Welcome!

**University Regional Conference
Kick off meeting
September 8, 2023**

**Faisal Aqlan - VP of Student Development
Kathy Gamboa - IISE Membership Director**

Agenda

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- Required Reports and due dates

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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.

Faculty Advisors

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 (*optional for International chapters).

OPTIONAL for ALL: Career Fair, Social Events

Conference Theme

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
- iiseuj.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 Web pages

Conference Web pages

Home   Location   Hotel   Conference Programming   Student Registration   Professionals Registration   Facility Tour   Technical Paper Competition

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

How to Build a Website - sources

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

https://www.iise.org/details.aspx?id=3184

Smartsheet Regional Conference Summary –

Regional Conference Summary Sheet - [Access here](#)

Host Chapter Name *

Host Chapter Number *

Region Name-Number *

Select or enter value ▾

Conference Chair Name *

Conference Chair Email *

Faculty Advisor Name *

Faculty Advisor Email *

Committee Members (Names and Emails)
Optional

Dates of Conference *

Website Address
*Enter website address here if your site is live.
If your site is not live, then email kgamboa@iise.org with the url once it is finished.

Social Media Link(s)
*Enter social media links here if they are available.
If links are not available at this time, then email kgamboa@iise.org once they are finished.

Conference Theme
(If you do not have a theme, leave blank)

☐ Send me a copy of my responses

Submit

Smartsheet -Technical Paper

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

2024 Technical Paper Competition

Chapter-Name *

Region Name *

Select or enter value ▼

Placement *

Select or enter value ▼

Title of Winning Paper *

Winner(s) Name(s) *

University of Winner(s) *

Email Address of Winner(s) *

Faculty Advisor Certification Form/ Technical Paper *
Attach Faculty Advisor Undergraduate Certification Form and Technical Paper here.

Drag and drop files here or browse files

☐ Faculty Advisor Certification Form *

☐ Technical Paper (Attached) *

☐ Send me a copy of my responses

Technical Paper Competition Form

This form validates that Students were the primary contributors of the project. Required for submission.

Date _____ Chapter Name _____ Number _____ Region _____

Title of Paper   _____

_____

_____

Name, IISE membership number, address, phone number and e-mail for each author:

Faculty Advisor Certification: I, hereby, certify that this work is the original work of the author(s) and that it was completed while they were undergraduates.

_____   _____
Name   Signature

_____   _____
Chapter #   Date

No paper shall be received without this certification. Certification for the FIRST place winner must accompany the paper when submitted to IISE headquarters.

Technical Paper Score Sheet

Judge's Score Sheet

Technical Paper Competition - Individual Score sheet (Written)

Entry Number _____ Judge _____ Date _____

Title _____

Written Report
I. Contest (0-45 points)

Maximum Points	Area	Score
9	Suitable IE related topic.	
9	Worthiness of project to company or to the body of knowledge.	
9	IE Tools and Techniques adequately used.	
9	Originality – reflects student's work.	
9	Synthesis of solutions / recommendations / action plan.	
	Total Point Score:	

Notes

II. Organization (0-30 Points)

| Maximum Points		
A.	**Thought Development**	
5	Logical	
5	Completeness	
5	Easy to Follow / Clarity	
B.	**Mechanics**	
5	Grammar	
5	Overall format (conforms to requirements)	
5	Physical Organization (logical paragraphing, effective topical division)	
	Total Point Score:	

Notes

SCORE FOR WRITTEN PRESENTATION [ ]

Problem Solved Podcast

IISE's 2023 University Regional Conferences

https://www.youtube.com/watch?v=4K8WO7-30-o

IISE's 2023 University Regional Conferences

IISE
1.96K subscribers
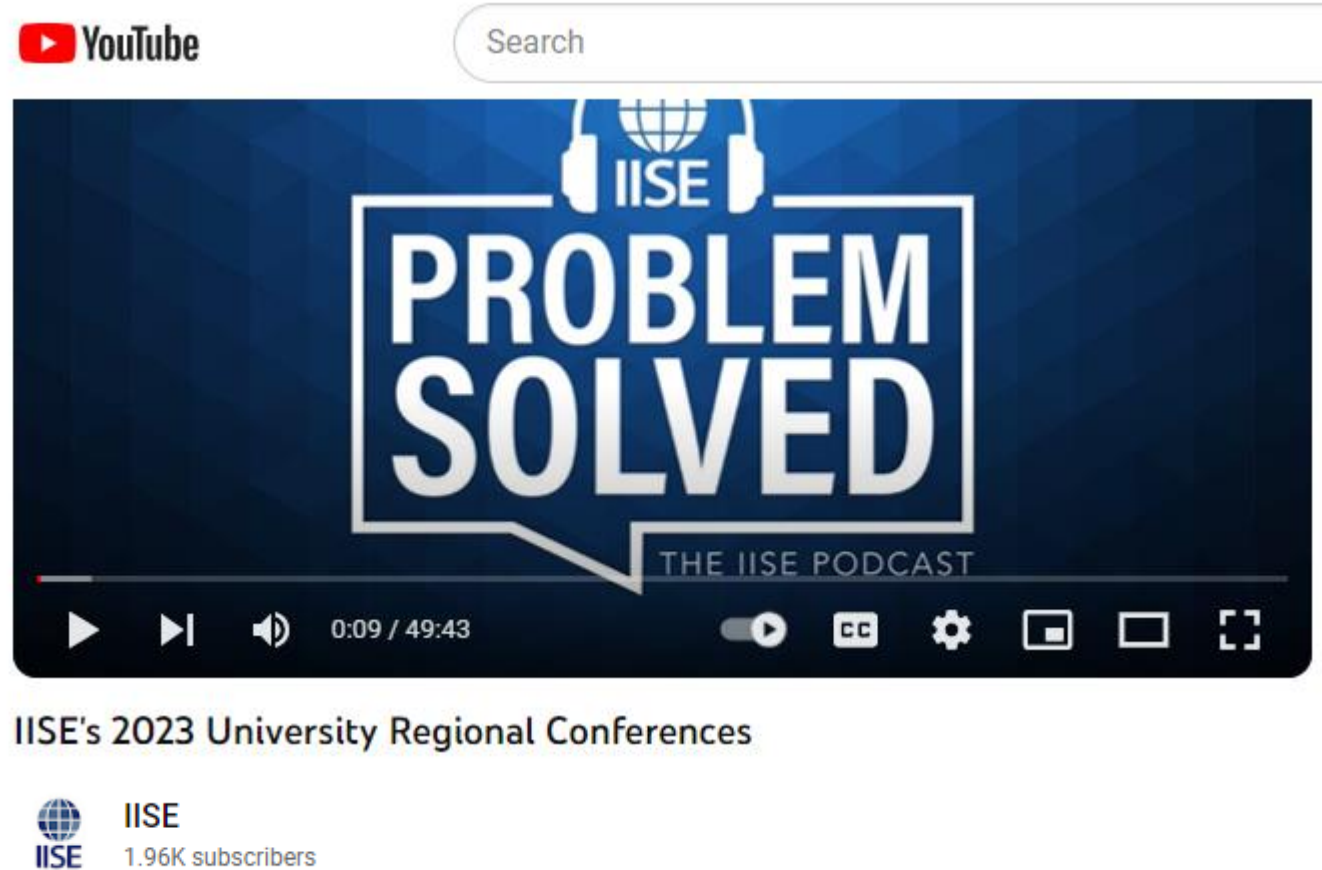
Checklist and Timeline – Complete NOW

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

Required Reports and Deadlines

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.

Sample Agenda

Budget Template

15.2 SAMPLE PRELIMINARY AGENDA

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

		Estimated Budget	Actual Earned
Revenue			
	University Contributions	$	$
	IISE Headquarters	$	$
	Professional Chapter	$	$
	Alumni Donations	$	$
	Sponsors	$	$
	Student Registration	$	$
	Professional Registration	$	$
	Misc. (please list)	$	$

		Estimated Budget	Actual Spent
Expenses			
	Venue & Decorations	$	$
	Food & Beverage	$	$
	Transportation	$	$
	A/V	$	$
	Banquet	$	$
	Speaker Gifts	$	$
	Conference Gifts	$	$
	Publications/Registration Packages	$	$
	Printing	$	$
	Technical Paper Competition	$	$
	Social Activities	$	$
	Misc. (please list)	$	$

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

IISE LOGO Requirements

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]() with questions.

IISE Website

2024 Regional Conferences

Region 1 – US Northeast
University of Pittsburgh-
Swanson School of
Engineering
Student Chapter #820
Dates: **Jan 26-27**

Region 2 – US Mid-Atlantic
NC Agriculture & Tech State
Student Chapter #909
Dates: **Feb 9-11**

Region 3 – US Southeast
Mississippi State
Student Chapter # 835
Dates: TBD

Region 4 – US Great Lakes
Ohio University
Student Chapter #856
Dates: **Feb. 21-23**

Region 5 – US South Central
University of Arkansas
Student Chapter #803
Dates: TBD

Region 6 – US North Central
University of Illinois @ Urbana-
Champaign
Student Chapter # 820
Dates: TBD

Region 7 – US Western
CA State Poly Univ. - Pomona
Student Chapter #805
Dates: TBD

Region 13 – Mexico
Instituto Tecnológico de Poza Rica
Student Chapter #763
Dates: **March 5-8**

Region 14 – Canada
Ecole Polytechnique de
Montreal
Chapter #886
Dates: **Jan 18-21**

Region 16 – Central/South
America
TBD
Student Chapter #
Dates: TBD

Region 21 – Middle East
The University of Jordan
Student Chapter # 792
Dates: TBA

Region 22 – Arabian Peninsula
American University of Sharjah
Student Chapter # 685
Dates: TBA

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
ocation: Universidad del Bosque
Contact: María Olaya, Student Conference Chair
Sandra Valencia, Faculty Conference Chair

Region 21 – Middle East
ocation: University of Jordan
Talal Aladaileh, Student Conference Chair
Contact: 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.

REGION	CURRENT STATUS
Region 1	Northeast - Not at HQ - Unknown
Region 2	Mid Atlantic @ HQ
Region 3	Southeast - Not at HQ - Unknown
Region 4	Great Lakes @ HQ
Region 5	South Central - Not at HQ - Unknown
Region 6	US North Central - @ HQ
Region 7	Western @ HQ
Region 13	Mexico - Not at HQ - Unknown
Region 14	Passed off between Conferences
Region 16	Passed off between Conferences
Region 21	Passed off between Conferences
Region 22	Arabian Peninsula - Not at HQ

Region Business Meeting

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

IAB
IISE INDUSTRY ADVISORY BOARD

**IISE Student Chapters - Industry Advisory Board
YouTube Video Contest**

Entry Deadline: Feb. 20, 2024

Sponsored by Tompkins International

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=PLizt3nogHG52meSHv3FBaj7vBEJ5IGUlP

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?

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