



## **EVT-101: Events –April 17, 2011**

### **Purpose**

The purpose of this policy is to define the nature of INCOSE Events and the regulations governing the conduct of an INCOSE event.

The primary objectives of INCOSE events are:

- To advance the state of the art of Systems Engineering;
- To provide a focal point for dissemination of systems engineering knowledge;
- To promote INCOSE as a premier professional society for Systems Engineering;
- To raise funds in support of INCOSE operations, growth and achievement of its purpose and objectives;
- To enable member networking and exchange of professional information.

INCOSE events are defined as follows:

- An annual International Symposium (referred to herein as the symposia);
- An annual International Workshop (IW);
- Regional Conferences hosted by one (1) or more chapters either singly or in collaboration with other organizations;
- Local meetings sponsored and arranged by a chapter to serve the members of INCOSE in their area.

INCOSE events may be planned and organized with the cognizance of the INCOSE Events Committee by one or more INCOSE chapters or affiliates, or by the INCOSE using ad hoc planning committees.

INCOSE events shall support the implementation of the INCOSE strategy.

The designation “Symposium” shall only be used for the annual international event(s) conducted under the auspices of the INCOSE.



## **The Annual International Symposium of the INCOSE (IS)**

The Annual International Symposium is conducted under the auspices of the INCOSE Events Committee and Board of Directors.

The INCOSE Events Committee shall define criteria for the selection of the symposia site and solicit venue proposals at least three (3) years in advance of the site selection. Proposals shall be evaluated and the site shall be approved by the INCOSE Board of Directors. After site selection, regional chapters shall be notified and asked to participate in the Event-Specific Project Team, no less than two (2) years before the scheduled start of the event.

The planning and execution of the symposia shall be the responsibility of the Planning Committee with the oversight of the INCOSE Events Committee. The Planning Committee shall consist of members from the Core Planning Committee and from the Event-Specific Project Team.

Plenary Speaker selection shall be coordinated closely with the Director for Strategy. No commitments shall be made to candidate plenary speakers without approval of the Board of Directors.

The technical content of the program for the symposia shall be agreed between the Symposium Planning Committee and the Assistant Director for Technical Events, acting on behalf of the Technical Director. The procedure for the evaluation and acceptance of submitted papers, panels, and tutorials shall belong to Technical Operations.

Symposia shall be held no less than once a year on a schedule that balances the availability of facilities at a reasonable cost with the ability to achieve maximum attendance. Typically, the symposia will be conducted between mid-June and the end of July.

To maximize symposia attendance, it is necessary to minimize competition with other INCOSE events. Thus, the following 'blackout' periods shall be recognized:

- All regional conferences must conclude at least six (6) weeks prior to the first day of the symposium as determined by the scheduled date for the opening plenary session.
- All regional conferences must begin at least six (6) weeks after the date of the symposium closing plenary session.
- Meetings of duration of one (1) day or less are excluded from the blackout period.
- The Member Board Regional Representatives shall monitor event activity in their region for compliance with this restriction.

The INCOSE Events Committee shall oversee the budget and flow of money for the symposia. Calculation of the Symposium surplus shall not include the income or expenses related to



INCOSE membership dues, INCOSE administrative and/or business meetings and related social functions including meeting space rental, food and beverage function costs, audiovisual and IT services and other expenses associated with the Board of Directors, Technical Operations, Member Board, Corporate Advisory Board and CAB dinner (except for meal costs of Symposium Sponsors and Host Committee participants), Executive Summit, Commercial Steering Board, Certification Program reception, Academic Council and Chapter Presidents' meetings and similar special events.

Regional Chapters contributing to the organization of the symposium shall retain a flat 15% of the surplus beginning with the 2011 International Symposium, with the restriction that the funds be used to further the goals of INCOSE as stipulated in section 1.2 of this policy.

### **The International Workshop (IW)**

The IW is a convocation designed to facilitate meetings of the Board of Directors, the Committees of Technical Operations, the Corporate Advisory Board, the Member Board, and the Administrative Committees.

The IW is publicized to the membership to encourage participation of all elected officials, volunteers, committee chairs and members interested in contributing to INCOSE work products and the conduct of INCOSE business.

The IW is managed by the INCOSE Events Committee with the assistance of the INCOSE Administrative Office and a Conference Management Company. The Conference Management Company shall recommend an event location based on minimizing the economic impact, given that it is planned for the last week of January.

The IW site will be approved by the Board of Directors at least two years in advance.

The Events Committee is the host for the International Workshop.

### **Regional Conferences**

Regional Conferences are defined as events spanning more than two days and soliciting participation from members outside the geographic range of a single chapter.

Regional Conference organizers are encouraged to solicit the advice and guidance provided by the INCOSE Events Committee.

The organizers of Regional Conferences shall remit to INCOSE Administrative Office ten percent (10%) of their surplus in excess of the first 25,000.00 USD. A financial report shall be provided to INCOSE Administrative Office within ninety (90) days of the conclusion of the conference.

Regional Conference Proceedings shall be distributed as follows:



- Delegates of the Regional Conference
- Five (5) archival copies to INCOSE Administrative Office.
- One (1) additional copy each for distribution to current Corporate Advisory Board Members. These copies will be sent to the INCOSE Administrative Office who is responsible for actual distribution.

All Regional Conference budgets shall be constructed to accommodate an expense sufficient to produce these extra proceedings and deliver them to the INCOSE Administrative Office.

### **Conference Management Companies**

For each symposium only one conference management company shall be contracted.

The conference management company shall report the symposium financial status to the Treasurer, the Associate Director for Events, the Director for Strategy, the Symposium Project Leader, and the INCOSE President who serves as the Symposium Chair.

### **Other General Events Guidelines**

All exhibitor contracts with INCOSE shall reflect the precise arrangements regarding participation. Vendors may arrange their own facility needs for commercial purposes (e.g., user group meetings) at the same site as an INCOSE event but INCOSE will not authorize the use of facilities paid for by INCOSE beyond those open to all vendors (e.g., booths, display area, etc.).

The most current version of Robert's Rules of Order, Revised, where applicable, shall determine the conduct of all business in all events of INCOSE, its governing body and committees, except when inconsistent with the Bylaws.

**SUPERSEDES: BOD-101 dated October 2, 2010**

**APPROVED BY: INCOSE Board of Directors, Redondo Beach, California, USA, April 17, 2011**

**MAINTAINED BY: Events Committee Chair**