

Essentials of the ICCE conference handbook

This conference handbook is composed of two parts: Part 1 for the guidelines for the call for proposals to host ICCE and Part 2 for guidelines on how to run ICCE.

Part 1: Guidelines for the call for proposals to host ICCE

1. Philosophy

The objectives of APSCE: Asia-Pacific Society for Computers in Education include to promote the conduct and dissemination of research employing the use of computing technologies in education within the Asia-Pacific region and internationally. The International Conference on Computers in Education: ICCE is one of the key activities of APSCE to achieve the goal by encouraging and supporting the academic activities of younger as well as more experienced researchers in member countries. APSCE aims at promoting ICCE as one of the most prestigious and the highest quality conferences in technology-supported education/learning/training. The technical program of ICCE will include paper sessions, panels, posters, tutorials, workshops, invited speeches, doctoral consortium and possibly other special events. The Conference is organized under the auspices of the APSCE.

2. Prerequisites

(1) Basic

It is required that the proposers understand and comply with:

- (a) The basic scheme of the ICCE conference specified in Clause 12 of APSCE constitution attached below, and
- (b) Part 2 of the conference handbook

(2) Who can propose

Proposers are required to be an EC member or a member of APSCE who works in a field related to computers in education and have attended at least two times out of the most recent three ICCE conferences. In the case where the proposer is not an EC member, the proposal has to be written with a close collaboration with at least one EC member elected from the host country and the EC member(s) has to closely work with the proposers until the end of the conference.

3. Proposal

The proposal should contain the following information:

- * Proposed organizer(s): name, affiliation, phone number, URL of his/her home page and e-mail address
- * CV of the organizer(s): Both academic career and experience in international conference organization are key factors in the evaluation.
- * EC members involved in the proposal writing: name and email address
- * Organizing committee members
 - The above mentioned EC member has to be included.
- * A support letter from his/her institution or an academic organization
- * Proposed location: geographic site and proposed conference facilities
- * Proposed date: when would the conference be held
- * Financial plan including registration fee
- * Advantages of the proposed location: a short paragraph
- * Advantages of the proposed organizers: a short paragraph

4. Evaluation process

All proposals will be sent to the APSCE Conference subcommittee which will then evaluate them (perhaps interacting with proposal authors for further information). The evaluation result is sent to EC with the proposals, and EC will finalize the winner. The detailed guidelines are provided below so as to give prospective conference organizers an idea of what will be required to put on a successful ICCE conference. Whenever possible, some of the accepted plans of previous ICCE's proposals will be available as a reference. When necessary, the deadline of proposal may be extended to get additional proposals.

The deadlines for the submission of proposals to host ICCE200X are as follows:

Submission Deadline: 15 April, 200X-1

Decision notification: 15 May, 200X-1

Sent to: apcec@ei.sanken.osaka-u.ac.jp

5. Proposal Guidelines

As the ICCE Conferences are aimed at the fruitful exchange of ideas and research results, the host site should preferably be actively engaged in Computers in Education research. Informality has priority over comfort and low financial thresholds are preferred to elaborate organization. Realistic budgeting, which may include sponsoring and funding from external sources, should have a break-even point of about 300 attendees, as past experience indicates, but plan facilities to handle up to 500 attendees.

Concerning the conference organization, the proposal to host ICCE 200X should include, but not be limited to the following information.

5.1 Factual and proposed data

5.1.1. The dates for the 200X conference have not been determined, but the months between October and December should be considered. Allow three days for conference presentations plus one day for tutorials/workshops. Specify which days/weeks/months are acceptable, preferable or not available. Try not to clash with other major education or educational technology conferences.

5.1.2. Location. The location of the conference should be selected for convenience, costs and local support. Needed is information on:

- a. Appropriate working space: lecture halls: (1 large auditorium (300+) for opening, invited talks, etc. and 6 or 7 smaller rooms for parallel sessions(100)), spaces for registration, demos and poster sessions, presenter preparation, Internet access (email), secretarial/administrative services.
- b. Food accommodations, in particular for coffee/tea, refreshments and lunch breaks.
- c. Lodging facilities with a range of (special) prices and distance to the venue. Not only hotels but also student accommodation may be relevant.
- d. Presentation facilities, equipment and Internet connectivity.
- e. Secondary features like recreation, social and cultural events.

5.1.3. Transportation

International and national connections; local transport to venue.

5.1.4. Supporting institutes. ICCE 200X should be hosted and supported by an institute

(university/department, research establishment, company, national association) rather than by private persons. We draw attention to Clause 12 of the APSCE constitution on financial and other matters related to the holding of the conference.

5.1.5. Organizing committee (OC): A (provisional) organizing committee responsible for local matters should be proposed, consisting of at least two names and functions/roles. More members can be appointed later.

5.1.6. Communication facilities: specify e-mail, fax. etc. facilities for attendees and a courier service station(if possible).

5.2 Motivation

Specify interests or motives for organizing ICCE 200X (enjoyment – very important - but advancing local interest, reputation etc. are also all honourable motives).

5.3 Planning

A global plan of activities should be drafted spanning one and a half years before the Conference date. This initial plan should contain not more than what can be put on half a page. The plan should be fully fleshed out after acceptance of the final proposal by the EC in cooperation with the Conference Chair and the PC Co- Chairs.

5.4 Sponsorships

Sponsorships from private and public institutes should be specified or estimated. It will help your proposal if you can mention specific potential sponsors.

5.5 Budget

A preliminary budget, that is balanced by the revenues of the realistic expected number of attendees and very likely sponsors, should accompany the proposal. Costs should include invitations of keynote and invited speakers (at least four of them, covering their airfares and accommodation expenses.), conference Website construction and maintenance, printing of Proceedings, producing CD-ROM version of Proceedings, conference facilities, extra labour (administrative support), mailings, posters, etc. Except for the PC Co-Chairs, APSCE President, and the foreign invited speakers (travel and lodging expenses) as well as Administrative Secretary(registration fee), no costs are to be waived for members of committees. Many mailings can be performed electronically. If you are interested, we can provide information on the way the budget can be drafted and will advise you from past experience.

At this point in time(April, 2004), APSCE has no substantial amount of funds which can be used to assist in the running of the ICCE conference*The hosting institute is solely responsible for the budget and all financial arrangements of the conference, including any possible financial losses.

5.6 Mailing lists

The hosting institute may in the process of organizing and running the conference build up a mailing list for publicity of Call for Papers, and Call for Participation, as well as a mailing list of attendees of their conference. Such mailing lists shall be made available to APSCE for the purpose of promoting APSCE publicity as well as for organizers of

* APSCE currently maintains no extensive financial reserves. In fact, a major role of the conferences is to raise funds to provide the APSCE with sufficient reserves to guarantee the continuity of the APSCE, and to promote research activities in the Asia-Pacific region, such as to subsidize students in need to attend ICCEs and present papers. The Society intends to move to a profit/loss sharing model in increments as and when financial reserves permit.

future ICCEs (including the successful proposer of ICCE 200X).

Excerpt from APSCE Constitution

12. ICCE CONFERENCES

12.1 The President of APSCE will be the Conference Chair of each ICCE conference.

12.2 The Conference subcommittee together with the President and President-elect will decide on the Program Co-Chairs of ICCE. Three Program Co-Chairs will be appointed: one from the Asia-Pacific region, one from the hosting country, and one from a Western country. In exceptional circumstances, the President may, at his or her discretion, vary this requirement.

12.3 The Program Co-Chairs will select the Conference Program Committee members. In general, about one third should be from Asia-Pacific countries.

12.4 The Program Co-Chairs shall be responsible for all matters related to the academic program of the conference. The Program Co-Chairs together with the President and President-elect shall have collective responsibility for ensuring the academic and professional quality of the ICCE conference.

12.5 The Organizing Chair of the conference will be from the hosting country. This person will usually be the person championing the bid for the conference.

12.6 The Editors of the Conference Proceedings shall be the (three) Program Co-Chairs plus the (one) Organizing Chair.

12.7 In the performance of their tasks and responsibilities, the Program Co-Chairs and the Organizing Chair are to be guided by the ICCE Conference Handbook. In case of any doubt or conflict arising, the President, as Conference Chair, will either arbitrate or make the final decision.

12.8 On the conclusion of an ICCE, the conference hosting institution is required to furnish a formal report to the EC, including a financial report, within two (2) months of the end of the conference.

12.9 To help subsidize the running expenses of APSCE and to sponsor graduate student participation in future ICCE conferences, the hosting institution is required to offer 30% of any surplus finance accruing from the running of the ICCE conference to APSCE.

12.10 APSCE Members shall be offered a discount of at least 15% on ICCE conference registration fees. Student Members shall be offered a discount of at least 30%.

Further info and advice: contact should be Riichiro Mizoguchi as Conference Subcommittee Chair. miz@ei.sanken.osaka-u.ac.jp

Part 2: Guidelines on how to run ICCE conference

1. The main framework of the conference organization:

- (1) The conference chair is APSCE President.
In any committee, whenever the committee members cannot come to an agreement, the conference chair shall make the final decision.
- (2) EC is properly informed of the organizational decisions such as OC and PC formation when they are available by the Conference chair.
- (3) The proposer is expected to become the OC chair.
- (4) The Conference subcommittee together with the President and President-elect will decide on the Program Co-Chairs of ICCE. Three Program Co-Chairs will be appointed: one from the Asia-Pacific region, one from the hosting country, and one from a Western country.
- (5) PC members are selected by PC Co-chairs.
More than half of the EC members should be included in the PC.
- (6) OC Chair is invited to EC mailing list as an observer to have fluent communication with EC when necessary, especially on the topics related to conference matters.
- (7) No one can play multiple roles among PC/OC/Workshop/Tutorial chairs.
- (8) Proceedings is published from IOS Press.
- (9) The conference is composed of the main conference, workshops, tutorials and doctoral consortium each of which has its own chairs. The conference chair supervises all the events. The main conference is composed of technical paper sessions(Full papers & short papers), poster sessions, keynote/invited talks and panels.
- (10) OC is required to prepare budget for inviting four foreign keynote/invited speakers in addition to a domestic one. Those speakers are selected considering topic/geographical/gender balance. They have to include one from the hosting country, one from APSCE region one from North America and one from Europe. The fourth foreign speaker could come from any of the three geographical regions other than the hosting country. The topics areas covered by the keynote/invited talks should cover a broad spectrum.
- (11) Acceptance ratio of full papers has to be less than 1/3.
The acceptance ratio of full papers should adhere to the general guideline of less than 1/3. In the event that the Program Co-Chairs wish to go beyond 1/3, they should consult with and obtain the approval of the Conference Subcommittee and President (as Conference Chair). If there is no consensus within the group comprising the Conference Subcommittee and the President, then each member is entitled to cast one vote to decide on the outcome. In the event that a tie results, then the President, as Conference Chair, will have his/her votes increased by one to break the tie.
- (12) To achieve both academic and financial success, short paper sessions are required.
- (13) APSCE corporate affiliates shall be entitled to some form of benefits that allow them to promote their business at ICCE conferences. For example, the benefits may take the form of free or discounted booth/exhibition space and discounted or waived registration fee.

2. Responsibilities of PC and OC:

In principle,

PC covers anything related to papers.

OC covers local arrangements

2.1 PC Co-Chairs are responsible for

- (1) Defining PC members' role.
- (2) Workshop and tutorial matters. PC Co-Chairs can assign WS/Tutorial chairs and monitor their activities.
- (3) Keynote/Invited speaker selection. When financial problem related to the selection appear, PC Co-Chairs consult OC chair to find a happy compromise.

2.2 PC is responsible for:

- (1) Making the call for papers which includes
 - (a) topics which the conference covers
 - (b) procedures and schedule of paper submission
 - (c) paper format and paper handling process with deadlines.
 - (d) Venue and local information with the help of OC.
- (2) Reviewing process and decision making procedures, acceptance rates in what category, etc. Paper and review handling is done using APSCE's conference management system.
- (3) Receiving submissions and reviews. Local PC Co-chair is responsible for physical handling papers and reviews.
- (4) Making the session program
- (5) Session chair selection
- (6) Session structure, number of parallel sessions, time slot of each presentation, the structure of the Poster session, etc.
- (7) Manuscript preparation for proceedings publication.
- (8) Best papers selection.
- (9) Poster guidelines(size of poster panel, etc.)
- (10) Country-wise statistics of paper submission/acceptance

3. OC is responsible for:

- (1) Anything related to finance including sponsor finding
- (2) Anything related to the venue
- (3) Anything related to information dissemination including home page making
- (4) Registration
- (5) Hotel arrangement
- (6) Access information
- (7) Conference bag, badge, tickets, etc.
- (8) Printing(Advance/Final program, flyers, posters, Workshop/Tutorial notes)
- (9) Welcome reception, Banquet, etc.
- (10) Technical tour, Sightseeing tours for accompany persons
- (11) Coffee & Lunch
- (12) Conference evaluation
- (13) Exhibition if any
- (14) Room arrangement
- (15) Poster panel, equipment
- (16) Financial report to APSCE

Further info and advice: contact should be Riichiro Mizoguchi as Conference Subcommittee Chair. miz@ei.sanken.osaka-u.ac.jp

Appendix: Information about publication from IOS as of November 2003

items		IOS
SCI issue		yes: needs about \$600-
reputation of the publisher		good, Proc of AIED is regularly published.
if Copy right(suggested by Tak-Wai) is kept by APSCE		Copyright would be kept by APSCE or the authors. IOS Press would only act as your publisher and have paper and electronic distribution rights.
Cost		400 copies of approx 800 pp. Would mount to approx. Euro12,000 plus transportation costs.
Camera-ready paper Deadline: number of weeks before the conference		8 weeks before
Task they do: contents, page numbering, author index		They do it all.
submission: hard copy or electronic		We will need hard copy and electronic versions.
CD-ROM publishing		A CD-Rom version is an option, In the case of 500 copies with the printed version, it costs about Euro 3.8 or 3 per copy depending on packaging quality.
Availability of electronic archive		we expect to prepare a version for access through Internet after the event.