



ASIA-PACIFIC SOCIETY FOR COMPUTERS IN EDUCATION



International Conference on Computers in Education

IMPLEMENTATION MANUAL

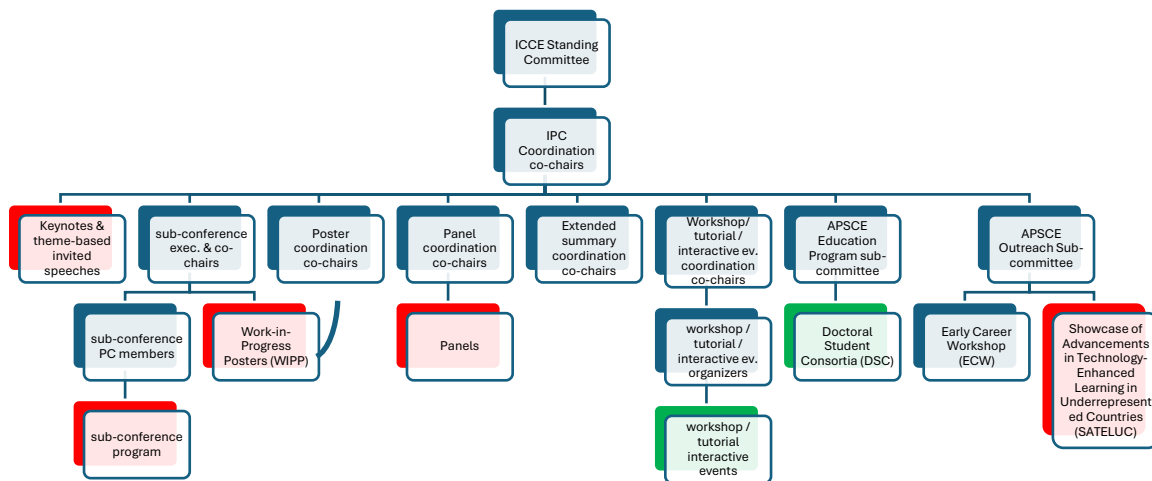
ICCE Implementation Manual

Version: January 2025

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1. IPC



Background boxes in red: main conference events

Background boxes in green: pre-conference events

1.1 Conference Leadership and Governance

No individual may simultaneously hold multiple key roles in the same year, including Conference Chair, IPC Coordination Chair, LOC Chair, W/T/IE Coordination Chair, Poster Coordination Chair, DSC Chair, ECW Chair, SATELUC Chair, ES Chair, and sub-conference Executive Chairs. This ensures clarity in responsibilities and avoids potential conflicts of interest.

(1) ICCE Standing Committee

The ICCE Standing Committee comprises the Conference Chair, the IPC Coordination Chair and Co-Chair(s), the LOC Chair, and conference consultants. The committee oversees decision-making on the conference program, IPC operations, and LOC guidance.

Decision-making Structure:

- Depending on the nature of the issue, decisions may involve:
 - The Conference Chair and IPC Coordination Chair/Co-Chairs.
 - The Conference Chair, IPC Coordination Chair/Co-Chairs, and LOC Chair.
 - The entire ICCE Standing Committee.
- Consultations with the APSCE Conference Subcommittee are required for significant or contentious issues.
- The Conference Chair holds the final decision-making authority if consensus cannot be reached.

(2) Conference Chair

The Conference Chair is the current APSCE President and serves as the leader of the ICCE Standing Committee.

Responsibilities:

- Provides mentorship to the LOC and ensures smooth conference execution.
- Facilitates decision-making within the ICCE Standing Committee and escalates major issues to the APSCE EC or Conference Subcommittee for resolution.

(3) Local Organizing Committee (LOC) Chair

The proposer of the successful ICCE hosting bid becomes the LOC Chair.

Responsibilities:

- Leads the local organizing team, including managing conference logistics, budgeting, and local arrangements.
- Coordinates closely with the IPC Coordination Chair to ensure alignment with the technical program and overall conference structure.

(4) The IPC Coordination Chair and Co-chair(s)

The IPC Coordination Chair and Co-Chairs manage ICCE's technical program and oversee IPC operations.

Selection Process:

- The ICCE Standing Committee appoints the IPC Coordination Co-Chair 15 months before the conference date.
- The Co-Chair typically transitions into the Chair role for the following ICCE.
- A second Co-Chair may be appointed for specific needs, such as local representation, but is not expected to transition to the Chair role.

Responsibilities:

1. **Programming Operations:** Coordinates programming, venue planning, and proceedings editing across the IPC, LOC, and the paper submission system administrator.
2. **Program Components Oversight:** Monitors planning and execution of sub-conferences and other program components.
3. **Keynote/Theme-based Invited Speakers:** Leads the selection process for keynote and theme-based invited speakers.
4. **Review Process:** Oversees the review process, including delivering papers to sub-conferences, managing transfers, finalizing paper acceptance decisions, and selecting award nominees.
5. **Conference Scheduling:** Plans the program schedule to ensure coherence and manageability.
6. **Symbolic Presence:** Delivers the IPC report during the opening ceremony and handles unexpected program-related issues.
7. **IPC Meeting:** Organizes and facilitates the IPC meeting.

Attendance Requirement:

The IPC Coordination Chair and Co-Chair(s) are expected to attend ICCE physically (if conducted in physical or hybrid mode) or virtually (in fully virtual mode). Absence must be justified, and alternative arrangements should be made for fulfilling responsibilities.

(5) Conference Consultants

The IPC Coordination Chair and LOC Chair of the previous ICCE serve as consultants to the ICCE Standing Committee to provide institutional knowledge and guidance. Additional consultants may be appointed as needed.

1.2 The Main Conference Programme Components

(6) **Sub-conference Executive Chair & Co-chairs:**

Each ICCE sub-conference is led by an Executive Chair and supported by at least three Co-Chairs, who collectively manage the academic and operational aspects of the sub-conference.

Selection Criteria and Process:

- The Executive Chair and the corresponding APSCE SIG Chair shall jointly identify and appoint Co-Chairs. The SIG Chair may also opt to self-nominate as a Co-Chair.
- There must be at least one Co-Chair from the Asia-Pacific region, one from Europe or Africa, and one from the Americas.
 - For this purpose, the Asia-Pacific region includes Asia and Oceania but excludes the Americas.
 - If it is challenging to recruit Co-Chairs meeting this geographical requirement, the Executive Chair may request approval from the IPC Coordination Chair to appoint only one non-Asia-Pacific-based Co-Chair (from either Europe, Africa, or the Americas). However, at least one Asia-Pacific-based Co-Chair must always be appointed.
- The choices of the Executive Chair and Co-Chairs are subject to the approval of the ICCE Standing Committee.

Terms of Appointment:

- Each scholar may serve as the Executive Chair or a Co-Chair for the same sub-conference for at most two (2) consecutive years.
- A Co-Chair in their first year who transitions to the role of Executive Chair in their second year may optionally be invited by the new Executive Chair in the third year to remain involved as a consulting Co-Chair or sub-conference consultant.

Responsibilities:

1. Prepare the sub-conference Call for Papers and recruit PC members.
2. Oversee the paper review process, including writing meta-reviews (or delegating this to experienced PC members) and determining paper acceptance decisions.
3. Nominate Best Overall Paper, Best Student Paper, and Best Technical Design Paper from the sub-conference submissions.
4. Manage the Work-in-Progress Posters (WIPP) for their sub-conference, including receiving and reviewing submissions, determining acceptances, and ensuring CRC compliance.
5. Vet camera-ready copies (CRCs) of accepted papers, including both main conference and WIPP submissions.
6. Assign session chairs for parallel presentation sessions.
7. Handle any issues or additional tasks related to the sub-conference program.

(7) **Special Interest Group (SIG) Chairs (applicable to APSCE SIGs with corresponding ICCE theme-based subconferences only)**

SIG Chairs support their respective sub-conferences in alignment with the ICCE technical program.

Responsibilities:

1. Appoint sub-conference Executive Chairs and Co-Chairs in consultation with the IPC Coordination Chair.

2. Promote sub-conference Call for Papers through SIG networks.
3. Spearhead the SIG-level process of nominating theme-based invited speakers (if applicable).

(8) **PC members of individual sub-conferences**

The selection and composition of Program Committees (PCs) for individual sub-conferences are critical to ensuring the quality and diversity of the review process.

- PC members are selected by the sub-conference Executive Chair and Co-Chairs.
- All PC members must hold a Doctorate (PhD or EdD) Degree.
- Scholars without a Doctorate Degree may be recruited as “Additional Reviewers” but should not serve as formal PC members.

(9) **Poster Coordination Chair and Co-Chairs**

Selection Criteria and Process:

- The Poster Coordination Chair and Co-Chairs must hold a Doctorate Degree.
- The Chair is usually a Co-Chair from the previous ICCE. The Co-Chairs may be scholars with strong expertise in poster presentations or recommendations from the Local Organizing Committee (LOC).
- There is no strict requirement for the LOC to nominate a Co-Chair, but candidates from the host region are encouraged.

Responsibilities:

1. Preparing and disseminating the call for Work-in-Progress Posters (WIPP).
2. Collaborating with sub-conference executive chairs to handle WIPP submissions, review processes, and acceptance decisions.
3. Coordinating programming for WIPP and ensuring alignment with the conference schedule.
4. Vetting CRCs of WIPP papers and overseeing their inclusion in the conference proceedings.
5. Organizing and overseeing the selection process for Best Poster Design Awards.
6. Addressing any poster-related matters or issues during the conference.

(10) **Panel Coordination Chair and Co-Chair**

The IPC Coordination Co-Chair of the current ICCE serves as the default Panel Coordination Chair.

Responsibilities:

1. Preparing and disseminating the call for panel proposals, ensuring clarity in objectives, themes, and submission guidelines.
2. Reviewing and evaluating panel proposals to determine acceptance or rejection.
3. Collaborating with the IPC Coordination Chair to schedule accepted panels within the conference program.
4. Product-editing accepted panel write-ups for inclusion in the main conference proceedings.
5. Addressing any panel-related issues or concerns during the conference.

(11) **Showcase of Advancements in Technology-Enhanced Learning in Underrepresented Countries (SATELUC)**

Selection Criteria and Process:

- The SATELUC Coordination Chair and Co-Chairs must be skilled in networking and advocacy, and preferably experienced in promoting educational technology in

underrepresented regions.

- One Chair is typically nominated by the ICCE Standing Committee or SATELUC co-founders, with Co-Chairs nominated by the LOC to ensure regional representation and logistical support.

Responsibilities:

1. Preparing the call for SATELUC submissions, focusing on showcasing work from underrepresented countries.
2. Reviewing submissions and ensuring alignment with SATELUC's goals of diversity and quality.
3. Programming SATELUC poster and demonstration sessions within the main conference schedule, ensuring high visibility.
4. Highlighting participating countries in promotional materials and on-site arrangements, such as flag displays or country tags for poster boards.
5. Coordinating the preparation of SATELUC CRC and ensuring inclusion in the conference proceedings.
6. Advocating for SATELUC participants by facilitating their engagement with the broader ICCE community.

Additional Notes on SATELUC:

- SATELUC is aimed at encouraging participation from scholars in underrepresented regions by offering a platform to present their work and engage with the APSCE community.
- The component has a strong focus on promoting geographical diversity and fostering inclusion.

1.3 The Pre-Conference Programme Components

(12) **Workshop, Tutorial and Interactive Event (W/T/IE) Coordination Chair and Co-Chair(s):**

Criteria for Appointment:

- The W/T/IE Coordination Chair and Co-Chairs must have experience as individual workshop chairs or organizers in ICCE workshops within the past five years.
- This ensures that the coordination team is well-versed in the rules, structure, and application processes of ICCE workshops, allowing them to effectively manage the overall program and guide individual workshop organizers.

Appointment Practices:

- There may be one or more W/T/IE Coordination Co-Chairs appointed each year. One of the co-chairs will assume the role of the W/T/IE Coordination Chair for the subsequent ICCE.
- While it is no longer mandatory for the LOC to nominate a co-chair, the LOC may recommend candidates with strong regional knowledge or relevant experience.

Responsibilities:

The W/T/IE Coordination Chair and Co-Chairs oversee the coordination of various thematic workshops, tutorials and interactive events. Their duties include:

1. Preparing and disseminating calls for proposals for workshops, tutorials, and interactive events.
2. Reviewing, approving, and providing feedback on proposals submitted by

- individual workshop organizers.
3. Coordinating workshop programming and ensuring alignment with the overall ICCE schedule.
 4. Facilitating communication and support for individual workshop chairs to enhance quality and participation.
 5. Ensuring smooth proceedings, including CRC review processes and post-event documentation.

Workshop Formats and Participation:

Workshops are essential components of ICCE and may be conducted in two primary formats:

- **Mini-Conference Style:** These workshops involve paper presentations and can accept full papers, short papers, or extended summaries, but **not poster submissions**.
- **Discussion- or Hands-On-Oriented Events:** These may include activities such as collaborative design or data analysis tasks, enabling interactive and practical engagement among participants.

To promote effective intellectual exchange, all workshops must adhere to the following minimum participation criteria:

- Each workshop's organizers, regardless of format, must represent at least two different countries or regions.
- Mini-conference style workshops must accept at least **four papers** from participants representing at least **two different countries or regions**.
- Discussion- or hands-on-oriented workshops must secure at least **four registered participants** (excluding organizers) from at least **two different countries or regions**.

The IPC reserves the right to cancel or merge workshops that do not meet the aforementioned participation criteria.

(13) Doctoral Student Consortia (DSC) Chair and Co-Chairs:

Selection Criteria and Process:

- Three members of the APSCE Education Program Sub-Committee are appointed as DSC Co-Chairs by the sub-committee chair.
- The sub-committee chair should serve as one of the DSC Co-Chairs unless they hold a major ICCE role such as Conference Chair, IPC Coordination Chair, or LOC Chair.

Responsibilities:

1. Preparing and disseminating the call for DSC submissions.
2. Coordinating DSC programming, including paper reviews, mentor assignments, and session scheduling.
3. Vetting CRCs of DSC papers and overseeing their inclusion in the DSC proceedings.
4. Inviting established researchers to serve as DSC mentors.
5. Managing DSC sessions during the conference, including facilitating discussions and addressing student concerns.

(14) Early Career Workshop Chair and Co-Chairs:

Selection Criteria and Process:

- Three members of the APSCE Outreach Sub-Committee are appointed as ECW Co-Chairs by the sub-committee chair.
- The sub-committee chair should serve as one of the ECW Co-Chairs unless they hold another major ICCE role.

Responsibilities:

1. Preparing and disseminating the call for ECW submissions.
2. Reviewing applications and selecting participants based on criteria such as research quality and career stage.
3. Product-editing accepted submissions for inclusion in the ECW proceedings.
4. Inviting senior advisors to provide feedback and mentorship to ECW participants.
5. Facilitating ECW sessions during the conference and addressing participants' needs.

(15) Extended Summary (ES) Coordination Chair and Co-Chair(s)¹:**Selection Criteria and Process:**

- The Chair and Co-Chair(s) should be researchers with experience in managing and evaluating extended summary submissions.

Responsibilities:

1. Preparing and disseminating the call for ES submissions.
2. Recruiting a sufficient number of PC members (recommended at least 15) from diverse educational technology research areas to handle the review process for ES submissions.
3. Coordinating programming for ES presentations, ensuring thematic consistency and time optimization.
4. Overseeing the product editing of the accepted ES submissions for inclusion in the ES proceedings.
5. Addressing ES-related issues or challenges during the conference.

Presentation Formats:

- Authors of accepted ES may opt to make a brief oral presentation or a poster presentation.
- ES oral presentation session(s) should be scheduled during the pre-conference days. The allocated time should be shorter than that for short paper presentations in the main conference. It is recommended that presentations on similar themes within the ES program be sequenced together within each session to enhance thematic coherence.
- ES poster presentations should be integrated into one of the designated poster sessions during the main conference.

1.4 Keynote and Theme-based Invited Speakers

¹ The ES component was introduced in 2016. In earlier years when the ES submission rates were low, there was no need to appoint ES Chair and Co-Chair. Instead, one of the IPC Coordination Co-Chairs were assigned the duty. This practice may continue until the component becomes mature and we manage to garner a greater submission rate.

1.4.1 Terms for Keynote and Theme-based Invited Speakers

Keynote Speakers

- **Speaking Time:** 1-hour plenary speech.
- **Benefits:**
 - Complimentary conference registration.
 - 1-year complimentary APSCE membership.
 - Round-trip economy airfare from their institution or employer (including applicable land transport costs).
 - Up to 6 nights of hotel accommodation, inclusive of breakfasts.
 - Visa application fee reimbursement (if applicable and justified).
 - USD100 dinner allowance (optional).

Theme-Based Invited Speakers

- **Speaking Time:** 40-minute non-plenary speech.
- **Scheduling:** Should not overlap with more than one other parallel session.
- **Benefits:**
 - Complimentary conference registration.
 - 1-year complimentary APSCE membership.

1.4.2 Keynote Speaker Selection Criteria and Process

Criteria

1. **Geographical Balance:** At least one keynote speaker must represent the Asia-Pacific region, one Europe/Africa, and one the Americas.
2. **Gender Diversity:** Ensure representation by including at least one male and one female keynote speaker.
3. **Sub-Conference Theme Representation:**
 - Each keynote should address a distinct sub-conference theme.
 - Sub-conference themes not represented in keynotes for four consecutive years must be guaranteed a keynote slot the following year.
4. **Non-Redundancy:**
 - No individual may serve as a keynote speaker more than once within a 10-year period.
 - No theme-based invited speaker from the immediately preceding ICCE can transition to a keynote role in the current year.
5. **EC Member Representation:** Only one current EC member may be a keynote in a given year.
6. To avoid conflict of interest, members of the Keynote Selection Committee (see below) are, in principle, not eligible as keynote candidates. Exceptions may be granted only if the IPC Standing Committee provides justifications for APSCE EC approval.

If difficulties arise in finalizing the four keynotes within the timeline, the Keynote Selection Committee has the discretion to relax one or two of the established criteria. Any contentious issues should be escalated to the APSCE Executive Committee (EC) for resolution. T

Step 1: Establishing the Keynote Selection Committee (by late July of the year before the ICCE edition)

- **Composition:** The committee includes the Conference Chair, IPC Coordination Chair and Co-chair(s), LOC Chair, and Conference Consultants of ICCE20xx+1. The IPC Coordination Chair serves as the Chair of the Committee.
- **Preparation:**
 - In even years, the Conference Chair for ICCE20xx+1 should remain the same as ICCE20xx. In odd years, the **Conference Chair of ICCE20xx+1** should be the current **APSCE President-Elect**.
 - The **IPC Coordination Chair of ICCE20xx+1** should be one of the IPC Coordination Co-Chair(s) of ICCE20xx.
 - To ensure continuity, the incoming IPC Coordination Co-Chair (ICCE20xx+1) should be recruited before the Committee is formed, as they will also serve as IPC Coordination Chair for ICCE20xx+2.
- **Responsibilities:** The Committee oversees the selection of keynote speakers and monitors the nomination process for theme-based invited speakers.
- **Preparation:** The incoming IPC Coordination Co-chair (ICCE20xx+1) should be recruited before this stage to ensure smooth transition and participation in the process.

Step 2: Deciding the Number of Keynotes (by late July)

- **Default Rule:** Four keynote speakers are to be invited.
- **Budget Constraint:** The LOC Chair may request a reduction (e.g., to three keynotes) in the conference proposal with strong justification. Such requests are subject to EC approval.

Step 3: Confirming the LOC-Nominated Keynote (by mid-August)

- **Special Privilege:** The LOC Chair may nominate one keynote speaker of their choice, without thematic or geographical restrictions. This acknowledges the host's effort in preparing the conference and accommodates potential future hosts from regions with less developed research activities in our field, allowing them to highlight local expertise. However, they may also opt to nominate a speaker from any other country or region.
- **Approval Process:**
 - The nominee must satisfy the "10-year non-redundancy" and "1-year non-redundancy with theme-based invited speakers" criteria.
 - The ICCE Standing Committee evaluates the nominee based on academic credentials, relevance to the field, presentation skills, and command of English.
 - If necessary, the Standing Committee may seek guidance from the APSCE Conference Subcommittee or APSCE EC.
 - Upon approval, the IPC Coordination Chair announces the LOC-nominated keynote to the LOC Chair.

Step 4: Identifying Remaining Keynote Candidates (by early September)

- **Open Nomination:** APSCE members, ICCE20xx participants, authors of accepted papers, and IPC members are invited to nominate potential keynote speakers via an online survey.
- **Exclusion Criteria:** Nominees must meet the non-redundancy rules, and their themes must not be the same with the LOC-nominated keynote.
- **Eligibility Review:** The IPC Coordination Chair reviews nominees for compliance with selection criteria.

Step 5: Short-Listing and Additional Nominations (by mid-September)

- **Prioritization:** The committee shortlists candidates based on established criteria.
- **Internal Nominations:** Additional candidates may be proposed if the initial nominations are insufficient or if invited nominees decline.

Step 6: Extending Invitations (by mid-October)

- **Process Leadership:** The Conference Chair leads the invitation process, working closely with the IPC Coordination Chair and Co-chair(s).
- **Budget Review:** The Conference Chair consults with the LOC to ensure financial feasibility.
- **Progress Updates:** The Committee is kept informed throughout the invitation process.

Justifications and Rationale

1. **Timeliness:** Ensuring all keynotes are selected early provides clarity for program planning and prevents conflicts with theme-based invited speaker nominations.
2. **Appreciation for Hosts:** Granting LOC the privilege to nominate a keynote demonstrates APSCE's recognition of the host's efforts and fosters inclusivity for regions with emerging research communities.
3. **Thematic Balance:** Early selection of keynotes ensures diverse representation across sub-conference themes, strengthening ICCE's academic impact.
4. The confirmed keynote line-up should be announced at the closing ceremony of ICCE20xx, ensuring participants are informed one year in advance and fostering anticipation for the next ICCE edition.

1.4.3 Theme-based Invited Speaker Selection Criteria and Process

Criteria

1. **Non-Redundancy:**
 - No theme-based invited speaker may represent the same sub-conference theme more than once within a five-year span.
 - No theme-based invited speaker from the previous ICCE may be re-invited to any sub-conference as a theme-based invited speaker in the current ICCE.
 - Past ICCE keynote speakers cannot transition to a theme-based invited speaker role.
2. **Early Career Researcher Focus:**
 - Priority is given to early career researchers (within 10 years of obtaining their doctoral degree) based in the Asia-Pacific region.
3. **ECRA Winners:**
 - Past winners of the Early Career Researcher Award (ECRA), who have not previously delivered a keynote or theme-based invited speech, should be prioritized under suitable sub-conferences.
4. **Exclusions:**
 - The following individuals are not eligible to be selected as theme-based invited speakers:
 - Conference Chair, IPC Coordination Chair/Co-Chairs, and LOC Chair.
 - Chairs or Co-Chairs of the corresponding SIG or sub-conference.
5. **Relevance:**
 - The selected speakers must align with the overarching goals and research scope

of their respective sub-conferences.

Step 1: Identifying Eligible Sub-Conferences (March)

- After the keynotes are confirmed, the IPC Coordination Chair identifies sub-conferences that do not have keynote representation.
- These sub-conferences are informed that they are eligible to feature a theme-based invited speaker.

Step 2: Coordinating with SIGs and Sub-Conferences (March)

- The IPC Coordination Chair advises eligible SIG Chairs and sub-conference Executive Chairs on the selection process and criteria.
- If a past ECRA winner aligns with a specific sub-conference, the IPC Coordination Chair facilitates their nomination and informs the SIG/sub-conference leadership.

Step 3: Nomination by SIGs/Sub-Conferences (April)

- SIG Chairs and sub-conference Executive Chairs nominate candidates through a collaborative process involving their committees.
- Each SIG/sub-conference submits the following to the IPC Coordination Chair:
 - Candidate's name, affiliation, and brief biography.
 - Justification for the nomination, including relevance to the theme and the candidate's contributions to the field.

Step 4: IPC Standing Committee Review and Approval (April)

- The IPC Standing Committee reviews the nominations to ensure alignment with the selection criteria.
- Any candidate violating non-redundancy rules or other eligibility requirements is disqualified.
- The committee provides feedback to SIGs/sub-conferences if adjustments or additional nominations are required.

Step 5: Formal Invitations (April)

- The Conference Chair, IPC Coordination Chair, and the corresponding SIG Chair jointly issue formal invitations to approved candidates.
- Invitations emphasize the speaker's role in enriching the conference program and fostering intellectual exchange within their theme.

Step 6: Final Confirmation and Announcement (May)

- Once all theme-based invited speakers are confirmed, their names, affiliations, and talk topics are included in the preliminary conference program.
- The confirmed line-up is announced on the ICCE website.

1.4 Program Scheduling

1. Conference Structure:

- ICCE spans five days, with pre-conference events (workshops, tutorials, interactive events, DSC, ECW) in the first two days, and the main conference (opening & closing ceremonies, keynotes, invited speeches, panels, paper presentations, poster/WIPP sessions, SATELUC, SIG community-building sessions) in the last three days.

2. Opening Ceremony:

- Held on the morning of Day 3 of the conference. Any variation (e.g., shifting to Day 2 or the afternoon of Day 3) requires justification by the LOC Chair and approval by the ICCE Standing Committee at least three months in advance.
- No main conference event shall be scheduled before the Opening Ceremony. However, certain pre-conference events may be held during the main conference period if necessary (though not favorable).
- The DRA winner is entitled to a 20-minute plenary speech immediately following the Opening Ceremony and before the first keynote session.

3. First Keynote Placement:

- It is recommended that the first keynote speech be scheduled immediately after the Opening Ceremony to maintain audience engagement, though variations can be considered with justification based on other scheduling considerations.

4. Session Parallelism:

- A maximum of four parallel sessions per time slot is allowed for non-plenary events during the main conference. The SIG community-building sessions do not count towards the cap.
- Each theme-based invited speech should coincide with at most one other parallel session, such as another theme-based invited speech or a paper presentation session.

5. Theme Diversity:

- Non-plenary slots should feature parallel sessions (including paper presentation sessions and panels) from four different sub-conference themes. This rule may be relaxed during pre-conference events.

6. Poster Session:

- Poster sessions must be plenary events unless combined with conference lunch due to a tight schedule.

7. Closing Ceremony:

- No conference events shall take place after the closing ceremony, except optional socializing activities.

8. Social Events:

- Evening events (e.g., welcome reception, banquet) and the APSCE EC meeting should be held at or near the conference venue to minimize travel time.
- For off-site events, sufficient time must be provided for participants to travel from the conference venue to the event location after the day's program ends. This is particularly critical for the APSCE EC Meeting, which tends to run late.

9. Final Schedule Announcement:

- The finalized conference schedule must be announced at least one month before the conference begins.
- A preliminary schedule draft should be shared with sub-conference Executive Chairs for vetting if time permits.

1.5 Proceedings Guidelines

1. Publication Timing:

- Within two weeks after the conference concludes, the LOC must publish the proceedings on both the APSCE and conference websites for open and free access and upload them to the APSCE library system.
- If feasible, provide registered participants with a private URL to access the

proceedings at the beginning of the conference. This enables attendees to reference complete papers during sessions, fostering more meaningful interactions with authors. However, this early access must not be publicized on either the APSCE or the conference website until the formal publication timeline is met.

2. **Formats:**

- Proceedings are published in two volumes:
 - Volume 1: Papers from the main conference (except ES and SATELUC).
 - Volume 2: Papers from pre-conference workshops, WIPP, DSC, ECW, ES, SATELUC, and other events.

3. **Digital Object Identifiers (DOIs):**

- Starting from ICCE 2026, the LOC is responsible for covering the cost of DOI applications for proceedings papers, ensuring consistency with international academic standards.

4. **Change Requests and Handing of Changes:**

- Any changes to authorship or paper withdrawal must be requested **at least four weeks before the conference starts**. Late changes may be denied to avoid overburdening the editorial team.
- **Versioning Issue:** Future IPC and LOC must note that allowing changes after the proceedings have been published online will result in different versions of the proceedings being circulated. This can cause inconsistencies in citations and indexing, such as discrepancies in pagination, titles, or author lists. To maintain the integrity and uniformity of the proceedings, changes after publication should be avoided.
- **Handling Inevitable Changes:** If changes are absolutely necessary, every effort should be made to avoid altering the pagination. Should the change affect pagination, explicit (apologetic) announcements must be made to conference participants and authors. These announcements should inform them that the older version has been retracted, and they should download and refer to the updated version, particularly noting the new pagination.

5. The proceedings require the ISSN. The ISSN for both volumes is 3078-4360.

The following table summarizes relevant information on the conference publications in each ICCE edition:

Publication Title	Product Edited by	Content / Sections	Order of Credited Editors
Program Book (ISBN not required)	LOC	<ul style="list-style-type: none"> • The Web 2.0 presence of APSCE and ICCE • Messages from the conference chair, LOC co-chairs and IPC co-chairs • Conference Organization List • “About the conference” (conference theme and synopsis, paper/poster presentation guidelines, conference location & housekeeping information, maps, etc.) • Program at a glance • Full conference program 	(no crediting is required)

		<ul style="list-style-type: none"> • DRA and ECRA winners' biographies • Keynote & invited speeches • Panels • Extended summaries • Posters/work-in-progress posters • Tutorials • Workshops • DSC program • ECW program • SATELUC program 	
Proceedings Volume 1 (ISBN required)	LOC	<ul style="list-style-type: none"> • Messages from the conference chair, LOC co-chairs and IPC co-chairs • Conference Organization List • List of last ten years' DRA winners and last five years' ECRA winners • Keynote and Theme-based Invited Speakers' biographies and synopses • Panel synopses • Main conference papers • Author index (optional) 	IPC Chair, IPC Co-Chair(s), Conference Chair, LOC Chair (Sub-conference Executive chairs, and Panel coordination co-chairs are credited as Associate Editors in alphabetical order) <i>(Sub-conference co-chairs are not credited as Associate Editors)</i>
Proceedings Volume 2 (ISBN required)	LOC, with the assistance of Workshop/Interactive Event (W/IE) Coordination Chair, Poster Coordination Chair, ECW Chair, DSC Chair and ES Chair (for the respective sections)	<ul style="list-style-type: none"> • Workshop papers (for mini conference-style workshops) • Workshop synopses (for hands-on workshops) • Extended summaries • Interactive Event synopses • Tutorial synopses • ECW position papers • DSC papers • SATELUC papers • Author index (optional) 	IPC Chair, IPC Co-Chair(s), Conference Chair, LOC Chair (W/IE co-chairs, Poster Coordination co-chairs, ECW co-chairs, DSC co-chairs, ES co-chairs and SATELUC co-chairs are credited as Associate Editors in alphabetical order)

1.6 Submission System Roles

1. Super Chair Access:

- Full access for Conference Chair, IPC Coordination Chair, and Co-Chairs.

2. Track Chair Access:

- Limited access for component-specific chairs and co-chairs.

3. Proceedings Manager Access:

- Restricted access for handling camera-ready copies and author communications.

1.7 Miscellaneous Guidelines

1. Acceptance Ratio for Full Papers:

- As a general guideline, the acceptance ratio of full papers should remain below 25%. This guideline ensures the quality and prestige of the conference proceedings.

- If the IPC Coordination Co-Chairs propose an acceptance ratio exceeding 25%, they must seek approval from the Conference Chair. The rationale for exceeding this threshold must be well-justified, addressing potential impacts on academic quality and conference logistics.

2. Online IPC Meeting:

- Held one week before the conference, chaired by the IPC Coordination Chair. Invitations should include members of outgoing and incoming ICCE Standing Committees, program component chairs, and next year's confirmed chairs.

2. LOC

2.1 LOC Responsibilities

The Local Organising Committee (LOC) is responsible for the following tasks to ensure the smooth execution of the conference:

- **Financial Management:** Secure sponsorships and manage the conference budget.
- **Website Development and Maintenance:** Develop, maintain, and update the official conference website.
- **Communication and Dissemination:**
 - Assist the IPC in disseminating **Calls for Papers/Proposals/Participation** to domestic networks.
 - Disseminate participation and registration details to authors and potential participants.
 - Issue formal **conference invitation letters** upon request, following the eligibility guidelines in Section 2.2.
- **Registration Management:** Oversee attendee registration and fee collection processes.
- **Publications:**
 - Product-edit and prepare the **program book** and **conference proceedings**.
 - Print program books, certificates, and optional promotional posters.
 - Within two weeks after the conference concludes, publish the proceedings on both the APSCE and conference websites for open and free access and upload them to the APSCE library system.
- **Venue and Logistics:**
 - Identify conference hotels offering discounted rates for participants. However, the LOC is generally not responsible for handling hotel reservations. Clear instructions should be provided on the website, enabling participants to book directly with the respective hotels.
 - Arrange travel logistics (if applicable), such as shuttle services for participants to travel between the conference venue, banquet venue (if off-site), and designated conference hotel(s), as well as airport transport for keynote speakers.
 - Distribute conference materials, including bags, badges, and other items.
 - Arrange the venue and dinner for the **APSCE EC meeting**.
- **Events and Activities:**
 - Organize and facilitate social events, including the mandatory reception and banquet, and exhibitions (if any).
 - Provide meals, coffee/tea breaks, and ensure dietary needs are accommodated.
 - (Optional) Arrange technical/school visits, as well as sightseeing tours or other social events for participants.
 - (Optional) Set up a travel desk or concierge service to assist participants with booking airport transfers or optional tours.
- **Post-Conference Tasks:**
 - Conduct evaluation surveys to gather feedback.
 - Submit progress and final reports, including financial statements, to the APSCE EC.
 - Remit 50% of the surplus to APSCE HQ upon closing the financial account.

2.2 Invitation Letters

The LOC shall issue formal **conference invitation letters** upon request. To be eligible, the requester must satisfy **at least one** of the following conditions:

1. Be an **author, panellist, organiser, or tutor** of any accepted or approved paper, panel, workshop, interactive event (IE), tutorial, ES, SATELUC, DSC, or ECW; **OR**
2. Be a **registered participant** who has paid the conference registration fee.

The LOC may deny requests from individuals who do not meet the above criteria. This measure prevents misuse of invitation letters for purposes such as visa applications without the intention of attending the conference.

The **exact conference period** shall be clearly indicated in the invitation letter. The LOC shall *not* accommodate requests to extend the indicated period beyond the actual conference dates.

2.3 Detailed Event and Venue Guidelines

1. **Reserved Seating:**

- Reserve seating for keynote and theme-based invited speakers during plenary sessions.
- Allocate at least one row for EC members during the Opening and Closing Ceremonies to recognise their contributions and improve visibility for attendees.
- At the banquet: Depending on the *banquet's* concept, tables may be reserved for keynote and theme-based invited speakers and EC members. However, allow flexibility for those who prefer to sit elsewhere and engage with general participants.

2. **Logistical Arrangements:**

- Special room/meeting requests must be submitted at least one month before the first day of the conference. The IPC and LOC reserve the right to reject late requests.
- Schedule sufficient travel time for events (e.g., banquets or EC meetings) held away from the main venue.
- To minimise inconvenience, hold the **APSCE EC meeting** near or at the conference venue, as it tends to conclude late.

3. **Dietary Requirements:**

- Serve international cuisines at meals, welcome reception, and banquet in addition to local cuisines to accommodate participants who may not be accustomed to the latter.
- Clearly label halal food options during all meals and coffee breaks, as approximately 10% of participants are Muslim.

4. **Housekeeping Announcements:**

- Make important announcements during plenary sessions to ensure clarity regarding schedules, locations, and requirements for all events.

2.4 Promotion and Communication

1. **Conference Website:**

- Launch the website by the **end of January** in the conference year. Content must be vetted and approved by the ICCE Standing Committee by **mid-January**.

2. **Mailing Lists:**

- Compile mailing lists for Calls for Papers, Participation, and attendee communication.
- Share these lists with APSCE for future ICCE and APSCE promotions, adhering to data protection laws.

3. **Promotion Plans:**

- Develop and implement plans for domestic and international promotion, with IPC and APSCE EC assistance.

Appendices

Template of Host Letter

(Issued by the APSCE President to the institution or organization awarded the bid to host ICCE)

<APSCE_letterhead>

<the_prospective_LOC_Chair_and_Co-Chair>

<postal_address>

<date>

Ref: <institution_or_organization> as host of ICCE 20__

On behalf of the Asia-Pacific Society of Computers in Education (APSCE), it gives me great pleasure to inform you that <institution_or_organization> has been selected to host the <edition> International Conference on Computers in Education (ICCE). In addition, we would like to appoint both of you as the Local Organizing Chairs of the conference.

The ICCE conference series is organized by APSCE. Building on its strong international presence and continuous success in last two-and-a-half decades, the program aims to foster vibrant exchanges and dynamic collaborations among the academic and practitioner communities of technology-enhanced learning around the world. Our past conference editions had consistently attracted participants from more than 30 countries in the Asia-Pacific Region, Europe, Americas, and Africa each year.

APSCE is immensely proud to collaborate with your esteemed *university/society in organizing our yearly prestigious conference for 20__. We look forward to working with your team and making it another successful conference.

Yours sincerely,

<APSCE_President's_signature>

<APSCE_President's_name>

President

Asia-Pacific Society for Computers in Education

Template of Keynote Invitation Letter

<APSCE letterhead>

<date>

Dear _____,

Invitation as the Plenary Keynote Speaker of ____th International Conference on Computers in Education: ICCE 20__

<conference dates>, <city>, <country> or <region>
Organized by the Asia-Pacific Society for Computers in Education
<http://apsce.net/>

I, on behalf of the Keynote Speaker Selection Committee of ICCE20__, am delighted to invite you to be a plenary Keynote Speaker for the sub-conference C_: _____ (<acronym>) of ICCE 20__.

Your distinguished accomplishments and remarkable contributions in the concerned research areas would greatly help us to upkeep the academic and professional quality of the Conference. One of the major scholarly activities for the Keynote Speaker is the delivery of a keynote speech in approximately 60 minutes in the Plenary Keynote Speaker Session between <conference_dates> (the exact date and time will be announced in due course).

Please also note that other program organizers such as the Chairs of the Early Career Workshop, Doctoral Student Consortium or Workshops and Tutorials might invite you to participate in their activities. These activities will start from the first day of the conference. Therefore, we kindly request that you make arrangements to attend the ICCE at least from the morning of <the_first_conference_day>, if possible.

To express our gratitude for your generous support to the Conference, we shall provide the following:

- Complimentary conference registration
- 1-year complimentary APSCE membership
- Round-trip economic airfare from the country where the speaker's institution or main employer is located in
- Up to 6 nights of hotel accommodation (starting from the night before the conference till the night after the closing ceremony), inclusive of breakfasts

This is an informal invitation, primarily to check your availability and willingness to participate. Once we hear back from you, I will send you the formal invitation. As we are working with a tight operational timeline, we would appreciate if you can give us a response by **<7 days after the invitation is sent>** - or at least an expression of intention even if you cannot commit right now. Meanwhile, if you have questions or need further information, please do not hesitate to contact me.

Yours sincerely,

<name>

Conference Chair

For and behalf of

<names>

Program Coordination Chair/Co-Chairs

<names>

Local Organizing Committee Chair/Co-Chair

<names>

Sub-Conference Chairs

<names>

Conference Consultants

Template of Theme-based Speaker Invitation Letter

<APSCE letterhead>

<date>

Dear _____,

Invitation as Theme-Based Invited Speaker of 26th International Conference on Computers in Education: ICCE 20__

<conference dates>, <city>, <country or region>

Organized by the Asia-Pacific Society for Computers in Education

<http://apsce.net/>

The __th International Conference on Computers in Education: ICCE 20__ is composed of seven coherently interrelated theme-based sub-conferences that respectively cope with the specific and rapidly diversifying trend in Computers in Education. After nomination and discussion among SIG and theme-based conference program Chair/Co-Chairs, we, on behalf of ICCE 20__ Program Committee, are delighted to invite you to be an Invited Speaker for the sub-conference "C_: ____ (<acronym>)" of ICCE 20__. Details of ICCE 2018 can be accessed at <URL_of_conference_website>.

Your distinguished accomplishments and remarkable contributions in the concerned research areas would greatly help us to upkeep the academic and professional quality of the Conference. One of the major scholarly activities for the Invited Speaker is the delivery of a speech in about **40 minutes** in the Theme-based Invited Speaker Session between <conference_dates> (the exact date and time will be announced in due course).

Please also note that other program organizers such as the Chairs of the Early Career Workshop, Doctoral Student Consortium, Workshops or Tutorials might invite you to participate in their activities. These activities will start from the first day of the conference. Therefore, we kindly request that you make arrangements to attend the ICCE at least from the morning of <first_conference_day>, if possible.

We believe that your insightful speech for the concerned theme-based sub-conference will greatly contribute to the success of the Conference. To express our gratitude for your generous support to the Conference, you will be entitled to complimentary registration of ICCE 20__, which is inclusive of a one-year APSCE membership for 20__.

This is an informal invitation, primarily to check your availability and willingness to participate. Once we hear back from you, I will send you the formal invitation. As we are working with a tight operational timeline, we would appreciate if you can give us a response by **<7 days after the invitation is sent>** - or at least an expression of intention even if you cannot commit right now. Meanwhile, if you have questions or need further information, please do not hesitate to contact me.

Yours sincerely,

<name>

Conference Chair

For and behalf of

<names>

Program Coordination Chair/Co-Chairs

<names>

Local Organizing Committee Chair/Co-Chair

<names>

Sub-Conference Chairs

<names>

Conference Consultants

Opening Ceremony Agenda Framework

This is the standard structure for the opening ceremony, which the LOC is responsible for programming. Major variations may be proposed with justification and are subject to endorsement by the ICCE Standing Committee.

1. Welcome speech by the Conference Chair (5-10 minutes)
 - The Conference Chair introduces APSCE, highlights significant changes, achievements, and key personnel appointments over the past 12 months, and promotes Research and Practice in Technology-Enhanced Learning (the flagship journal of APSCE), upcoming events (e.g., TBICS conferences) and initiatives.
2. Conference Update by the LOC Chair (3-5 minutes)
 - The LOC Chair should announce the conference registration rate as of the opening day.
3. Opening Speech by the Guest-of-Honor (if applicable) (5-10 minutes)
4. IPC Report by the IPC Coordination Chair (10 minutes)
5. APSCE Fellow Induction (if applicable) (8-15 minutes)
 - The APSCE President introduces the APSCE Fellowship and its selection process, announces and appraises the new Fellow(s) and present the certificate(s)
 - Each new Fellow delivers a three-minute speech.
6. Presentation of APSCE Distinguished Researcher Award (DRA) and APSCE Early Career Researcher Award (ECRA) (if applicable) (8-15 minutes)
 - The APSCE Award Subcommittee Chair introduces DRA and ECRA (including the selection criteria and process), announces and appraises the winner(s).
 - The APSCE President presents the certificate(s).
 - Each winner delivers a one-minute thank-you speech.
7. Cultural performance (optional)
8. Group photography
9. Plenary speech by the APSCE DRA winner (if applicable) (20 minutes)

Closing Ceremony Agenda Framework

This is the standard structure for the opening ceremony, which the LOC is responsible for programming. Major variations may be proposed with justification and are subject to endorsement by the ICCE Standing Committee.

1. Thank-you speech by the LOC Chair (5 minutes)
2. Speech by the Guest-of-Honor (if applicable) (5-10 minutes)
3. Presentations of APSCE Excellence Scholarship Awards (ESA) (5-10 minutes)
 - The ESA Chair introduces ESA, including the selection criteria, and announces the awardees.
 - The Conference Chair presents the certificates to the awardees.
4. Cultural performance (if applicable)
5. Announcement and presentations of Best Paper Awards and Best Poster Design Award by the Award Coordination Chair (10 minutes)
 - It is recommended that the nomination certificates be presented during the parallel sessions where the nominated papers were delivered. The nomination list is projected at the ceremony, but certificates are not presented here to save time.
 - The order of award announcement and presentation is as follows: Best Poster Design Award, Best Technical Design Paper Award, Best Student Paper Award, and Best Overall Paper Award. Only the award certificates are presented at the ceremony.
6. Presentation of Certificates of Appreciation to the IPC Coordination Chair, IPC Coordination Co-Chair(s), LOC Chair and Conference Consultants by the Conference Chair

(In odd years)

7. Handover of APSCE Presidency
 - The outgoing President gives a farewell speech and introduces the incoming President. (3 minutes)
 - The outgoing President symbolically hands over a document to the incoming President.
 - The incoming President presents a certificate of appreciation to the Outgoing President.
8. A speech by the incoming President
 - The incoming President delivers a brief inauguration speech to share their vision and plans.
 - The incoming President, who will also serve as the next ICCE conference chair, announces the next conference location and keynote line-up for the following year.
9. Promotion of the next ICCE by the next LOC chair

(in even years)

- A speech by the President (who will also serve as the next ICCE conference chair)
 - The President announces the next conference location and keynote line-up for the following year.
- Promotion of the next ICCE by the next LOC chair

Recommended Occasions for Presenting Certificates

† denotes mandatory occasions to present the certificates. for presentation of certificates. Other certificates may be presented on other occasions as deemed appropriate.

CoA = Certificates of Appreciation.

Welcome Reception:

- CoA: ECW advisors; DSC mentors; Tutorial instructors; Advisors or speakers of APSCE Student Wing events
- CoA: Chair and co-chairs of APSCE Student Wing
- Best Reviewer Awards

Opening Ceremony:

- APSCE Fellowship †
- APSCE DRA and ECRA †

Banquet:

- CoA: Individuals who have provided exceptional service to the society, such as (but not limited to) outgoing secretaries or managing secretaries, in recognition of their long-term commitment and exemplary contributions
- CoA: Chairs of individual program components (Co-chairs are not eligible)
- CoA: SIG Chairs (odd years only – towards the end of their two-year terms)

At the end of keynote and theme-based invited speeches:

- CoA: keynote and theme-based invited speakers

During the oral presentation sessions of Best Paper Award nominees:

- Certificates of nomination (presented by the session chairs)

Closing Ceremony:

- APSCE Excellent Scholarship Awards †
- Best Paper/Poster Design Awards †
- CoA: IPC Coordination Chair, IPC Coordination Co-Chair(s), LOC Chair and Conference Consultants
- CoA: APSCE President (odd years only, presented to outgoing President) †

Template of Certificate Printing Checklist

- Only selected certificates will be printed as hardcopies, while others will be issued in softcopy format only.
- **Softcopy Preparation:** All softcopies of certificates must be generated and shared with the Conference Chair at least one week before the conference begins for vetting.
- **Vetting and Printing:** Once vetted and corrections (if any) are made, certificates that require hardcopies should be printed by the LOC, including the certificates nominally issued by the APSCE HQ.
- **Certificate Delivery:** Certificates requiring the Conference Chair's signature must be delivered to the chair on the first morning of ICCE for signing.

Issued by the APSCE HQ

- All certificates nominally issued by the APSCE HQ must feature a color APSCE logo and be printed in color.

Certificate type <i>(all are certificates of appreciation unless otherwise indicated)</i>	# of Certs	Names (to annotate whether they will attend ICCE to receive their certificates)	When to be presented (recommended) / other remarks
APSCE Fellow certificate(s)	?	(name(s))	Opening ceremony <i>(The APSCE President will sign – i.e., credited as APSCE President)</i>
DRA & ECRA certificates	?	name(s)	Opening ceremony <i>(The APSCE President will sign.)</i>
Outgoing APSCE President (in odd years only)	1	name	Closing ceremony <i>(no need signature or presenter's name)</i>
APSCE Secretary (if they are stepping down.)	1	Name	Banquet <i>(The APSCE President will sign.)</i>
ICCE Conference Chair, Program Chair, Co-Chair	?	Names	Banquet or Closing Ceremony <i>(The APSCE President will sign; except the Conference Chair cert – no need signature or presenter's name)</i>
ICCE LOC Co-chair(s)	1-2	Name(s)	Closing ceremony <i>(The APSCE President will sign)</i>

Student Associate Member(s)	?	Name(s)	Banquet <i>(The APSCE President will sign)</i>
Student Wing members	?	Name(s)	Banquet <i>(The Lead Mentor of the APSCE Student Wing & the APSCE President will sign)</i>
APSCE Excellent Scholarship Award (ESA) Certificates	8	Names	Closing ceremony <i>(The ESA Chair & the APSCE President will sign)</i>

Issued by LOC

Certificate type <i>(all are certificates of appreciation unless otherwise indicated)</i>	# of Certs	Names (attending or not – to receive the certs?)	When to be presented (recommended) / other remarks
Best Overall/Student/Technical Design Paper Award nominees	?	Names + paper titles (check the nomination list)	During the oral presentation sessions of individual nominated papers <i>(print Conference Chair, Program Chair & Program Co-Chairs' names; no signature is required)</i>
Best Overall/Student/Technical Design Paper Award winners	3	Names + paper titles	Closing ceremony (Keep the list CONFIDENTIAL until announced) <i>(Conference Chair, Program Chair & Program Co-Chair to sign)</i>
Best Poster Design Award winner	1	Name + poster paper title	Closing ceremony (Keep the winner CONFIDENTIAL until announced) <i>(Conference Chair, Program Chair & Program Co-Chair to sign)</i>
Best Reviewer Awards (softcopies only)	?	Names	Announced at the Opening Ceremony by the Program Chair

			<i>(print Conference Chair and Program Chair's names; no signature is required)</i>
Keynote speakers	4	(names)	At the end of each keynote session <i>(Conference Chair & Program Chair to sign)</i>
Theme-based invited speakers	3	(names)	At the end of each theme-based speech session <i>(Conference Chair & Program Chair to sign)</i>
Tutorial conductors (softcopies only) <i>(One certificate per tutor; NOT per tutorial)</i>	?	Names + tutorial titles	<i>(print Conference Chair and Program Chair's names; no signature is required)</i>
Student Wing thematic speakers (softcopies only)	?	Names	<i>(print Conference Chair and Program Chair's names; no signature is required)</i>
ECW advisors (softcopies only)	?	Names	Welcome reception <i>(print Conference Chair and Program Chair's names; no signature is required)</i>
DSC mentors (softcopies only)	?	Names	Welcome reception <i>(print Conference Chair and Program Chair's names; no signature is required)</i>
Certificates of conference participation; Certificates of paper presentations (softcopies only) <u>(issued on request)</u>	?	Names	Issued via email

Template for the Initial Content of the Conference Website

(To be launched by end January every year)

<The website banner should include the full conference name and acronym, dates and host city/country or region.>

Welcome

The __th International Conference on Computers in Education (ICCE 20__) is organized by the Asia-Pacific Society for Computers in Education (APSCE) and hosted by _____. ICCE 20__ will be held at the ____ <venue, city, country or region> _____, from ____ to ____ (____ day to ____ day). Pre-conference events (workshops and tutorials) will be conducted on the first two days. The main conference will begin on _____.

Accepted papers in the main conference, workshops, Early Career Workshop, Doctoral Student Consortium, Showcase of Advancements in Technology-Enhanced Learning in Underrepresented Countries (SATELUC), and Work-in-Progress Posters will be published in proceedings, which will be submitted to **Elsevier for inclusion in Scopus**. Proceedings of the main conference will also be submitted to **Thomson Reuters for inclusion in the Conference Proceedings Citation Index**.

ICCE 20__ is planned to be held in *physical/hybrid/virtual mode.

{short introduction to the hosting country/region and city – refer to ICCE'17 website:
“Christchurch is the garden city, and the best time to visit it is in December, which is the start of summer. Christchurch is the gateway for New Zealand's South Island. There are many possibilities for sightseeing before and after the conference - you can hike, bungy jump, mountain bike, raft, surf, swim, golf, see whales, dolphins and seals, visit wineries and gardens, be entertained and awed, and so much more, all within 2 hours of Christchurch! “}

Conference Theme

Xxxxxx

(a short paragraph to elaborate the theme.)

New Flash!

(e.g.,

__ <date>__ – ICCE 20__ keynote speakers (*add hyperlink*) announced!

__ <date>__ – ICCE 20__ (*previous year; add the hyperlink*) closed.

(Side frames for displaying organizations and logos:

Organized by: APSCE (Asia-Pacific Society for Computers in Education)

Hosted by: _____

Sponsors: (add later if don't know yet))

(Side frame for displaying important dates: e.g., submission deadlines for various program components after confirmation; and conference dates)

(Organization page)

Standing Committee

Conference Chair:

IPC Coordination Chair:

IPC Coordination Co-Chair(s):

Local Organizing Chair:

Local Organizing Co-Chair(s) (= (if any):

Consultants:

Sub-Conferences

C1: ICCE Sub-Conference on Artificial Intelligence in Education/Intelligent Tutoring System (AIED/ITS) and Adaptive Learning

- PC Executive Chair:

C2: ICCE Sub-Conference on Computer-supported Collaborative Learning (CSCL) and Learning Sciences

- PC Executive Chair:

C3: ICCE Sub-Conference on Advanced Learning Technologies (ALT), Learning Analytics and Digital Infrastructure

- PC Executive Chair:

C4: ICCE Sub-Conference on Technology Enhanced Learning for Mobility of Learners and Learning Experiences (TEML) (formerly known as Classroom, Ubiquitous and Mobile Technology-Enhanced Learning (CUMTEL))

- PC Executive Chair:

C5: ICCE Sub-Conference on Educational Gamification and Game-based Learning (EGG)

- PC Executive Chair:

C6: ICCE Sub-Conference on Technology Enhanced Language Learning (TELL)

- PC Executive Chair:

C7: ICCE Sub-Conference on Practice-driven Research, Teacher Professional Development and Policy of ICT in Education (PTP)

- PC Executive Chair:

Work-in-Progress Posters (WIPP)

Coordination Chair:

Panel

Coordination Chair:

Extended Summaries (ES)

Coordinator:

Workshop, Tutorial & Interactive Event

Coordination Chair:

Doctoral Student Consortia (DSC)

Chair:

Early Career Workshop (ECW)

Chair:

Showcase of Advancements in Technology-Enhanced Learning in Underrepresented Countries (SATELUC)

Chair:

APSCE Excellent Scholarship Awards

Chair:

Special Interest Groups (SIGs)

S1 (Artificial Intelligence in Education/Intelligent Tutoring Systems/Adaptive Learning (AIED/ITS/AL)):

S2 (Computer-supported Collaborative Learning (CSCL) and Learning Sciences):

S3 (Advanced Learning Technologies (ALT), Open Contents, and Standards):

S4 (Technology Enhanced Learning for Mobility of Learners and Learning Experiences (TEML)):

S5 (Educational Gamification and Game-based Learning (EGG)):

S6 (Technology Enhanced Language Learning (TELL)):

S7 (Practice-driven Research, Teacher Professional Development and Policy of ICT in Education (PTP)):

S8 (Development of Information and Communication Technology in the Asia-Pacific Neighborhood (DICTAP)):

S9 (Educational Use of Problems/Questions in Technology-Enhanced Learning):

S10 (Learning Analytics and Educational Data Mining):

S11 (Computational Thinking in Education / STEM):

Local Organizing Committee

...

(Calls for Papers)

Forthcoming

(Program) – The ‘subpages’ under this menu are ...

Keynote Speakers

(Note:

- In alphabetical order.
- The sub-conference that each speaker is assigned to should be clearly labelled.

.....

(e.g.,

Tanja MITROVIC, University of Canterbury, New Zealand

Video watching to support fostering of transferable skills (C3))

Other sub-pages to add when the content are ready:

- *Theme-based invited speakers*
- *Awards (including nominees and winners)*
- *Full program and program book*
- *Proceedings*

Registration

Indicate “Forthcoming”

Location

(Provide simple information on and a few photos of the conference venue, as well as information on touristic attractions in the host city and surroundings)

Other sub-pages to add when the content are ready:

- *Transportation*
- *Hotel*

APSCE Excellent Scholarship Awards

(Always add “APSCE” before “Excellent Scholarship Awards”).)

Indicate “Forthcoming” or add this page when the content is ready.

Contact Us

(Provide two general enquiry email addresses

1. *Enquiry on program-related matters – managed by the IPC*
2. *Enquiry on other conference-related matters – managed by the LOC*

*Ensure that the IPC and the LOC respond to all emails **within 2 working days.**)*

Parallel Session Facilitators – SOP Template

<Dates> | <Time for Reporting on Duty>

- Report to the secretariat room.
 - Collect timekeeping toolkits, password for the presenter's computer, mineral water, door signages, session data sheet (one sheet per session), and nomination certificates (if any).
 - Check for any program changes.
-

20 Minutes Before Each Session Starts

- Place the correct door signage indicating the session topics and presenters.
 - Identify the chairperson of the session and brief them on key responsibilities (e.g., presenting nomination certificates, if applicable).
 - Switch on the presenter's computer, log onto the Internet, and turn on the projector; test the projection setup.
 - Place mineral water on the speaker's table (number of presenters + 2); hand one bottle to the chairperson.
 - Help presenters copy and test their slides on the computer.
-

During the Session

- If the chairperson does not arrive within 3 minutes of the session start time, invite any willing presenter or audience member to act as the 'ad-hoc' chairperson.
- Sit next to the chairperson, if possible.
- Timekeep each presentation (hold up '3 minutes left,' '1 minute left,' and 'time's up' signs).
- Conduct a headcount approximately 10 minutes after the session begins. Record the number (including the chairperson and presenters) on the session data sheet. *Note: Audience movement is frequent, so an approximate count suffices.*
- Contact the secretariat immediately in case of technical issues.
- Usher attendees to front seats if attendance is low.

- Record no-show speakers or representatives (i.e., speakers who are not listed paper authors) or virtually-presenting speakers on the session data sheet (record the paper ID).
-

After the Session

- Request the chairperson to sign the session data sheet. If the pre-invited chairperson does not show up, mark 'no-show' on the relevant field. *Do NOT ask an 'ad-hoc' chairperson to sign.*
 - Clear empty water bottles.
 - Re-arrange the furniture to its original layout (if applicable).
-

After the Last Session of the Day

- Return timekeeping toolkits and submit all session data sheets to the secretariat room.
- *Note: If there is a long break between sessions, you may return kits and submit data sheets temporarily to the secretariat room. During this time, you may be assigned other ad-hoc duties, such as assisting at the secretariat room or registration counter.*

For urgent matters, contact:

(names and contacts, e.g., phone numbers or messaging app accounts, of the LOC chair, co-chairs and specific LOC team members)

Template of Session Data Sheet

International Conference on Computers in Education 20__ Session Data Sheet

Session Type	<input type="checkbox"/> Keynote/invited speech <input type="checkbox"/> Parallel paper presentation <input type="checkbox"/> Panel <input type="checkbox"/> Workshop <input type="checkbox"/> DSC <input type="checkbox"/> ECW <input type="checkbox"/> Tutorial <input type="checkbox"/> Student Wing event
Session ID	
Date & Time	
Venue	
Estimated No. of Participants	
No-show (Paper ID's)	
Represented presentation (Paper ID's)	
Virtual presentation (PaperID's)	

Name and Signature of chairperson: _____

Name of Stage Manager / Parallel Session Facilitator: _____

Template of post-conference survey

(to be added)

IAALDE-related email templates

APSCE is a member society of the International Alliance to Advance Learning in the Digital Era (IAALDE). IAALDE aims to foster knowledge exchange across societies, specifically on the inter-relationships between learning and technology. A key mechanism for this exchange involves:

- *Funding the best paper authors of a society's conference to travel to a sister conference and present their paper.*
- *Providing a presentation slot for the best paper authors at a sister conference, provided the authors notify the conference Program Chairs in advance.*

Within one month after each ICCE edition, the APSCE representative to IAALDE shall email the corresponding author of the Best Overall Paper Award-winning paper, cc-ing the co-authors, APSCE President, President-Elect, IPC Coordination Chair and Co-Chairs, and the APSCE Managing Secretary. The email should inform the winner about the initiative and encourage them to participate.

(Template 1: Notification to Best Overall Paper Winner)

Subject: Congratulations on Your Best Paper Award and IAALDE Presentation Opportunity

Dear <Recipient Name>,

I am writing to you in my capacity as the APSCE representative to IAALDE. First and foremost, congratulations on winning the **Best Overall Paper Award** at ICCE 20__!

As you may know, APSCE, the parent society of ICCE, is a member of IAALDE (<http://www.alliancelss.com/>). IAALDE promotes knowledge exchange across societies by offering:

- Funding for best paper authors to travel to sister conferences and present their papers.
- A dedicated presentation slot for best papers at sister conferences, provided authors notify the Program Chairs early.

Per an APSCE Executive Committee motion passed in April 2019, APSCE will subsidize one author of the Best Overall Paper Award-winning paper each year with a travel grant of up to **USD 1,000**. This is to facilitate the presentation of the winning paper at one of the IAALDE sister conferences listed here: <https://alliancelss.com/#bestpaperexchange>

If you or a co-author is keen to seize this rare academic opportunity, please select a conference from the list and inform me. I will contact the conference organiser to secure a **prestigious presentation slot**, where only one award winner from each IAALDE conference is invited. In many cases, the conference will also offer the opportunity to publish an extended

abstract of your winning paper in their proceedings – we can confirm this detail with the organizers upon your request.

Kindly confirm your interest and choice of conference by **<ten days from email date>**. Should you have any questions, please feel free to reach out to me, cc-ing Prof. _____ (<email>), the current APSCE President.

We look forward to hearing from you soon!

Warm regards,

<Your Full Name>

APSCE Representative to IAALDE

(end of template 1)

If the winner accepts the offer, the APSCE representative shall send an email introducing the winner to the society representative of the selected receiving conference to facilitate further coordination.

(Template 2: Introduction to Receiving Society Representative)

Dear <Recipient Name>,

I hope this message finds you well. I am writing in my capacity as the APSCE representative to IAALDE.

It is my pleasure to introduce **<Author's Full Name>** (cc-ed), the corresponding author of the **Best Overall Paper Award** winner at ICCE 20__, titled:

"<Paper Title>"

<Author> has expressed enthusiasm about presenting this paper at **<Receiving Conference Name> 20__** under the IAALDE Best Paper Exchange initiative. APSCE will partially support the associated travel costs.

We greatly appreciate your assistance in facilitating this opportunity and securing a suitable presentation slot. Please feel free to liaise directly with <Author> for further coordination. Thank you very much for your kind support.

Warm regards,

<Name>

APSCE Representative to IAALDE

(end of template 2)