

MINIMUM CONFERENCE REQUIREMENTS

GENERAL INFORMATION:

The purpose of Minimum Conference Requirements is to maintain consistent regional conferences throughout the Society. Also, on an annual basis, participants will know what minimum items to expect.

The following guideline has been provided to assist in your efforts in building your conference activities. This document is designed as a guide to include the most important information in your conference.

CONTACT INFORMATION:

Created by the Region Conference Task Force FY09
For specific questions please contact SWE HQ at hq@swe.org

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Minimum Conference Requirements Guideline

The list below provides guidelines as to what minimum items you should include as a part of your conference.

Keynote Speaker

All conferences should have a Keynote event. The Keynote is an opportunity to focus on the theme of your conference, which ties together all the events and activities throughout conference. It is also a great opportunity to provide a prominent community speaker or representative from a major event sponsor.

Career Fair

The Career Fair is an opportunity to invite companies, for a fee, to find:

- Undergraduate students seeking internship experiences and career advice
- Degree candidates from top engineering and technology programs looking for full-time employment
- Experienced engineers and managers considering their next career step

Not only does the career fair help companies, it helps the participants of your conference seeking employment. A career fair would be a great advertising point to solicit attendees outside of SWE to attend your conference.

Workshop Tracks

It is a goal to have all region conferences offer workshop tracks. At least one workshop track should be focused on the professional attendee and at least one workshop track should focus on the collegiate attendee. Other workshop tracks could include technical (possibly geared toward the local industry where your conference is being held), SWE Leadership Training (see description below), and personal development.

Note that this specific guideline was designed to make sure you are offering workshops in a variety of areas, specifically the professional and collegiate member. It is strongly recommended that once you have enough workshops for each specific track, generic titles such as Track 1, Track 2, etc, be used, if you so choose to even title them.

Upgrade Event

It is a goal to have all region conference offer an Upgrade event at some point during the conference. This event could be tied an existing meal or event or as a standalone event. The intent is not to spend a lot of money or time but to recognize the transition that the collegiate are experiencing. Examples include a graduation ceremony, slide show, a special nametag or seating, or a small gift presentation. You could also offer an invitation-only reception for graduating seniors, graduate students and SWE professional leadership to get together and discuss what SWE can do for you after college. Drawings for membership upgrades are great perks.

Society Mandated Meetings/Presentations/Trainings

Leadership Training

It is the goal of the Society Board of Directors that every conference offer SWE Leadership Training. The best resource to use for Leadership Training is the Society's Leadership Coaches. They are trained to present workshops that meet the needs of sections. Some conferences include this training during the conference workshop time; others make it a completely separate activity on its own.

Public Policy

It is the goal of the Society Board of Directors that every conference offers a presentation on the latest of the Society's role in Public Policy. The Society has a Public Policy Committee and this committee or a BOD member can help your region provide a speaker for this presentation. It is recommended that the Public Policy presentation be a part of your workshop schedule.

State of the Society Address

It is the goal of the Society Board of Directors that every conference offers a presentation on the current State of the Society. The BOD will provide a speaker for this presentation. It is recommended that the State of the Society Address be given to all conference participants, possibly at a banquet-type event.

Region Meeting

All Regions are required to host (is this true?) a face to face Region Meeting at the Region Conference. The Region Governor is will organize this meeting. It is recommended that the Region Meeting not be up against any event of significance during conference in order to allow region voting members who are required at the meeting to participate in as much of the conference as possible.

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