella Garcia Fuentes, Student Chair
Contact: Francisco Muñoz Prado, Faculty Chair

Mexico
Location: BUAP San José Chiapa
Contact: Eliut López Student Chair
Contact: Dr. César Arguello, Faculty Conference Chair

Middle East
Location: The University of Jordan
Contact: TBD, Student Chair
Contact: Mohannad Jreissat, Faculty Chair

U.S. Great Lakes Feb. 20-22, 2026
Location: Western Michigan University
Contact: Autumn Hotopp, Student Chair
Contact: Lee Wells , Dana Hammond, Faculty Chairs

U.S. Mid-Atlantic
Location: Clemson
Contact: Gillian Banks, Student Conference Chair
Contact: Kevin Taaffe, Faculty Conference Chair

U.S. North Central Feb. 6 -7, 2026
Location: Iowa State University
Contact: Thomas Joyce, Student Conference Chair
Contact: Cameron Mackenzie, Faculty Chair

U.S. Northeast
Location: New York University
Contact: Madeleine Soegiarto / Vedangi Sawant, Student Chairs
Contact: Thomas Mazzone, Faculty Chair

U.S. South Central
Location: Texas A & M University
Contact: Kaya Solis, Student Conference Chair
Contact: George Tan, Faculty Conference Chair

U.S. Southeast Lakes March 26 – March 28, 2026
Location: Louisiana State University
Contact: Ashlee Robinson, Student Chair
Contact: Gerald Knapp , Faculty Chair

U.S. Western
Location: San Jose State University
Contact: David D'Amico, Student Conference chair
Contact: Ayca Erdogan, Faculty Conference Chair

Checklist and Timeline – (To do)

12 months before ideally OR 6 Months before

_____ Decide dates and conference theme
_____ Decide major program elements (technical paper comp, speakers, social events, etc.)
_____ Reserve all facilities. Conduct research to get discounts (hotels, banquet halls, conference facility, luncheon facility, etc.)
_____ Start planning preliminary budget

6 months before

_____ Design and mail announcement (dates, location, and general overview)
_____ Invite schools to the conference. Emphasize technical paper competition.
_____ Request list of emails and mailing addresses of student chapter presidents and faculty advisors from IISE headquarters
_____ Establish a Web site for the conference

Checklist and Timeline –

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. 25**.
Sample agenda | Sample budget

#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.

Sample Agendas

15.2 SAMPLE PRELIMINARY AGENDA

Institute of Industrial Engineers Annual Region ___ Conference [*YEAR*] Tentative Agenda		
Day 1	4:00 PM	Open Registration
March 8th	7:00 PM	Ice Breaker
Day 2	8:00 AM	Late Registration
March 9th	8:30 AM	Welcome/Breakfast
	9:00 AM	Speaker
	10:00 AM	Plant Tours
	12:00 PM	Luncheon with Speaker
	1:30 PM	Technical Paper Competition
	3:30 PM	Activity
	5:30 PM	Awards Banquet with Speaker
	7:30 PM	Free Time
Day 3	8:00 AM	Ski Trip
March 10th	9:00 AM	Check Out

Preliminary Agenda II

Region # Preliminary Agenda
University Name

THEME:

Thursday, February 28th

4:00pm – 6:00pm	General Registration at *LOCATION* (*receive your t- shirt, career information packet*
6:00pm – 8:00pm	Social Event at *LOCATION* *(door prizes!)*

Friday, March 1st

7:30am – 8:00am	Breakfast & Late Registration
8:00am – 8:20am	Wake up! Exercise and Introduction
8:30am – 8:50am	1st Student paper presentation
8:55am – 9:15am	2nd Student paper presentation
9:20am – 9:30am	BREAK
9:30am – 9:50am	3rd Student paper presentation
9:50am – 11:00am	Remaining presentations (if applicable)
11:30am – 1:00pm	Lunch/Speaker/Introduce Judges
1:30pm – 2:00pm	Judges' Deliberation/Business Meeting
2:15pm - 4:30pm	Campus Tour/Presentations/Resume Workshop
5:00pm – 7:30pm	CAREER FAIR
7:30pm – 9:30pm	Awards Banquet/Speaker

Sample Budgets

INCOME:

Contributions:

IE Department	$_____
IIE Headquarters	$_____
Senior Chapter	$_____
Corporate Sponsors	$_____
Other	$_____
Other	$_____

Fees Charged:

Registration (*FEE* x No. of attendees)	$_____
TOTAL REVENUE	$_____

EXPENSES

Award Money	_____	$ _____
Banquets	_____	$ _____
Other meals, catering	_____	$ _____
Postage	_____	$ _____
Printing Costs	_____	$ _____
Registration Packets	_____	$ _____
Transportation	_____	$ _____
T-shirts, mugs, gifts	_____	$ _____
Social Activities	_____	$ _____
Equipment Rentals	_____	$ _____
Supplies	_____	$ _____
Other	_____	$ _____
Other	_____	$ _____
TOTAL EXPENSES		$
NET GAINS (LOSSES)		$ *(Revenue – Expenses)*

Smartsheet Links

2026 Regional Conferences -
https://app.smartsheet.com/b/form/34e33504183144c49098fb37d7bc8113

2026 Technical Paper Competition -
https://app.smartsheet.com/b/form/e41a74ffbb3b42a6a19c755780913c12

Host Proposal Form -
https://app.smartsheet.com/b/form/8dec74577d3d4d9eb5f701b62a122221

All conference Forms will be downloaded to smartsheet. This includes budgets (Preliminary and final), Agendas (Preliminary and final) Technical Papers etc.

2026 Regional Conference Smartsheet Page

	Host Chapter Name	Host Chapter Number	Region Name-Number	Conference Chair Name	Conference Chair Email	Faculty Advisor Name	Faculty Advisor Email	Dates of Conference
1	University Du Quebec a Trois Riviere:	593	Canadian - Region 14	Mirka Pelland/Nicolas Fortin	Mirka.Pelland@uqtr.ca/Nicolas.Fortir	Pascal Forget	pascal.forget@uqtr.ca	1/30- 2/2,2026
2	Western Michigan University	833	US Great Lakes - Region 4	Autumn Hotopp	autumn.y.hotopp@wmich.edu	Lee Wells / Dana Hammor	lee.wells.wmich.edu / dana.ha	2/20-2/22, 2026
3	BUAP San Jose Chiapa	616	Mexico - Region 13	Eliut Lopez	capitulo616iise@gmail.com	Cesar Arguello	cesar.arguello@correo.buap.r	
4	Clemson	929	US Mid-Atlantic - Region 2	Gillian Banks	gbanks@g.clemson.edu	Kevin Taaffe	taaffe@g.clemson.edu	
5	Jordan	792	Middle East - Region 21	Batool Alheyari	batool.alheyari@gmail.com	Shahed Obaidat	sh.obeidat@ju.edu.jo	
6	American University of Sharaj	685	Arabian Peninsula - Region 2:	Azza Mukhtar	g00092286@aus.edu	Abdulrahim Shamayleh	ashmayleh@aus.edu	
7	Iowa State University	823	US North Central - Region 6	Thomas Joyce	tjoyce04@iastste.edu	Cameron Mackenzie	cmacken@isststе.edu	
8			US Northeast - Region 1					
9	Texas A&M (TAMU)	875	US South Central - Region 5	Noor Hakim	nhakim@tamu.edu	Erick Moreno-Centeno	emc@tamu.edu	
10	Louisiana State University	827	US Southeast - Region 3	Ashlee Robinson	lsuiisepresident@gmail.com/lsuiisecc	Gerald Knapp	Gknapp@lsu.edu	3/26 -3/28, 2026
11	San Jose State University	806	US Western - Region 7	David D'Amico	David.Amico@sjsu.edu	Ayca Erdogan	ayca.erdogan@sjsu.edu	
12	Arab Academy for Science, Technolo	701	Africa - Region 24	Merola Maged	Merolamaged253@gmail.com	Mohamed Mourad	mmourad@aast.edu	
13	Javeriana Caliu (Columbia)	699	Central/South America - Regic	Santiago Caceres	scaceres1025@javerianacali.edu.co	Francisco Munoz	fmunoz@javerianacali.edu.co	

Planning

Each university and location is different in terms of hotel and conference space. Also, costs will be different in different locations.

The following should be planned ASAP:

- Dates

- Reserve Facilities (e.g., hotel, conference location)

*Hotel costs have drastically increased, utilize University facilities whenever possible.

- Preliminary Budget

- Plan and implementation for sponsors (fund raising)

Sponsors – Fund Raising

Soliciting sponsors for the conference is usually the most difficult task for student chapters. The key to this process is to get started as early as possible (6 months to 1 year in advance), and to utilize key networks.

Addresses and contacts should be solicited from the following:

- Prior years' sponsors
- Internship and Co-op employers
- Career Services Contacts
- Departmental Contacts
- Alumni
- Professional Chapters and members in region

Funding from HQ

Funding
Two dollars and ten cents of each student's dues payment goes into the University Region Conference Custodial fund from which the host chapter is provided partial funding for the conference*. The host chapter must cover the remaining expenses with donations and funding of their own, including a nominal registration fee charged to attending students and faculty.

The requirements to get funding from the custodial fund are:

- Submit a preliminary budget
- Submit a final budget
- Conference final report

Funding from the University Conference Custodial Fund is made available to the host chapter when the vice president for student development approves the budget.

- One third upon approval of the preliminary budget due Oct. 15.
- One third upon approval of the final budget, due Feb. 1 or 2 weeks before the conference (which ever comes first).
- One third upon receipt of the final report, due two weeks after the conference.

NOTE: Universities outside of North America will be wired the funds, completed form required.

Funding from HQ

2026 Student Conference		Available funds (9/15)
1	NE	$ 519.32
2	Mid-Atlantic	$ 458.61
3	SE	$ 1,976.11
4	US Great Lakes	$ 944.26
5	South Central	$ 1,372.27
6	North Central	$ 455.55
7	Western	$ 308.28
13	Mexico	$ 2,199.68
14	Canada	$ 214.82
16	Centra & South America	$ 1,439.67
21	Middle East	$ 487.92
22	Arabian Pensla	$ 2,896.06
23	Europe	$ 112.95
24	Africa	$ 374.92

Faculty Advisors – Regional Vice Presidents

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 the Faculty Advisor to your conference committee meetings.

•Keep your Faculty Advisor informed of the results of the conference committee meetings and the ongoing status of the conference planning process.

•Seek the Faculty Advisor's guidance to find contacts, speakers, and sponsors.

Contact your **RVP** for support, including tapping into their resources, if needed. They can be found here: **https://www.iise.org/details.aspx?id=334**
region1-rvp@iise.org, region2-rvp@iise.org, region3-rvp@iise.org, etc.

Graduate School Fair or Career Fair – If desired

Graduate School Fair

- Opportunity to showcase the host school's graduate program to attendees.
- Opportunity for schools to meet the brightest IE undergraduates from the region.
- Sell booth/table to school (optional).

Career Fair

- Opportunity to encourage companies to participate in the event.
- Can generate extra income for the chapter / student conference.

Starting at IISE Homepage

Volunteer Tools - 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 https://www.iise.org/details.aspx?id=3184

The University of Jordan Events

Our Events

Risk management course

Women empowerment event

Charity event

Linked in & CV writing session

Power BI course

IISE Day

Treasure Hunt

Community Event

Supply Chain Course

Ohio University

Ohio University IISE

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OU IISE Student Officers 2023-2024

About us

Ohio University IISE is a dynamic student organization at Ohio University dedicated to promoting the industrial and systems engineering profession and supporting individuals involved in improving quality and productivity. We strive to provide a platform for students to connect, learn, and grow in their understanding of industrial and systems engineering principles and their application in the real world. Through networking opportunities, professional development workshops, and community service projects, we aim to enhance the educational experience of our members and prepare them for successful careers in the field. Our organization is committed to fostering a sense of community and collaboration among our members, as we work towards our shared goal of advancing the industrial and systems engineering profession.

Region Business Meeting

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 (to five) years should be set.

IISE Impact and *ISE* Magazine

Conferences | Training | Careers | Podcast | Webinars | Advertise

Vol. 5 | No. 1 | January 2024 *ISE* now online

Students get busy, get social at University Regional Conferences

IISE's 2024 University Regional Conferences offer students a chance to mingle, network and learn from subject matter experts. "This forum provides a great opportunity to establish a rapport to enable networking, collaboration and creation of new synergies with other peers," said Radiah Pinckney, an ISE doctoral candidate at North Carolina A&T State University and student chair of the U.S. Mid-Atlantic conference Feb. 9-11 in Greensboro, North Carolina. Check the schedule to find one near you.

IISE IMPACT – Podcast included

Tune into *Problem Solved* for new episodes in 2023

A new year of episodes are in store for ***Problem Solved: The IISE Podcast*** featuring these topics and guests. All are available at podcast.iise.org as well as on Apple Podcasts, Google Podcasts, Spotify, YouTube and your other favorite platforms.

- **IISE's 2023 University Regional Conferences**, featuring organizers and participants taking part in three of this year's campus events. For a full schedule of the conferences, go to iise.org/RegionalConferences.

Thanks to Tayah Allen (UCF), Sammy Malone (OSU), Nate Broelman (OSU), Sandy Futerer (OSU), and Michael Foss.

- Link to the recording is also on the IISE homepage, IISE.org

Annual Conference

Available Contacts

Kathy Gamboa, Director of Membership
Kgamboa@iise.org, 770-349-1104

Michael Testani, VP of Student Development
MTestani@binghamton.edu, 607-777-6243

Amy Straub, Membership Coordinator
Astraub@iise.org, 770-349-1115

Website: www.iise.org

Conclusion

Questions?

Next Meeting October 16, 2025
3:00 PM ET
Note: We will start the round the room updates

Thanks for your hard work to host a University Regional Conference!