



EVT-101: Events – October 19, 2023

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
- **Working Group events** sponsored and arranged by a working group to serve the members of INCOSE both locally and internationally
- **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.

Events provides an overarching view of the costs and benefits of all global 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 event 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.

The Board of Directors shall be kept informed of the IS plans including the location, the dates, and the plenary keynote speakers as the information is available.

The technical content of the program for the symposia shall be agreed by the Technical Program Committee (TPC), which includes the TPC Chair, the TPC Co-chair, a representative for the Director of Technical Operations, and the Assistant Director for Technical Review. The procedure



for the evaluation and acceptance of submitted papers, panels, presentations, 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 INCOSE events lasting more than two days 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 INCOSE events lasting more than two days 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 will 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, 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 Event budget.

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:

- Number of attendees
- 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 manager (either a Conference Management Company or the volunteers) will provide event registration data to the organizing committee during the planning of and during the event as necessary. The organizing committee will limit the number of people who have access to this data to the necessary committee members to use for planning purposes only (First Time Attendees, New Member Engagement Team, etc.). Once the event is complete, the conference manager will ensure that the working registration data is inaccessible.

The conference manager (either Conference Management Company or the volunteers) will provide the final 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 AscD for Events, President Elect, and President.

Related Policies

CIO-101 Personal Information Protection

EVT-100: Events Committee Charter

TEC-101: Sale & Distribution of INCOSE Technical Products

SUPERSEDES: EVT-101 dated 20 April 2023

APPROVED BY: INCOSE Board of Directors, Q4 Board Meeting, Virtual, 19 October 2023

MAINTAINED BY: (RACI Responsible R): AscD Events

POLICY OWNER: Services Director