

**About MINI POCO:** MINI POCO provides a platform for conference organizers. The objective of this event is to share resources and ideas with all scientific associations and non-profit conference organizers to organize a Quality IEEE conference. The idea of this Mini-POCO is to benefit the conference organizers to learn “How to organize a Quality Conference”.

2016 IEEE Mini POCO will be held on 11<sup>th</sup> June 2016 at UPES, Dehradun. This Mini POCO has expert lectures covering topics such as Conference Planning, Budgeting & Sponsorships, Plagiarism Check Tools, Technical Session Management, Tools for Technical Writing, Best Practices of IEEE Conferences etc. The participants will be benefitted through guidance, confidence and clarity in organizing an international conference while following all global standards.

**About UPES:** University of Petroleum and Energy Studies (UPES) was established in the year 2003 through UPES Act, 2003 of the State Legislature of Uttarakhand. With an ambitious vision and unique approach, UPES has emerged as an innovative institution offering industry-focused specialized graduate, post graduate and doctoral programs in key areas such as Energy, Infrastructure, Transportation, Information Technology, Design, Planning & Architecture, Public Policy and Legal studies.

The university's objective is to develop domain specific and competent technocrats, professionals and managers who are ready to join the core industries. Advanced teaching methodologies, innovative and updated curricula and the focus on 'on-the-job exposure' give UPES students the edge to be readily deployable in the chosen field.

**CIT-Centre for Information Technology:** Centre for Information Technology (CIT), being a part of College of Engineering Studies, is an academy-industry alliance between UPES and IBM India aimed at developing a dynamic platform for next generation students to acquire high end IT education at graduation level.

Center for Information Technology is running various Computer Science under graduate and post graduate programs catering to new technologies like Cloud Computing, Mainframe Technologies, Open source system, IT infrastructure, Telecom Informatics, Business analytics, E-Commerce, Banking Finance Insurance Services. The center provides the students a sophisticated learning environment equipped with all essential learning tools and facilities. There is an advanced computing center with 24 hours Wi-Fi connectivity and conducive ambience. The online ERP system for academic monitoring, ICoS Platform and LMS tool enabling the unique process of learning.

**About NGCT:** Next Generation Computing Technology (NGCT) is a non-profit society under Center for Information Technology at UPES-Dehradun. The society is formed to enrich and extend the latest technologies among academia, R&D organizations and industries in India and abroad. The aim is to provide a technical platform to share knowledge and learn latest technology in order to serve mankind

### Expert Speakers

- ❖ **Prof. Dr. S. N. Singh**, Chair Professor (EE)  
Indian Institute of Technology, Kanpur (India)  
Coordinator (Conferences) - IEEE R10 (Asia Pacific)
- ❖ **Prof. Dr. J. Ramkumar**, Professor (ME)  
Indian Institute of Technology, Kanpur (India)  
Chairperson, IEEE UP Section, India
- ❖ **Prof. Dr. Dilip K. Sharma**, Professor (CS)  
GLA University, Mathura (India)  
Secretary, IEEE UP Section (India)
- ❖ **Dr. Amit Agarwal**, Associate Prof. (CSE)  
UPES, Dehradun (India)
- ❖ **Mr. G. L. Prakash**, Assistant Prof. -SG (CSE)  
UPES, Dehradun (India)

### Technical Sessions

- Conference Planner Session
- Conference Budget Planning and Sponsorships
- Innovative Tools for Plagiarism Check
- Technical Session Management Using EasyChair
- Tools for Technical Paper Writing
- IEEE Best Practices for Organizing Conference

### Registration Details

#### 1. Institution Registration:

Each institute can nominate two persons – Management representatives/ Faculty/ Student = Rs. 2000/- (Two Pax)

2. **Individual IEEE Member** = Rs. 1000/-

3. **Individual Non-IEEE Member** = Rs. 1500/-

(Registration fee includes Conference Kits, Lunch, High Tea, Certificate Only)

If you are a decision maker/ leader/ IEEE Volunteer involved in organizing conference, register immediately at <http://www.ngct.org>

**The last date for Registration is 30 May 2016.**

The DD should be in favor of “**Next Generation Computing Technology Society** payable at **Dehradun**” and it should be accompanied with the registration form in the specified format. No TA/DA will be provided.

The payment can be made in by Demand Draft as mentioned above or Pay Online thru NEFT / RTGS / Wire Transfer with details provided below:-

#### Bank Details

**Name of Bank:** Oriental Bank of Commerce

**Branch:** Niranjanpur, Dehradun

**A/C:** Next Generation Computing Technology Society

**A/C Number:** 20721131000298

**IFSC code:** ORBC0102072

For online Registration follow [www.ngct.org](http://www.ngct.org) link and register yourself after paying registration fee.



## 2016 IEEE MINI POCO

(Panel of Conference Organizers)

11<sup>th</sup> June 2016, Dehradun, India

Organized by

Centre for Information Technology  
University of Petroleum & Energy Studies  
Dehradun (India) - 248 007  
(<http://www.upes.ac.in>)

### Registration Form

Participant's Name: \_\_\_\_\_  
Designation : \_\_\_\_\_  
Organization : \_\_\_\_\_

### Registration fee Details:

Amount Rs. \_\_\_\_\_  
DD./NEFT/RTGS No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_

### Address for Correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile number: \_\_\_\_\_  
E-mail : \_\_\_\_\_

### Declaration:

I agree to abide by the rules and regulations governing the NGCT Society. If selected, I shall attend the course for the entire duration punctually.

Place:

Date:

(Signature)

### Advisory Committee

Mr. Utpal Ghosh, CEO & President, UPES  
Dr. S. J. Chopra, Chancellor, UPES  
Dr. Shrihari Honwad, Vice Chancellor, UPES  
Dr. Kamal Bansal, Dean, CoES, UPES  
Dr. Manish Prateek, Assoc. Dean, CIT, UPES

### Organizing Committee

Dr. Amit Agrawal  
Dr. Kingshuk Srivastava  
Dr. Inder Singh  
Mr. Prakash G L  
Mr. Jagdish Chandra Patni  
Mr. Hitesh Kumar Sharma  
Mr. Ravi Tomar  
Mr. Pankaj Badoni  
Mr. Ankit Vishnoi  
Ms. Sheetal Bisht

### Contact Person

Dr. Amit Agarwal  
Centre for Information Technology  
University of Petroleum & Energy Studies  
Dehradun (Uttarakhand) - 248 007  
91-941986113, Email:-aagarwal@ddn.upes.ac.in

Join us for an informative and  
knowledge gaining event!



## 2016

## IEEE MINI POCO

(Panel of Conference Organizers)

11<sup>th</sup> June 2016

Organized by



Centre for Information Technology  
University of Petroleum & Energy Studies  
Dehradun (India) - 248 007

In collaboration with



Next Generation Computing Technology Society  
Dehradun (India)  
(<http://www.ngct.org>)

Technically Co-Sponsored by

IEEE R10 and IEEE UP Section (India)