

## **Essentials of the ICCE Conference Handbook**

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

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

#### **1. Philosophy**

The objectives of Asia-Pacific Society for Computers in Education (APSCE) include promoting 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 for both young and experienced researchers in the 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 consists of 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 requirements**

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 is attached below, and
- (b) Part 2 of the conference handbook

##### **(2) Who can propose**

Proposer should be a member of EC or APSCE, working in a field related to computers in education and has attended at least two of the three most recent ICCE conferences. If the proposer is not an EC member, the proposal has to be written collaboratively with at least one EC member.

### **3. Proposal**

The proposal should contain the following information:

- ♦ Proposer(s): name, affiliation, phone number, URL of his/her home page and e-mail address
- ♦ CV of the proposer(s): Both academic career and experience in organizing international conference are key factors in the evaluation process.
- ♦ EC member(s) involved in the proposal: name and email address
- ♦ Prospective Local Organizing Committee (LOC) members  
The above mentioned EC member(s) should be included.
- ♦ A supporting letter from his/her institution or academic organization
- ♦ Proposed location: geographic location and conference facilities with estimated price ranges.
- ♦ Proposed date: date of organizing the conference
- ♦ Financial plan including registration fee and mode(s) of conference fee payment (Note: It is mandatory to offer online credit card payment mode – see clause 5.6)
- ♦ Conference promotion and publicity plan at both international and domestic levels
- ♦ Advantages and challenges of the proposed location: a short paragraph including information on nearby hotels with estimated price ranges and public transportation system.
- ♦ Advantages of the proposer(s): a short paragraph

### **4. Evaluation process**

All proposals would be sent to the APSCE Conference subcommittee for evaluation (contact with proposer(s) for further information if necessary). The evaluation result is then sent to EC with the proposals, and EC would finalize the winner. The detailed guidelines are provided below to provide proposers some ideas of organizing a successful ICCE conference. Some of the accepted plans of previous ICCE's proposals will be made available as reference, if required. The deadline of proposal may be extended in order to get additional proposals.

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

Submission Deadline: 15 April in the previous year of the conference

Decision notification: 15 May in the previous year of the conference

Sent to: APSCE Headquarters (managingsecretary@apsce.net)

The conference sub-committee of APSCE may revise the deadline and the date of decision notification as deemed fit, subject to the APSCE President's endorsement.

## **5. Proposal Guidelines**

As the ICCE Conferences aim at the fruitful exchange of ideas and research results, the host site should preferably be actively engaged in Computers in Education research. Comfort and low financial thresholds are preferred. Budget may include sponsorship and funding from external parties. It is estimated to have 250-350 attendees, but be prepared to handle up to 500 attendees.

Concerning the conference organization, the proposal to host ICCE should include the following information.

### **5.1 Factual and estimated information**

#### *5.1.1. Date*

The dates for the conference have not been determined, but the months between October and December should be considered. Allow three days for main conference presentations plus 1-2 days for pre-conference events such as tutorials/workshops/interactive event/DSC. Specify which days/weeks/months are acceptable, preferable or not available. Try not to clash with other major educational or educational technology conferences.

#### *5.1.2. Location*

The location of the conference should be selected considering the factors of convenience, costs and local support. Some information mentioned below is required:

- a. Appropriate venues: lecture theatres: (1 large auditorium (300+) for opening ceremony, invited talks, etc. and 5-7 smaller rooms for parallel sessions (100), spaces for registration, demonstrations and poster sessions, presenter preparation, Internet access (email), secretarial/administrative services.
- b. Catering, 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 considered.
- d. Presentation facilities, equipment and Internet connectivity.
- e. Secondary features such as recreation, social and cultural events.

#### *5.1.3. Transportation*

Transport information to and from the venue should be provided. Provide two-way shuttle bus services for participants lodging in major LOC-recommended hotels at least on main conference days if the hotels are not located within walking distance from the conference venue.

#### *5.1.4. Supporting institutions*

According to Clause 12 of the APSCE constitution on financial and other matters related to organizing the conference, ICCE should be hosted and supported by an institution (university/department, research establishment, company or national association) rather than private organizations.

#### *5.1.5. Local Organizing committee (LOC)*

A (provisional) local 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*

Communication facilities for attendees e.g. email, fax and/or web form should be provided. A courier service counter should be set, if possible.

In the proposal, the proposer is required to commit to a service level agreement (SLA) that once such communication facilities are set up and announced, the expected response time to all the external enquiries or requests via these facilities is within 2 working days.

### 5.2 Motivation

Interests or motives, such as advancing local interest and reputation, for organizing ICCE should be specified.

### 5.3 Planning

An operational timeline for conference preparation should be drafted spanning one and a half years before the Conference date. This initial plan should be in a half page or less. The timeline should be fully carried out after final approval by the EC in cooperation with the Conference Chair and the IPC Co- Chairs.

#### 5.4 Sponsorship

Sponsorship from private and public organizations/institutions should be specified or estimated. Proposal mentioned with specific potential sponsors will be an advantage.

#### 5.5 Budget

A preliminary budget with the balance of revenues of the expected number of attendees and sponsors should be included in the proposal. Costs should include invitation of keynote speakers, conference Website construction and maintenance, printing of conference program, producing flashdrive version of Proceedings, conference facilities, recruiting extra staff (administrative support), mailings, posters, etc. Except for the keynote speakers and the theme-based invited speakers, the LOC Administrative Secretary and the APSCE HQ Managing Secretary, no registration fee should be waived for any member of committees. Many mailings can be performed electronically. Information and advice about drafting the budget can be provided if necessary.

The LOC should budget for the following benefits for each keynote speaker:

- Round-trip economic airfare from the country where the speaker's institution or main employer is located in (and the costs for land transport such as train tickets and/or airport-hotel transfer, if applicable);
- Up to 6 nights of hotel accommodation (between the night before the conference and the night of the closing day of the conference), inclusive of hotel breakfasts;
- USD100 of dinner allowance (preferable but not mandatory).

A conference fee structure should be worked out in accordance with the APSCE Constitution. See Clause 5.6 for more details.

According to the current practice, APSCE has no subsidy which can be used to assist in

the running of the ICCE conference.<sup>1</sup> The hosting institute is solely responsible for the budget and all financial arrangements of the conference, including any possible financial losses.

Upon the closure of the conference financial account, the surplus (if any) will be equally split (i.e., 50%-50%) between APSCE and LOC.

## 5.6 Conference Fees and Mode(s) of Payment

In principle, 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%. Non-student participants from emerging economies shall be offered a discount ranging from 20-25% from the early bird/regular fees. This will encourage more participants to join and be involved in scholarly activities organized by APSCE. Individuals from countries categorized by the World Bank (<http://data.worldbank.org/about/country-classifications/country-and-lending-groups>) as low-income, lower-middle-income or upper-middle-income economies within the Asia Pacific region will qualify for the aforementioned registration fee discounts. The discounted rate is based on the country of the institution (or the main employer) that the participant is affiliated to.

The LOC is required to offer at least online credit card payment mode (or other similar modes such as PayPal<sup>2</sup>) for conference registration. If a LOC is unable to offer the mode for practical reason, a justification needs to be made in the proposal.

For modes of payment that are subject to service charges and/or commissions (such as credit card, PayPal and bank transfer), it is recommended that the LOC will absorb the additional charges and the conference participants will only need to pay for the

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<sup>1</sup> APSCE currently maintains no extensive financial reserves. A major role of the conference 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 subsidizing 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.

<sup>2</sup> According to certain countries' regulations, participants residing in those countries may not be allowed to make payment to non-profit organizations (such as universities) via PayPal. Therefore, PayPal may not be an ideal platform for online payment.

announced registration rates. However, if the LOC decides to let the participants pay for the additional charges due to financial constraint, the term needs to be clearly stated on the conference webpage carrying the registration rates.

### 5.7 Mailing lists

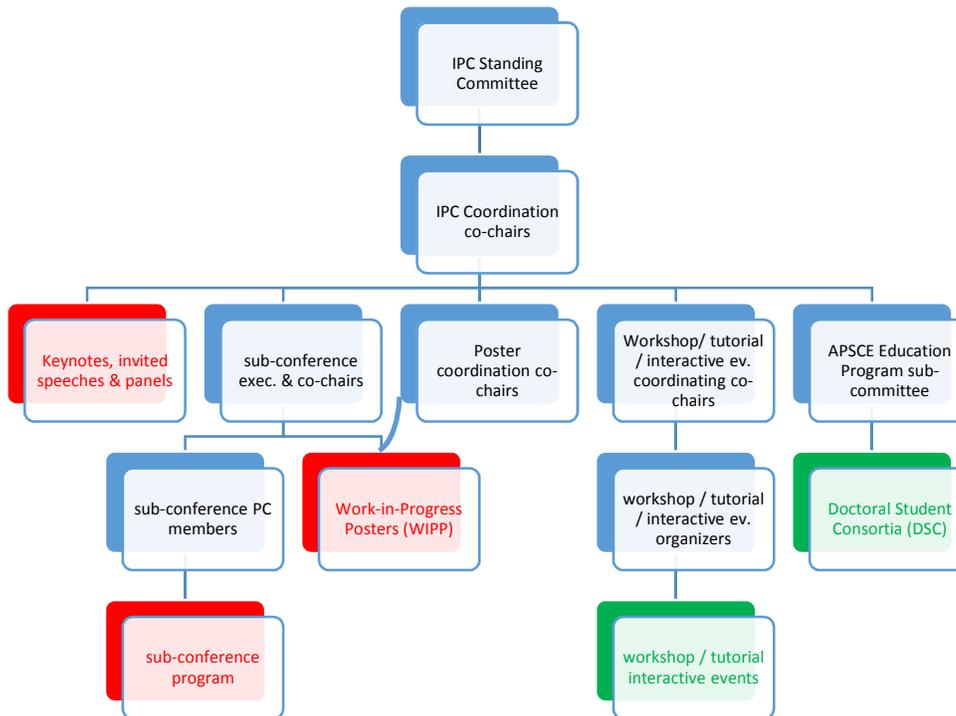
The LOC may compile a mailing list for dissemination of Call for Papers, and Call for Participation, as well as a mailing list of attendees of the conference. Such mailing lists shall be made available to APSCE for the purpose of promoting APSCE publicity as well as for organizers of future ICCEs. The mailing list should not be used for other non-ICCE- or non-APSCE-related announcements or promotions.

### 5.8 Conference promotion

The LOC should draw out plans to promote ICCE at the international level with the assistance of IPC and APSCE EC, and assume the full responsibility in promoting the conference domestically.

## **Part 2: Guidelines on how to run ICCE conference**

### **1. The framework of the conference organization:**



Background boxes in red: main conference events

Background boxes in green: pre-conference events

- (1) The IPC Standing Committee is comprised of the Conference Chair, the IPC Coordination Chair and Co-Chair(s), the LOC Chair, and the conference consultants. The committee is essentially in charge of making decisions pertaining to the conference program, orchestrating the IPC operations, and mentoring and/or provides consultation on LOC operations.
  - In making decision on a given issue, it is at the conference chair or IPC Coordination Chair's discretion, depending on the nature and the scale of the issue, in involving (1) only the conference chair and the IPC Coordination Co-Chairs; (2) only the conference chair, the IPC Coordination Co-chairs and the conference consultants; or (3) the entire Standing Committee.
- (2) The conference chair is APSCE President.
  - The conference chair should spearhead the IPC Standing Committee and play a mentoring role in LOC operations.
  - If the committee members cannot reach an agreement, the final decision should be made by the conference chair. Any major and contentious issue should be

raised by the conference chair to the EC or APSCE conference sub-committee for discussion.

- (3) The proposer is expected to become the LOC chair.
- (4) The IPC Coordination Chair and Co-chair(s):
  - The Conference subcommittee together with the President and the President-Elect will decide on the IPC Coordination Chair and Co-Chair of ICCE (ICCE201X).
  - According to the current practice, The IPC Coordination Co-Chair of ICCE of the previous year (ICCE201X – 1) should become the IPC Coordination Chair of the ICCE in this year (ICCE201X). The IPC Coordination Co-Chair of this year (ICCE201X) should be appointed at least 12 months before the conference date. The co-chair should be committed to become the IPC Coordination Chair of the ICCE in the next year (ICCE201X + 1).
  - The conference chair and the IPC Coordination Chair and Co-Chair may appoint third IPC Coordination Co-Chair as deemed fit (such as a co-chair from the host country). Under normal circumstances, the third co-chair is not expected to take over the position of IPC Coordination Chair in ICCE201X + 1.
  - The responsibilities of the IPC Coordination Chair and Co-Chairs are (but not restricted to)
    - i. Coordinating the programming operations, venue planning and editing of proceedings among IPC, LOC and the administrator of the paper submission system (throughout the year)
    - ii. Coordinating and monitoring the planning and operations of the PC committees of various program components, including sub-conferences, workshop/tutorial/interactive events, DSC, WIPP, etc. (throughout the year)
    - iii. Preparing overall call for papers (by early February)
    - iv. Spearheading the keynote speakers' selection process (last December – May)
    - v. Delivering submitted papers to sub-conferences (making transfers if necessary) after the due date of main conference paper submission (late May-early June)
    - vi. Adjusting and finalizing paper acceptance and accepted categories upon completion of paper reviews carried out by sub-conferences (late July)

- vii. Coordinating the Best Overall Paper, Best Student Paper and Best Technical Design Paper Award selections (August-November)
- viii. Conference scheduling (October)
- ix. Programming other events not covered by other IPC co-chairs (e.g., panels) (throughout the year)
- x. Organizing IPC meeting (during ICCE)

(5) Special Interest Group (SIG) Chairs

- Their responsibilities pertaining to ICCE programming are:
  - i. Nominating the Executive Chairs of the corresponding sub-conferences – under normal circumstances, the Executive Chairs are preferably (but not necessarily) the Asia-Pacific-based co-chairs of the same sub-conference in the last year (last November)
  - ii. Together with the sub-conference Executive Chairs, appointing other sub-conference co-chairs (last December-January)
  - iii. Spearheading the SIG process of nominating theme-based invited speakers (if applicable) (May-June)
  - iv. Inviting student organizers for DSC (April-May)

(6) Sub-conference Executive & co-chairs:

- For each sub-conference, an Executive Chair and at least 3 co-chairs, who must be PhD holders, are to be appointed.
- According to the current practice of ICCE, the Executive Chair was the Asia-Pacific-based co-chair of the same sub-conference from the ICCE of the previous year.
- The 3 co-chairs should be based in 3 different regions (Asia-Pacific, Europe [or Africa] and America; note that in the context of identifying sub-conference co-chairs, the Asia-Pacific region consists of Asia and Oceania but not America, since America itself is another region). One of the three co-chairs should be committed to become the Executive Chair of the same sub-conference in the next year.
- If any sub-conference finds difficulty in recruiting one European/African-based co-chair and one American-based co-chair each, the Executive chair may make special request to the IPC Coordination Chair to relax the rule by appointing

only one non-Asia-Pacific-based co-chair (i.e., from either Europe, Africa or America). However, under any circumstances, one Asia-Pacific-based co-chair must be appointed.

- The SIG Chair and the sub-conference Executive Chair may make joint decision in appointing additional co-chairs as deemed fit.
  - The choices of the sub-conference Executive Chairs and co-chairs are subject to the approval of the IPC Standing Committee.
  - The responsibilities of the sub-conference executive and co-chairs are:
    - i. Preparing sub-conference call for papers (February)
    - ii. Recruiting PC members (January-February)
    - iii. Spearheading the paper review process (June-July)
    - iv. Writing meta-reviews (or inviting a few established PC members to do so) and determining paper acceptance (by mid-July)
    - v. Nominating Best Overall Paper, Best Student Paper and Best Technical Design Paper (August)
    - vi. Handling WIPP: Receiving, reviewing papers and determining paper acceptance (August)
    - vii. Vetting CRCs of main conference papers and WIPP papers (September)
    - viii. Inviting parallel session chairs (October)
    - ix. Any other business related to the sub-conference program
- (7) PC members of individual sub-conferences are selected by sub-conference Executive Chairs and Co-chairs. All the IPC members must be at least PhD holders. Non-PhD holders may be recruited as “Additional Reviewers” instead.  
At least three EC members should be included in each and every sub-conference.
- (8) The Workshop, Tutorial and Interactive Event Coordination (W/T/IE) Chair and Co-Chair(s):
- The W/T/IE Coordination Chair and Co-Chair(s), who must be PhD holders, are to be appointed by the IPC Standing Committee around 12 months before the conference dates.
  - Based on the current practice of ICCE, the W/T/IE Coordination Chair should be one of the co-chairs in ICCE of the previous year.
  - The first appointed co-chair must be committed to become the W/T/IE Coordination Chair in the next ICCE. The second co-chair should be a scholar from the hosting institution or organization and nominated by the LOC. If the

first co-chair comes from the hosting institution or organization, there is no need to appoint the second co-chair.

- The responsibilities of the W/T/IE Coordination Chair and Co-Chair(s) are:
  - i. Preparing calls for proposals of workshops, tutorials and interactive events (late February)
  - ii. Receiving and approving proposals, and vetting call for papers of all the workshops (June)
  - iii. Coordinating workshop programming with workshop organizers (June-November)
  - iv. Coordinating workshop paper CRC vetting tasks between workshop organizers and LOC (September-October)
  - v. Any other business related to workshop, tutorial and interactive event programs

(9) The Poster Coordination Co-Chairs:

- The Poster Coordination Chair and Co-Chair(s), who must be PhD holders, are to be appointed by the IPC Standing Committee around 12 months before the conference dates.
- Based on the current practice of ICCE, the Poster Coordination Chair should be one of the co-chairs in ICCE of the previous year.
- The first appointed co-chair must be committed to become the Poster Coordination Chair in the next ICCE. The second co-chair should be a scholar from the hosting institution or organization and nominated by the LOC. If the first co-chair comes from the hosting institution or organization, there is no need to appoint the second co-chair.
- The responsibilities of the Poster Coordination Chair and Co-Chair(s) are:
  - i. Preparing calls for WIPP papers (mid-April)
  - ii. Coordinating WIPP programming with sub-conference executive chairs (May-November)
  - iii. Coordinating workshop paper CRC vetting tasks between sub-conference executive chairs and LOC (September-October)
  - iv. Coordinating selections of Best Poster Design Awards (November)
  - v. Any other business related to Poster/WIPP

(10) The Doctoral Student Consortia (DSC) Co-Chairs:

- Three of the members of the APSCE Education Program Sub-Committee are to

be appointed by the sub-committee chair as the DSC co-chairs. The sub-committee chair should be one of the DSC co-chairs, unless he/she is either the Conference Chair, or the IPC Coordination Chair or Co-Chair, or the LOC Chair in the same year.

- The responsibilities of the DSC Co-Chair(s) are:
  - i. Preparing calls for DSC papers (mid-April)
  - ii. Coordinating DSC programming with student organizers (May-November)
  - iii. Coordinating workshop paper CRC vetting tasks between student organizers and LOC (September-October)
  - iv. Any other business related to DSC

(11) The Conference Consultants:

- The LOC chairs of the last two ICCE editions are to take up the roles of conference consultants. The IPC Standing Committee may appoint additional conference consultants (such as the IPC Coordination Chair of the last ICCE) as deemed fit.

(12) No one can play multiple roles among conference chair, IPC Coordination Chair, LOC Chair, W/T/IE Coordination Chair, Poster Coordination Chair, DSC Chair and sub-conference Executive Chairs in the same year.

(13) The LOC Chair is invited to EC mailing list as an observer to communicate with EC if necessary, especially on the topics related to conference matters.

(14) The LOC Chair of the ICCE in the following year is invited to the IPC Standing Committee mailing list as an observer if necessary.

(15) The Proceedings are to be published on the conference website for open and free access within two weeks after the end of the conference.

(16) The LOC is required to prepare budget for inviting four keynote speakers. Those speakers are selected considering topic/geographical/gender balance. The topics of their keynote talks should cover four different sub-conference themes. In addition,  $x$  number of theme-based invited speakers ( $x = \text{number of sub-conferences} - 4$ ) will be nominated by the remaining sub-conferences without a representing keynote speaker and approved by the IPC. See the next section for more details.

(17) According to the general guideline, the acceptance ratio of full papers should be less than 25%. If the IPC Coordination Co-Chairs prefer a higher acceptance ratio,

they should consult with and obtain the approval of the President (as Conference Chair).

- (18) In order to increase academic diversity and maintain a healthy financial status, short paper and poster sessions are required.
- (19) APSCE corporate affiliates should be entitled to enjoy some benefits to promote their business at ICCE conferences, for example, to waive or offer discount on the rent of booth or/and registration fee.

### **3. LOC is responsible for:**

- (1) Anything related to finance, such as finding sponsors
- (2) Anything related to the venue
- (3) Anything related to information dissemination including the publication of website
- (4) Promotion and publicity of the conference (with the assistance of IPC)
- (5) Provide executive editorial service for the program book and proceedings
- (6) Registration
- (7) Hotel arrangement
- (8) Access information
- (9) Conference bag, badge, tickets, etc.
- (10) Printing (Advance/Final program, flyers, posters, Workshop/Tutorial notes)
- (11) Welcome reception, Banquet, etc.
- (12) Technical tours, Sightseeing tours for companions
- (13) Coffee & Lunch
- (14) Conference evaluation
- (15) Exhibitions, if any
- (16) Room arrangement
- (17) Poster panel, equipment
- (18) Financial report to APSCE

Further information and advice: Please contact Akihiro Kashihara as Conference Subcommittee Chair via [akihiro.kashihara@inf.uec.ac.jp](mailto:akihiro.kashihara@inf.uec.ac.jp).