



EVT-100: Events Committee Charter – 26 October 2018

Purpose

This Policy sets out the charter of the Events Committee. This committee exists to ensure the continued success and quality of the INCOSE events as defined in EVT-101.

Applicability

This policy applies the formation of the Events Committee and all associated sub-committees.

Definitions

None

Membership

The President-Elect nominates an Associate Director for Events, in accordance with INCOSE Policy BOD-101. Once appointed by the President, the Associate Director of Events serves as the Chair of the Events Committee. The Events Committee is a standing administrative committee as defined in Policy CMT-100. The Associate Director for Events serves for a two-year term, which may be extended in accordance with INCOSE Policy BOD-101. The President-Elect maintains management oversight of the Events Committee.

The Associate Director for Events shall form the Events Committee and provides continuity to ensure that “lessons learned” from previous events are retained. The Events Committee shall consist of three subcommittees:

1. Core Planning Committee – which is responsible for strategic oversight of all INCOSE international events, and teams for specific events. This is Chaired by the AD for Events
2. Symposium Team is responsible for the annual International Symposium (IS) and consists of members who have specific responsibilities for the International Symposium for a given year. This is coordinated by the Conference Management Company.
3. New Events Team consists of members who have specific responsibilities for planning, setting up, and executing new events. This is co-chaired by the AD for Events and by the lead for each new event. If INCOSE moves to transition a new event to a standing event, an ongoing event planning team will be created for that specific event, and will be reflected in an update to this policy, EVT-100.

The Events Core Planning Committee membership shall include, but not be limited to the following:

- Associate Director for Events as Chair;



- Technical Program Committee Chair and Deputy;
- Technical Operations Assistant Director for Technical Events and Deputy;
- Events Committee Representatives from each Sector (Americas, EMEA, and Asia-Oceania).

Core Planning Committee membership may also include others as designated by the Associate Director for Events.

Membership for teams related to specific events – the Symposium team and the New Events Team - will be designated by the Associate Director for Events as appropriate.

Scope

The Events Committee shall represent the Board of Directors in working with the individuals and organizations involved in the planning and conduct of the INCOSE symposia and other events. These organizations include: committee chairs of regional or Sector conferences, planning committees for chapter- or regional-level events, any Conference Management Companies under contract, and the INCOSE Administrative Office.

The Events Committee oversees the detailed planning and execution of any INCOSE global event and coordinates INCOSE participation through Sponsorship or Engages Sponsorship Support. The Events Committee shall review, advise and provide direction on strategic issues, assumption of risks, and contractual alternatives for event planning. The Events Committee shall be responsible for meeting the financial targets established for the INCOSE International Symposium and the INCOSE International Workshop and for providing oversight for new events as they are established. The Events Committee is not directly responsible for planning of regional or Sector events nor for chapter-specific events. However, the Events Committee must be informed on these events and consulted about these events as appropriate. The Events Committee maintains central capabilities that may be used to support these types of events upon request.

Responsibilities

Specific areas of responsibility assigned to the Events Committee shall include:

1. Evaluating candidate locations within the predefined region for unassigned International Symposia, and bringing the recommendation to the Board of Directors for approval. Only the Board of Directors may assume the risk inherent with the selection of a site.
2. Providing oversight of the conference management company(ies) utilized by INCOSE. This may include renegotiation of existing contracts or, if required solicitation and evaluation of competing proposals from conference management companies. The Events Committee will provide recommendations to the Board of Directors for selection of a provider(s) or the



contract renewal with a provider(s). The Board of Directors must authorize a contractual obligation with any service provider for event management services.

3. Retaining conference management company contracts, as approved by the Board of Directors.
4. Overseeing cost-effective interactions between the Events Committee, teams for specific events, and the service provider(s).
5. Establishing and maintaining procedures and guidelines for planning and conducting INCOSE events. This shall include -
 - a. Documenting the challenges and lessons learned after each symposium.
 - b. Integrating lessons-learned from the analysis of each symposium after the completion of the event.
 - c. Establishing and maintaining an Events archive, which will be the core repository for this critical information. This may also include centralized support functions for events that can be utilized for INCOSE local, regional, sector, or working group events. Examples could include event website templates, the INCOSE Events app, documented best practices and procedures, or other items identified by the Events Committee Chair.
6. Evaluating proposed variations in format, procedures, content or fees for any symposium that may affect the quality or success of the event. This includes making risk assessment recommendations to the Board of Directors as appropriate.
7. Overseeing the planning and execution of the International Symposium, the International Workshop, and any new global-level events. This includes providing direction to planning committees as required.
8. Serving as a repository of assistance to local, regional, sector, or working-group level INCOSE events planning committees.
9. Collecting metrics regarding the conduct of the events (Symposia, Workshops, or new events) that can be analyzed to determine the critical success factors of the event. Examples of metrics are attendance and engagement, budget versus spending, and responses to delegate feedback forms.

Responsible Position

Events Committee Chair

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Related Policies

EVT-101: Events

SUPERSEDES: EVT-100 dated October 30, 2015

APPROVED BY: INCOSE Board of Directors, Cape Town, South Africa, 26 October 2018

POLICY OWNER (RACI Responsible R): Events Committee Chair

MAINTAINED BY (RACI Accountable A): President-Elect