



## **EVT-100: Events Committee Charter – 14 October 2021**

### **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 to the Events Committee.

### **Definitions**

- **Global Events** are worldwide in scope and are directly planned and overseen by the Events Committee. As of this revision, established global events include the International Workshop (IW), International Symposium (IS), and Human Systems Integration (HSI) conference.
- **Regional Events** span more than two days and solicit participation from members outside the geographic range of a single chapter; they may be hosted by one (1) or more chapters either singly or in collaboration with other organizations (e.g., Great Lakes Northern Conference, Western States Regional Conference);
- **Sector Conferences and Workshops** hosted by one (1) or more chapters either singly or in collaboration with other organizations (e.g., EMEA Workshop, AOSEC);
- **Local events** sponsored and arranged by a chapter to serve the members of INCOSE in their area;
- **Working group events** sponsored and arranged by a specific INCOSE working group in their subject area (e.g., Healthcare WG).

### **Policy Content**

#### ***Membership***

The Services Director nominates an Associate Director for Events, in accordance with INCOSE Policy BOD-101. Once appointed by the Board of Directors, the Associate Director of Events serves as the Chair of the Events Committee. The Associate Director for Events serves for a three-year term, which may be extended to a second term in accordance with INCOSE Policy BOD-101. The Services Director maintains management oversight of the Events Committee.



The Associate Director for Events shall form the Events Committee to provide continuity to ensure that best practices and lessons learned from previous events are retained. The Events Committee shall consist of Events Core Planning Committee members who are responsible for strategic oversight of all INCOSE international events, and teams for specific events. The 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. A New Events Team consists of members who have specific responsibilities for planning, setting up, and executing new events. When new events are established, an ongoing event planning team will be stood up for that specific event and will be reflected in an update to this policy, EVT-100.

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

- Associate Director for Events;
- Assistant Director for Events Portfolio ;
- Technical Program Committee Chair and Deputy;
- Technical Operations Assistant Director for Technical Events (called the “TechOps Liaison” within the Committee) and Deputy;
- Events Committee Representatives from each Sector (Americas, EMEA, and Asia-Oceania).

These leadership positions shall be required to be INCOSE regular or senior members.

The above makes up the Core Events Committee membership, but others may be included as designated by the Associate Director for Events. For example, the chairs of non-global INCOSE events (e.g. sector or regional conferences and workshops) are invited to participate.

Membership for teams related to specific events (e.g. International Workshop or Symposium) 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 portfolio of INCOSE global events, including but not limited to the INCOSE International Workshops and Symposia . Additional participants may include: committee chairs of regional or Sector conferences, planning committees for Chapter-level events, any Conference Management Companies under contract, etc.

The Events Committee oversees the detailed planning and execution of any INCOSE global event. The Events Committee shall review, advise, and provide direction on strategic issues, assumption of risks, and contractual alternatives for event planning on other INCOSE events. The Events Committee is 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, Sector events, or chapter-specific events, but must be informed of these events and should be consulted where appropriate.

### ***Responsibilities***

Specific areas of responsibility assigned to the Events Committee include:

1. Venue selection for global INCOSE events: The Committee will evaluate candidate locations within the predefined region for unassigned global events and bring 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. Provide strategic awareness of the global portfolio of INCOSE events beyond the centrally planned global events (e.g. Sector, regional, locally planned, or working-group planned events). Using this information, the Committee will identify gaps or targets of opportunity and, where appropriate, develop new events (e.g., mini virtual events) to address these. The Committee will also improve awareness of the overall portfolio to INCOSE membership and the broader systems engineering community.
3. Provide 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.
4. Retain conference management company contracts, as approved by the Board of Directors. Oversee cost-effective interactions between the Events Committee, teams for specific events, and the service provider(s).
5. Establish and maintain procedures and guidelines for planning and conducting INCOSE global events. Document the challenges and lessons learned after each global event. Integrate lessons-learned from the analysis of each global event after the completion of the event. Establish and maintain 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. Evaluate proposed variations in format, procedures, content or fees for any symposium that may affect the quality or success of the event. Make risk assessment recommendations to the Board of Directors as appropriate. Provide direction to planning committees as required.
7. Oversee the planning and execution of the International Symposium, the International Workshop, the Human Systems Integration conference, and any new global-level events.
8. Serve as a repository of assistance to local, regional, sector, or working-group level INCOSE events planning committees.
9. Collect metrics regarding the conduct of global events (Symposia, Workshops, HSI conferences, or new events). Examples of metrics are attendance and engagement, budget versus spending, and responses to delegate feedback forms.
10. Gather metrics regarding the conduct of Sector, regional, or local events to provide greater awareness of the total portfolio of INCOSE events. Examples of metrics are attendance and engagement, budget versus spending, and responses to delegate feedback forms.
11. Analyze the events data in partnership with related stakeholders (e.g., Membership, CIO, TechOps) to identify important trends and determine the critical success factors for events.

### **Related Policies**

EVT-101 – Events

**SUPERSEDES: EVT-100 dated August 7, 2018**

**APPROVED BY: INCOSE Board of Directors, Virtual, 14 October 2021**

**POLICY OWNER (RACI Responsible R): Associate Director for Events**

**MAINTAINED BY (RACI Accountable A): Services Director**