Welcome!
University Regional Conference
Kick off meeting
September 8, 2023

Faisal Aqlan - VP of Student Development
Kathy Gamboa - IISE Membership Director
• Host Chapter Responsibilities
• Faculty Advisors
• Required Conference Elements
• Conference Theme
• Conference Web Pages
• Available resource links on the website
• Smartsheet Entries
• Problem Solved Podcast
• Checklists and Timelines
• Required Reports and due dates
• Sample Agenda and Budget
• Financial Resources
• Fundraising
• IISE Logos / Brand Requirements
• Master 2024 Conferences List
• 2023 Conference Contact List
• Conference Banners
• Regional Business Meeting
• You Tube Video Contest
• Wrap-Up/Questions
Host Chapter Responsibilities

The main objectives of the university region conference are to:

• Provide a forum for the presentation of student papers reflecting undergraduate research and industry-based projects.
• Stimulate research and creative thinking through team competitions.
• Promote leadership, communication, and organization skills.
• Develop networking skills and contacts.
• Strengthen communication among chapters within the region and with IISE.

Eligibility requirement: A chapter must be in GREEN status.

Note: It is recommended that the current Student Chapter President not be the Student Conference Chair due to their responsibilities.
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 the first conference committee meeting.

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

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

• Seek their guidance to find contacts, speakers, and sponsors.
Required Conference Elements

You have the responsibility of providing an exciting experience to all students attending. The (2) required elements are:

#1 Provide sessions – strive for a blend of academic and industry

#2 Hold an undergraduate student technical paper competition. The finals are held at the annual conference with an oral presentation by the winners of the regional conferences in front of their peers and professional IEs. [https://www.iise.org/Details.aspx?id=863](https://www.iise.org/Details.aspx?id=863) (*optional for International chapters).

OPTIONAL for ALL: Career Fair, Social Events
A conference theme is not required, however, it provides insight to perspective attendees of what topics to expect at the conference. Send to: Kgamboa@IISE.org

Some 2022 Conference Themes:

• Preparing the Next Generation of Engineers
• Innovate, Sustain, Empower
• Creativity and Innovation
• Industrial and Systems Engineering for the Future
• Better Together
• An Environmentally Focused Future

2022 Website conference pages:

• https://iise16region2023.wixsite.com/my-site
• https://www.facebook.com/CITAMAR2023
• iiseuji.com
• http://iisecon23.rsvpify.com/
• https://www.iisenorthcentralconference.com/
• https://iiseserc2023.square.site/
• https://iisecalpoly.wixsite.com/wrc-2023

Note: Post your conference information on your website such as theme, rough agenda, registration etc. as early as possible. Don’t wait until the whole program is “Finalized.”
Conference Web Pages

**Conference Industrial de Tendencias Aduanales y Marítimas 2023**
21 al 24 de Marzo

**XX Congreso ISE Región 16**
El congreso brinda a los miembros de diferentes partes del mundo la oportunidad de intercambiar conocimientos y ideas, así como de establecer relaciones que fomenten el desarrollo profesional.

**ABOUT THE CONFERENCE**
IIEF's 5th Annual Regional Conference
Preparing the Next Generation of Innovative Engineers
Was held on the 7th-8th of February 2023
At St. Regis Hotel - Jordan

Our audience was around 300 students, faculty members, entrepreneurs, researchers, and respected professors from all around the Arab world. Our main focus is on industrial engineering students as well as students from several engineering fields.
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.
Conference Web pages

IISE WESTERN REGIONAL CONFERENCE 2023

"An Environmentally Focused Future"

What is the IISE Regional Conference?

The 2023 IISE Western Regional Conference is the perfect opportunity for students, faculty, and industry professionals across the West Coast to network and compete for a chance to present their work at the IISE Annual Conference and Expo.
Here are some options to help you build your website. They do have a fee associated, to create your domain etc.

- **Wix.com** (most frequently used option)
- **Wordpress.com**
- **Squarespace.com**
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

Regional Conference Technical Paper
(3 Entries)

A separate entry for 1st, 2nd and 3rd place winners

Access here

https://app.smartsheet.com/b/form/7fda106ac3a349eeb33f0cac2e32855d
This form validates that Students were the primary contributors of the project. Required for submission.
# Technical Paper Competition - Individual Score Sheet (Written)

**Entry Number _____ Judge ___________________________ Date _____________**

**Title ___________________________**

## Written Report

### I. Contest (0-45 points)

<table>
<thead>
<tr>
<th>Maximum Points</th>
<th>Area</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Suitable IE related topic.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Worthiness of project to company or to the body of knowledge.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>IE Tools and Techniques adequately used.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Originality – reflects student's work.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Synthesis of solutions / recommendations / action plan.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Point Score:**

### Notes

## II. Organization (0-30 Points)

<table>
<thead>
<tr>
<th>Maximum Points</th>
<th>A. Thought Development</th>
<th>B. Mechanics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Logical</td>
<td>Grammar</td>
</tr>
<tr>
<td>5</td>
<td>Completeness</td>
<td>Overall format (conforms to requirements)</td>
</tr>
<tr>
<td>5</td>
<td>Easy to Follow / Clarity</td>
<td>Physical Organization (logical paragraphing, effective topical division)</td>
</tr>
</tbody>
</table>

**Total Point Score:**

### Notes

**SCORE FOR WRITTEN PRESENTATION**
IISE’s 2023 University Regional Conferences

https://www.youtube.com/watch?v=4K8WO7-30-o
Checklist and Timeline – Complete NOW

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 (Astraub@iise.org)
_____ Establish a Web site for the conference
Checklist and Timeline – Start Now – (In progress)

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
There are three reports required from the host chapter:

#1 The preliminary agenda and preliminary budget. **Due Oct. 15.**
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.
### 15.2 SAMPLE PRELIMINARY AGENDA

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

### Budget Template

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Estimated Budget</th>
<th>Actual Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Contributions</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>IISE Headquarters</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Professional Chapter</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Alumni Donations</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Sponsors</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Student Registration</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Professional Registration</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Misc. (please list)</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated Budget</th>
<th>Actual Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue &amp; Decorations</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>A/V</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banquet</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Speaker Gifts</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Conference Gifts</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Publications/Registration Packages</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Printing</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Technical Paper Competition</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Social Activities</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Misc. (please list)</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
IISE Financial Resources

Funding *(Available amount to be communicated by 10/7)*

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. Funds will be distributed in 3 payments:

• One third upon approval of the preliminary agenda & budget due Oct. 15.
• 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.
Fundraising

Fundraising is one of the most critical responsibilities of the planning team. If your group has not started the fundraising process, now is the time. The host chapter should put together a fundraising committee, which should function separate from the planning committee because fundraising takes time, phone calls, follow-up visits if possible, etc. By separating the two, each committee is devoted to separate functions that are each equally important to the conference.

- Target companies that heavily recruit in your respective schools.
- Ask faculty for any connections in industry they might have.
- Contact alumni currently working in industry.

A personal outreach will yield the best results.

https://www.iise.org/Details.aspx?id=3192
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.
Begin your rise up — attend university regional conferences

Students can jump-start their careers with IISE's 2023 university regional conferences.

How to Host a Regional Conference

Order Form for Regional Conference IISE logo items

WEBINAR: Best Practices for University Regional Conference Planning | Powerpoint Presentation

Budget template

Certificate of Attendance template
<table>
<thead>
<tr>
<th>Region 1 – US Northeast</th>
<th>Region 5 – US South Central</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Pittsburgh-Swanson School of Engineering</td>
<td>University of Arkansas</td>
</tr>
<tr>
<td>Student Chapter #820</td>
<td>Student Chapter #803</td>
</tr>
<tr>
<td>Dates: <strong>Jan 26-27</strong></td>
<td>Dates: <strong>Jan 18-21</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 2 – US Mid-Atlantic</th>
<th>Region 6 – US North Central</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC Agriculture &amp; Tech State</td>
<td>University of Illinois @ Urbana-Champaign</td>
</tr>
<tr>
<td>Student Chapter #909</td>
<td>Student Chapter # 820</td>
</tr>
<tr>
<td>Dates: <strong>Feb 9-11</strong></td>
<td>Dates: <strong>TBD</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 3 – US Southeast</th>
<th>Region 7 – US Western</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississippi State</td>
<td>CA State Poly Univ. - Pomona</td>
</tr>
<tr>
<td>Student Chapter # 835</td>
<td>Student Chapter #805</td>
</tr>
<tr>
<td>Dates: <strong>TBD</strong></td>
<td>Dates: <strong>TBD</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 4 – US Great Lakes</th>
<th>Region 13 – Mexico</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio University</td>
<td>Instituto Tecnológico de Poza Rica</td>
</tr>
<tr>
<td>Student Chapter #856</td>
<td>Student Chapter #763</td>
</tr>
<tr>
<td>Dates: <strong>Feb. 21-23</strong></td>
<td>Dates: <strong>March 5-8</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 14 – Canada</th>
<th>Region 16 – Central/South America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecole Polytechnique de Montreal</td>
<td>Student Chapter #</td>
</tr>
<tr>
<td>Chapter #886</td>
<td>Dates: <strong>TBD</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 21 – Middle East</th>
<th>Region 22 – Arabian Peninsula</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Jordan</td>
<td>American University of Sharjah</td>
</tr>
<tr>
<td>Student Chapter # 792</td>
<td>Student Chapter # 685</td>
</tr>
<tr>
<td>Dates: <strong>TBA</strong></td>
<td>Dates: <strong>TBA</strong></td>
</tr>
</tbody>
</table>
## 2023 Conference Contacts

### Region 1 – US Northeast
Location: New York University (NYU)
Contact: **Yosra Rguibi**, Student Conference Chair  
**Thomas Mazzone**, Faculty Conference Chair

### Region 2 – US Mid-Atlantic
Location: North Carolina State University
Contact: **Isaac Russell**, Student Conference Chair  
**Kanton Reynolds**, Faculty Conference Chair

### Region 3 – US Southeast
Location: University of Central Florida
Contact: **Tayah Allen**, Student Conference Chair  
**Waldemar Karwowski**, Faculty Conference Chair

### Region 4 – US Great Lakes
Location: Ohio State University
Contact: **Sammy Malone**, Student Conference Chair  
**Sandy Furterer**, Faculty Conference Chair

### Region 5 – US South Central
Location: University of Missouri-Columbia
Contact: **Reegan Spicer**, Student Conference Chair  
**Sharan Shrinivas**, Faculty Conference Chair

### Region 6 – US North Central
Location: South Dakota School of Mines & Technol.
Contact: **Mitchell Black**, Student Conference Chair  
**Hyeong Suk Na**, Faculty Conference Chair

### Region 7 – US Western
Location: Cal Poly San Luis Obispo
Contact: **Mackenzie Summer Henderson**, Student Conference Co-chair  
**Alessandro Hill**, Faculty Conference Chair

### Region 13 – Mexico
Location: Instituto Tecnológico de Ciudad Madero
Contact: **Nicole Ruiz Vazquez**, Student Conference Chair  
**Jesus Esquivel**, Faculty Conference Chair

### Region 16 – Central/South America
Location: Universidad del Bosque
Contact: **Maria Olaya**, Student Conference Chair  
**Sandra Valencia**, Faculty Conference Chair

### Region 21 – Middle East
Location: University of Jordan
Contact: **Talal Aladaileh**, Student Conference Chair  
**Mohammad Shbool**, Faculty Conference Chair
Banners for the Regional Conferences

NOTE: New Banners were previously ordered for all Regions are now called “US” Regions. Please return the banners in the same cylinder they were received and TAPE the ends.

<table>
<thead>
<tr>
<th>REGION</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1</td>
<td>Northeast - Not at HQ - Unknown</td>
</tr>
<tr>
<td>Region 2</td>
<td>Mid Atlantic @ HQ</td>
</tr>
<tr>
<td>Region 3</td>
<td>Southeast - Not at HQ - Unknown</td>
</tr>
<tr>
<td>Region 4</td>
<td>Great Lakes @ HQ</td>
</tr>
<tr>
<td>Region 5</td>
<td>South Central - Not at HQ - Unknown</td>
</tr>
<tr>
<td>Region 6</td>
<td>US North Central - @ HQ</td>
</tr>
<tr>
<td>Region 7</td>
<td>Western @ HQ</td>
</tr>
<tr>
<td>Region 13</td>
<td>Mexico - Not at HQ - Unknown</td>
</tr>
<tr>
<td>Region 14</td>
<td>Passed off between Conferences</td>
</tr>
<tr>
<td>Region 16</td>
<td>Passed off between Conferences</td>
</tr>
<tr>
<td>Region 21</td>
<td>Passed off between Conferences</td>
</tr>
<tr>
<td>Region 22</td>
<td>Arabian Peninsula - Not at HQ</td>
</tr>
</tbody>
</table>
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.
YOUTUBE VIDEO CONTEST

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.

Click to watch our dedicated YouTube playlist featuring the winning videos from more than 10 years of this contest. https://www.youtube.com/playlist?list=PLizt3nogHG52meSHv3FBaj7vBEJ5IGUIP
Conclusion

Your Conference will make a lasting impression on your attendees, thanks for all your efforts!

Reach out to us with any concerns or questions.

Questions?
Available Contacts

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

Faisal Aqlan, VP of Student Development
faisal.aqlan@louisville.edu, 502-852-1697

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

Website: www.iise.org