



ASIA-PACIFIC SOCIETY FOR COMPUTERS IN EDUCATION



International Conference on Computers in Education

CORE HANDBOOK

ICCE Core Handbook

Version: January 2025

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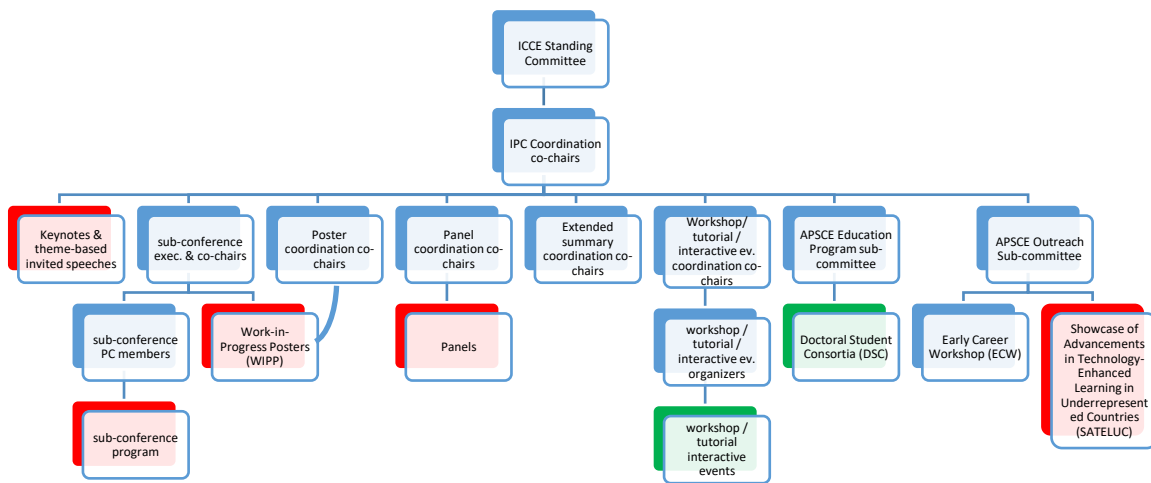
1. Philosophy

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 the flagship activity of APSCE to achieve the goal by encouraging and supporting academic activities for researchers at all career stages. ICCE also serves as a platform to strengthen connections, foster intellectual exchange, and boost collaborations between scholars from APSCE member countries/regions and the global academic community. APSCE strives to establish ICCE as one of the most prestigious and highest-quality conferences in technology-supported education, learning and training.

2. The Roles of APSCE Conference Subcommittee

The APSCE Conference Subcommittee serves as the governing body during the bidding stage and as a consultancy unit during the post-bidding phase. It oversees the entire bidding process, including the submission, review, and guidance of bidding proposals from interested parties, culminating in the submission of the final proposal to the EC for approval. Beyond the bidding stage, the Subcommittee provides advisory support for major decisions made by conference organizers throughout the preparation process and during the conference itself. Any adjustments to the approved bidding proposal or significant deviations from the guidelines outlined in the handbook must seek the Subcommittee's guidance. To effectively fulfill these roles, the Subcommittee is expected to maintain comprehensive knowledge of the conference handbook.

3. ICCE Structure and Program Components



Background boxes in red: main conference events

Background boxes in green: pre-conference events

ICCE is a meta-conference that spans three days of main conference presentations and 1–2 days of pre-conference events. This structure accommodates the growing diversity of research and allows for a wide range of interactions, networking, and intellectual exchange. Below is an overview of the program components, including their nature and the roles of their respective chairs and co-chairs:

The key components and positions in ICCE are briefly outlined below. Detailed information on the selection criteria, roles, and responsibilities for these positions can be found in the supplementary **ICCE Implementation Manual**.

3.1 Conference Leadership and Governance

- (1) The **ICCE Standing Committee** comprises the Conference Chair, the IPC (International Program Committee) Coordination Chair and Co-Chair(s), the LOC

(Local Organizing Committee) Chair, and the conference consultants. his committee oversees decision-making related to the conference program, IPC operations, and LOC guidance. Depending on the issue's nature, decisions may involve subsets or the entire committee, with consultations from the APSCE Conference Subcommittee as needed.

- (2) The current APSCE President serves as the **Conference Chair** and spearheads the ICCE Standing Committee. The chair provides mentorship to the LOC and ensures smooth execution of the conference.
- (3) **The IPC Coordination Chair and Co-chair(s)** manage the technical program and oversee IPC operations. Co-chair(s) is/are selected 15 months before the conference, with one typically transitioning to the chair role in the subsequent year. Responsibilities include managing the review process, coordinating program components, selecting keynote speakers, and delivering the IPC report during the opening ceremony.
- (4) The proposer of the successful bidding proposal becomes the **LOC Chair**, leading the local organizing team.
- (5) The IPC Coordination Chair and the LOC Chair of the last ICCE are to take up the roles of **conference consultants**. The ICCE Standing Committee may appoint additional conference consultants as deemed fit.
- (6) The **APSCE Excellence Scholarship Awards (ESA)**, formerly known as the APSCE Merit Scholarship Awards, is a prestigious scholarship program administered and financed by APSCE. While ESA is not under the custody of ICCE, it is designed to celebrate outstanding graduate students in the field of Computers in Education, supporting their participation in ICCE. Winners are announced and celebrated during ICCE-related events to highlight their achievements and foster community engagement. The Chairs and Co-Chairs of ESA are responsible for preparing the call-for-nominations, reviewing submission packages, and recommending winners for endorsement by the APSCE Executive Committee (EC).

3.2 The Main Conference Events

- (7) **Theme-based Sub-conference:** These sub-conferences form the core of ICCE, addressing specific themes in the field of technology-enhanced learning. Each sub-conference is led by an Executive Chair and at least three co-chairs, with geographical diversity. Co-chairs are responsible for the review process,

programming, and nominating papers for awards. One co-chair should transition to the Executive Chair role in the following year.

Special Interest Group (SIG) Chairs (applicable to APSCE SIGs with corresponding ICCE theme-based subconferences only) contribute to programming by appointing sub-conference co-chairs, publicizing calls for papers, and nominating theme-based invited speakers if applicable.

PC members for individual sub-conferences are selected by the respective sub-conference Executive Chairs and Co-Chairs. All IPC members must hold a Doctorate Degree, while individuals without a Doctorate may be recruited as “Additional Reviewers.” It is also recommended that each sub-conference involve at least three APSCE EC members.

- (8) **Panels** are interactive forums designed to stimulate lively discussion or debate on specific issues of significance to the field. The Panel Chair and Co-Chair(s) are responsible for reviewing panel proposals and coordinating the panel program.

The **Poster Coordination Chair and Co-Chairs** oversee two types of posters:

- Poster Papers: Submissions accepted from theme-based sub-conferences.
- Work-in-Progress Posters (WIPP): Scientific or innovative posters submitted separately for review.

Their responsibilities include organizing the poster sessions, ensuring visibility for poster presenters, and coordinating the selection of Best Poster Design Award.

- (9) The **Showcase of Advancements in Technology-Enhanced Learning in Underrepresented Countries (SATELUC)** is a dedicated poster or demonstration session aimed at increasing participation from underrepresented countries in technology-enhanced learning. The **SATELUC Chair and Co-Chairs** manage programming, recruit eligible participants, and coordinate the poster or demonstration sessions, with a focus on showcasing geographical diversity and encouraging long-term engagement with ICCE.

3.3 The Pre-Conference Events

- (10) The **Workshop, Tutorial and Interactive Events (W/T/I)** are coordinated by the same Chair and group of Co-Chair(s).

Workshops: Provide a platform for exchanging ideas and sharing practical experiences on focused topics through mini-conferences or discussion-oriented formats.

Tutorials: Offer instructive sessions to develop specific research, technical, or pedagogical skills, often including hands-on activities.

Interactive Events: Facilitate hands-on interaction with innovative educational technologies and tools to promote engagement and experimentation.

The **W/T/IE Coordination Chair and Co-Chair(s)** are responsible for reviewing submissions, approving proposals, and ensuring smooth execution of these events.

- (11) The **Extended Summary (ES)** allows authors to present main ideas and key results concisely (up to 1,500 words). The **ES Coordination Chair and Co-Chair(s)** coordinate reviews, session programming, and communications with authors.
- (12) The **Doctoral Student Consortia (DSC)** offers PhD students an opportunity to present their dissertation work-in-progress and receive feedback from established researchers. It also helps students refine their methodologies and analysis. The **DSC Co-Chairs** coordinate the selection of participants, programming, and the involvement of mentors.
- (13) The **Early Career Workshop (ECW)** provides early-career scholars a platform to discuss research, career challenges, and directions with peers and senior advisors. The **ECW Co-Chairs** oversee applications, programming, and mentor engagement.

4. Proposal

4.1 Prerequisites

(1) Basic requirements

Proposers are required to:

- (a) The basic scheme of the ICCE conference specified in Clause 12 of the APSCE constitution;
- (b) The **ICCE Core Handbook**.

(2) Eligibility to propose

Proposer must be a member of Executive Committee (EC) of 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 must be collaboratively prepared with at least one EC member.

The proposal should contain the following information:

- ♦ Proposer(s): name(s), affiliation(s), phone number(s), URL(s) of their home page(s) and e-mail address(es)
- ♦ CV of the proposer(s): The academic career and international conference organizing experience are key factors in the evaluation process.
- ♦ EC member(s) involved in the proposal: name(s) and email address(es)
- ♦ Prospective Local Organizing Committee (LOC) members
The aforementioned EC member(s) must be included.
- ♦ A supporting letter from their institution or academic organization
- ♦ Proposed location: geographic location and conference facilities with estimated price ranges.
- ♦ Proposed dates for conference
- ♦ A financial plan including registration fee and mode(s) of conference fee payment (Note: Online credit card payment must be offered as one of the payment modes – see clause 5.6)
- ♦ Acknowledgment: The following statement must be included (refer to clauses 5.5.4 and 5.5.5),

“The prospective LOC agrees that upon the closure of the conference financial account, the surplus (if any) will be equally split (i.e., 50%-50%) between APSCE and

LOC, while LOC will be solely responsible for any financial loss.”

- ♦ A conference promotion and publicity plan at both international and domestic levels.
- ♦ Advantages and challenges of the proposed location, including a short paragraph about nearby hotels with estimated price ranges and the public transportation system.
- ♦ Advantages of the proposer(s): a short paragraph outlining the advantages of the proposer(s).

4.2 Evaluation process

4.2.1 All proposals would be sent to the APSCE Conference Subcommittee for evaluation. The subcommittee will send their evaluation results along with the proposals to the EC for final selection. Proposers can refer to accepted plans from previous ICCE proposals for guidance, which will be made available upon request. The deadline for submission may be extended to encourage additional proposals.

4.2.2 A decision should be finalized by 15 May, around 1.5 years prior to the proposed conference edition (typically held in November-December). To meet this deadline, the APSCE Conference Subcommittee will work backward to set a timeline for proposal submission and vetting, subject to the APSCE President’s endorsement. A minimum of two months should be allocated for the proposal evaluation process.

Sent to: [APSCE Headquarters \(managingsecretary@apsce.net\)](mailto:managingsecretary@apsce.net)

5. Proposal Guidelines

The ICCE Conferences aim to facilitate the fruitful exchange of ideas and research outcomes. Therefore, the host site should preferably be actively engaged in Computers in Education research, offering a comfortable venue and keeping financial thresholds low. External sponsorship and funding are encouraged to offset costs. The conference typically expects 250-350 attendees, though preparations should accommodate up to 500 participants.

The LOC's primary responsibilities in organising the conference are summarised below to guide proposal development. Comprehensive details and specific guidelines can be found in the ICCE Implementation Manual.

- **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.
- **Registration Management:** Oversee attendee registration and fee collection processes.
- **Publications:**
 - Product-edit and prepare the **program book** (soft and hardcopies) and **conference proceedings** (softcopy only).
 - Print program books, certificates, and optional promotional posters.
- **Venue and Logistics:**
 - Manage the conference venue, including room allocations, equipment, and poster panels.
 - Arrange hotel accommodations, travel logistics, and distribute conference materials (e.g., badges, bags).
 - Arrange the venue and dinner for the **APSCE EC meeting**.
- **Events and Activities:**
 - Organise and facilitate **social events**, exhibitions (if any), and optional technical/school visits or sightseeing tours.

- Provide meals, coffee/tea breaks, and ensure dietary needs are met.
- **Post-Conference Tasks:**
 - Conduct evaluation surveys to gather feedback.
 - Submit progress and final reports, including financial statements, to the APSCE EC.

Proposals to host ICCE must include the following information:

5.1 Factual and estimated information

5.1.1. Date

The conference should take place between late November and early December. Proposers should specify acceptable, preferred, and unavailable dates, allowing for three days of main conference presentations and one to two days for pre-conference events. Proposers must avoid scheduling conflicts with other major educational or educational technology conferences.

5.1.2. Supporting institutions

ICCE must be hosted and supported by an academic institution (e.g., university, department, or national association), as per Clause 12 of the APSCE Constitution, and not by private organizations.

5.1.3. Motivation

Proposals must outline the motivations for hosting ICCE, such as advancing local interest and reputation.

5.1.4. 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.

5.1.5. Hosting City

- The selection of the conference hosting city should consider the presence of an international airport within the city or within no more than 2 hours of land travel time. The airport should offer reasonably good connectivity for international travelers. Poor connectivity could impose additional costs and time on participants, particularly those with tight budgets or constrained schedules. If this guideline is not met, a strong justification must be provided.
- As a guideline, an international airport with “reasonably good connectivity” should provide direct flights to at least 20 different countries and regions across a minimum of 2 continents. The proposal must include a clear and detailed description of the airport’s connectivity.

5.1.6. Venue

Proposals must address the following:

- Appropriate venues, including one large hall (300+ seats) for plenaries, 5-7 smaller rooms (50-150 seats) for parallel sessions, registration spaces, areas for demonstrations and posters, presenter preparation spaces, and adequate internet connectivity.
- Catering services for coffee/tea breaks and lunches.
- A range of lodging options, including hotels and potentially student accommodations, with details on prices and proximity to the venue.
- Presentation facilities, including audiovisual equipment and internet access.
- Additional features, such as recreational, social, and cultural events.

5.1.7. Transportation

Details on transportation to and from the venue must be provided. For main conference days, two-way shuttle services should be arranged for participants staying in recommended hotels not within walking distance of the venue.

5.1.8. Communication facilities

The LOC must include in their proposal a plan for attendee communication, specifying contact points such as an inquiry email or web form. The proposal should also include a Service Level Agreement (SLA) committing to a response time of within two working days for all external inquiries or support requests.

5.1.9. Alternative plans for hybrid or virtual mode

Physical mode remains the default for ICCE conferences. However, to address potential challenges such as pandemics or travel restrictions, proposals must include contingency plans for hybrid and fully virtual conference modes. These plans should be accompanied by revised budgets and detailed technical and logistical arrangements to ensure smooth execution in alternative formats if needed.

5.2 Planning

Proposals should include an operational timeline for conference preparation, spanning 1.5 years before the event. This initial timeline should not exceed half a page.

5.3 Sponsorship

Details of current or potential sponsorships from public and private organizations should be provided. Mentioning specific sponsors is advantageous.

5.4 Budget

5.4.1. Preliminary Budget

Include a preliminary budget outlining expected revenues (e.g., attendee fees and sponsorships) and costs (e.g., keynote speaker expenses, website maintenance, submission/review systems, printing, proceedings editing, facilities, and staffing).

Starting in 2026, the LOC will be responsible for covering the costs associated with applying for DOIs for papers included in the proceedings.

5.4.2. Keynote Speaker Benefits

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

- **Round-trip economy airfare** from the country where the speaker's institution or main employer is located, and costs for **land transport** such as train tickets and/or airport-hotel transfers, if applicable.
- **Up to six (6) nights of hotel accommodation**, covering the night before the conference

through the night of the closing day, inclusive of hotel breakfasts.

- **Visa application fee** for entering the hosting country (if applicable)
- USD 100 for dinner allowances (optional but encouraged).

5.4.3. Conference Registration Fee Structure

Proposals must detail registration fees (see Clause 5.5.1). Complimentary registrations should be limited to keynote and invited speakers, the LOC Administrative Secretary, and the APSCE HQ Managing Secretary.

5.4.4. Financial Responsibility

The hosting institution is solely responsible for all financial arrangements, including any potential deficits. APSCE does not provide subsidies.

5.4.5. Surplus Distribution

Any financial surplus will be equally split (50%-50%) between APSCE and the LOC.

5.5 Conference Fees and Mode(s) of Payment

5.5.1. Fee Discounts

To encourage participation and engagement in APSCE-organised scholarly activities, the following registration fee discounts must be provided:

- APSCE Members are entitled to a discount of at least 15% on ICCE conference registration fees.
- Student Members are entitled to a discount of at least 30%.
- Non-student participants from emerging economies qualify for discounts ranging from 20–25% off the early bird/regular rates.

Eligibility for these discounts is determined by the country of the institution or main employer to which the participant is affiliated. Countries classified by the World Bank as low-income, lower-middle-income, or upper-middle-income economies qualify for these discounts. For more information, visit [World Bank Country Classifications](#).

5.5.2. Reasonable Registration Rates

- The LOC must ensure that registration fees are set at reasonable levels to balance the conference budget and avoid a deficit, while also ensuring participants are not overcharged. ICCE must be perceived as an academically driven, non-profit conference.
- If the bidding proposal includes multiple venue options for EC consideration, the bidder must prepare corresponding registration fee structures for each venue. For example, university campuses typically incur lower costs than commercial venues, and registration fees should reflect these differences without placing an undue burden on participants.
- If the LOC needs to adjust the previously approved registration rates during the course of conference preparation, a formal request with justification must be submitted to the ICCE Standing Committee (see Part 2 for a description of this committee) and the APSCE Conference Subcommittee at least six (6) months before the conference. The ICCE Standing Committee has the authority to approve adjusted registration rates that remain below the cap stipulated in Clause 5.5.3, after consulting the APSCE Conference Subcommittee. However, if the proposed new registration rates exceed the cap, approval must be sought from the EC.

5.5.3. Registration Fee Cap

When bidding proposals are evaluated by the APSCE Conference Subcommittee and subsequently by the EC, registration fees will be scrutinized to ensure fairness and financial viability.

- The early bird rate for APSCE members is capped at USD 580.
- Fees for other categories (e.g., non-APSCE members, full-time students, participants from emerging economies, and non-early bird rates) should align with Clause 5.5.1.
- Proposals that exceed this cap must include strong justifications, such as the host country's high cost of living or valid reasons for not using lower-cost venues. Such proposals are subject to EC approval.

The APSCE Conference Subcommittee may revise the cap in the future as needed.

5.5.4. Adjustment of Registration Fees

If adjustments to the approved registration fees are required during the conference preparation, the LOC must submit a formal request with justifications to the ICCE Standing Committee and the APSCE Conference Subcommittee at least six (6) months before the

conference.

- The ICCE Standing Committee may approve adjustments below the cap stipulated in Clause 5.5.3 after consulting with the APSCE Conference Subcommittee.
- Any proposed increases exceeding the cap require EC approval.

5.5.5. Announcement of Fees

The finalized registration rates must be announced on the conference website by the due date of the main conference paper submissions.

5.5.6. Payment Modes

The LOC must offer online payment modes such as credit card or PayPal¹ to facilitate participant convenience. For modes of payment that incur service charges or commissions, the following applies:

- It is recommended that the LOC absorb these additional charges to ensure participants pay only the announced registration rates.
- If financial constraints prevent the LOC from absorbing these charges, this must be clearly stated on the registration webpage, ensuring transparency for participants.

5.5.7. Paper Registration Requirements and Limits

Each ICCE participant must register for the conference to publish their paper in the proceedings. Specific rules include:

- Each participant may register at most two papers across all proceedings.
- Keynote speakers and theme-based invited speakers entitled to complimentary registration may also register up to two papers; the synopsis of their keynote or theme-based talk is exempt from this count.
- Authors wishing to register a third paper may apply to the IPC. Upon approval, a handling fee of USD 90 per additional paper will apply.
- The IPC may approve up to three such additional publications annually. In exceptional cases, such as years with low submission rates, the ICCE Standing Committee may relax this cap with proper justification.

¹ PayPal should not be the sole platform for online payments, as regulations in certain countries may restrict participants from making payments to non-profit organizations through this platform. Offering additional payment options can help accommodate participants from these regions.

5.6 Mailing lists

The LOC may compile mailing lists for the dissemination of Calls for Papers, Calls for Participation, and conference-related announcements. These lists should also be shared with APSCE to support society-wide publicity and future ICCE organizers. However, the following rules apply:

- Mailing lists may not be used for non-ICCE or non-APSCE-related announcements or promotions.
- Personal data protection laws or practices must be strictly observed.

5.7 Conference promotion

The LOC must develop and implement plans for domestic and international promotion, with assistance from the IPC and APSCE EC as needed.

5.8 The IPC Operational Timeline (for ICCE20xx)

Month	IPC Standing Comm. / IPC Coordination Chair	LOC	Sub-Conferences, SIGs & WIPP	Workshop/ Tutorial/ Int. Exhibitions (W/T/I)	ES & Panel	DSC, ECW, SATELUC & Merit Scholarships
Mid-Jul 20xx-1	<ul style="list-style-type: none"> IPC Coordination Co-Chair of ICCE20xx recruited Keynote Selection Comm set up & Number of keynoters decided 					
Aug 20xx-1	Mid-Aug: LOC-nominated 1 st keynote endorsed by Keynote Selection Comm	Early Aug: Nominating 1 st keynote				
Sep 20xx-1	Early Sep: APSCE members, ICCE PC members & authors surveyed and polled; based on the poll results, Conf Chair & IPC Chair to shortlist candidates for remaining keynotes; Conf Chair proceed to invite candidates					
Oct 20xx-1	(keynote invitation continues)					
Nov-Dec 20xx-1	<ul style="list-style-type: none"> By Early Nov: Conf Chair must complete invitation of keynotes Keynotes of ICCE20xx announced at the closing ceremony of ICCE20xx-1 IPC meeting held during ICCE20xx-1 		<ul style="list-style-type: none"> Early Nov: Outgoing Sub-conf Exec. Chairs to confirm with IPC Coord. Chair on their respective incoming Exec. Chairs for ICCE20xx Early Dec: Individual sub-conf Exec Chairs of ICCE20xx & corresponding SIG Chairs to co-identify and invite Co-Chairs of 20xx 	Early Nov: W/T/I Coord Chair to confirm with IPC Coord Chair on the W/T/I Coord Chair for ICCE20xx	Early Nov: ES & Panel Coord Chairs to confirm with IPC Coord Chair on the ES & Panel Coord Chairs for ICCE20xx	
Jan 20xx		<ul style="list-style-type: none"> Mid-Jan: LOC completed draft 	Sub-conf Co-Chairs to recruit PC members			

		conf website for IPC Standing Comm to vet <ul style="list-style-type: none"> By End Jan: Conf website launched 				
Feb 20xx	Early-Feb: General main conf CfP released		<ul style="list-style-type: none"> Late Feb: Sub-conf CfPs released SIG chairs to nominate theme-based invited speakers 			
Mar 20xx	<ul style="list-style-type: none"> IPC Standing Comm to vet SIG's nominations of theme-based invited speakers Conf Chair to invite theme-based speakers 			W/T/I CfP released	ES CfP released	ECW & SATELUC CfP released
Apr 20xx					Panel CfP released	DSC CfP released Call for Merit Scholarships appln. released
May 20xx			<i>Early May: main conf paper submission due (may extend for 2 weeks)</i>			
Jun 20xx				<ul style="list-style-type: none"> <i>Mid-Jun: W/T/I proposal submission due</i> <i>Late Jun: W/T/I proposal notification</i> 		
Jul 20xx			<i>Late Jul: main conf paper notification</i>		<i>Mid-Jul: Panel proposal submission due</i>	
Aug 20xx	<ul style="list-style-type: none"> Early Aug: Paper Award Selection chair vet the sub-conf nomination lists, announce the lists on conf website & notify authors of nominated papers. Mid-Aug: IPC & LOC Chairs to prepare high-level schedule ("program at a glance") for Standing Committee to vet. Mid-Aug: Award Selection Chair to invite judges. Confirmed judges will receive the CRCs of the nominated 	Late Aug->Mid-Sep: Proceedings sub-com to put together the main conf proceedings	<ul style="list-style-type: none"> Early Aug: sub-conf chairs to submit paper award nominees to IPC chair <i>Mid-Aug: WIPP submission due / main conf CRC due</i> <i>Late Aug: WIPP notification</i> 	<ul style="list-style-type: none"> <i>Mid-Aug: workshop paper submission due</i> Mid->Late Aug: workshop paper review 	<ul style="list-style-type: none"> <i>Early Aug: Panel proposal notification</i> <i>Mid-Aug: ES submission due</i> Mid->Late Aug: ES review <i>Late Aug: Panel write-up CRC</i> 	<ul style="list-style-type: none"> <i>Mid-Aug: ECW, DSC & SATELUC submission due</i> <i>Third week of Aug: DSC notification</i> <i>Late Aug: ECW & SATELUC notification</i>

	papers (NOT the submitted versions) to evaluate.					
Sep 20xx	<ul style="list-style-type: none"> • Mid-Sep: IPC Chair to prepare full program schedule (with LOC's input in room assignment) for Standing Committee & the chairs of all program components to vet. • Late Sep: IPC Chair to check with SIG chairs to see if the latter would like to organize Community Building sessions during the main conference period and require a room at the conf venue for the purpose 	<ul style="list-style-type: none"> • Late Sep: Authors' registration & early bird due • LOC to check if all the authors have registered for the conference. For authors who do not register in time, send them reminders and give them a deadline to register. Papers should be removed from the proceedings if authors still fail to register by the stipulated deadline 	Mid-Sep: WIPP CRC due Mid->Late-Sep: Poster Coordination Chair to put together the WIPP proceedings	<ul style="list-style-type: none"> • Early Sep: workshop paper notification • Mid-Sep: workshop paper CRC due • Mid->Late-Sep: W/T/I Coordination Chair to put together the W/T/I proceedings 	<ul style="list-style-type: none"> • Early Sep: ES notification • Early Sep: Panel Chair to send Panel write-up to LOC for incorporation to the main conf proceedings • Mid-Sep: ES CRC due • Mid->Late-Sep: ES Coordination Chair to put together the ES proceedings 	<ul style="list-style-type: none"> • Early Sep: ECW, DSC & SATELUC CRC due • Early Sep: Merit Scholarships appln. Due • Early->Mid-Sep: ECW/DSC chairs to invite advisors/mentors SATELUC chair to liaise with IPC and LOC to arrange for SATELUC poster or demonstration session • Late Sep: Merit Scholars selected & notified
Oct 20xx	<p>Early Oct: IPC Standing Comm to vet the conf booklet & proceedings pdf.</p> <p>Early Oct: APSCE HQ to apply for ISBNs for the proceedings.</p> <p>Early->Mid-Oct: Paper award judges to submit their evaluations. Award Selection Chair to discuss with the judges to finalise the winners.</p> <p>Mid-Oct: Full program schedule announced; IPC Chair to keep LOC update on the changes in the schedule in the next few weeks; IPC chair to invite the chairs of keynote & invited speeches</p>	Early Oct: Proceedings sub-comm to share with IPC Standing Comm the draft conf booklet & proceedings pdf.	<ul style="list-style-type: none"> • Mid-Oct: (After full program schedule announced) Sub-conf Exec. Chairs to invite parallel session chairs under their respective sub-conf. • Poster Coordination Chair to invite judges of Best Poster Design Award. 			ECW Co-Chairs and advisors to plan for ECW program
Nov/ Dec 20xx	Early Nov: APSCE HQ to print the certs for LOC Chair, merit scholars & DSC student organizers	1. Early Nov: Proceedings sub-comm to finalise the conf booklet & send for printing, to finalise the proceedings				

		pdf & send for flashdrive making. 2. Early Nov: LOC to print the paper award certs.				
<p>Note:</p> <ol style="list-style-type: none"> 1. To avoid confusion, the IPC should set a unique and consistent submission deadline across program components with similar timelines (e.g., workshop paper, WIPP, DSC, ECW and SATELUC submissions should all have the same deadline, typically around mid-August). 2. There should be a minimum two-week gap between the main conference paper notification date and the submission deadline for workshop papers, WIPP and SATELUC. This allows authors of rejected main conference papers sufficient time to revise their work based on reviewer comments and resubmit to these satellite program components. 3. A minimum three-week gap must be maintained between the result notification date of the final program component and the authors' registration deadline. This ensures authors have adequate time to apply for and secure conference travel grants. 						

