

## Note to IEEE Bombay Section on proposed Bombay Signature Symposium

IEEE Bombay Section proposed its Signature Symposium which is aimed to provide its members with a platform to share their expertise in a wide range of science, engineering and industrial research areas. Proposals were invited from the heads of the Institutes, Department HODs or IEEE Student Branch Counsellors to host the Symposium at their organisations.

Out of the five proposals which we shortlisted as possible candidates based on their responses, one is in Mumbai (UMIT, SNDT) and the rest are from outside (Ujjain, Shirpur, Jalgaon and Baramati). Problems such as finding sponsorships, travel connectivity, logistics, sufficient number of indented participants were foreseen in the case of non-Mumbai venues. After some discussion, it was agreed that we should go with Mumbai venue for the first edition of this Series. Then the choice seems automatic, i.e. UMIT. Two dates were considered for the Symposium - Sept 3-5 or Sept 10-12. It was agreed that I will contact Prof. Sanjay Pawar to find out, which one of these dates is more convenient to him if we choose his college. He replied Sept 10-12. Therefore it is now pretty certain that we will hold BSS during Sept 10-12, 2015 in Mumbai/SNDT. We hence have clear 5 months for preparations.

There was long discussion about the format of the meeting, branding opportunities of the sponsors etc. It was agreed that we have a three day event. May be about 50 contributory talks (12+3 min) and 10-12 expert invited lectures (20+5 min) in various fields covered by the Symposium may be planned (from among academic, research and industries). Alternately we can have one-day intensive workshop by experts followed by papers for 2 days. Both invited and contributory papers - let us say 5 pages for invited talks and 3 pages for the contributors, will come up in IEEE xplore proceedings. We can also have posters.

Sponsors will have opportunity to display products, banners etc. at the symposium venue. We can also provide souvenir branding, site branding etc. for them as per their type of sponsorship.

There was also discussion on whether or not we should hire a PCO. Considering professional commitments of executive members of the Symposium organisation, it was felt that we should hire one, but ensure defined deliverables from the PCO.

Following a successful organisation of BSS, we will organise Section driven intensive workshops at some of the shortlisted venues to encourage their active participation in the Section activities, provide benefits for local membership etc. The faculties could be picked up by the Section and could consist of a few from the region where the event will be held.

The conference committee will have extensive and detailed plan, financial model, proceedings, format etc. and form the committees, finalise PCO etc. The committee needs the support of dedicated volunteers. Hence we have to get volunteer-owners for - Theme and Content finalization, Roping in Speakers, Partnership and Publicity. We have to rope in volunteers to support volunteer-owners. We could solicit from amongst volunteers who had signed up for activities earlier and also seek from general membership again.