iNEER/ICEE PROPOSAL GUIDE

*FORMAT AND GUIDE FOR PROPOSAL TO HOST A
CONFERENCE*

INEER Advisory Board

and

International Steering Committee, ICEE

**Updated
September, 2000**

FORMAT AND GUIDE FOR PROPOSAL TO HOST A CONFERENCE

International Conference on Engineering Education

A.   Introduction

Engineering schools in regions around the world are engaging in a critical and comprehensive examination of their undergraduate and graduate education systems. In order to meet the development needs of the 21st Century, new efforts have been implemented that seek to improve the quality of the education experience for students. Among the many issues of concern is the application of information technology as a teaching aid, hands-on experience for undergraduate students, and distance and life-long learning. Unlike past engineering education reforms, the current activities have involved an increasingly wide range of engineering schools around the world working in partnership with each other, and with industry, government, and professional organizations. These efforts are put in place in recognition of the need for a structural change in how and what engineering students should be taught.

The collaborative or partnership approach in engineering education is central to many of the ongoing efforts. Examples include the engineering education coalitions that began in the United States in the early 1990s. Similar programs are now being initiated in other nations.

Sponsored by the International Network for Engineering Education and Research (iNEER) and the ICEE International Steering Committee, ICEE conferences emphasizes the importance of advancing the state of the art through collaboration, partnership and networking. The conference series is a venue for highlighting the worldwide progress and experiences in engineering education; it is also a platform for creating mutually beneficial collaborative efforts.

B.   Conference Format

ICEE conferences are comprised of a two-part format: a traditional 2-3 days conference followed by a 1-2 days international workshop to discuss future cross-regional collaboration efforts in education and research. Regular stand-up presentations of papers, as well as poster sessions are each an important part of the conference. Participation from academia, industry and government representatives are welcome. Keynote remarks by leaders in engineering and technology are a regular feature. Booths for conference-related exhibits may also be arranged for sponsors and attendees.

While each ICEE is identified with the host institution and city but not with the country, the venue is rotated to different regions of the world, so that the same region will not be over-committed as hosts.

C.   Financial Support

The proposing institution is responsible for the finances of the ICEE conference. Support for hosting ICEE comes from government, industry, non-profit organizations and other sponsors. Conference registration fees constitute another important source of income. A conference budget is developed by the proposing institution.

D.   Proposal Guide

Applicants wishing to host ICEE conferences should follow the attached "Guidelines and Format to Host ICEE Conferences" and "Suggested ICEE Important Dates.

E.   Proposal Submission

Proposals may be submitted at any time to:

INEER/ICEE Secretariat
C/o Newark College of Engineering
New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
USA
Tel: (973) 596-3223
e-mail: win_aung@altavista.com
Website: http://www.ineer.org
               (formerly http://ineer.engr.siu.edu/welcome.htm)

F.   Proposal Review

Proposals for hosting ICEE conferences are reviewed by the ICEE International Steering Committee and the iNEER Advisory Board.

G.   Approval of Proposals

The results of the review are communicated to the applicants by the Secretary General for iNEER/ICEE. Incomplete proposals are returned to the applicants for improvement and resubmission. Once a proposal is approved, iNEER/ICEE will execute a memorandum of understanding with the proposing institution endorsing the conference as an official conference. Only conferences

meeting certain normal expectations for an ICEE conference will be endorsed. Details are given in the attached "Guidelines and Format for Proposals to Host ICEE Conferences" and "Suggested ICEE Important Dates".

H.   Past and Future Conferences

As of December, 1999, the following ICEEs have been convened or are being planned:

ICEE - 1994:   Taipei (120)
        1995:   Taipei (120)
        1997:   Chicago/Carbondale (250): http://www.siu.edu/~coalctr/icee2.htm
        1998:   Rio de Janeiro (550): http://www.ctc.puc-rio.br/icee-98
        1999:   Ostrava/Prague   (400): http://www.fs.vsb.cz/akce/1999/icee99/welcome.htm
        2000:   Taipei/Tainan (350): http://icee2000.nctu.edu.tw
        2001:   Oslo/Bergen (400): http://www-pors.hit.no/tf/icee01/
        2002:   Manchester (400)
        2003:   Valencia (tentative)
        2004:   Buenos Aires (tentative)
        2005:   Krakow (tentative)

GUIDELINES AND FORMAT FOR PROPOSALS TO HOST ICEE CONFERENCES

The proposal should include the following information:

a. Name of Conference: ICEE-200X.
b. Proposed Conference Emphases/Themes.
c. Dates and Location of the Conference.
d. Proposed Theme, Venue, Dates and Arrangement/Responsibilities and Timeline for Drafting Report and Recommendations for Post-Conference International Workshop.
e. Plans for Publication of Proceedings (hardcopy, CD-ROM or WWW-based).
f. Proposed Schedule (See Following Suggestions)
g. Hosting Institution(s) or Organization(s), including letter of endorsement and commitment from the head (President, Rector, Chancellor or individual of equal responsibility) of the institution.
h. Proposed Conference Chair or Co-Chairs and Discussion of Past Experience and Qualifications.
f. Introduction to the Hosting Institution(s).
g. Introduction to the Hosting City/Region.
h. Comments on Conference Facilities.
i. Proposed Social/Cultural Programs and Technical Visits
j. Proposed Costs and Budget and Method of Funding, Including Voluntary Contribution for Support of iNEER/ICEE Secretariat, including Website maintenance (ICEE International Steering Committee Suggests Ballpark Amount of 25% of Conference Income Excluding Grants and Donations). This is promulgated by a memorandum of understanding (MOU) between iNEER/ICEE and the new host for the conference.
k. Proposed Dates and Sites for International Steering Committee Meeting for the Autumn Preceding Proposed Conference.
l. Commitment by the Organizing Committee to Adhere to the ICEE Guidelines as Provided Herein, Including Any Reasonable Future Modification Thereto.
m. Proposed Call for Papers.

SUGGESTED ICEE IMPORTANT DATES

A.   CONFERENCE DATES:

USUALLY HELD IN THE MIDDLE OF AUGUST FOR DURATION OF 4-5 DAYS.

B.   PROPOSAL TO HOST ICEE:

1.   AT LEAST THREE YEARS BEFORE PROPOSED CONFERENCE:

- PRELIMINARY CONCEPT PAPER SUBMITTED TO ICEE INTERNATIONAL STEERING COMMITTEE

2.   AT LEAST TWO YEARS BEFORE CONFERENCE:

- ICEE INTERNATIONAL STEERING COMMITTEE INDICATES PRELIMINARY ACCEPTANCE OF PROPOSAL.

3.   AT LEAST 1 YEAR PRIOR TO CONFERENCE:

- FINAL PROPOSAL AND PLANS PRESENTED TO ICEE INTERNATIONAL STEERING COMMITTEE FOR APPROVAL.

C.   CONFERENCE PLANNING (TYPICAL TARGET DATES):

- 1-1/2 Year Prior to Conference:

  Mail Out First Call for Paper. iNEER Will Help.

- One Year Prior to Conference (at Preceding ICEE):

  Distribute Brochures About Conference on Site.

  Mail Out Second Call for Paper. iNEER Will Help.

- November – December of Prior Year: Mail Out Reminders/Third Call for Papers. iNEER Will Help.

- During Year of Conference:

JANUARY 15:   ABSTRACTS DUE

FEBRUARY 28:   NOTICE OF ACCEPTANCE

APRIL 15:   CAMERA-READY MANUSCRIPTS DUE

MAY 15:   REGISTRATION MATERIALS AND HOTEL
                      INFORMATION MAILED

JUNE 30:   EARLY-REGISTRATION DEADLINE

MID-AUGUST: CONFERENCE AND JOINT WORKSHOP (4-5
                      DAYS)

D. CONFERENCE WEBSITE

The Conference Website Should Be Up and Running at Least 1-1/2 Years
Prior to the Conference. Linkage Should Be Provided to the iNEER
Website.

E. PUBLICITY

Brochures and Similar Materials Should be Distributed at Major
International Conferences Beginning 1-1/2 Years Before the Conference
Dates. Suggested Conferences Include the Preceding ICEE, the Annual
Meetings of IGIP, ASEE, and FIE.

F. PROGRESS REPORTS

The Organizing Committee of Each Proposed ICEE is Responsible for
Providing a Progress Report on the Progress of Planning at each
ICEE/ISC Meeting. All Expenses Associated with Such Meeting
Attendance Shall be the Responsibility of the Organizing Committee of the
Proposed ICEE and Hence Should be Included in Its Budget. Typically,
the ICEE/ISC Meetings are Held Twice a Year: During the ICEE
Conference and in the Fall.