EVT-101: Events – April 15, 2021

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 and the state of practice 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; and

To enable initiatives with other professional societies in support of the broad systems engineering community.

INCOSE events may be planned and organized:

- Under the direct supervision of the Events Committee (for global events or new events which will utilize the INCOSE global brand);

- By local, regional, or Sector committees, with the INCOSE Events Committee being informed of the event(s) and consulted on issues as appropriate.

INCOSE events shall support the implementation of the INCOSE strategy.

Applicability

Regular INCOSE business meetings are not considered within the scope of the Events Committee.

Definitions

INCOSE events are defined as follows:

- An annual **International Symposium** (referred to herein as the IS);

- An annual **International Workshop** (referred to herein as the IW);

- **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;

- **Sector Conferences and Workshops** hosted by one (1) or more chapters either singly or in collaboration with other organizations;

- **Local events** sponsored and arranged by a chapter to serve the members of INCOSE in their area.

The designation "**Symposium**" shall only be used for the annual International Symposium conducted under the auspices of INCOSE. The designation "Workshop" may be used at any level of the organization to indicate an event that is primarily focused on working sessions.

The **Events Value Stream**, as described under BOD-200, provides an overarching view of the costs and benefits of Events to INCOSE. Broadly, this includes not only the monetary attributes of a single event, but must take into account Event funding coming from within INCOSE as well as external sources, where revenues are distributed after an event, and the non-monetary benefit of events in terms of sharing and evolution of systems engineering knowledge, individual growth, improved synergies within INCOSE and between INCOSE and other professional societies, etc.

The International Symposium (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 Symposium sites and solicit venue proposals at minimum two (2) years in advance of the site selection for each Symposium. Proposals shall be evaluated and a recommendation put forth by the Events Committee. The site shall be approved by the INCOSE Board of Directors.

The planning and execution of the IS shall be the responsibility of the Events Committee, with support by the Symposium Team and with oversight from the INCOSE Board of Directors.

Plenary Keynote selection shall be coordinated closely with the Board of Directors. The Events Committee shall recommend a slate of potential Keynote speakers to the Board of Directors for approval. Approved speakers who are unavailable for the proposed Symposium may be offered a Keynote spot for the IS the following year without additional review by the Board of Directors. Likewise, approved speakers who are unavailable for the proposed Symposium but are interested in becoming a keynote at a future date do not require an additional review by the Board of Directors provided approval was granted within three (3) years of the review of Keynote speakers for the current Symposium under development.

The technical content of the program for the symposia shall be agreed by the Technical Program Committee (TPC), which includes the TPC Chair, the Assistant Director for Technical Events who acts on behalf of the Technical Director, and the Assistant Director for Technical Review. 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 late 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 with a duration of one (1) day or less are excluded from the blackout period.

- INCOSE Sector Representatives to the Events Committee shall monitor event activity in their Sectors for compliance with this restriction. Technical Operations will likewise monitor event activity by the Working Groups for compliance with this restriction.

- The Events Committee with coordinate with MARCOM and develop a standard approach to advertising INCOSE Events information (including logistics, content, benefits to attendees, etc.).

The INCOSE Events Committee shall oversee the budget and flow of money for the IS. Calculations of the Symposium surplus will document: income, expenses, and funds that are transferred to other parts of the INCOSE organization (e.g.CAB registration payments, membership dues, INCOSE administrative and/or business meetings and associated expenses). Transfers will *not* be included in the calculation of Symposium surplus, but will be documented in the Events Value Stream.

Chapters that make contributions to the organization of an in-person and/or hybrid Symposium, under the direction of the Events Committee, shall be granted:

- A flat 15% of the net surplus after all symposium-related expenses are paid; OR

- A risk/reward share that includes 50% of the overall symposium surplus (or deficit) amount up to $100,000 (USD) and 5% of the overall surplus (or deficit) amount above $100,000

(USD). For example, if a Symposium nets $200,000, the chapter(s) under this agreement would receive $55,000 ($50,000 of the first $100,000 net and $5,000 of the second $100,000 net).

Chapters may choose to participate under either option, but the choice shall default to a flat 15% of the net surplus twelve (12) months prior to the first day of the event. These funds must be used to further INCOSE's vision and mission and the implementation of strategic plans. If multiple chapters support an in-person or hybrid Symposium, this will be shared between the contributing chapters.

In the event that a Symposium must be transitioned from in-person to fully virtual, the supporting Chapter(s) will receive 5% of the net surplus or $2,000 US, whichever amount is greater.

If a Symposium is planned as fully virtual without the support of local Chapters, there will be no profit sharing.

The International Workshop (IW)

The IW is a convocation designed to facilitate meetings of the Working Groups of Technical Operations to advance the state of the art and practice of systems engineering. The IW also supports meetings of the Board of Directors, the Corporate Advisory Board, the Academic Council, the Industry Outreach Board, Sector and Chapter Leadership, and the Administrative Committees.

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

The IW shall be managed by the INCOSE Events Committee and supported by the Conference Management Company(ies). The Conference Management Company(ies) shall solicit venue proposals at a minimum two (2) years in advance for site selection for each IW. Proposals shall be evaluated and a recommendation put forth by the Events Committee. The site shall be approved by the INCOSE Board of Directors.

IW shall be held no less than once a year on a schedule that balances the availability of facilities while minimizing the economic impact and taking into consideration local weather and ease of travel. Typically, IWs will be conducted between late January to mid February.

The Events Committee and Technical Operations shall jointly host the International Workshop and coordinate to ensure that the structure of the IW supports progress in the various Working Groups of Technical Operations.

New Events

The Events Committee shall oversee proposals for new global INCOSE events. Note that regional, sector, or chapter-level events may request support from the Events Committee, but that otherwise these events are not included in this scope.

The Events Committee shall oversee the establishment of a planning team for any new events, as well as assess site selection options and review budgets to ensure the business case for a new event is appropriate. The Events Committee shall work with the appropriate INCOSE technical experts for the technical content of a new event. The Conference Management Company(ies) shall provide support to new events as requested by the Events Committee.

Regional Conferences

Regional Conference organizers are encouraged to solicit the advice and guidance provided by the Events Committee. When central Events Committee services are provided, the regional event organizers will work with the Events Committee to determine appropriate costs for utilizing central services. Examples may include but are not limited to: app support, website support, registration support, etc.

The organizers of Regional Conferences shall provide a summary to the Events Committee upon conclusion of their event, including information such as:

- Attendance
- Final Technical Program
- Any impact metrics
- Lessons learned

INCOSE Events Products

INCOSE Event Products will be accumulated by the Event Organizers, including all free tutorials, manuscripts, videos, presentation materials and other provided materials if and only if each provided material includes IP releases signed by authors. (A free tutorial or other material is one for which the author does not receive a fee from INCOSE.)

These materials will be stored safely and securely in a directory as established by the INCOSE Chief Information Officer (CIO) and will be accessible only to Operations Manager, CIO and AscD Publications. The CIO can provide restricted access to others on request, providing a need is demonstrated. The distribution of these materials is governed by TEC-101.

This policy applies to the results from INCOSE Events. It does not apply to working materials or technical data from working groups, chapters, members or other communities of interest.

Event Registration Data

The Conference Management Company will provide event registration data at the end of each event. Registration data will be stored in a secure location established by the INCOSE CIO. Because this includes Personal Identifying Information (PII), the registration data will be accessible only to the Operations Manager, CIO, Services Director, AscD Events, Secretary and AscD Membership Engagement. The CIO can provide restricted access to others on request, providing a need is demonstrated. Use of the information will be in compliance with CIO-101.

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 Associate Director for Events and the INCOSE Treasurer. Financial status reports shall be submitted on a regular periodic basis, as detailed in the contract with the Conference Management company.

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.) unless explicitly approved as a Sponsor benefit by the AD for Events, President Elect, and President.

Related Policies

CIO-101 Personal Information Protection

EVT-100: Events Committee Charter

SUPERSEDES: EVT-101 dated 27 January 2019

APPROVED BY: INCOSE Board of Directors, Virtual, 15 April 2021

POLICY OWNER (RACI Responsible R): AscD Events

MAINTAINED BY: Services Director